

Ref. (Bid Forms)	Bid Title/Brief Description	Total Estimated Project Costs	Estimated Costs				Total Additional Funding Requested as part of Capital Budget	Annual Revenue Costs / (Income)	Comments	SLT comments
			2020/21	2021/22	2022/23	2023/24				
Coastal Partnership East										
CP01	Replacement of Flood Gates at Cable Gap Bacton, The Ship Bacton & Walcott Post Office	45,500	45,500	0	0	0	45,500	200	To replace the 3 composite mild steel/timber hinged flood gates which are over 40 years old, with a modern design comprising a galvanised steel frame with hardwood timber planking infill. To install one pedestrian flood gate to replace flood boards. All three flood gates have been refurbished a multitude of times and they are now in need of replacement. This is an ideal time to replace these gates whilst the newly imported beach at Bacton/Walcott is in place and the likelihood of emergency closure being needed is seriously diminished.	Support
CP02	Weybourne Relocation of Palisade	24,600	24,600	0	0	0	24,600	200	To remove the timber structure which separates the car park and the shingle bank only - comprising timber piles, planks and three sets of timber steps and relocate it approximately 6 metres landward of its current position. This will maintain a practical car park & well maintained area where the shingle bank is separated by a timber palisade, to stop the bank migrating landward and covering the car park and maintain the integrity of the shingle bank which provides flood and erosion protection.	Remove - investigate other sources of funding, needs to be joined up with bid for PC provision below (PR01)
Customer Services and IT										
CS01	Digital Signage	11,000	11,000	0	0	0	11,000	2,000	The need for the ability to provide accurate contemporaneous information to staff; a learning outcome from the IT disruption in June 2019. The facility will provide day to day information to staff/visitors as they arrive in the building before they can log on or in the event of an IT or other outage.	Remove – improve customer satisfaction as part of customer service strategy
CS02	Backup Network Upgrade	14,000	14,000	0	0	0	14,000	0	To enhance the Council's data backup arrangements for Business Continuity/Disaster Recovery Purposes; the network bandwidth between Cromer and Fakenham requires an upgrade. This will reduce the risk of data loss in the event of a system failure or DR/BC event.	Support
CS03	Fire Wall Replacements	36,000	36,000	0	0	0	36,000	7,200	The primary and secondary Firewalls that prevent unauthorised access to the Council's IT systems and data are at the end of their operational lifetime and require replacing.	Support
CS04	Refurbishment of IT Training Room	15,000	15,000	0	0	0	15,000	0	The facilities provided to support IT and other training are obsolete and no longer meet the needs of the organisation.	Support
CS05	SLT Tablet Replacement	10,000	10,000	0	0	0	10,000	0	The tablet devices used by members of SLT are at the end of their operational life and require replacement.	Remove
Property Services										
PR01	Weybourne Car Park Toilets	16,000	16,000	0	0	0	16,000	2,000	Provision of a single waterless, accessible toilet including siting. This is (for NNDC) an experiment into different solutions for toilet provision; a standalone unit providing a green solution, designed to be suitable for remote locations. Part of a holistic view approach to coastal defence and car park management. To support installation of DHC discovery point and installation of a Norfolk Coast Partnership board walk over adjacent marshes. The installation of this unit, coupled with the DHC installation should increase car park revenues to help offset some of the identified costs and the potential for concessions could be explored.	Remove - needs to be linked and delivered alongside CP02 above
PR02	Play area equipment	100,000	100,000	0	0	0	100,000	0	NNDC currently operate 24 outdoor recreational play area sites across the district of varying ages and condition with potentially more to come through 106 agreements. The Council undertakes 3 operational and 1 annual inspection. Current revenue budgets do not provide enough budget to consider replacement of old equipment, some of which is out of date, with no spares etc. New equipment required to replace old antiquated equipment with new equipment more suited to children of all abilities. ROSPA encourage and approve outdoor play as it is good for developing early social skills and promotes fitness and general wellbeing. Getting to the point now where we can fix them up where possible or take them out and not replace. Some external funding available via Tesco's, Big Society Fund (although historically not to be used to improve our own assets) and local fundraising groups. Suggest 100k spent across the district to replace kit already removed. Failure to regenerate the play areas will result in reduction of provision and eventual closure with possible insurance claim risks due to ageing equipment.	Remove - Further piece of work to be carried out on play area strategy first which will then drive the levels of any future investment. Empower Town and Parish Councils to consider taking over responsibility, Driven by Q of L workstream, Look at Local Plan/alternative streams of funding

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PR03	Cromer office LED lighting	60,000	60,000	0	0	0	60,000	(2,000)	Proposal to replace existing office lighting (some old fluorescent lighting with CAT louvres) with modern and energy saving LED (light emitting diodes) with PIR sensors (passive infra red) throughout the building including tenanted and public areas. Existing lighting is poor in some areas and inconsistent with varying lux levels. We are getting increasing complaints from both our staff and tenants about the quality of the lighting. Some staff are unable to work under certain lighting conditions which necessitates relocation and in some cases has resulted in sickness absence. Some of our equipment and hardware is old and irreplaceable and this makes maintenance increasingly harder and achievement of a constant level of lighting difficult. Replacement with LED and PIR would save energy and ongoing maintenance costs and improve the provision of lighting in our building for staff, tenants and visitors alike. Anticipated saving in energy costs etc. of c£2k pa.	Support - in principle, further investigation and provide a business case
PR04	Cromer officer fire alarm system upgrade/replacement	80,000	80,000	0	0	0	80,000	0	The existing fire alarm is approaching 30 years old. Components are failing due to age and it is becoming increasingly difficult to replace them as they are no longer manufactured and due to the design of our building high level access is challenging. High level areas of detection are now considered inadequate and have failed recent tests. We require an L1 type addressable system with upper limit aspiration that will afford the best early warning and protection for staff, tenants and the public in the event of evacuation. We also need to provide 1 st floor disabled and vulnerable person refuge areas above protected stairways at each end of the building. These areas should also have audio connection to rescuers. We do not currently have such areas and are possibly failing statutory obligations under current building regulations, Equality act and the Regulatory Reform Fire Safety Order. There are improved detection systems for high level areas that require minimal maintenance going forward and it is recommended that we take advantage of the high level scaffolding we currently have throughout the building as this would significantly reduce the access costs for such works. However, new systems may not necessarily be compatible and interphase with our existing system therefore the recommendation is to commission an independent fire alarm design based on a fire risk assessment that we could then go to tender with. It is recommended that this consultancy work is undertaken by the FPA (Fire Prevention Association). It is anticipated that this consultation would cost in the region of 5k and the works themselves to be in the region of 75k.	Review work, funded from reserve. Not capital bid, anything else would be BC. Initial investigations by FPA to be progressed to assess and advise on safety etc of current system and future requirements (£5k to come from the Asset Management Reserve if it can't be contained within existing budgets).
PR05	Fakenham Connect public WC provision	25,000	25,000	0	0	0	25,000	0	Whilst the WC's for the various services making up the staff at connect have been significantly improved, the WC's available for the public users of the building (separate gents, ladies and disabled), whilst being functional, are in very poor condition and need improvement. The Property team are constantly attending for minor maintenance issues that could be solved by minor re-configuration and enabling works. The WC's are currently used by the public and wedding parties and as head leasee it is our responsibility to insure the facilities provide a decent quality of service.	Remove - consider funding from alternative budgets, needs review in light of NCC/registrars potentially coming out of building
PR06	Cromer pier bar and theatre public conveniences	65,000	65,000	0	0	0	65,000	0	The public conveniences in the bar / theatre area of the pier are poor and do not support a good customer experience. The disabled facility is currently to the west side of the theatre but the access here to the theatre is only by steps, therefore wheelchair users or persons requiring frames or assistance must cross the busy floor space to achieve level access to the theatre on the east side which can be challenging during the interval at busy shows. The proposal is to increase provision to both ladies (west side) and gents (east side) and move the disabled over to the east side, therefore allowing ease of access. With some minor alterations to the external arrangement we can also provide additional office / storage space for the operator which is in short supply. The Heritage and Conservation officer has already given approval for the external design proposals. Under the current contract arrangements the maintenance of these internal areas is contractually the responsibility of Openwide and not ours although this would be considerable improvement and upgrading of the facilities as opposed to just maintaining and the Council enjoys a 15% profit share as part of the contract.	On hold pending further discussions with contractor. Link to profit share – can Openwide contribute?
PR07	Unit 1 & 2, Surf Lifesaving School, Cromer Promenade	55,000	55,000	0	0	0	55,000	0	As part of the asset survey programme carried out by Hamson Barron Smith, unit 1 & 2 of the old Red Lion public conveniences was inspected in July 2019. Units 1&2 were created in 2010 whereby bringing a redundant asset back on line and creating employment and providing a venue for life saving training. Both enterprises continue to be successful. The executive summary has identified numerous faults and defects that require attention (including major water ingress) and are the responsibility of NNDC. The works are required to maintain the unit in serviceable condition and longevity or eventually they will become inoperable and have to be closed.	Support - in principle but consider payback (£7.5k annual rental income = payback of 7.3 years based on current cost estimates. Seek quotes for works and consider VFM before final decision.

