

CAPITAL PROJECT BIDS 2021/22

1. SUMMARY

- 1.1 This appendix outlines the Capital projects that have been put forward by officers prior to the approval of the 2021/22 budget and updated Medium Term Financial Strategy. The projects were originally taken to the 19th November Strategy and Resources Committee where members requested that the Finance Working Group review them in detail and make recommendations to this meeting. Projects have been reviewed and re-categorised. The reasons for these changes are explained in this report.

The Council's capital programme will need to reflect the three strategic themes set out in the Council's Corporate vision of Place Community and Prosperity.

- 1.2 The 2021/22 project bids set out in the table below and detailed projects sheets can be found at **Appendix A**. The projects have been categorised by the Finance Working Group into the following two groups and shown on the first page of **Appendix A**:

- Proposed Capital Programme 2021/22: These projects are deemed as essential as failure to carry out the project is likely to have health and safety implications and/or will have fundamental impact on service provision;
- Capital Expenditure to Be Considered During 2021/22: These projects are deemed important but not as immediately urgent.

This categorisation has taken place since the meeting of the Committee on 19th November 2020.

The original detailed project bids are still included in the subsequent pages of **Appendix A**.

- 1.3 As part of the budget strategy the broad principles adopted in relation to capital are that expenditure will be financed from existing useable capital resources and not directly from revenue.
- 1.4 At the start of 2020/21 the Council had capital reserves totalling £2.3m. £0.6m is scheduled to be used to support the 2020/21 capital programme, which will leave £1.7m to support future programmes for 2021/22 and beyond.
- 1.5 The current 5-year capital programme is set out within MDC's Medium-Term Financial Strategy. In the absence of a sizeable capital receipt from a disposal of an asset, the Council will have used up its usable capital receipts within 6 years, at the rate of the capital programme suggested for 2021/22. That would mean that any capital programme extending beyond that would have to be funded from borrowing. The Council is currently debt free.

APPENDIX 2

- 1.6 The Committee should note that any large capital project(s) as a result of the Commercial Strategy will be presented for consideration on a project by project business case basis under the governance arrangements for the delivery of the Commercial Strategy. The financing options of those project(s) would be included as part of the business case for the project(s).


- 1.7 It is essential that the Council's assets are maintained to ensure continued reliability and service provision either at current or improved level. To that end, repairs and renewals of Council assets are programmed into MDC's Medium-Term Financial Strategy.

**APPENDIX 2
(Appendix A)**

	Proposed Capital Programme 2021/22	£000
	Project Title	2021/22
Original Bid No	IT Service	
1	New replacement laptops - Rolling replacement programme	47
	Vehicle & Plant Replacement	
2	Parks Vehicle - Rolling replacement programme	56
	Blackwater Leisure Centre	
3	New Car park entrance and drainage works	25
4	Oaktree Meadow and Orchard Meadow resurfacing improvement	35
	Rivers	
5	Removal old slipway at St Lawrence	10
6	Burnham on crouch Houseboats berth	120
	Total Proposed Capital Programme	293

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Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Employee Laptop & Accessories Renewal Schedule
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) 	Essential
Project Lead Officer	Lead ICT Specialist - Grant Hulley
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Planning for the yearly renewal of laptops that are 3 or more years old. This is to maintain the hardware standards for each user at the council and to keep the council hardware up to date with the changing specifications of our hardware.
Project Start Date <i>(Month and year)</i>	Apr-21
Project Completion Date <i>(Month and year)</i>	This would be a rolling project to keep staff laptops and hardware renewed going forward.
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	1 FTE from current staff used to purchase and then setup new laptops. (this can be built into our laptop imaging project)
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	


	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2021/22	47,000				
2022/23	47,000				
2024/25	47,000				
2025/26	47,000				
TOTAL	188,000	0	0	0	0

CAPITAL PROJECT SHEET

<p>Describe links to Corporate Goals Corporate goals: 1) Strengthening communities to be safe, active and healthy 2) Protecting and shaping the District 3) Creating opportunities for economic growth and prosperity</p>	<p>4) Delivering good quality, cost effective and valued services</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>With a large number of MDC employees needing to work from home, the importance of employees having laptops in good working condition has never been greater. Failure to keep these up to date would result in large amounts of important Council work not being able to be done. MDC needs to replace its laptops over a rolling 4 year period. The above costs would cover that.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>No</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>If laptops are not renewed regularly older equipment can start to become a health and safety risk in regards to aging batteries and possible user damage.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>IT Road Map</p>

