

Causeway Coast & Glens Shadow Council

Shadow Council Meeting Thursday 25th September 2014

Key Decisions

No	Item	
5.	Minutes of Shadow Council Meeting 28 th August 2014	<i>Confirmed</i>
6.	Minutes of Organisation Development Committee Meeting 21 st August 2014	<i>Adopted</i>
	6.1 Selection Procedure for the Appointment of Directors	<i>Agreed 4 Members</i>
7.	Minutes of Transferring Functions & Group Committee 4 th September 2014	<i>Adopted</i>
8.	Corporate Policy & Resources Committee 11 th September 2014	
	8.1 Special Responsibility Allowances	<i>Motion lost</i>
	8.2 Financial Governance – Procurement policy	<i>Include social clauses</i>
	8.3 Adoption of Minutes	<i>Adopted</i>
9.	Notice of Motion – Councillor Quigley	<i>Deferred Governance Committee</i>
10.	Capital Project Approval Juniper Hill Caravan Site Infrastructure Upgrade Works	<i>Option D approved</i>

Shadow Council

Minutes of the Meeting of Causeway Coast & Glens Shadow Council held in the Council Chamber, Coleraine Borough Council on Thursday 25th September 2014 at 7.00pm

In the Chair: Councillor J Finlay, Presiding Councillor

Present: Councillors Baird, Beattie, Blair, Callan, Campbell, Chivers, Clarke, Cole, Duddy, Fielding, Fitzpatrick, Harding, Hickey, Hillis, Holmes, Hunter, King, Knight-McQuillan, Loftus, McCandless, McCaul, McCorkell, McGuigan, McKillop MA, McKillop S, McLean, McShane C, McShane P, Mulholland, Mullan, Nicholl, Quigley, Robinson, Stevenson, Watton, Wilson

In attendance: Mr D Jackson, Chief Executive Designate
Mrs E Beattie, Head of Policy
Mr S McMaw, Head of Convergence
Mr D Wright, Lead Officer Finance
Mr P McColgan, Lead Officer ICT
Mr R Baker, Lead Leisure & Development
Ms S Kelly, Lead Officer Organisation Development
Mr A McPeake, Lead Officer Environmental Services
Mrs P McLaughlin, Committee Administrator
Mrs Denise Dickson, Area Planning Manager

Mr D McCallan, Chief Executive NILGA (Items 1-3)
V Richmond
Public x 3
Press x 2

1. Condolences

The Presiding Councillor, on behalf of the Shadow Council, extended condolences to Councillor Hickey on the recent death of her brother.

2. Apologies

Councillor Douglas and Councillor McGlinchey

3. Declarations of Interest

There were no declarations of interest recorded.

4. Presentation – NILGA

The Presiding Councillor welcomed the Chief Executive of Northern Ireland Local Government Association (NILGA) to the meeting and invited him to give his presentation.

Following his presentation Mr McCallan responded to a question from Councillor Cole regarding NILGA's contribution to the transfer of powers to local government, outlining NILGA's work on legislation, lobbying and working with partners, and input into the Councillors' Code of Conduct.

*Mr McCallan left the meeting at 7.25pm

4. Minutes of Shadow Council Meeting 28th August 2014

It was proposed by Councillor Duddy, seconded by Councillor Fitzpatrick and AGREED: **that the minutes of the Shadow Council Meeting held on 28th August 2014 be confirmed as a correct record.**

Matters arising:

5.1 Capital Programme (SC04 3.2)

Councillor Mullan advised that he had initially raised the issue referred to in this part of the minutes.

6. Minutes of Organisation Development Committee Meeting 21st August 2014

Councillor Loftus presented the minutes of the meeting.

