

Appendix C

REQUEST TO PROCEED WITH CAPITAL PROJECT

Project or Scheme Title	Installation of Digital Sign on Redgate hill as you enter Hunstanton	Financial Year:	2025/26
Assistant Director	Martin Chisholm		
Project Manager	David Morton		
Description of Scheme	We currently have a maunal sign that only has 3 available slots to advertise whats on. That sign requires staff to design, print and put up when events change. Time consuming, labour intensive and puts staff on the side of the highway to update regularly. Digital display will enable remote updating, can be changed quickly and offers opportunity to advertise more things more often. Can also be used to direct traffic flows on busy days / events		
Please confirm you have consulted with your Executive Director and Cabinet Portfolio Holder and have their support to commence this scheme	Advertising of whats on always been a big thing in Hunstanton, this will enhance and make everything easier and safer for staff. No longer having to update the signs manually.		

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?	No direct costs for this project obtained to date. However costs for a simialr project in King's Lynn replacing a VMS sign have come in more than the budget for this project, however the KL signs are much larger than the Hunstanton version. Budget for this, on that basis appears to be in the right ballpark.
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.	N/A

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

Total Capital Cost of Scheme (please do not include ongoing maintenance costs)	Year 1 Qtr1 £	Year 1 Qtr2 £	Year 1 Qtr3 £	Year 1 Qtr4 £	Year 2 Total £	Year 3 Total £	Year 4 Total £	Year 5 Total £
Phased as follows:								
Description of capital costs:	If agreed work would commence in Q3/Q4 of 2025/26 & finish Q1 of 2026/27 ready for the start of the 2026 season.							

Annual Revenue Cost of Scheme	Year 1 Qtr1 £	Year 1 Qtr2 £	Year 1 Qtr3 £	Year 1 Qtr4 £	Year 2 Total £	Year 3 Total £	Year 4 Total £	Year 5 Total £
Phased as follows:								
Description of revenue costs:								

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 acheme is approved to progress, the 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:
