



**To: All Members of the Environment and Safe Communities Committee**

Dear Councillor,

**ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE - TUESDAY, 24TH JANUARY, 2023 , Council Chamber - Epsom Town Hall**

Please find attached the following document(s) for the meeting of the Environment and Safe Communities Committee to be held on Tuesday, 24th January, 2023.

9. **CAPITAL PROGRAMME 2023/24** (Pages 3 - 36)

This supplement is the publication of item 9 (Capital Programme 2023/24), previously listed as 'To Follow' at the time of the publication of the agenda.

This report summarises the proposed 2023/24 capital programme and a provisional programme for 2024/25 to 2027/28. The Committee's approval is sought for the programme to be submitted to Council in February 2023.

For further information, please contact [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk) or tel: 01372 732000

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sing'.

Interim Chief Executive

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## **CAPITAL PROGRAMME 2023/24**

<b>Head of Service:</b>	Brendan Bradley, Head of Finance
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	Appendix 1 – Proposed Capital Programme Appendix 2 – Capital Appraisal form for Bid 1 Appendix 3 – Capital Appraisal form for Bid 2 Appendix 4 – Capital Appraisal form for Bid 3 Appendix 5 – Capital Appraisal form for Bid 4

### **Summary**

This report summarises the proposed 2023/24 capital programme and a provisional programme for 2024/25 to 2027/28. The Committee's approval is sought for the programme to be submitted to Council in February 2023.

### **Recommendation (s)**

#### **The Committee is asked to:**

- (1) submit the capital programme for 2023/24, as identified in section 3 of this report, to the Council for approval on 14 February 2023;**
- (2) note the provisional forecast of schemes for the capital programme for 2024/25 to 2027/28, as identified in section 4 of this report.**

## **1 Reason for Recommendation**

- 1.1 To seek the Committee's approval to submit the proposed capital programme for 2023/24 to Council in February 2023 and to inform of the schemes included in the provisional forecast for 2024/25 to 2027/28.

## **2 Background**

- 2.1 The Capital Strategy was last agreed by Full Council on 15 February 2022 at which time the capital programme was approved for 2022/23. Schemes for 2023-2027 were provisional pending the annual budget review and an annual assessment of funds for capital investment.
- 2.2 Strategy and Resources provided the Capital Member Group (CMG) with a remit for the preparation of a capital programme for 2023/24. Under this remit, CMG assessed all capital bids and recommended a programme for approval to the Policy Committees.
- 2.3 The programme assumed funding from capital receipts, revenue funding, and government grants. The proposed level of investment for the 2023/24 programme is £1,414k, of which £250k is to be funded from a planned contribution from revenue. Combined with funding from the Disabled Facilities Grants, this will allow the forecast available capital receipts to remain at £3.48m at the end of this period. The agreed minimum threshold of capital receipts is £1m.
- 2.4 The receipts forecast assumes a £250k revenue contribution to fund capital schemes in 2023/24, which is subject to the revenue budget being approved at Council in February 2023. The full contribution proposed is £500k, but only half of this is assumed for the core programme, because £250k is anticipated to be required to fund capital expenditure on the ICT programme of works, as detailed in paragraph 2.11 of the ICT Strategy report to Strategy & Resources Committee in March 2022.

**3 Core Programme 2023/24**

- 3.1 In May 2022, Full Council agreed the Constitution which introduced a number of changes in committee responsibilities. Consequently, the budgetary responsibility for Parks, open spaces, countryside and allotments budgets changed from Community and Wellbeing Committee to Environment and Safe Communities Committee. A number of projects relating to assets located within the borough’s parks are included within the Environment and Safe Communities proposed programme.
- 3.2 CMG recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2023/24, subject to the Committee approving the project appraisals.

<b>Capital Scheme</b>	<b>Proposed Budget 2023/24 £'000</b>	<b>Expected Funding Source</b>
Ashley Centre Car Park - Waterproofing joints to level 4D	50	Capital receipts
Alex Rec Dojo	170	Capital receipts

Poole Road Pavilion - Roof replacement	150	Budgeted revenue contribution
New fence enclosure to the Court Rec Astro turf facility	81	S106 funding
<b>Total</b>	<b>451</b>	

#### 4 Provisional Programme 2024/25 to 2027/28

4.1 CMG also considered the provisional programme for the subsequent four years, which has been compiled through drawing information from the Asset Management Plan for buildings and other known capital expenditure requirements.

