

## Initial Resource Allocation Request (Stage 0a)

<b>Project/Programme Name:</b>	Replacement of Pay & Display payment machines on street
<b>Total Estimated Capital Cost:</b>	£540K
<b>Funding gap proposed to be met from corporate capital resources:</b>	
<b>Priority Category:</b>	TBC
<b>Sponsoring Director:</b>	Mark Kemp
<b>Divisions Affected:</b>	Oxford, Abingdon & Henley

### Sign-off & Approval

*In preparing this report input must be obtained from the following:*

Responsible Owner	Name	Date
<b>Service Manager / Client / Project Sponsor ( Report Author)</b>	Helen Crozier	03/02/15
Transport or Property Delivery Team		
Service Finance Business Partner or Senior Financial Adviser		
Capital Finance Team		
Other Contributors as applicable (e.g. developer funding, asset strategy)		

*Final approval as per the Financial Procedure Rules must be obtained from:*

Approval Level	Name	Date
Through the annual budget setting process unless otherwise agreed as appropriate with the Capital Finance Team	Director	February

**1 Description & Objectives of the Proposal / Desired Outcomes & Business Benefits**

The replacement of all Pay and Display payment machines on-street to ensure that all new coinage will be accepted in the future.

The pay & display machines were first installed in 1994 at which time they had been purchased 2<sup>nd</sup> hand from a London Authority.

It has come to a stage where the Parkeon DG4 machines are at the end of life and spares are being very difficult to locate. Parkeon have informed us that they cannot ensure spare parts will be available.

Over the years the Royal Mint have changed the properties of coinage such as 5p and 10p and in 2017 a new £1.00 coin will come into circulation and the machines will be unable to accept such coinage. We have problems with the machines accepting the new 5p and 10p coins and this is being widely reported by our customers. Validators within the machines have been adjusted to their maximum tolerance to deal with all coinage.

New machines will enhance the customers' ability to pay with the new coinage and also to pay by credit/debit card for their convenience which in turn will lower the costs of cash collection/counting and the machines will be less vulnerable to breakings as they will hold less cash.

The new machines also support a back office function which allows us to interrogate and to write various reports which and to ensure up to the minute knowledge of any failures and allows an engineer to be dispatched to ensure their continued operation.

**2 Options for Delivery of the Proposal**

Capital expenditure (On-Street Account)

**3 Estimated Costs & Proposed Funding Plan**

The estimated cost of replacing all pay & display machines is £540,000.

107 pay & display machines in Oxford, Abingdon and Henley @ £5,000 per machine (including installation costs).

**4 Project Delivery Timetable**

Over a maximum six month period including the tender process.

Activity	Start Date	Finish Date	Milestone/decision point & scheduled technical gateways
Option Appraisals			Approval of stage 0b BC

## CMDE4

Feasibility and Preliminary Design			+ 2 months
Detailed Design and Procurement			+ 4 months
Construction			+ 6 months

### **5 Risks, Constraints, Dependencies & Exclusions**

Loss of revenue due to the machines unable to accept new coinage.

Customer perception and dissatisfaction of not being able to pay to park

### **6 Communication & Consultation**

No consultation required. All forthcoming changes will be communicated to the public through on-street notices and the erection of new pay & display machines during implementation.