

1. **Executive Summary:** *Introduction and context including description of problem/challenge/business requirement; description of do nothing option and why it is not acceptable; description of do minimum option; description of preferred option if this is not do minimum.*

The Argyll and Bute Council 2016-17 budget included an announcement of a £3 million area regeneration fund to be focused upon the Mid Argyll area. The main objective of the 'Tarbert and Lochgilphead Regeneration Fund' (TLRF) is to promote regeneration and economic development of the area with a focus on creating jobs, growing the population and/or stimulating private sector activity.

Improvements to Tarbert Harbour Shoreside Facilities Project, including the extension of the Harbour car park (Phase 5), was one of the projects selected to proceed to full business case.

The main objectives of this proposal are:

- To provide an additional 20 car parking spaces, which could potentially also help to alleviate reported parking issues in the village centre during busy festival times, especially during the prestigious Scottish Series.
- To provide support infrastructure for longer term aspirations including Phase B workshops and/or self-catering accommodation on surplus land.
- To allow for the installation of an EV charging point (via separate grant funding) in the extended car park for use by berth holders, visitors and villagers.
- Tarbert Harbour are mindful that the additional car parking can only proceed when the access road into Garval Road from the trunk road is improved.

The project outcomes are expected to be:

- A fit for purpose Harbour which is an attractive location for commercial and leisure craft.
- An increased number of people using Tarbert Harbour and spending longer in Tarbert resulting in an increase in footfall across the town.
- Addressing market failure/stimulating private sector activity: This project would not be addressed by the private sector – Tarbert Harbour Authority is a third sector body and grant funding is expected to be required to enable the development to take place.
- Environmental Regeneration: Potential for improvements to the harbour area through removal of unsightly wooden sheds and clearance of overgrown areas.
- Supporting jobs: Tarbert Harbour Shoreside Facilities Overall Project: 5 direct jobs will be safe guarded and 1.5 new direct jobs created.

The following Options have been considered:

- Under the do nothing option: Under a do nothing option the Tarbert Harbour Authority would be left to progress their proposals for extended car parking facilities without any financial assistance from the Council. This option would impact on the deliverability of this phase of the project, since more grant funding and/or Harbour reserves would be required. This would inevitably delay the redevelopment, if alternative sources of funding cannot be secured or take a longer time to secure. This option does not fit with the Harbour's Business Plan or the Harbours Aims and Objectives and detracts from the overall visitor/berth holder experience. This site is not maintained by Argyll and Bute Council.

- Option 2: Contribute £105,000 to the Tarbert Harbour Authority Car Park Improvement Plans – under this option Argyll and Bute Council would make the requested contribution towards the project. This option would deliver additional car parking on site; allowing the THA to continue its ethos of helping to grow the Clyde sailing market, strengthen the local economy and ensure Harbour facilities meet customer expectations. The project will impact on maintenance budgets within the Council. All future maintenance will be included in THA's annual budget plans.

Under option 2 an additional 20 parking spaces will be provided together with an EV charging point. It is hoped that improved car parking facilities together with the recently improved Harbour Facilities (new toilet/shower/upgraded disabled facilities/laundry block, new Reception/Offices/Chandley, dedicated waste store and pump out facility) will help it to continue to attract users and as a result will lead to increased economic activity in the local area.

The project is being delivered by the Tarbert Harbour Authority in close conjunction with the Architectural & Structural Consultancy Design Team of John Renshaw Architects and IKM Engineering Consultancy, who are responsible for the design works, tendering process and supervision of the construction phase. The detailed design phase should be completed in October, the estimated costs for the project are £319,556.74

The capital works will be carried out by a local contractor who will be appointed through a rigorous tender procedure.

A programme (Appendix 1) has been prepared that allows for capital works to be carried out between January and April 2020. The programme will enable Tarbert Harbour Authority to build a new car park that is available for use for the Scottish Series in May 2020.

2. Impact on Council Plans: *This section will include a clear articulation of how the project contributes to the Council's Corporate Plan themes; Service plans; Area Priorities; Corporate resource strategies; compliance with legal and national requirements and priorities. More detailed explanation of the benefits (e.g. asset condition/suitability improvements) to be delivered from the project with targets and measures as appropriate together with a recommendation to proceed to tender and Full Business Case (FBC).*

The project links directly to the Council's Corporate Plan:

As outcomes that also relate to national policy:

- Our Economy is diverse and thriving
- We have an infrastructure that supports sustainable growth
- People will live in strong and safer communities

As priorities

- We make the most of our assets to build the local economy
- We strengthen and empower our communities

Outcome 2 of the Council's Outcome Improvement Plan states that we have infrastructure that supports sustainable growth. The improved parking facility will allow better use of infrastructure to promote the conditions for economic growth including the enhancement of the built environment and providing opportunities for further investment in additional Harbour facilities including the possibility of investment in workshops/and or self-catering accommodation.