4.2 The 2024/25 to 2027/28 provisional programme for Environment and Safe Communities currently comprises the following sums, with individual schemes shown at Appendix 1:

Provisional Forecast	2024/ 25	2025/ 26	2026/ 27	2027/ 28	Deferred from previous years	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Ashley Centre Multi Storey Car Park	0	0	0	0	1,185	<b>1,185</b>
Poole Road Pavilion - Harrier Centre	0	155	0	0	0	<b>155</b>
Cemetery Public Conveniences	0	0	0	0	25	<b>25</b>
Auriol Pavilion	55	0	0	0	0	<b>55</b>
Gibraltar Recreation Ground Pavilion	0	0	40	0	0	<b>40</b>
Horton Country Park Public Conveniences	0	0	0	0	30	<b>30</b>
Hook Road Multi Storey Car Park	80	20	0	40	445	<b>585</b>
<b>Total Environment &amp; Safe Communities Committee</b>	<b>135</b>	<b>175</b>	<b>40</b>	<b>40</b>	<b>1,685</b>	<b>2,075</b>

- 4.3 The provisional forecast provides an illustration of the Council's anticipated capital expenditure need from 2024/25 to 2027/28 but is not an exhaustive list as future schemes may be identified through other workstreams such as the Climate Change Action Plan and Annual Plan cycle.
- 4.4 Similarly, some schemes may be removed from the programme if strategic asset reviews recommend an alternative approach or Council priorities change. Each year, the forthcoming annual programme will be reviewed by Capital Member Group through the annual capital budget setting process with bids assess against the agreed criteria, and the programme updated accordingly.
- 4.5 Where schemes proposed for an earlier financial year were not progressed, and the works remain outstanding, they have been included within the 'deferred' column of the table and included in the total.
- 4.6 Forecasts for 2024/25 to 2027/28 are based on the estimated cost of works, as reported in the Asset Management Plan 2020-2030. It is acknowledged that due to inflation, costs will have increased since this Asset Management Plan was agreed at S&R in July 2020. The subsequent increase in prices will be reflected when budgets for those relevant financial years come to be set through the Council's agreed budget setting process.
- 4.7 Officers have committed to refreshing the Asset Management Plan in the 2023/24 municipal year.

## **5 Risk Assessment**

### Legal or other duties

#### 5.1 Equality Impact Assessment

5.1.1 None for the purposes of this report.

#### 5.2 Crime & Disorder

5.2.1 None for the purposes of this report.

#### 5.3 Safeguarding

5.3.1 None for the purposes of this report.

#### 5.4 Dependencies

5.4.1 The 2023/24 capital programme is dependent upon agreement of a planned £250k revenue contribution to fund the capital programme being considered by Full Council in February 2023 as part of the revenue budget for 2023/24.

5.5 Other

5.5.1 None for the purposes of this report.

**6 Financial Implications**

6.1 Officers in the Projects Team have scheduled sufficient capacity to deliver the recommended schemes next year.

6.2 **Section 151 Officer's comments:** All financial comments have been included within the body of the report.

**7 Legal Implications**

7.1 **Legal Officer's comments:** None for the purposes of this report.

**8 Policies, Plans & Partnerships**

8.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.

8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** The environmental impact of schemes proposed for the 2023/24 capital programme has been considered through the bid appraisal process.

8.4 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report.

8.5 **Partnerships:** None for the purposes of this report.

**9 Background papers**

9.1 The documents referred to in compiling this report are as follows:

**Previous reports:**

- None.

**Other papers:**

- Capital Strategy for agreement at Full Council in February 2023.

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**Environment & Safe Communities Committee Indicative Capital Programme 2023/24 - 2027/28**

