

## Appendix D

### REQUEST TO PROCEED WITH CAPITAL PROJECT

|   |   |                        |         |
|---|---|------------------------|---------|
| <b>Project or Scheme Title</b>  | Flitcham Barns STW Replacement  | <b>Financial Year:</b> | 2025/26 |
| <b>Assistant Director</b>   | Jason Birch   |                        |         |
| <b>Project Manager</b>  | Allison Bingham   |                        |         |
| <b>Description of Scheme</b>  | The treatment plant at Flitcham Barns is over 30 years old and is beyond its serviceable life and proving difficult to maintain, to mitigate the risk of untreated waste from entering the river waste is currently being tankered away on a 4 to 6 week basis, |                        |         |
| <b>Please confirm you have consulted with your Executive Director and Cabinet Portfolio Holder and have their support to commence this scheme</b> | Mark Parkinson has been appraised of the situation  |                        |         |

|  |   |
|--|---|
| <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>                             | This is supported by a quotation and is within the original capital budget allocation |
| <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> | N/A   |

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

| <b>Total Capital Cost of Scheme</b><br>(please <b>do not</b> include ongoing maintenance costs) | <b>Year 1</b><br><b>Qtr1</b><br><b>£</b>  | <b>Year 1</b><br><b>Qtr2</b><br><b>£</b> | <b>Year 1</b><br><b>Qtr3</b><br><b>£</b> | <b>Year 1</b><br><b>Qtr4</b><br><b>£</b> | <b>Year 2</b><br><b>Total</b><br><b>£</b> | <b>Year 3</b><br><b>Total</b><br><b>£</b> | <b>Year 4</b><br><b>Total</b><br><b>£</b> | <b>Year 5</b><br><b>Total</b><br><b>£</b> |
|---|---|--|--|--|---|---|---|---|
| Phased as follows:  |   | 28000                                    |  |  |   |   |   |   |
| Description of capital costs:   | Removal and installation of new sewage treatment plant and associated works at Flitcham Barns |  |  |  |   |   |   |   |

  

| <b>Annual Revenue Cost of Scheme</b> | <b>Year 1</b><br><b>Qtr1</b><br><b>£</b>                | <b>Year 1</b><br><b>Qtr2</b><br><b>£</b> | <b>Year 1</b><br><b>Qtr3</b><br><b>£</b> | <b>Year 1</b><br><b>Qtr4</b><br><b>£</b> | <b>Year 2</b><br><b>Total</b><br><b>£</b> | <b>Year 3</b><br><b>Total</b><br><b>£</b> | <b>Year 4</b><br><b>Total</b><br><b>£</b> | <b>Year 5</b><br><b>Total</b><br><b>£</b> |
|--------------------------------------|---|--|--|--|---|---|---|---|
| Phased as follows:                   |   |  | 930                                      | 930                                      | 930                                       | 930                                       | 930                                       | 930                                       |
| Description of revenue costs:        | Inspection, servicing and maintenance every other month |  |  |  |   |   |   |   |

#### 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: Jason Birch (Assistant Director)

Date: 31/07/2025

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