



## PROJECT MANDATE

**Project name** Improvements to surface of the Burton Street Car Park

<b>Author:</b>	David Blanchard
<b>Project Manager:</b>	David Blanchard

**Purpose** To document the justification for the undertaking of the project, based on the estimated cost of development and implementation against the risks and anticipated business benefits and savings to be gained.

**Contents** *A Project Mandate could cover, for example, the following topics. There may be other unique criteria for a specific project.*

Topic	See Page
Responsible authority	
Background	
Project objectives	
Scope	
Constraints	
Interfaces	
Impact on services	
Outline Business Case (reasons)	
Project tolerances	
Reference to any associated documents or products	
An indication of who is/are the appointed Project Manager	
The customer(s), the user(s) and any other known stakeholders	

**Project Classification:**

Capital cost of circa £450,000

**Funding Source:**

Capital receipts

**External Funding** – None

- (i) **Source and Quantity**  
(ii) **Consultation with Funding Officer**

### Costing Overview

#### Capital/Rev (delete as appropriate)

	£	Comment
Initial costs		<b>WSM Saunders feasibility study</b>
<b>Pre-novation</b>	<b>circa £7,000</b>	
<b>Post-novation</b>	<b>Circa £6,500</b>	
<b>TOTAL</b>	<b>(£13,500)</b>	
External funding	£- N/A	Contribution towards costs by developer
Net cost		
Ongoing costs/savings/income	<b>£20,500</b>	Estimated £8,500 per annum revenue could be generated from an additional 17 car parking spaces created and the saving on annual temporary works of circa £12K per annum.
Phasing		Works would be phased so that only 50% of spaces will be unavailable for car parking at any one time.

**Responsible Officer** David Blanchard

**Background** The existing car parking currently provides for pay and display off-street car parking of circa 166 spaces serving the town centre. The new scheme will provide 183 spaces and improve the lighting and safety of the car park. Improve access to the town centre and reduce annual maintenance costs on the car park.

Extensive public consultation on the future of the site as a car park took place in February 2012 –the vast majority of respondents wanted an improved car park to serve the town centre.

The current surface is temporary and unsatisfactory as are the boundary treatments. The site currently generates £97,000 income per annum for the Council.

<b>Project objectives</b>	To restore and improve the Town Station Site Car Park and introduce a fee for its use
<b>Scope</b>	To agree the extent of the repair works.
<b>Constraints</b>	Wish to have minimal impact on the users of the car park during the works.
<b>Interfaces (internal/ external)</b>	Public Consultation; the developer; local businesses; town estate
<b>Impact on services</b>	The works will have a temporary impact on availability of spaces at Burton Street. The works could be expected to have the following effects: <ul style="list-style-type: none"><li>(i) parking may be displaced to other car parks during the works</li><li>(ii) The demand for parking in this location could increase following improvements</li></ul>
<b>Outline Business Case (reasons)</b>	See attached business case
<b>Project tolerances (critical success factors) Completion criteria/ exit strategy</b>	Works to be completed this financial year within agreed project budget.

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**Reference to any associated documents or products**

Refer to report: PFA on 3<sup>rd</sup> July 2012

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**List customer(s), the user(s) and any other known stakeholders**

Town Estate  
Car park users

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**Will an equalities impact assessment be undertaken on the proposal**

No