CAPITAL PROJECT SHEET 3

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Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	2 x Replacement Parks team vehicles
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Essential
Project Lead Officer	Matt Wilson
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Rolling replacement of ageing fleet vehicles. Vehicle most in need/identified is 2004 Transit van. Additional vehicle also required for workforce mobility and work capacity.
Project Start Date <i>(Month and year)</i>	Apr-21
Project Completion Date <i>(Month and year)</i>	Sep-21
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Procurement process; additional £500 annual revenue budget for Tax, servicing, fuel etc for addition to fleet
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2021/22	56,000		500		
2022/23			500		
2023/24			500		
2024/25			500		
TOTAL	56,000	0	2,000	0	0

<p>Describe links to Corporate Goals <i>Corporate goals:</i> 1) <i>Strengthening communities to be safe, active and healthy</i> 2) <i>Protecting and shaping the District</i> 3) <i>Creating opportunities for economic growth and prosperity</i> 4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>Protecting & shaping the district and Delivering good quality, cost effective, and valued services</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>each vehicle approximately £23,000 to purchase as new. Parks & Countryside Supervisor has identified options to potentially reduce this cost</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>No</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>Ageing fleet vehicles, likelihood of further mechanical breakdown.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>Future development of Commercial activity through Parks/Grounds Maintenance services. Delivery of current GM obligations</p>

CAPITAL PROJECT SHEET 7

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Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Alterations to the car park entrance and drainage at Blackwater Leisure Centre.
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) 	Essential
Project Lead Officer	Frank Britt
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	At the existing main entrance into the car park at Blackwater Leisure Centre there have been a number of near misses involving pedestrians and vehicles. This as down to poor visibility and the relatively narrow gateway into the car park which pedestrians also have to use as there is no dedicated pedestrian access. We propose to widen the access incorporating a dedicated pedestrian gate and to increase the visibility for vehicle entering and leaving the car park. Also included in this bid is for works to be carried out to the drainage that serves the car park as it is becoming more prone to flooding recently during inclement weather.
Project Start Date <i>(Month and year)</i>	Jun-21
Project Completion Date <i>(Month and year)</i>	Nov-21
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Staff time to draw up the tender documents and carry out tender appraisal once received. There will be management time for the works phase and for agreeing the final account. Contractor costs to carry out the works following tender.
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2021/22	25,000				
2022/23					
2024/25					
2025/26					
TOTAL	25,000	0	0	0	0

<p>Describe links to Corporate Goals <i>Corporate goals:</i> 1) <i>Strengthening communities to be safe, active and healthy</i> 2) <i>Protecting and shaping the District</i> 3) <i>Creating opportunities for economic growth and prosperity</i> 4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>1) Strengthening communities to be safe, active and healthy To provide safer pedestrian and vehicular access for the community into Blackwater Leisure Centre car park. Also to alleviate the increasing problem of flooding in the car park that is affecting some of the parking bays and therefore reducing capacity for cars. These are both part of providing a good quality service and facilities for the residents of Maldon.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>No</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>Increased safety for the users of the car park and leisure centre particularly pedestrians.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>No</p>

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Project Name & Location <small>(Enter a meaningful title for the project and provide details of the location of the project)</small>	Oak Tree Meadow (Heybridge) & Orchard Meadow (Southminster) Play Site Safety Matting Installation				
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) 	Service Failure				
Project Lead Officer	David Burnham				
Project Description <small>(Clearly set out what the overall purpose and main aims of the project are)</small>	Oak Tree Meadow and Orchard Meadow both require new safety matting installed under current play equipment and in key walk way and play areas within the play site. This falls under H&S due to current surfaces having a number of defects which include surface edges and perimeter lifting, dents and corrosion to the surfaces along which subsidence in some parts. All these factors have an increased the risk of trip / fall hazards which could result in serious injury.				
Project Start Date <small>(Month and year)</small>	Apr-21				
Project Completion Date <small>(Month and year)</small>	Jun-21				
Resource Implications <small>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</small>	The works will be completed via contractors				
Picture <small>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</small>					
	Capital Expense	Revenue Implications		External Funding	
	£	One-off	On-going	Amount	Source of costs
	£	£	£	£	
2021/22	35,000				
2022/23					
2024/25					
2025/26					
TOTAL	35,000	0	0	0	0

<p>Describe links to Corporate Goals <i>Corporate goals:</i> 1) <i>Strengthening communities to be safe, active and healthy</i> 2) <i>Protecting and shaping the District</i> 3) <i>Creating opportunities for economic growth and prosperity</i> 4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>Strengthening communities to be safe, active and healthy - the works are required under Health & Safety to ensure we act in a reasonable manner and that we protect the public against slips, trips and falls within our play sites.</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No foreseen risks to the delivery of the project.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>No</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>The current condition of aspects of the play site surfaces present H&S risks due to lifting edges and perimeter, diverts in the surfaces and corrosion in the surfaces. These factors heighten the risk rating for these sites.</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>No</p>

