

New Capital Bid Template 2024 to 2027

Details

Directorate *	Resource & Assets	Lead Member *	Stephen Conway - Leader of the Council and Executive Member for Housing
Assistant Director / Service *	Sarah Morgan	Budget Manager *	Sarah Morgan
Project Managed By *	Sarah Morgan	Rolling Programme *	No
Project Title *	Future Headquarters Provision		
Project Description *	Feasibility and capital works budget for future Head Quarters provision, as per the Executive decision made on 28 September 2023 regarding future office provision.		

Borough and Service need - please detail the need/demand this project will provide for, how this fits into the wider service model across the Borough and how VFM is driven from the approach

Through the efficient use of its own property assets, the Council can drive financial efficiencies by reducing the financial burden of maintaining its property portfolio and ensure that the assets it does hold work as hard and as flexibly as possible. This can provide opportunities to both reduce current ongoing revenue costs and provide capital from the disposal of unrequired assets. Changes in working practices during and post the Covid-19 pandemic has meant that the demand for traditional office provision (fixed desks) has reduced significantly and an opportunity to rationalise the authority's headquarters provision from the existing Shute End offices has been identified. In September 2023 Executive approved in principal the that the Council should review its office accommodation provision, including the opportunities for the relocation of its headquarters out of Shute End, to a more appropriately sized and energy efficient building(s).

What are the implications if project bid not approved (e.g. impact on revenue saving, service + demand impact, risks, etc.)

If the bid is not approved, then feasibility, planning and design work on future headquarters could not progress and there would not be budget available for necessary capital works. If the Council remains at Shute End, capital monies will be required to invest in the existing building to ensure it meets legislative energy efficiency requirements (currently unfunded) and the capital receipt from the disposal of Shute End would not be realised.

Has Operational Property been consulted? (see guidance tab)	Yes	Date consulted?	20/06/2023
Names of Operational Property Officer consulted	R Hing		

Breakdown of project costs (please provide breakdown of budget request covering key areas such as feasibility stage, planning, design, construction and contingency)

Cost line	£m
Capital Works (including feasibility & design fees)	£5.0m
IMT and Moving Costs	£1.075m

Breakdown of ongoing revenue/running costs and income (additional cost per annum against current base budget). Could include costs such as staffing, repairs and maintenance, contribution to sinking fund for lifecycle replacements and sales / fees income

Cost and income line	£m
The net operating costs of 28-28 Peach Street (current preferred HQ location) have been calculated at £245,000 per annum. The net operating costs of Shute End, following capital investment re energy efficiency measures, have been calculated at £450,000 per annum.	

High Level project timeline (please provide headline dates for the project development and delivery stages - this will assist with understanding of cashflow). Some projects may not have a detailed timeline at this stage (e.g. subject to policy, strategy or business case)

Activity	Owner	Start Date	Completion Date
a) Feasibility work	Sarah Morgan	Oct-23	Mar-24
b) Detailed design & consultation	Sarah Morgan	Apr-24	Nov-24
c) Planning application preparation, submission & determination	Sarah Morgan	Nov-24	May-25
d) Procurement of capital works	Sarah Morgan	May-25	Oct-25
e) Construction works, including IMT implementation	Sarah Morgan	Jan-26	Dec-26

Procurement requirements (please provide detail of any significant procurement requirements to deliver the project)

Procurement	Owner	Required by date	Potential route to market
Procurement of design team (capital works and IMT)	Sarah Morgan	Dec-23	
Procurement of contractor for capital works	Sarah Morgan	Oct-25	Competitive tender

RAG Status of Project / Bid (Certainty around financial assessment and ability to deliver project)

Green	High certainty on figures and project delivery
Amber	Some certainty on figures and project delivery
Red	Low certainty on figures and project delivery

Select "RAG Status" * **Amber**

Comments regarding RAG Status: Costs estimates are based on Stage 0 feasibility work & estimating and based on preferred option

Please select the appropriate MTFP category for the bid *

MTFP Category: Internal Services

MTFP Sub Category: New facilities

Equality Impact Considerations

EIA undertaken for Executive in principal decision. No negative impacts identified. Further assessment will be undertaken throughout feasibility, planning and lifespan of project.