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PR08	Ramps and Steps at Sheringham from Vincent Road to East Promenade.	50,000	50,000	0	0	0	50,000	0	The access comprises of a tarmac slope from Vincent Road down to a historic set of concrete steps built into the cliff retaining wall, estimated age pre WW2. The structure is in poor condition and suffers from penetration from ground water. There are several bore holes in the vicinity, which we maintain to divert the water to the lower chalk beds. The external rendering where defective would need removing and major cracks stich bonded with Heli bars. A new waterproof render coat would then be applied. There are also live/redundant water and electrical supplies in the area that would benefit from tidying up at the same time. There are also 2no surface water drains that require replacement to keep them free flowing. They run from the bottom of the steps across the promenade, with one discharging through the sea wall and the other connects into the combi sewer. Whilst presently the ramp and steps do not pose a significant risk to the public, we should consider that they are the only point of access to the promenade for the public from that end and this includes the beach hut users.	Remove - not supported at the current point in time unless there are significant H&S reasons to do so
HR Services										
HR01	HR Information System - Implementation	108,100	108,100	0	0	0	108,100	0	The current contract for the Council's HR Information System (HRIS) expires in June 2021. The contract needs to be reproced, with an aim to award by October 2020 to ensure there is ample time to set up, test and run in parallel ready for June 2021. The Council has an ongoing need for an HRIS for the management of employee records and payroll. The reprocurement of the system allows the Council to seek to improve the functionality of the current system from an HR perspective, but also a manager/employee self service perspective. This is consistent with the digital improvement and customer focus agendas. A better self service offer will also assist in efficiency and allow HR to move away from transactional work and focus more on organisational development. The organisation needs a mechanism to store employee records and process payroll in a way that is secure and compliant with legislation. Without this in place we would not be able to run payroll or comply with audit/legislative requirements. The system is also necessary for the management of employees and provision of data for both MI purposes, statutory reporting, budgets and more. Even if an extension to the current contract would be possible, there would be a cost to extending this arrangement.	Support - based on business case
Revenues & Benefits										
RB01	Revenues & Benefits Civica (Open Revenues) - Licences & Support	100,000	100,000	0	0	0	100,000	38,884	The existing supplier contract for the Revenues and Benefits IT system ends in October 2020. This is currently provided by Civica (Open Revenues). A project team has been set up to successfully procure and implement a new system. Following a review of the current market providers, the project team has agreed the best solution is to offer a Direct Award to Civica (Open Revenues) for a 5-year period with the option of having a 2-year extension period. The procurement of the IT system is essential in order to deliver essential services collecting Council Tax and Non-Domestic Rates under the Local Government Finance Act, for the administration of Housing Benefit under the Housing Benefit Regulations 1996, and for the administration of Council Tax Support under the Local Government Finance Act 2013. This is a statutory duty of the council.	Support - based on business case

Total Capital Project Bids recommended	433,600	433,600	0	0	0	433,600	44,284
Total Capital Project Bids rejected/subject to further work	381,600	381,600	0	0	0	381,600	4,200
Total Capital Project Bids submitted	815,200	815,200	0	0	0	815,200	48,484
	0						

Total New Capital Funding Required **433,600** To be funded from NNDC Resources

Potential Revenue Implications of recommended bids:

Revenue cost/(income)	22,142	44,284	44,284	44,284
Investment Income Reduction and Minimum Revenue Provision (assume opportunity cost @ 2.0%)	443	886	886	886

Total Estimated Revenue Impact 22,585 45,170 45,170 45,170