



**REPORT of  
DIRECTOR OF RESOURCES**

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**to  
FINANCE AND CORPORATE SERVICES COMMITTEE  
26 SEPTEMBER 2017**

**SUPPLEMENTARY ESTIMATE – PROJECT 180**

**1. PURPOSE OF THE REPORT**

- 1.1 To request a supplementary estimate of £9,500 to complete work to the recently formed St Cedds car park.

**2. RECOMMENDATION**

That the supplementary estimate be approved.

**3. SUMMARY OF KEY ISSUES**

- 3.1 The total amount spent on this project is £361,200, against an approved budget of £360,000. Project 180 comprised three main elements, which were to adapt and alter the Council offices to allow staff to relocate within the building. This work included removal of internal walls, installing smaller workstations and IT networking; the demolition of St Cedds House, with the relocation of its tenants into the Council offices; the final part was the formation of the car park.
- 3.2 Members are reminded that two supplementary estimates were approved, of £39,000 (Council 15 December 2016) and £11,000 (Finance and Corporate Services Committee 7 March 2017), to meet the £50,000 shortfall in the projects budget.
- 3.3 Car park surfacing, drainage and kerbs elements were completed in December 2016, with the car park being brought into use at that time.
- 3.4 The car park will remain unlit during the winter month evenings, but Members are reminded that parking charges apply for the Princes Road car park at certain times. The provision of illuminating car parks follows best practice, and accords with the Pass Mark Safer Parking scheme, which is supported by the Association of Chief Police Officers.
- 3.5 External lighting to the newly formed car park was included on the application to demolish St Cedds House and form a car park. However, this element of the application was refused following concerns raised about light pollution. A subsequent application, FUL/MAL/16/01513, was approved in March 2017 following re-submission of the external lighting only, and included supplementary supporting evidence allaying previous concerns.

- 3.6 Officers have sought estimates from suppliers and contractors to install the external lighting columns, safety barriers and road marking elements of work. These estimates total £9,500, and it is proposed that the work will be let and managed directly by Officers.
- 3.7 Road markings include painting the changes in level, and re-marking the former bus parking bays to standard parking bays. This could potentially bring income during charging periods, from these additional eight parking bays.
- 3.8 The car park surfacing will not be disturbed as ducts for electrical cables feeding the lighting columns will be laid around the landscaped perimeter of the car park.

#### **4. CONCLUSION**

- 4.1 That approval of this supplementary estimate will complete Project 180.

#### **5. IMPACT ON CORPORATE GOALS**

- 5.1 The adherence to the Financial Regulations and Financial Procedures contributes towards the corporate goal of ‘Delivering good quality, cost effective and valuable services’.

#### **6. IMPLICATIONS**

- (i) **Impact on Customers** – One of our tenants, Essex Police, has designated parking within the car park, and requires 24-hour use of this area. Documents submitted and approved through the planning application indicate that no detrimental impact will be felt by neighbouring properties.
- (ii) **Impact on Equalities** – Lighting the parking area will assist those with visual or mobility impairments, ensuring any changes in surface levels are lit.
- (iii) **Impact on Risk** – Lack of lighting in the winter will present a health and safety concern to this area of the car park.
- (iv) **Impact on Resources (financial)** – The one-off cost of the installation work will be £9,500. Quotations will be sought for the individual elements of work, in line with the Council’s contract procedure rules.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None identified through the submitted planning documents.

Background Papers: None.

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