It was proposed by Councillor Loftus, seconded by Councillor Campbell and AGREED: **that the minutes of Organisation Development Committee held on 28th August 2014 be adopted and the recommendations contained therein approved.**

Matters arising:

6.1 Selection Procedure for the Appointment of Directors (OD140921.6)

It was proposed by Councillor Hickey, seconded by Councillor Hillis: **that Councillor Loftus sits on the Interview Panel.**

It was proposed by Councillor Chivers, seconded by Councillor McCaul: **that Councillor Nicholl sits on the Interview Panel.**

It was proposed by Councillor Duddy, seconded by Councillor McLean: **that Councillor Finlay sits on the Interview Panel.**

Councillor McShane proposed that Council agree 3 nominations and one reserve.

Councillor Holmes proposed, seconded by Councillor Hillis that Councillor King be appointed reserve.

Councillor Harding proposed an amendment, seconded by Councillor Baird: that the Interview Panel comprises the 4 councillors nominated.

The Presiding Councillor put the amended proposal to the meeting which was AGREED.

7. Minutes of Transferring Functions & Group Committee 4th September 2014

Councillor Mullan presented the minutes of the meeting.

It was proposed by Councillor Mullan, seconded by Councillor Baird and AGREED: **that the minutes of the Transferring Functions & Group Committee meeting held on 4th September 2014 be adopted and the recommendations contained therein approved.**

Matters arising:

7.1 Interim Work Plan for tackling Area Based Deprivation

Expressing disappointment about the recent uncertainty regarding the transfer of functions from the Department for Social Development (DSD) to local councils, Councillor Duddy proposed, seconded by Councillor Holmes and AGREED: **that the Shadow Council leaves the position as is and reviews in Autumn 2015 to consider extending the function to the top 20% of deprived areas.**

8. Corporate Policy & Resources Committee 11th September 2014

Councillor Harding presented the minutes of the meeting.

8.1 Special Responsibility Allowances (CP& R 140911.5)

Councillor Clarke advised the DUP party group view was that Special Responsibility Allowances should not extend to Party Leads as these positions are chosen by and to serve their Party and that if a Member is the only member of their Party on Council then that creates an anomaly and the Member cannot be considered a Party Lead.

Councillor Clarke proposed, seconded by Councillor Knight McQuillan **that Council approves Option E with the amendment to the option that Party Lead allowances are not paid.**

Councillor McShane reiterated Sinn Fein's opposition to any allowances being paid to Party Leads.

The Presiding Councillor put Councilor Clarke's motion to the vote. A recorded vote was taken.

FOR: Councillors Campbell, Clarke, Cole, Duddy, Fielding, Finlay, Knight-McQuillan, McCorkell, McLean, Robinson, Stevenson, Watton (12)

AGAINST: Councillors Baird, Beattie, Callan, Harding, Hickey, Hillis, Holmes, Hunter, King, Loftus, McCandless, McKeown, McKillop MA, McShane P, Mullan, Quigley, Wilson (17)

ABSTENTIONS: Councillors Blair, Chivers, Fitzpatrick, McCaul, McGuigan, McKillop S, McShane C, Mulholland, Nicholl (9)

The Presiding Officer declared the motion lost.

8.2 Financial Governance – Procurement Policy (CP&R 140911.6)

Councillor Cara McShane proposed, seconded by Councillor Duddy and AGREED: **that Council includes social clauses in its Procurement Policy as standard.**

8.3 Adoption of minutes

It was proposed by Councillor Harding, seconded by Councillor Wilson and AGREED: **that the minutes of the Corporate Policy & Resources Committee meeting held on 11th September 2014 be adopted and the recommendations contained therein approved.**

9. Notice of Motion – Councillor Quigley

Members agreed to take the Notice of Motion before consideration of the Capital Project item.

Councillor Quigley proposed the following in accordance with the notice given:

“That this council condemns the horrendous crimes of human trafficking and modern day slavery taking place across Northern Ireland; calling on citizens in this council to be vigilant against perpetrators of these crimes and to be aware of the reality of human trafficking. That the council fully endorses the approach taken in the Human Trafficking and Exploitation Bill, which is currently being considered by the Northern Ireland Assembly, to tackling these crimes.”

The motion was seconded by Councillor Fitzpatrick.

The Presiding Councillor advised that, in accordance with Standing Orders, the motion would be deferred without discussion to the Governance Committee.

Councillor S McKillop requested that the motion be amended to include the words: *‘that this Council also calls for the National Crime Agency in Northern Ireland to deal with this matter.’*

The Presiding Councillor reminded the Member that Standing Orders did not permit for discussion or amendment and that the Motion would be deferred without discussion to the Governance Committee. Councillor Watton queried the decision but on further explanation Councillor McKillop and Councillor Watton accepted the decision.

10. Capital Project Approval Juniper Hill Caravan Site Infrastructure Upgrade Works

The Lead Officer Leisure & Development presented the report.

It was proposed by Councillor Duddy, seconded by Councillor Harding and AGREED: **that Council move into committee to discuss the item.**

*Members of the press and public left the meeting during discussion of the item.

The Lead Officer Leisure & Development presented the report, previously circulated, attached Appendix 1.

On 24th July 2014, Shadow Council approved the use of Staged Gateway Points (“go/no-go points”) for all future Capital Projects:

Stage 1. Scoping, Feasibility & Outline Business Case (1% of total costs).

Stage 2. Procurement & Final Business Case (3% of total costs).

Stage 3. Operations Contract & Management (110% of total costs).

Stage 4. Operational management (Revenue costs).

On the 24 July 2014, Shadow Council approved the progression of the Juniper Hill Infrastructure Works, specifically to undertake and complete Stage 2.

The purpose of this report is to present the Final Business Case to Shadow Council following the procurement process, which allows detailed options and associated costs to be considered.

A summary of the options presented to Council for approval was presented as part of the report at Appendix 1.

Description of Services	Est. Cost (000)	Option A	Option B	Option C	Option D
Excavation of site for all work	£100	x	x	x	x
Land Drainage (All of Site)	£200	x	x	x	x
Caravan Rainwater Drainage (Gullies)	£100		x	x	x
Storm Drains (Main Roadways)	£50	x	x	x	x
Grey Water Drainage Network	£40	x	x	x	x
Touring Van Grey Water Discharge Pit	£30		x	x	x
Touring Site Toilets Water Mains	£20		x	x	x
Touring Site Fresh Water Ring Main	£25		x	x	x
16A Electrical Cabling System	£450	x	x		
32A Electrical Cabling System	£625			x	x
Electrical Distribution Systems	£450	x	x	x	x
Electrical Transformer Upgrade	£100			x	x
Street Lighting Main Junctions	£50	x	x	x	x
Street Lighting Pathways (Sensor operated)	£25		x	x	x
Entrance Barrier Alterations	£15				x
Disabled Access (Office and Rec Hall)	£10				x
CCTV System Upgrade	£20				x
WiFi System Upgrade	£25				x
50KW Solar PV Installation (Cost Neutral - NIROC Scheme 5yr ROI)	£65			x	x
Annual Maintenance and Other Savings		£19,000	£25,000	£45,000	50,000
Estimated Capital Cost of Options		£1.34M	£1.52M	£1.88M	£1.95M

Due to the following considerations;

- The necessity to comply with electrical safety regulations and keep the site open.
- The one-time opportunity to carry out the non-essential works at substantially reduced cost.

- The opportunities to make operational revenue savings from the non-essential works.
- The improvements to the services and levels of amenity from the non-essential works.
- The extent of the net benefits available in return for a difference in simple Return on Investment of 1 year of operation.

It is recommended that Shadow Council decide to implement Option D as representing overall best value for money.

Approval of an option will allow officers to refine the schedule of works and final capital costs to deliver a final tender report in October 2014.

It was proposed by Councillor Fitzpatrick, seconded by Councillor Clarke and AGREED: **to implement Option D as representing overall best value for money.**

The meeting closed at 8.05pm

**CAPITAL PROJECT APPROVAL
JUNIPER HILL CARAVAN SITE INFRASTRUCTURE UPGRADE WORKS**

8. For decision

Linkage to Corporate Plan	
Strategic Themes	Transition and Transformation. Health and Wellbeing / People. Sustainability. Prosperity. Equality. Community
Lead Officer	RICHARD BAKER Transitional Management Team - Leisure and Development Group Lead. Corporate Director - Coleraine Borough Council
Cost: (If applicable)	Capital Investment

8.1. Background

On 24th July 2014, Shadow Council approved the use of Staged Gateway Points (“go/no-go points”) for all future Capital Projects:

- Stage 1. Scoping, Feasibility & Outline Business Case (1% of total costs).
- Stage 2. Procurement & Final Business Case (3% of total costs).
- Stage 3. Operations Contract & Management (110% of total costs).
- Stage 4. Operational management (Revenue costs).

On the 24 July 2014, Shadow Council approved the progression of the Juniper Hill Infrastructure Works, specifically to undertake and complete Stage 2.

8.2 Purpose of Report

The purpose of this report is to present the Final Business Case to Shadow Council following the procurement process, which allows detailed options and associated costs to be considered.

8.3. Synopsis of the Outline Business Case

- **Concept overview.**

Drainage, Water supply and Electrical supply problems in recent years. The 40 years old electrical wiring and distribution systems no longer comply with the new 2011 IET wiring regulations specific to Caravan Parks.

Coleraine Borough Council propose to upgrade the Drainage and Electrical infrastructure throughout both Caravan Parks, starting at Juniper Hill winter 2014 with Carrick Dhu winter 2015.

- **Linkage to Corporate Plan.**

Building Prosperity – Improving the Caravan Park infrastructure will improve the use of the facilities, retain existing jobs and help promote tourism within the district.

Planning for the Future: improving the wiring/drainage infrastructure now will ensure the sites are capable of handling larger Caravans into the future with the potential to increase revenue income.

- **Need for project identified / benefits sought.**

Rainwater currently runs off Caravan roofs onto concrete/ grass areas unmanaged. This increases the ponding of water on the site, resulting in the many boggy wet areas.

At present, the majority of road gullies do not discharge to a storm drain and rely on evaporation or soak-away to empty. Remaining gullies are connected to the combined sewer system, discharging to the NI Water pumping station on site. This greatly decreases the capacity of the site to deal with adverse weather conditions and the pumping station cannot cope during heavy rainfall events.

Touring site residents are required to pull/carry heavy waste water tanks long distances uphill to the nearest gully.

- **Evidence of need.**

Complaints from residents about wet patches outside Caravans.

Civil Engineering Consultants Atkins recent Report backs up these complaints.

Water logged wiring infrastructure to Caravans is beginning to break down causing numerous maintenance faults and expense.

Wiring infrastructure is reaching end of useful life and does not meet with current Electrical Regulations or Testing protocols.

- **Project options - Drainage Options**

Option 1: Status Quo – “do nothing”. Complaints will continue and the touring site usage may reduce.

Option 2: improve the drainage to improve the usage of the touring site.

Preferred option:

Option 2: Improve the drainage System.

Land drains will be installed in the grass areas at the back of the caravans where surface drainage is an issue.

A gully at each static caravan will collect surface water from the caravan roof.

Existing road gullies will be connected to surface/storm water drain pipe work.

Touring sites will have individual “hook up” points for Electricity, Potable (Drinking) water taps with waste water gullies all built into a single unit.

- **Project options - Electrical Wiring Options**

Option 1: Status Quo – “do nothing”. Complaints will continue and the site cannot be tested appropriately.

Option 2: Replace the wiring infrastructure to comply with current electrical regulations and take the opportunity to “future proof” the site to handle expected demands during the next 25yrs.