The investments section of the Mid Argyll, Kintyre and the Islands EDAP highlights how investment in communities will in turn attract further business investment, stimulate economic activity and deepen access to the labour market across MAKI.

The Improved facilities at the Harbour will contribute to objectives within the Single Outcome Agreement/Local Outcome Improvement Plan, MAKI Economic Development Action Plan, Local Development Plan and the Scottish Government's Marine Tourism Strategy - Awakening the Giant.

The project will support Local Development Plan AFA 13/1 Tarbert Harbour and Conservation Area Strategic; harbour improvements, regeneration and environmental improvements.

The project has already been subjected to a rigorous internal assessment process and has secured initial approval as noted below:

The Argyll and Bute Council 2016-17 budget included an announcement of a £3 million area regeneration fund to be focused upon the Mid Argyll area. The agreed main objective for the Tarbert and Lochgilphead Regeneration Fund (TLRF) is:

To promote the regeneration and/or economic development of the Mid Argyll area with a focus on creating jobs, growing the population and/or stimulating private sector activity.

The initial criteria for the fund were agreed by the Policy and Resources Committee on 12 May 2016. This was used to inform the consideration of proposed projects.

Following extensive public consultation a number of projects were proposed. In December 2016 the Mid Argyll, Kintyre and the Islands Area Committee considered an initial assessment of projects and selected 11 projects for further consideration. The MAKI decision was ratified by the Policy and Resources Committee on 15 December 2016.

On 6 September 2017, the Mid Argyll, Kintyre and the Islands Area Committee agreed the six projects which should proceed to full business case and this decision was ratified by the Policy and Resources Committee on 19 October 2017. This project was 'phase 5' of the 'Tarbert Harbour Shoreside Facilities Project', one of the six projects shortlisted.

3. **Affordability:** *Provide a summary analysis referring to appendices detailing financial analysis covering capital costs, revenue costs and external funding over the project life cycle. The basis of assumptions and an assessment of their reliability should be included. The result of your sensitivity analysis of changes to financial assumptions should also be stated. For more information on the detail expected in the appendices see the section on OBC's within the Capital Programme Planning and Management Guide.*

As part of the approval process for the TLRf an allocation of £105,000 has been agreed for the project subject to the assessment of the full business case with Tarbert Harbour Authority funding the balance. The total project cost has been projected based on initial designs and by using rates from other tenders. Actual costs will not be available until the tender process has been completed in mid-January.

In addition to this a grant has been approved from the Energy Saving Trust to install an EV charging point within the new car park for use by all visitors and locals.

4. **Deliverability/Work Schedule:** *Set out the management arrangements for taking the project to tender stage and for managing implementation/construction through to completion. Milestones*

and timescales should be specified. Details of the project team, including name and designation of project manager and project sponsor, and estimated resource commitments together with an indication of whether these have been agreed/secured should be included. Provide a project plan with details of controls in place to manage the contract; how and when benefits will be measured; and how stakeholders will be informed. Details of the knock on consequences or residual consequences should also be explained in reasonable detail.

The main point of contact is the Tarbert (Loch Fyne) Harbour Authority.

Design Phase: Tarbert Harbour Authority have appointed their own Design Team who will be responsible for covering all aspects of the project including preparing detail design drawings, budget costs, obtaining all necessary marine licences, planning, engineering and environmental services and the construction Tender Process. This will include full responsibility to ensure that the project is delivered by mid-April 2020 within budget.

Construction Phase: The capital works will be carried out by a local construction company engaged under a rigorous tender process. A Form of Contract will be drawn up to include Bills of quantities, Specifications and Tender Acceptance Correspondence.

Programme – See Appendix 3.

5. Risk Log: *This section should set out foreseen risks as they affect Impact on Council Plans as well as on asset condition and suitability; affordability; deliverability. Indicate action aimed at mitigating these risks and highlight whether any contingency plans are likely to be needed. Provide a summary of three cost and timetabling scenarios - optimistic, realistic, and pessimistic - relating to the project (see 5a below).*

5a. The Risk Log Worksheet (Appendix 4) sets out the chance, impact and mitigating actions re the following:

- Delay in tendering Process
- Agreed costs increase during capital works
- Unforeseen technical difficulties
- Project is not completed by mid-April 2020
- Planning issues
- MAKI Area Committee or Policy and Resources Committee do not approve capital funding
- Total project costs exceed available budget
- Inclement weather conditions
- Internal client concerns
- Health & Safety Risk During Construction
- Poor contractor performance
- Poor project management of capital phase