

Project Documentation - Initial Project Proposal Document

Project: Re-design of Bosham Car Park

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1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

This project will look at the options available to the Council to improve the area owned at Bosham Car Park. The project will consider options to the layout, licence arrangements, soft landscaping and links to the village. It is intended that this project will improve the welcome to visitors and make the best use of the land.

3. Background

The Council owns an area of land in Bosham which is currently used for a car park and public conveniences for the village and provides an area which is used for boat storage for Chichester Harbour Conservancy through a licence agreement.

The public conveniences require refurbishment and repairs to the interior and exterior of the building. Budget for this is allocated in the Asset Replacement Programme for the refurbishment of the public conveniences and this will be undertaken as part of a separate project.

To make the best use of the car park, a review of the layout of the land needs to be undertaken and whether there is scope to re-design the area which could enable additional spaces, better traffic flows, improved signage and a more welcoming first impression of Bosham village. The Neighbourhood Plan for Bosham provides some comments on aspirations for the car park.

4. Outcomes to be Achieved

- Options for design and layout of the car park to make the best use of the land as a CDC asset.
- Consideration of the potential to develop the site in order to make the best use of the space.
- Enhancing the links to the village.
- A cost / benefit analysis of the options having regard to both commercial and community objectives.
- Likely timescales for putting the possible options into action
- Any risks associated with each options of delivery

5. Timescales

There is no specific urgent timescale for this project, however, improvements to Bosham car park has been identified through the Bosham Neighbourhood Plan and has been recognised by the service area as a potential area of focus for improvement and review of options.

The Public Conveniences within the car park are within the asset replacement programme for refurbishment. Works to the Public Conveniences are proposed to take place in 2022-23. The works to the Public Conveniences can take place separately to the potential works to the car park.

There is some limited budget available for car park resurfacing, however this is unlikely to be sufficient to cover the full costs of the works of any potential project.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	£20,000 (estimate) for options	Professional fees – to cover a topographical survey and design of the car park.
Revenue	The Council currently receives annual rent from the licence in the car park for the Harbour Conservancy. There could be potential to identify new income generating opportunities. The addition of further spaces could assist with the generation of further income, this additional income would be dependent on the options available for the site.	
Savings	Potential additional income	
Services to be involved in the project delivery	Place, Property and Growth, Chichester Contract Services, plus the appointment of external consultants.	

7. Benefits vs. Cost

The Council will need to consider what investment would be required by the Council against the likely returns.

8. Identify Risks

The Council runs the risk of losing additional income if opportunities are not maximised, best value may not be achieved, and continued operating and repair and maintenance costs associated with the facilities. The Council may not receive immediate financial benefit should there be a need identified for capital outlay in respect major re-design.