Preferred option:

Option 2: Replace the Wiring Infrastructure.

New static Caravan Hook up points will be installed fitted with local meters and safety trips.

New wiring infrastructure will be designed to reduce the likelihood of complaints from owners and will cope with increasing site demands for the next 25 years.

Site operating and maintenance costs will be reduced and new green technology such as Solar PV can be successfully deployed.

- **Estimated Whole life costs**

Drainage and Electrical Infrastructure Capital Cost estimate: £1,000,000.

Site Operational/Maintenance costs will be greatly reduced due to extensive use of new LED lighting, other green technologies and the removal of flooding risks.

Income: Sites will be more useable and therefore may be used more often generating extra income for the district.

As Operating/Maintenance costs will be reduced the pressure to increase rates will also be reduced.

8.4 Stage 2 Activities

The deadline for tenders closed at 12 noon on the 11 September 2014. 16 tenders were returned from a potential 43 which expressed interest. Tenders were opened at 10.00 am 12th September 2014. The tenders have allowed officers to refine the Outline Business Case, to create a Final Business Case, which allows Shadow Council to determine the option to be delivered.

8.5 Final Business Case

8.51 Overview

Following a history of Drainage, Water supply and Electrical supply problems in recent years, CBC Leisure Services alongside Estates and Facilities commissioned site surveys to identify the causes of these problems and develop a programme of remedial actions.

The surveys revealed major problems with the site Electrical Distribution System and suggested numerous upgrade proposals required to improve site drainage and water supplies.

A programme of work was developed to address these issues. Estate and Facilities compared the scale of work proposed with the site information available for both Caravan Parks and concluded the following:

- Information such as a Topographical survey was readily available for the Juniper Hill site. The timeframe to procure a Topographical survey for Carrick Dhu exceeded the legal EU tender period for the proposed project end of season deadline of October 2014.
- Juniper Hill Touring Block Toilet renovations were already programmed to commence at the end of September 2014. These involve laying new water mains for this building that will result in some site excavations being carried out anyway.
- Juniper Hill is much larger than Carrick Dhu increasing the available space between Caravans and limiting the risk of Contractor damage to Caravans.
- Juniper Hill Electrical Transformers and Main Switchgear are in better condition than those at Carrick Dhu resulting in less extensive/expensive upgrade works being needed immediately to bring the site into compliance with the current electrical regulations.

8.52 Tender Analysis

The scheme was broken down into 2 no. of contracts:

- Contract 1 Drainage and Electrical Cabling Installation (underground works)
- Contract 2 Electrical Components Installation (above ground Works)

8.53 Scheme Elements

Juniper Hill Caravan Park has several scheme elements dependent on the options available to rectify the complaints from Owners using the site.

Site Excavation

Excavation of trenches are required for all works due to the nature of the contract.

Land Drainage

Site Management have reported poor drainage in the grass areas between the caravan parking spaces and they have received many complaints from Owners using the site.

Estates and Facilities site investigations indicate that the top layers of topsoil, clay and sand are compacted preventing surface water from draining. This causes localised flooding, wet patches and soft spots on the site.

French drains will be installed in the grass areas at the back of the caravans where drainage is an issue. These drains will capture overland run off and with a combination of drainage network throughout the site eventually discharge the water to the Ocean.

Caravan Rainwater Drainage

Rainwater runs off the caravan roofs onto the concrete/ grass areas. This surface water is currently not managed and increases the ponding of water on the site, resulting in the wet areas.

A new gully will be located at each static caravan to collect surface water from the caravan roof. The drains from these will be utilised to carry the surface water to an existing site storm drain which discharges to the ocean.

Storm Drain/Road Gully Connection

The majority of road gullies currently do not discharge to a storm drain and rely on evaporation or soak-away to empty. The remaining gullies are connected to the combined sewer, discharging to the NI Water pumping station on site. This decreases the capacity of the pumping station to cope with heavy rainfall events.

