

Capital Programme Review 2021-22

Project Appraisal Form

COMMITTEE & BID NUMBER

Environment & Safe Communities Bid 1

PROJECT TITLE

Ashley Centre Car Park Expansion Joints

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Mr Tony Foxwell

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<p>To carefully cut out and remove existing defective expansion joints from levels 1, 2, 3 & 4. This includes cleaning and preparation, traffic management and using specialist system and working out of hours. The existing joints are over ten years old and lifetime is estimated as ten years therefore they are due for replacement.</p> <p>In answer to the question – what would be the consequences of delaying this project by 12 months.</p> <p>The existing joints are past their 10 year lifespan and are constructed in neoprene rubber, this perishes after so many years leading to major deterioration and acceleration of leaks.</p> <p>Currently one joint is leaking badly but no signs of other joints leaking yet. If money is tight could be delayed 12 months.</p> <p>Although if joints suddenly fail to those above shopping centre we would get complaints and maybe claims from the shops below.</p>
Project outcomes and benefits	The works will seal leak joints between floors and prevent leaks into Ashley Centre car Park

FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	30k	
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	30k	

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d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	30k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)	30k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	0	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2021/22 £	2022/23 £	2023/24 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	30k	0	0

REVENUE IMPACT

Can Revenue Implications Be Funded From the Committee Base Budget? – Please give details	N/A
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FOUR YEAR PLAN 2020/24

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Under our approach principles - it applies to safe and well to ensure safety of public from slips and trips
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	May 2020	

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2	Further Approvals Needed	no	
3	Tendering (if necessary)	April 2021	
4	Project start date	July 2020	
5	Project Finish Date	August 2020	

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Bids should meet at least one of these criteria. State which capital criteria(s) for assessing bids are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.	no
Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	no

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It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.	Yes if leaks continue the water can freeze in winter causing trip and slips and insurance claims
Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so say how.	Yes, as above.

ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	yes
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PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	
3	Investment important to secure service continuity and improvement.	Yes, important to keep the car park well maintained as it generates major revenue income for the council.
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	No risks
2	Are there any risks relating to the availability of resources internally to deliver this project	No

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3	Consequences of not undertaking this project	Leaks to Ashley shopping centre will be prevented, and we have liability to repair under the lease
4	Alternative Solutions (Other solutions considered – cost and implications)	None available

Is consultation required for this project? Please give details of the who with and when by.	Yes we need to liaise with the shopping centre to agree best time to carry out works as it will be extremely noisy.
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Ward(s) affected by the scheme	Epsom Town Ward
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date