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Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Removal of St Lawrence (Main Road) concrete slipway into River Blackwater and replace with stepped Public Access
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) 	Essential
Project Lead Officer	Matt Wilson
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	River Safety enhancement - Significant increase in number of complaints and concerns regarding behaviour of powered craft launching from this concrete ramp through 2020, after years of ongoing issues and criminal damage to access controls. Parish Council has requested assistance with dealing with localised ASB; local resident support in general as issues caused by non-residents; Essex Marine Police and MDC CPOs have attended site on multiple occasions in 2020; River Bailiff and Countryside & Coast Manager recommend removal of existing ramp and replace with steps for continued access for non-powered craft/residents for beach launch. (note: Powered craft can continue to launch in this general location by joining one of the sailing clubs with their own launch ramps within 100m either side of this one)
Project Start Date <i>(Month and year)</i>	Apr-21
Project Completion Date <i>(Month and year)</i>	Sep-21
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Contractor for demolition, removal of material and build of replacement steps. River Bailiff/Comms support for local information and engagement.
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2021/22	10,300				
2022/23					
2023/24					
2024/25					
TOTAL	10,300	0	0	0	0

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i> 1) <i>Strengthening communities to be safe, active and healthy</i> 2) <i>Protecting and shaping the District</i> 3) <i>Creating opportunities for economic growth and prosperity</i> 4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>Strengthening communities to be safe, active and healthy; Protecting & shaping the district; and Delivering good quality, cost effective, and valued services</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>No. Demolition and material removal will take place at low tide, however existing ramp is well above Mean High Water anyway.</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>No. Existing ramp is surface structure only, MDC are landowner of the foreshore and structure itself, and so no further consents required</p>
<p>Are there Health & Safety implications? If so, please state</p>	<p>Public access along sea wall, beach and end of Highway will need to be appropriately managed and monitored throughout works/machinery movements, however expected to be very low risk and for minimal period of time/interruption</p>
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	

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Project Name & Location <i>(Enter a meaningful title for the project and provide details of the location of the project)</i>	Burnham on Crouch Houseboat berths
Project Category <ul style="list-style-type: none"> • Essential (E) • Service failure (SF) • Service improvement (SI) • Commercial (C) 	Commercial (C)
Project Lead Officer	Steven Butcher
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Maldon District Council owns mooring(s) at Burnham on Crouch. One of these is occupied by the Llys Helig wreck (scheduled to be removed in March 2021). The mooring is in a prime location in the heart of Burnham on Crouch town centre. Maldon District council will convert this single mooring into a 4-berth houseboat accommodation, capital investment will be required which will generate on-going revenue income for the authority. This commercial project capital request will have a return on investment (revenue income) in year 5-6 depending on monthly income from berthing fees
Project Start Date <i>(Month and year)</i>	Apr-21
Project Completion Date <i>(Month and year)</i>	Jul-21
Resource Implications <i>(Identify what resources are needed (i.e. staff time, contractor resources, maintenance costs))</i>	Project Managers: Nigel Harmer - River Bailiff Matt Wilson - Coast & Countryside coordinator Approx. 3-4 hours per week during the instillation & works
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement)</i>	

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2021/22	120,000		-24,000		
2022/23			-24,000		
2024/25			-24,000		
2025/26			-24,000		
TOTAL	120,000	0	-96,000	0	0

<p>Describe links to Corporate Goals</p> <p><i>Corporate goals:</i> 1) <i>Strengthening communities to be safe, active and healthy</i> 2) <i>Protecting and shaping the District</i> 3) <i>Creating opportunities for economic growth and prosperity</i> 4) <i>Delivering good quality, cost effective and valued services</i></p>	<p>Creating opportunities for economic growth and prosperity Planning for the future - Increased income through commercialisation</p>
<p>Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).</p>	<p>There is a dependency on this project that the existing vessel (Llys Helig) is removed by 01/04/21. The current lease agreement specifies that the owner will be liable for missed income to MDC in the event of this not being removed in the planned timescales</p>
<p>Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)</p>	<p>Planning consent is required MMO licence Licence from Crouch harbour Authority</p>
<p>Are there Health & Safety implications? If so, please state</p>	
<p>Is this part of a statutory obligation? If so, state how</p>	<p>No this is not a statutory obligation</p>
<p>Is the project contractually committed to in any way? If so, please describe</p>	<p>No the project is not contractually committed. A new procurement process will take place for this project to be delivered</p>
<p>Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details</p>	<p>Commercial Strategy</p>