All existing road gullies will be connected to surface/storm water drain pipe network. This will remove the ponding of water on roadways and also reduce the risk of contaminated water discharging on the Juniper Hill Site.

Grey Water Drainage Network

Touring site residents are currently required to pull/ carry grey water tanks uphill to the Toilet block to empty.

The Touring sites proposals include an individual "hook up" points for Electricity, Potable (Drinking) water taps with grey water gullies built into a single unit. This removes the need to carry greywater tanks uphill to the Toilet block. Due to the improvement in the touring facilities on site, this will likely increase the site usage by the touring groups.

Touring Van Discharge Pit

Currently the touring vans are discharging their grey water into a road gully which is believed to be connected to the NI Water combined network.

The Proposal is to construct a large discharge pit which the vehicle drives over and discharges its grey water which is more in keeping with other caravan sites. A water tap will be positioned to rinse down any residual material.

Touring Toilet Block Water Main

The existing touring toilet block has received complaints on the water pressure in the showers. A scheme to renovate this toilet block has been approved and will be commencing this autumn.

As part of this approved scheme a new watermain is proposed to be laid. As Contract 1 (underground works) require excavating of trenches, this watermain was included in this project.

Touring site Water Ring Main

The existing touring site has 3 discharge points for approximately 45 touring site.

As stated earlier, the touring sites proposals include an individual “hook up” points for Electricity, Potable (Drinking) water taps with grey water gullies built into a single unit.

This watermain network will have a drain down point out which will allow the network to be drain when out of season reduces the risk of legionella and burst watermain due to sub zero temperatures.

8.54 Juniper Hill Electricity Supplies

Caravan owners and Park management have been reporting problems with their electrical supplies “tripping out” for some years and have suggested that the power available in each Caravan is too low for the Owners needs.

The electrical services condition report did indeed back this up recording that some Caravans may only be getting 2/3 of the power that they should have before “Tripping” problems could arise.

The report also concluded however that, 95% of the “Tripping” problems experienced stem from the obsolete power distribution network on the site rather than just a lack of power availability at each Caravan.

The current standard Power Outlet for all Caravan electrical connection points, equipment and cable systems is 230V single phase 16Amps (Blue 16Amp Plug).

The 17th Edition Wiring Regulations 2011 section 708 makes allowance for 16Amp or 32Amp (Larger 32Amp rated Red Plug) Power supplies to be fitted as standard on new Caravan Park wiring installations.

Most of the static Caravans and Campers that use Juniper Hill have been designed to accept the 16Amp (Blue Plug) Power Supplies i.e. their hook up cable and internal wiring systems are designed for sites with limited power availability up to 16Amps.

All new Caravans are designed to accept larger 32Amp power supplies however, these will be fitted with larger (Red Plug) Hook up connectors and they will have a heavier power supply cables and suitable internal wiring/accessories rated up to 40Amp.

At present, Caravan owners are responsible for ensuring that their Caravans comply with Electrical and Gas regulations therefore, Estates and Facilities recommend that CBC does not interfere with the existing 16Amp “Hook Up” connection cables as the implications of doing so will incur substantial cost liabilities as described below.

- The 17th Edition Wiring Regulations dictate that the “Electrical Contractor carrying out the work must ensure that all parts of the electrical system worked on are tested and certified as safe.”

- Increasing power availability at all Hook up points to 32Amp will involve re-fitting all the Caravan connection cables and testing each Caravan to ensure they can safely use the extra power available.

Tripping Problems

All the fault detection current ratings on new RCDs (Trips) have been reduced from the old regulation 100milliamps to 30milliamps (30mA) in recent years. This makes them much more sensitive/susceptible to the very small earth fault load currents (milliamps) produced by all electrical appliances when in use.

Once each Park is properly rewired, the new 16Amp Hook up points will provide 3.6KW of useable power in the Caravan. This is enough for: a 1KW fan heater, a 2KW Camping Kettle, a TV or any other small appliance to all be plugged in together without risk of Tripping the circuit breaker.

NB. All new RCD Trips (fitted locally in the new Hook up Posts), will be rated at 30mA Earth Fault Current protection, whether they are rated as 16A or 32A power supplies.

This means that if the Earth Fault Current rises above 30mA and the trip operates on a new 16A circuit breaker, the same Fault current would also trip a 32A circuit breaker.

Increasing the available power at each hook up will not fix the circuit “Tripping” problem.

Electrical Trips only operate when either the circuit is overloaded or a circuit fault is detected i.e. an old 3KW electric heater or 3KW Kettle with a small earth fault will still cause a 30mA Trip to operate even if the supply is rated at 32Amp capacity and nothing else is plugged in.

8.55 Essential Site Infrastructure upgrades

Estates and Facilities recommend that all the Drainage and Water mains works proposed for Juniper Hill site should proceed as planned in October.

The Electrical distribution system must be replaced in order to comply with the new 17th Edition IET Wiring Regulations.

The existing incoming Mains Power Transformers and Switchgear cannot currently handle providing a 32Amp power supply to all Caravans and will eventually need to be upgraded.

It is estimated that this could add an extra cost of at least £100,000 to the work proposed on each site. NIE may also decide that their Power Supply Cable Capacity is too low and this could add as much again to the upgrade costs. The deadline to survey and organise this work to coincide with a start date of October 2014 at Juniper Hill has long since passed.

Electrical Loads to permanent site buildings and street lighting should be reduced as far as practicable to prevent unnecessary costs being added to the new power distribution network. This will involve the extensive use of energy saving Lighting, transferring some electrically powered heating/hot water systems to other energy sources such as LPG (tank gas).

The future deployment of Solar PV will reduce site operating costs and allow new greener technologies such as electrically powered “Heat Pumps” to be employed.

The Electrical Distribution Network Cabling system should be sized now to cater for 32Amp power supplies that can be connected in future at each Caravan Hook Up. 32amp cables can be installed now within current budget estimates and they can easily deliver the power needed for the exclusively used current 16Amp Hook Ups.

If a suitable new static Caravan with a 32Amp power supply (large Red Plug) is installed on site or some existing Caravans are converted and tested to comply with a 32Amp Hook Up then the work to swap over from 16Amp at the Hook Up will be minimal. The current Site Transformers and Main Switchgear can remain in use for much longer and can also be upgraded at a later date when demand increases without much disruption to site operation.

A fully managed WiFi Broadband solution is proposed for the site. The system is inexpensive to have installed and removes any responsibility or extra work from site management staff.

CCTV and other security cabling upgrade works are also being considered for inclusion now.

8.6 Juniper Hill Caravan Park – Investment Decision for the Works – Discussion

The primary driver for the Juniper Hill Caravan Park upgrade works is the changes to the BS 7671 (2008) 17th Edition Electrical Regulations (as amended 2011). The changes relate to Caravan Parks and, among other things, impose a requirement for each caravan to have its own discrete earth protection system.

The Juniper Hill Caravan Park electrical system is over 20 years old and is structurally unable to comply with the new regulations. The consequence of this is that unless upgraded to comply, it will be unable to obtain its statutory electrical safety test certificate (NICEAC Certificate) for the 2014 / 2015 season and will have to close down.

The site currently makes a net revenue contribution to Council of £650k per year and quite apart from the loss of the service and amenity to the public, its closure would lead to the loss of this £650k of revenue contribution and therefore the need to raise an additional £650k on the rates which would quite clearly be unacceptable.

The investment decision then comes down to a matter of the scale of the works that are undertaken and the following sections discuss the issues involved to assist Members in coming to an informed decision.

Option (A)

This represents the practical minimum work that can be done to overcome the compliance issues. At a cost of £1.34m, it has a simple Return on Investment of 2.1 years, an annual gross cost of capital of £87k, an annual net cost of £68k (£19k operating savings due to the upgrades) and a whole of life cost (25 years) of £1.69m to maintain a net income of £16.25m over the same period.