Budget Requested in £'000

Total of scheme approval **6,075**

Capital Scheme	Previous Years Approved Budget £'000 (Info only)	Year 1 2024/25 £,000	Year 2 2025/26 £,000	Year 3 2026/27 £,000	Year 4 2027/28 £,000	Year 5 + 2028/29 £,000	Total for Approval £'000
Future Headquarters Provision		1,000	2,075	3,000	0	0	6,075

Project Total (Info only) £'000 **6,075**

Funding Identified *

Funding identified? **No**

Are there external funding streams identified to contribute towards or fully fund this bid? (if yes please add the details to the table below)

Funding Details

Please ensure you complete this section with as much information as is possible

Funding source	Total funding amount £'000	Funding confirmed £'000	Funding received £'000	Comments - for example - Quote relevant contributions agreement	Grant details / grant reference
Capital receipt from disposal of Shute End asset	Value is commercially sensitive information but included in net capital assumptions in Sep 23 Executive paper			Receipt will be realised after expenditure required on new headquarters provision.	
Total Funding Available	0	0	0		
Total Project Costs	6,075	6,075	6,075		
Funding Shortfall	6,075	6,075	6,075		

If Invest to Save funded - see Invest to Save Calculator tab to check scheme is financially viable

Revenue Implications

Net Revenue Impact (saving in brackets) * **£'000**
0

Revenue Implications	Year 1 2024/25 £,000	Year 2 2025/26 £,000	Year 3 2026/27 £,000	Year 4 2027/28 £,000	Year 5 + 2028/29 £,000	Total for Approval £'000
Annual cost of financing - Invest to save schemes only (either increased income / or reductions in cost)						
Annual on going revenue costs after financing	tbc	tbc	tbc	tbc	tbc	
Annual on going revenue savings after financing	tbc	tbc	tbc	tbc	tbc	
Net Revenue Implications (savings in brackets)	0	0	0	0	0	0

Details of Net Revenue Implications

The net operating costs of 28-28 Peach Street (current preferred HQ location) have been calculated at £245,000 per annum. The net operating costs of Shute End, following capital investment re energy efficiency measures, have been calculated at £450,000 per annum.

Additional Details *

Additional Information

It is estimated the capital receipt from the sale of the current HQ will contribute towards the capital costs in this bid, but will be realised after capital funding required.

Links to other useful documents (e.g. business cases)

Link	Comments
https://wokingham.moderngov.co.uk/ieListDocuments.aspx?CId=129&MId=4691&Ver=4	September 2023 Executive report and decision regarding WBC Future Office Provision

New Capital Bid Template 2024 to 2027

Details

Directorate *	Resources & Assets	Lead Member *	Sarah Kerr - Climate Emergency and Resident Services
Assistant Director / Service *	Sarah Morgan	Budget Manager *	Ian Gough
Project Managed By *	John Spencer	Rolling Programme *	No
Project Title *	Solar PV sites 2		
Project Description *	Capital bid for the construction of solar PV sites (as per Climate Emergency Action Plan)		

Borough and Service need - please detail the need/demand this project will provide for, how this fits into the wider service model across the Borough and how VFM is driven from the approach

The delivery of one large scale solar farm on council owned land will allow the council to offset its carbon emissions from electricity and gas usage and possibly 'retail' any excess.

What are the implications if project bid not approved (e.g. impact on revenue saving, service + demand impact, risks, etc.)

If the project does not proceed this will the Council will not meet it's objective to deliver the installation of a solar farm in Site 2 with the capacity to generate in excess of 20 MWh of energy.

Has Operational Property been consulted? (see guidance tab)

Yes

Date consulted?

28/06/2023

Names of Operational Property Officer consulted

John Spencer

Breakdown of project costs (please provide breakdown of budget request covering key areas such as feasibility stage, planning, design, construction and contingency)

Cost line	£m
Solar PV (based on cost estimates from site 1)	£18.8m

Breakdown of ongoing revenue/running costs and income (additional cost per annum against current base budget). Could include costs such as staffing, repairs and maintenance, contribution to sinking fund for lifecycle replacements and sales / fees income

Cost and income line - ESTIMATED	£m
Revenue income (over 25 years)	(£48m)
Revenue operating expenditure (over 25 years)	£11m
Repayment of Capital Expenditure	£19m
Interest Costs	£12m

High Level project timeline (please provide headline dates for the project development and delivery stages - this will assist with understanding of cashflow). Some projects may not have a detailed timeline at this stage (e.g. subject to policy, strategy or business case)

Activity	Owner	Start Date	Completion Date
a) Site feasibility, options appraisal and establishment of business case.	IG / JS	Autumn - Winter 23	
b) Public consultation.	IG / JS	Spring 24	
c) Planning submission/approval.	IG / JS	Summer 24	
d) Grid connection application/agreement.	IG / JS	Summer 24	
e) Executive/Council approval of business case.	IG / JS	Autumn 24	
f) Procurement of construction contractor, including framework and due diligence process.	IG / JS	Spring 25	
g) Solar Farm Construction (dependent on grid connection date)	IG / JS	Summer 25	

Procurement requirements (please provide detail of any significant procurement requirements to deliver the project)

Procurement	Owner	Required by date	Potential route to market
Procurement of construction contractor, including framework and due diligence process.			Framework or open tender (to be approved by SPB)

RAG Status of Project / Bid (Certainty around financial assessment and ability to deliver project)

Green	High certainty on figures and project delivery
Amber	Some certainty on figures and project delivery
Red	Low certainty on figures and project delivery
Select "RAG Status" *	Amber

Comments regarding RAG Status

In light of the position at Barkham Solar Farm, work on Site 2 is currently on hold until we have written confirmation from SSEN and National Grid to ascertain potential delivery timescales for connection into the grid. Initial application has been made and Stage 1 response from SSEN has been positive and shows timely grid connection is possible.

Please select the appropriate MTFP category for the bid *

MTFP Category	Environment
MTFP Sub Category	New facilities

Equality Impact Considerations

N/A

Budget Requested in £'000 **Total of scheme approval** **18,800**

Budget Phasing *							
Capital Scheme	Previous Years Approved Budget £'000 (Info only)	Year 1 2024/25 £,000	Year 2 2025/26 £,000	Year 3 2026/27 £,000	Year 4 2027/28 £,000	Year 5 + 2028/29 £,000	Total for Approval £'000
Solar PV sites 2		2,300	9,700	6,800	0	0	18,800

Project Total (Info only) £'000 **18,800**

Funding Identified *

Funding identified? Yes

Are there external funding streams identified to contribute towards or fully fund this bid? (if yes please add the details to the table below)

Funding Details

Please ensure you complete this section with as much information as is possible

Funding source	Total funding amount £'000	Funding confirmed £'000	Funding received £'000	Comments - for example - Quote relevant contributions agreement	Grant details / grant reference
Invest to Save - Income generation	18,800	0	0	Subject to detailed business case	
Total Funding Available	18,800	0	0		
Total Project Costs	18,800	18,800	18,800		
Funding Shortfall	0	18,800	18,800		

If Invest to Save funded - see Invest to Save Calculator tab to check scheme is financially viable

Revenue Implications

Net Revenue Impact (saving in brackets) * **£'000**
0

Revenue Implications	Year 1 2024/25 £,000	Year 2 2025/26 £,000	Year 3 2026/27 £,000	Year 4 2027/28 £,000	Year 5 + 2028/29 £,000	Total for Approval £'000
Annual cost of financing - Invest to save schemes only (either increased income / or reductions in cost)	tbc	tbc	tbc	tbc	tbc	
Annual on going revenue costs after financing	tbc	tbc	tbc	tbc	tbc	
Annual on going revenue savings after financing	tbc	tbc	tbc	tbc	tbc	
Net Revenue Implications (savings in brackets)	0	0	0	0	0	

Details of Net Revenue Implications

Initial financial modelling indicates full cost recovery (including capital cost + interest) with potential of annual surplus. Detailed financial reviews will be carried out on a regular basis with the support expert consultants.

Additional Details *

Additional Information

Links to other useful documents (e.g. business cases)	
Link	Comments
1	
2	
3	

New Capital Bid Template 2024 to 2027

Details

Directorate *	Resources & Assets	Lead Member *	Sarah Kerr - Climate Emergency and Resident Services
Assistant Director / Service *	Sarah Morgan	Budget Manager *	Ian Gough
Project Managed By *	David Smith	Rolling Programme *	No
Project Title *	Renewable Energy Infrastructure		
Project Description *	Capital bid for the feasibility and delivery of renewable energy infrastructure to WBC assets. The project will be made up of a number of specific schemes across WBC asset portfolio. As individual opportunities are identified, each will have a developed business case to prove the outcomes and return on investment (financial and to support meeting carbon emission targets) before progressing		

Borough and Service need - please detail the need/demand this project will provide for, how this fits into the wider service model across the Borough and how VFM is driven from the approach

The delivery of PV's (PhotoVoltaic - solar schemes) on council owned land will allow the council to offset its carbon emissions from electricity and gas usage, reduce costs and possibly 'retail' any excess to create an income.

What are the implications if project bid not approved (e.g. impact on revenue saving, service + demand impact, risks, etc.)

If the project does not proceed this will the Council will not meet it's objective to reduce carbon emissions and generate income from its assets.

Has Operational Property been consulted? (see guidance tab)

Yes

Date consulted?