	<b>Proposed Budget 2023/24</b>	<b>Indicative Forecast 2024/25</b>	<b>Indicative Forecast 2025/26</b>	<b>Indicative Forecast 2026/27</b>	<b>Indicative Forecast 2027/28</b>	<b>Deferred Works from Prior Years</b>	<b>Total Forecast 2023/24- 2027/28</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Ashley Centre Multi Storey Car Park	50	0	0	0	0	1,185	<b>1,235</b>
Alexandra Recreation Dojo	170	0	0	0	0	0	<b>170</b>
Poole Road Pavilion - Harrier Centre	150	0	155	0	0	0	<b>305</b>
Court Recreation Astro Turf	81	0	0	0	0	0	<b>81</b>
<b>Forecast:</b> Cemetery Public Conveniences	0	0	0	0	0	25	<b>25</b>
<b>Forecast:</b> Auriol Pavilion	0	55	0	0	0	0	<b>55</b>
<b>Forecast:</b> Gibraltar Recreation Ground Pavilion	0	0	0	40	0	0	<b>40</b>
<b>Forecast:</b> Horton Country Park Public Conveniences	0	0	0	0	0	30	<b>30</b>
<b>Forecast:</b> Hook Road Multi Storey Car Park	0	80	20	0	40	445	<b>585</b>
<b>Total Environment &amp; Safe Communities Committee</b>	<b>451</b>	<b>135</b>	<b>175</b>	<b>40</b>	<b>40</b>	<b>1,685</b>	<b>2,526</b>

Indicative Forecasts from Asset Management Plan	Works	Scheme Forecast	Total
<b>2024/25</b>			
Hook Road Multi Storey Car Park	Lifts refurbishment	80	<b>80</b>
Auriol Pavilion	Ventilation system replacement	25	
	Roller shutters replacement	30	<b>55</b>
	<b>Total for 2024/25</b>		<b>135</b>
<b>2025/26</b>			
Poole Road Pavilion - Harrier Centre	Changing rooms, toilets & showers refurbishment	150	
	Kitchen upgrade	5	<b>155</b>
Hook Road Multi Storey Car Park	Roller shutter manual	20	<b>20</b>
	<b>Total for 2025/26</b>		<b>175</b>
<b>2026/27</b>			
Gibraltar Recreation Ground Pavilion	Timber cladding replacement	40	<b>40</b>
<b>2027/28</b>			
Hook Road Multi Storey Car Park	Internal doors replacement	40	<b>40</b>
<b>Deferred works</b>			
Ashley Centre Multi Storey Car Park	Waterproof membrane	510	
	Repairs	50	
	Distribution boards	40	
	Internal decoration	180	
	Barrier replacement	300	
	Lighting	105	<b>1,185</b>
Cemetery Public Conveniences	Floor tiling, cubicles, sanitary and pipework replacement	25	<b>25</b>
Hook Road Multi Storey Car Park	Brickwork repairs	10	
	Lighting level 4 replacement	25	
	CCTV system replacement	80	
	Internal decoration	200	
	Barrier replacement	130	<b>445</b>
Horton Country Park Public Conveniences	Floor tiling and cubicles replacement and internal decoration	30	<b>30</b>
	<b>Total of Deferred Works</b>		<b>1,685</b>

# Capital Programme Review 2023-24 Project Appraisal Form

**COMMITTEE & BID NUMBER**

Environment & Safe Communities Bid 1
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**PROJECT TITLE**

Ashley Centre Car Park - Waterproofing joints to level 4D
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**ACCOUNTABLE OFFICER**

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.	Rod Brown/ Tony Foxwell
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**DETAILS OF PROJECT**

Project scope, what is included/excluded in the scheme	<p><b>Scope of Works</b></p> <p>Mastic Joints - To cut out all defective two-part mastic joints which have degraded and failed, to entire deck level 4D, to clean all edges in preparation for application of new mastic. Provide and install new sealed mastic to concrete joints. Including cutting out floor to carry out inspection of water ingress below and repair on completion.</p> <p>Failed perimeter skirting detail - supply and installation of the Deckshield Rapide ED1 system around the perimeter edge of the Car Park on Level 4D. The detail will be applied 200mm high on the wall and 200mm on the floor, and it will incorporate a fibreglass chop strand fleece for additional waterproofing properties.</p> <p>Deckshield Rapide ED1 is a fast cure, heavy duty, MMA based flexible car park decking system, which provides a colourful, crack bridging waterproof wearing surface. The cost allows for the removal of the in-situ aluminium detail.</p> <p>Deckshield Rapide ED1 will be applied to a prepared subfloor and will follow the profile of the existing floor. If water pools or there are undulations / unevenness to the surface, these will still exist after the Deckshield Rapide ID system has been applied.</p>
Project outcomes and benefits	<p><b>Criteria</b></p> <p>Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).</p> <p><b>Background Information</b></p> <p>The surface/deck of Level 4D is directly above the old House of Frazer shops, these are currently being stripped out and due to be refurbished as for a new tenant. The area has been leaking for many years which causing water damage to the corridors and storerooms of the shop unit below. The works will provide repairs to defective joints between the concrete roof/deck sections preventing water leaks and repair the failed aluminium skirting detail to the perimeter of level D.</p> <p><b>Capital Members comments</b></p> <p>Members agreed to progress this project to final bid stage, under the business continuity criteria.</p>

