

Project Change Request Form

This document should be used to seek approval to change one or more of the agreed parameters of the project e.g. budget, deadlines.

It can also be used for changes that have already happened or that are already within planned work that will mean the project falls outside of the agreed tolerances (“slippage”). For example, if additional or reduced finances is required, a change request should be completed.

The Change Request will be considered in line with the agreed parameters and delegations and may need to be referred to the Combined Authority Board, depending on the level of change being requested. The change should not be implemented until Project Board/CPCA approval is obtained.

Please ensure a copy Project Change Request form is saved down in the project folder on SharePoint and that changes are recorded on the project highlight reports.

Details of change request	
Project Name	Date of change request
Infrastructure Grant - To support Net Zero Manufacturing and Materials Research & Development Centre	11 th October 2021
Project Manager	Project Director
Steve Clarke	John T Hill
Background	
<p>On the 5th November 2020 the Mayor using his general power of competence, having consulted with the Combined Authority Board Members at the Leaders’ Strategy Meeting on 28th October 2020 approved £14.6 million Getting Building Funding into the University of Peterborough Manufacturing & Materials Research & Development Centre Project. Since the approval, activity has commenced including the enabling groundworks for this project (linked to University phase 1 groundworks happening at same time), final design works, submission of the planning application, and the construction contract placed.</p> <p>The supporting car park infrastructure element of the project comprises a grant to Peterborough City Council (PCC) for delivering the parking infrastructure support to the Phase 2 project, which was originally envisaged to be a larger multi-storey car park to serve all of the current and future phases of the University but has been revised to provide the minimum level of parking spaces to comply with the planning consent and is now the provision of the additional car parking for Phase 1 & Phase 2 of University of Peterborough only. The revised requirements have resulted in a lower surface car park specification plus a reduction in the overall costs and this in turn reduces contribution required from PCC. Although this change requests that the £827,000 grant from the GBF is still utilised meaning this becomes a higher intervention rate, it should be noted that reducing PCC’s contribution from borrowing in turn reduces PCC interest costs are lowered, which in turn keeps the chargeable lease cost lower for each parking space rented to PropCo2 (which is 90% CPCA owned) lowering overall costs for leasing the car park – and helps the R&D Centre break even faster.</p> <p>PCC have costed the 128 surface car park at just over £1million but have taken a formal request to their Cabinet and Investment Committee for approval of £500,000 budget from borrowings towards the project to allow for contingency within the current climate to make sure the project is delivered with no budgetary issues.</p> <p>The reduced contribution does not affect the output or outcomes of the project and enable the requirements for parking spaces to be met.</p>	



Project delivery remains on target for occupation from September 2022 plus the Getting Building Fund spent by end of March 2022, PCC have begun the process of design and procurement for the car park works.

Reason for change

The initial application was flexible on the size and scope for the infrastructure requirements for the project in order that the Project Team could ensure that the grant supported the development of the building and associated phases of ARU Peterborough including wider infrastructure requirements to comply with planning such as car parking provision. PCC have revised the costs of developing the car park for the 2 phases of ARU Peterborough from an original project budget of £2.727million down to £1.327million and this change reflects this reduction from what was envisaged to be a much larger 500 space City centre capacity car park requirement from planning down to a 128 space surface car park.

Other options considered

Build a multi storey carpark, this was not required as part of planning and therefore the car park was revised to reflect the requirements of the facility

Costs of implementing the change

The financial implications are positive, the reduction in contribution from PCC reduces their borrowing costs and in turn reduces the costs charged to the PropCo2 in terms of the lease price of each car park space.

Risk of implementing the change

There are no risks identified

Decisions/approval for change

Business Board decision

Name of Director:

Decision:

Date of Decision: