

## REQUEST TO PROCEED WITH CAPITAL PROJECT

|   |  |                        |         |
|---|--|------------------------|---------|
| <b>Project or Scheme Title</b>  | Replacement of Fork Lift Truck Old Meadow Road                             | <b>Financial Year:</b> | 2025/26 |
| <b>Assistant Director</b>   | Martin Chisholm  |                        |         |
| <b>Project Manager</b>  | Barry Brandford  |                        |         |
| <b>Description of Scheme</b>  | Existing mowers are at end of life and fall within a programme of renewal. |                        |         |
| <b>Please confirm you have consulted with your Executive Director and Cabinet Portfolio Holder and have their support to commence this scheme</b> | Yes  |                        |         |

|  |  |
|--|--|
| <b>Confirm the cost of the scheme is still within the original estimated budget allocated to the scheme. Is this supported by a quote or tender?</b>                             | Mowers were within the replacement schedule in the Capital Scheme, no accurate original estimate as replacement costs unknown all costs are now supported by quote through procurement framework.  |
| <b>If the costs are above the original estimated budget, please provide an explanation why the costs have increased and how it is proposed that this additional cost is met.</b> | It is not possible to determine replacement costs when replacing this equipment it is renewed on 7 year plan supported through capital recharge to the revenue budget. The cost of replacements can be contained within the existing overall replacement budget. However, there is an ongoing review of the capital requirements for fleet replacements going forwards due to significant increases in the cost of replacement vehicles, the green Fleet Review and to address anomalies in the current replacement schedule. The impact of this will feature in a future capital request. |

**Please update the following tables for any changes to the budget profile and cost:**

| Total Capital Cost of Scheme<br>(please <b>do not</b> include ongoing maintenance costs) | Year 1<br>Qtr1<br>£ | Year 1<br>Qtr2<br>£ | Year 1<br>Qtr3<br>£ | Year 1<br>Qtr4<br>£ | Year 2<br>Total<br>£ | Year 3<br>Total<br>£ | Year 4<br>Total<br>£ | Year 5<br>Total<br>£ |
|--|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| Phased as follows:   | 497,000             |                     |                     |                     |                      |                      |                      |                      |
| Description of capital costs:  |                     |                     |                     |                     |                      |                      |                      |                      |

| Annual Revenue Cost of Scheme | Year 1<br>Qtr1<br>£                            | Year 1<br>Qtr2<br>£ | Year 1<br>Qtr3<br>£ | Year 1<br>Qtr4<br>£ | Year 2<br>Total<br>£ | Year 3<br>Total<br>£ | Year 4<br>Total<br>£ | Year 5<br>Total<br>£ |
|-------------------------------|--|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| Phased as follows:            |  |                     |                     |                     |                      |                      |                      |                      |
| Description of revenue costs: | £Nil beyond Borrowing recharge all maintenance |                     |                     |                     |                      |                      |                      |                      |

### Notes for Project Managers

1. This form will be used to request approval (via the budget monitoring report process) from Cabinet to commence the scheme subject to the cost being within the Capital Programme Framework. If this falls outside that Framework, then it will need approval from Full Council.

2. If your scheme is approved to progress, then it will be added to tier 1 (major projects) or tier 2 (operational projects) of the capital programme (as determined by Cabinet).

3. Please note that you may be required to complete a post-completion project evaluation form.

Reviewed by:

(Assistant Director)

Date:

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