# Capital Programme Review 2023-24 Project Appraisal Form

## 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	50k	
b	Consultancy or other fees	0	
c	<b>Total Scheme Capital Costs (a+b)</b>	50k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	<b>Net Costs to Council (c-d)</b>	50k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	<b>Capital Reserves Needed to Finance Bid (e-f)</b>	50k	
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	0	
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project	0	

Year	2023/24 £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	50k

## REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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## ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	no
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# Capital Programme Review 2023-24 Project Appraisal Form

## FOUR YEAR PLAN 2020/24

<b>Is this investment linked to EEBC's Key Themes?</b> If so, say which ones and evidence how. How does project fit within service objectives?	Thriving Town centres offering great shopping, cultural and leisure activities.
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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 2023	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	August 2023	
4	Project start date	September 2023	
5	Project Finish Date	September 2023	

## 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.

<b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.	no
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# Capital Programme Review 2023-24 Project Appraisal Form

<b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	no
<b>Is it mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.	Yes, the area is leaking, and the rainwater will leak into the shops causing complaints and claims from the new occupiers, including reputational damage to EEBC.
<b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so, say how.	Yes, cannot operate a leaking car park effectively without complaints.

## 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, cannot operate a leaking car park effectively without complaints.
4	Investment will assist but is not required to meet one of the baseline criteria.	

## RISKS ASSOCIATED WITH SCHEME

# Capital Programme Review 2023-24 Project Appraisal Form

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.)	The major risk currently is inflated prices due to higher material and labour cost. If the cost go up too much in a year then the budget will not be enough to carry out the works
2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	Yes, the area is leaking, and the rainwater will leak into the shops causing complaints and claims from the new occupiers, including reputational damage to EEBC.
4	Alternative Solutions (Other solutions considered – cost and implications)	None

<b>Is consultation required for this project?</b> Please give details of the who with and when by.	Yes with the Management of the shopping centre.
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<b>Ward(s) affected by the scheme</b>	Town Ward
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**Accountable Officer Responsible for Delivery of the Scheme**

Name and Signature

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# Capital Programme Review 2023-24 Project Appraisal Form

**COMMITTEE & BID NUMBER**

Environment & Safe Communities Bid 2 – Alex Rec Dojo

**PROJECT TITLE**

Alex Rec Dojo - Demolish existing defective structure, provide, install and build new portable building.

**ACCOUNTABLE OFFICER**

<p>Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.</p>	<p>Ian Dyer/ Mark Shephard/ Tony Foxwell</p>
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**DETAILS OF PROJECT**

<p>Project scope, what is included/excluded in the scheme</p>	<p><b>Scope of Works</b>                  To fully demolish and remove existing defective timber portable building.                  To procure and engage supplier to manufacture new fit for purpose portable building and deliver and erect on site. Building will have to conform to current building regulations and have tea making facilities and water for washing hands. The main pavilion will continue to be used for toilet facilities for the Martial Arts Dojo                  The proposed size of building to be approximately 14m x 9m with a height of 2.4m.</p> <p>Construction is plastic coated steel external finish with internal plasterboard walls and ceilings, vinyl floor finish, air conditioning and heating. Internal power supply connection and consumer unit.</p> <p>Breakdown of costs:                  Demolition and removal £20k                  Planning permission £2.5k                  Building control £2.5k                  Manufacture of new portable building £120k                  Construction of pad foundations £15k                  Connection of services £10k                  Installation and erecting of new building (inc)                  Fire alarm and intruder (inc)</p> <p>Total budget £170k</p>
<p>Project outcomes and benefits</p>	<p><b>Criteria</b>                  This will be a spend to save scheme if demolition is funded elsewhere on the basis that if the proposal is not accepted, we would have to demolish anyway as existing building is dangerous and unsafe!</p> <p>The proposed martial arts building will be run by Nam Yang but under new management and as such have suggested they can afford to pay us around £2k per month based on current turnover, however prior to vacating the current building, they have had to move into two other alternative premises, they were turning over more than £7k per month so £2.5k would be affordable. Income statements have been supplied and evidence can be given if required.</p>

**Background Information**

The original temporary building was installed in 1998 and was run until recently by Iain Armstrong along with a paid employee dealing with the administration and two coaches. At the beginning of this year, we had to close down the property due to safety concerns and the club moved to two alternative premises at Glyn School and a local church hall. Steven Keen, the Head Teacher, who grew up as a member of the club (from the age of 6) and became an English professional champion in 2016, is now the business owner along with his long term partner Melanie Jones who provides the business and administrative support. The second coach remains as part of the coaching support.