28/06/2023

Names of Operational Property Officer consulted

John Spencer

Breakdown of project costs (please provide breakdown of budget request covering key areas such as feasibility stage, planning, design, construction and contingency)

Cost line	£m
PV Canopies (Mere oak)	£3.03m
PV Canopies (Thames Valley Park)	£1.87m
PV Canopies (Coppid Beech)	£1.58m

Breakdown of ongoing revenue/running costs and income (additional cost per annum against current base budget). Could include costs such as staffing, repairs and maintenance, contribution to sinking fund for lifecycle replacements and sales / fees income

Cost and income line	PV Canopies (Mere oak)	PV Canopies (Thames Valley Park)	PV Canopies (Coppid Beech)
Revenue income (over 25 years)	(£13m)	(£8m)	(£7m)
Revenue operating expenditure (over 25 years)	£1m	£1m	£1m
Repayment of Capital Expenditure	£3m	£2m	£2m
Interest Costs	£2m	£1m	£1m

High Level project timeline (please provide headline dates for the project development and delivery stages - this will assist with understanding of cashflow). Some projects may not have a detailed timeline at this stage (e.g. subject to policy, strategy or business case)

Activity	Owner	Start Date	Completion Date
a) Site feasibility, options appraisal and establishment of business case.	IG / DS / JS	Jun-23	
b) Public consultation.	IG / DS / JS	Q1 24	
c) Planning submission/approval.	IG / DS / JS	Q2 24	
d) Grid connection application/agreement.	IG / DS / JS	Q3 24	
e) Executive/Council approval of business case.	IG / DS / JS	Q4 24	
f) Procurement of construction contractor, including framework and due diligence process.	IG / DS / JS	Spring 25	
g) Construction.	IG / DS / JS	Summer 25	

Procurement requirements (please provide detail of any significant procurement requirements to deliver the project)

Procurement	Owner	Required by date	Potential route to market
Procurement of construction contractor, including framework and due diligence process.			Framework or open tender (to be approved by SPB)

RAG Status of Project / Bid (Certainty around financial assessment and ability to deliver project)

Green	High certainty on figures and project delivery
Amber	Some certainty on figures and project delivery
Red	Low certainty on figures and project delivery

Select "RAG Status" *

Amber

Comments regarding RAG Status

Feasibility work currently being undertaken and initial bid to grid for connection submitted

Please select the appropriate MTFP category for the bid *

MTFP Category	Environment
MTFP Sub Category	Income generation

Equality Impact Considerations

N/A

Budget Requested in £'000

Total of scheme approval **6,500**

Budget Phasing *							
Capital Scheme	Previous Years Approved Budget £'000 (Info only)	Year 1 2024/25 £,000	Year 2 2025/26 £,000	Year 3 2026/27 £,000	Year 4 2027/28 £,000	Year 5 + 2028/29 £,000	Total for Approval £'000
Renewable Energy Infrastructure		1,000	2,000	3,500	0	0	6,500

Project Total (Info only) £'000 **6,500**

Funding Identified *

Funding identified? **Yes**

Are there external funding streams identified to contribute towards or fully fund this bid? (if yes please add the details to the table below)

Funding Details

Please ensure you complete this section with as much information as is possible

Funding source	Total funding amount £'000	Funding confirmed £'000	Funding received £'000	Comments - for example - Quote relevant contributions agreement	Grant details / grant reference
Invest to Save - Income generation	6,500			Subject to detailed business case	
Total Funding Available	6,500	0	0		
Total Project Costs	6,500	6,500	6,500		
Funding Shortfall	0	6,500	6,500		

If Invest to Save funded - see Invest to Save Calculator tab to check scheme is financially viable

Revenue Implications

Net Revenue Impact (saving in brackets) * **£'000**
0

Revenue Implications	Year 1 2024/25 £,000	Year 2 2025/26 £,000	Year 3 2026/27 £,000	Year 4 2027/28 £,000	Year 5 + 2028/29 £,000	Total for Approval £'000
Annual cost of financing - Invest to save schemes only (either increased income / or reductions in cost)	tbc	tbc	tbc	tbc	tbc	
Annual on going revenue costs after financing	tbc	tbc	tbc	tbc	tbc	
Annual on going revenue savings after financing	tbc	tbc	tbc	tbc	tbc	
Net Revenue Implications (savings in brackets)	0	0	0	0	0	0

Details of Net Revenue Implications

Initial financial modelling indicates full cost recovery (including capital cost + interest) with potential of annual surplus. Detailed financial reviews will be carried out on a regular basis with the support expert consultants.

Additional Details *

Additional Information

Links to other useful documents (e.g. business cases)	
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