The work in the other options represents items that are necessary to maintain the site, improve the service and amenity for the users and realise the potential to reduce running costs but these works are not immediately essential to keep the site open.

However, the excavation and ground works elements in general terms comprise about half the cost of these non-essential items and therefore when the excavation has to be done for the essential electrical works and the contractors are already onsite and

have their fixed costs covered, there is a one-time opportunity to utilise that excavation and contractor presence to also do the non-essential works for just over half what they would cost at any other time.

Accordingly, the cost profiles of options to carry out the non-essential works are presented below;

Option (B)

In addition to minimum compliance, this option represents carrying out the necessary drainage works. At a cost of £1.52m it has a simple Return on Investment of 2.3 years, an annual gross cost of capital of £98k, an annual net cost of £73k (£25k operating savings due to the upgrades) and a whole of life cost (25 years) of £1.83m to maintain a net income of £16.25m over the same period.

Option (C)

In addition to Option (B), this option represents upgrading each caravan from 16A to 32A, carrying out the necessary electrical transformer upgrade and installing Solar PV. At a cost of £1.88m it has a simple Return on Investment of 2.9 years, an annual gross cost of capital of £122k, an annual net cost of £77k (£45k operating savings due to the upgrades) and a whole of life cost (25 years) of £1.92m to maintain a net income of £16.25m over the same period.

Option (D)

In addition to Option (C), this option represents carrying out the necessary disabled access, security and amenity works. At a cost of £1.95m it has a simple Return on Investment of 3.0 years, an annual gross cost of capital of £126k, an annual net cost of £76k (£50k operating savings due to the upgrades) and a whole of life cost (25 years) of £1.90m to maintain a net income of £16.25m over the same period.

8.8 Matrix of Options Variables and Associated Costs

Description of Services	Est. Cost (000)	Option A	Option B	Option C	Option D
Excavation of site for all work	£100	x	x	x	x
Land Drainage (All of Site)	£200	x	x	x	x
Caravan Rainwater Drainage (Gullies)	£100		x	x	x
Storm Drains (Main Roadways)	£50	x	x	x	x
Grey Water Drainage Network	£40	x	x	x	x
Touring Van Grey Water Discharge Pit	£30		x	x	x
Touring Site Toilets Water Mains	£20		x	x	x
Touring Site Fresh Water Ring Main	£25		x	x	x
16A Electrical Cabling System	£450	x	x		
32A Electrical Cabling System	£625			x	x
Electrical Distribution Systems	£450	x	x	x	x
Electrical Transformer Upgrade	£100			x	x
Street Lighting Main Junctions	£50	x	x	x	x
Street Lighting Pathways (Sensor operated)	£25		x	x	x
Entrance Barrier Alterations	£15				x
Disabled Access (Office and Rec Hall)	£10				x
CCTV System Upgrade	£20				x
WiFi System Upgrade	£25				x
50KW Solar PV Installation (Cost Neutral - NIROC Scheme 5yr ROI)	£65			x	x
Annual Maintenance and Other Savings		£19,000	£25,000	£45,000	50,000
Estimated Capital Cost of Options		£1.34M	£1.52M	£1.88M	£1.95M

8.9. Recommendation

Due the following considerations;

- The necessity to comply with electrical safety regulations and keep the site open.
- The one-time opportunity to carry out the non-essential works at substantially reduced cost.
- The opportunities to make operational revenue savings from the non-essential works.
- The improvements to the services and levels of amenity from the non-essential works.
- The extent of the net benefits available in return for a difference in simple Return on Investment of 1 year of operation.

It is recommended that Shadow Council decide to implement Option D as representing overall best value for money.

Approval of an option will allow officers to refine the schedule of works and final capital costs to deliver a final tender report in October 14.