Whilst the turnover has dropped slightly since they moved to the alternative accommodation, we have seen evidence that the turnover was previously up to £7k per month before expenses. The drop in turnover is attributable to the lack of flexibility of classes due to fitting in with other operations (eg using Glyn School), but if the property is available for their own use, it will be much easier to make the most of it, including personal one to one classes if required. A new property in the park will also attract more potential clients as attractive new premises will appeal to a wider audience. We believe the rental level achievable is easily replicated with other potential users eg café, or other similar users to that currently envisaged, meaning that if the business should fail, there would be a ready market to appeal to and the rental level is reflective of the facility. The facility itself will bring a welcome park user later into the afternoon which can help deter unwanted attention. It is believed therefore that the facility will be well received by the local park users, well used and should alternative occupiers be required, readily lettable in the market as there is a lack of such facilities. A rent of circa £25,000 per annum would be commensurate with a new property of a size that suits a variety of occupiers, in such a location with a good footfall and a relatively affluent local market.

**Payback calculation**

Income will be £2.5/month x 12 = £30k per annum  
£30k x 5 years = £150k which is the cost of the project excluding demolition.

After 5 years payment, all future rental income will be profit and we expect the business to operate for minimum 10 years to start with. Minimum £150k profit for EEBC.

**Capital Members comments**

Members agreed this scheme should progress to final bid stage if it can meet the spend to save criteria. Officers should ensure that a fully agreed lease is in place before expenditure is incurred. Members also requested that there should be consideration given to regular rent reviews/increases as part of any rental agreements.

Evidence has been provided with the bid that the Nam Yang club currently receive income more than £5k a month. Therefore, they feel comfortable allocating £2.5k/month towards the project which they will pay in monthly rent. **The aspiration is that with new premises, they will be able to attract more people back to the self-contained premises to achieve a turnover of £7k per month and potentially**

# Capital Programme Review 2023-24 Project Appraisal Form

	<p style="color: red;">increase their turnover further as previously people were deterred by the state of repair of the old property.</p> <p>With regards to the lease, we can ensure there is an agreement in place prior to commencing the project. The agreement will include a copy of the proposed lease to be signed on handover of building.</p> <p>There will be 5 yearly rent reviews terms to be agreed.</p>
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## 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	150k +20k demolition	
b	Consultancy or other fees	0	
c	<b>Total Scheme Capital Costs (a+b)</b>	150k + 20k demolition	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	<b>Net Costs to Council (c-d)</b>	170k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	<b>Capital Reserves Needed to Finance Bid (e-f)</b>	170k	
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	30k	They are not savings but income for this spend to save scheme. Payback in 5 years
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project	0	

Year	2023/24 £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	170k

## REVENUE IMPACT

# Capital Programme Review 2023-24 Project Appraisal Form

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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**ENVIRONMENTAL IMPACT**

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	Yes, all modern buildings must be constructed to be energy efficient and this falls under climate change action plan,
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**FOUR YEAR PLAN 2020/24**

<b>Is this investment linked to EEBC's Key Themes?</b> If so, say which ones and evidence how. How does project fit within service objectives?	Green & vibrant - Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.
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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 2023	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	June 2023	
4	Project start date	August 2023	
5	Project Finish Date	September 2023	

**BASELINE CRITERIA**

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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.

# Capital Programme Review 2023-24 Project Appraisal Form

<p><b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.</p>	No
<p><b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	Yes, payback within 5 years evidence included.
<p><b>Is it mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	The existing building is in a dangerous condition and should be demolished in advance of the new works for safety purposes.
<p><b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so, say how.</p>	No

**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.	Encourage and support business creation and growth. Reduction in carbon dioxide emissions across the borough and within the council.
3	Investment important to secure service continuity and improvement.	
4	Investment will assist but is not required to meet one of the baseline criteria.	

