

## Capital Project Justification Form

### **Provision of a New Changing Places Toilet and New Male and Female Toilets at the Orchards Shopping Centre, Haywards Heath**

**Purpose of project:**

To provide the public with a new Changing Places and public toilet facility.

The existing toilet facility requires total refurbishment. The existing accessible wc does not provide sufficient space nor equipment for the more severely disabled person's needs.

The proposed Changing Places Toilet will consist of an accessible toilet, an accessible wash hand basin, a full-sized changing bed with a mechanical hoist for adults and a shower

The new female toilet facility will consist of 3 toilets and 3 wash hand basins. The new men's toilet facility will consist of 1 toilet, 2 urinals and 2 wash hand basins.

The whole unit is manufactured off site and delivered to site on completion of the base.

The works to the shopping centre includes breaking though from the pedestrian area to the new toilet block and making good the area.

**Estimated Costs:**

Cost of Unit: £155,000.00

Cost of Base: £20,000.00 – Includes the connection of all services

Cost of ancillary works: £15,000.00- Works to the Orchards Shopping Centre and the demolition of the existing toilet block.

Contingency Sum: £5,000.00

Non-construction cost: £1,500.00 for Statutory obligations.

Total Estimated Project Cost: £196,500.00

**Revenue implications:**

The project will not produce a revenue income.

**Legal Implications:**

There are no legal requirements to provide the public with a Changing Place toilet. The legal requirement lies within the provision of an accessible toilet and male and female toilet facilities within the Orchards Shopping Centre.

Providing a new toilet facility that is modern and fit for purpose with a Changing Places toilet facility, would improve public wellbeing and perception of the Orchards Shopping Centre.

**Value for money assessment:**

The works will not increase the value of the overall site. The value for money for the unit will reveal itself when the Orchards Shopping Centre is finally refurbished with

the inclusion of a permanent Changing Places and Public Toilet facility, the unit can then be move onto a new location.

**Business Unit/Service:** Corporate Estates and Facilities

**Head of Service:** Peter Stuart

**Project Manager:** Paul Williams

**Ward:** Haywards Heath- Heath

**Cabinet Member:** Cllr John Belsey

**Ward Members :** Cllr Sandy Ellis, Cllr Clive Laband

**This project contributes to achieving the Corporate Plan in the following ways:**

Reducing ongoing Maintenance Costs. Improving the environment for public users.

**Summary of discussions with Cabinet Member:**

Discussions have taken place with the Cabinet Member Jonathan Ash-Edwards who is supportive of the project.

**Risk Analysis:**

The main risks of the project and the likelihood, severity and financial impact (rated low, medium, high) of each of these risks are:

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Financial impact</b>
Further dilapidation of existing internal materials and fittings	medium	medium	medium
Low public opinion of MSDC	high	medium	medium

Mitigation actions: Provide a new Public Toilet Facility with a Changing Places Toilet.

**Responsibility of Project Manager declaration:**

Name of Project: **New Changing Places Toilet and New Male and Female Toilets at the Orchards Shopping Centre**

I certify to say I understand my responsibility as the Project/Budget Manager for the project, and that I have read and that I understand I must comply with both the Council's Financial Procedure rules and contract procedure rules throughout the entity of this capital project. I understand my responsibility to deliver the project as approved by Council as set out in Part 1 of this Project Justification Form.

I also understand that I should use the MSDC project and risk management methodology and covalent to scope, plan, risk assess and monitor progress in delivering this project. I understand my responsibility to report regularly on progress with the project to my head of service and to indicate as soon as possible if the project is likely to be over/underspent; or likely to fail to achieve key

milestones; or, is no longer likely to achieve the benefits that were originally envisaged for it.

**Signed by Project Manager:**

**SIGNATURE REDACTED**

**Name of Project Manager: Paul Williams**

**Dated: 10.03.22**