**Capital Programme Review 2023-24  
Project Appraisal Form**

**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.)	The major risk currently is inflated prices due to higher material and labour cost. If the costs increase too much in a year then the budget will be insufficient to carry out the works.
2	Are there any risks relating to the availability of resources internally to deliver this project	no
3	Consequences of not undertaking this project	We will lose this business within the community and the Dojo facility.
4	Alternative Solutions (Other solutions considered – cost and implications)	None

<b>Is consultation required for this project?</b> Please give details of the who with and when by.	Yes under planning permission.
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<b>Ward(s) affected by the scheme</b>	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**

**Capital Programme Review 2023-24  
Project Appraisal Form**

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Project Manager Name and Signature ..... Date .....

Revenue Budget Holder Name and Signature ..... Date .....

Service Accountant Name and Signature ..... Date .....

Director Name and Signature ..... Date .....

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# Capital Programme Review 2023-24 Project Appraisal Form

**COMMITTEE & BID NUMBER**

Environment & Safe Communities Bid 3 – Poole Road pavilion roof replacement

**PROJECT TITLE**

Replacement of defective sheet tile roof covering from Pavilion and replace with new.

**ACCOUNTABLE OFFICER**

<p>Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.</p>	<p style="text-align: center;">Ian Dyer / Tony Foxwell</p>
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**DETAILS OF PROJECT**

<p>Project scope, what is included/excluded in the scheme</p>	<p><b>Scope of Works</b></p> <p>The existing aluminium roofing sheets are 25 years old and have come to the end of their life, we have experienced roof leaks over the boiler room and vandalism over the years where the roofing tiles have been bent and lifted to gain access or just to purely vandalise. Works are required to strip and remove existing roof covering and replace with Britmet granulated light weight roofing sheets including providing and installing additional thermal insulation.</p>
<p>Project outcomes and benefits</p>	<p><b>Criteria</b> Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).</p> <p><b>Benefits</b> The works will prevent future roof leaks and provide quality roof covering for the next 25 years and increase thermal efficiency and reduce carbon footprint.</p> <p><b>Capital members group comments</b></p> <p>Members progressed this to final bid stage under the business continuity criteria, requiring the following queries to be addressed: why is lightweight roofing being considered if vandalism is a problem? What is the Pavilion used for? Do we get any income from the site? Are there any current tenants? What would be the impact of closing/demolishing the facility down?</p> <p>The roof structure is designed for this type of roof covering, it cannot take the weight of a traditional roof tile. This is a strong vandal resistant product suitable for pavilion roofs, it has just reached the end of its lifespan.</p> <p>The pavilion is leased out to a boxing club, a children’s play area, an athletics club, and various other users.</p> <p>I understand it generates a fair income between £60-£70k and is a very well used facility.</p> <p>We would not wish to close this down as we would lose the only athletics facility in the borough; it is therefore a great and unique</p>

# Capital Programme Review 2023-24 Project Appraisal Form

	sports facility Epsom and Ewell Council provide for the local residents.
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## 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	150k	
b	Consultancy or other fees	0	
c	<b>Total Scheme Capital Costs (a+b)</b>	150k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	<b>Net Costs to Council (c-d)</b>	150k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	<b>Capital Reserves Needed to Finance Bid (e-f)</b>	150k	
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	5k	
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project	0	

Year	2023/24 £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	150k

## REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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# Capital Programme Review 2023-24 Project Appraisal Form

## ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	Yes the scheme includes thermal insulation which reduces carbon footprints.
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## FOUR YEAR PLAN 2020/24

<b>Is this investment linked to EEBC's Key Themes?</b> If so, say which ones and evidence how. How does project fit within service objectives?	Reduction in carbon dioxide emissions across the borough and within the council and high quality, sustainable and energy efficient buildings which include new green spaces.
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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 2023	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	June 2023	
4	Project start date	July 2023	
5	Project Finish Date	September 2023	

## 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.

# Capital Programme Review 2023-24 Project Appraisal Form

<p><b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.</p>	no
<p><b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	no
<p><b>Is it mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	no
<p><b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so, say how.</p>	<p>Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT). The roof leaks and is time expired, the covering needs to be replaced as we have 3 separate tenants using the building.</p>

**ASSET MANAGEMENT PLAN**

<p>Is investment identified in the Council's Asset Management Plan?</p>	yes
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**PRIORITISATION**

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

1	<p>Investment essential to meet statutory obligation.</p>	
2	<p>Investment Important to achieve Key Priorities.</p>	
3	<p>Investment important to secure service continuity and improvement.</p>	<p>Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT). The roof leaks and is time expired, the covering needs to be replaced as we have 3 separate tenants using the building.</p>
4	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

**Capital Programme Review 2023-24  
Project Appraisal Form**

**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.)	The major risk currently is inflated prices due to higher material and labour cost. If the costs increase too much in a year then the budget will be insufficient to carry out the works.
2	Are there any risks relating to the availability of resources internally to deliver this project	no
3	Consequences of not undertaking this project	The roof will degrade further, more leaks will occur, and building will have to close, losing the income from the tenants.
4	Alternative Solutions (Other solutions considered – cost and implications)	None

<b>Is consultation required for this project?</b> Please give details of the who with and when by.	Yes, with the tenants.
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<b>Ward(s) affected by the scheme</b>	West Ewell
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**Accountable Officer Responsible for Delivery of the Scheme**

Name and Signature

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# Capital Programme Review 2023-24 Project Appraisal Form

**COMMITTEE & BID NUMBER**

Environment & Safe Communities Bid 4 - Fence Enclosure Court Rec

**PROJECT TITLE**

New fence enclosure to the Court Rec Astro turf facility

**ACCOUNTABLE OFFICER**

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

Ian Dyer/ Tim Weston

**DETAILS OF PROJECT**

Project scope, what is included/excluded in the scheme	<p><b>Scope of Works</b></p> <p>To replace existing fences to the facility and replace with prison mesh graded panels to prevent vandalism. To also replace both entrances into the facility and to replace with a more robust entrance. Existing Pedestrian Entrance Gate</p> <p>To attend side, cut off and remove existing mesh cladding to gate. Adapt gate and supply and fit heavy duty shrouded slide bar locking facility to gate to accept padlock. Supply combination/key operated padlock. Supply and weld in place new 3mm thick perforated mesh sheet to face of gate. Prime and paint all new and disturbed areas and leave all in good order.</p> <p>Fencing to Perimeter of Court - take out and remove 1nr existing defective mesh panel. Supply and fit 1nr new 358 prison mesh panel up-to a height of 2.100 metres complete with coupling bar at top to join to upper mesh. Leave all in good order.</p> <p>Fencing to Side of Double Gates - take out and remove existing mesh panels. Supply and fit 3nr new 358 prison mesh panels up to a height of 3 metres. Leave all in good order.</p> <p>Far End Pedestrian &amp; Double Gates - attend site cut off and remove existing mesh cladding to all gates. Adapt gates and supply and fit heavy duty shrouded slide bar locking facilities to gates to accept padlocks. Supply combination/key operated padlocks. Supply and weld in place new 3mm thick perforated mesh sheet to face of gates. Prime and paint all new and disturbed areas and leave all in good order. To include rubber bumpers to help reduce noises generated which has been brought to the attention of Cllrs and Environmental Health by residents.</p>
Project outcomes and benefits	<p><b>Criteria</b></p> <p>Where there is a guarantee of the scheme being fully externally funded and is classed as a high priority due to safety reasons.</p> <p><b>Background Information</b></p> <p>To stop continual damage to the facility from those gaining access by angle grinding, cutting and or bending existing fencing. The continual</p>

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## Capital Programme Review 2023-24 Project Appraisal Form

	<p>damage has left one side of the facility highly vulnerable and hazardous. Repeated extensive short-term repairs mean the fencing is now beyond further short-term repair; there is very little viable fencing left to weld to. The constant damage has meant that staff are attending daily to repair and make safe the facility.</p> <p>From a user viewpoint, the facility is looking less inviting, and it is starting to put off some hirers. The way in which the fencing is being cut by trespassers leaves exposed sharp edges and results in the fencing panels sticking out onto the playable area; this is causing a hazard to those who use the pitch. A secondary symptom of the trespassing is the amount of litter, broken glass and burnt patches being left which are also hazardous to hirers and requires further staff resource to remove and make safe. The gates have also been severely damaged meaning they are having to be secured through a selection of different chains and padlocks. Not having functional locks has meant that we must employ staff resource to be present at the beginning and end of bookings to secure the facility.</p>
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### 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	81k	quote from WCE Evans  Existing Pedestrian Entrance Gate           £1,275 Fencing to Perimeter of Court               £73,390 Fencing to Side of Double Gates           £2,230 Far End – Pedestrian & Double Gates     £3,990
b	Consultancy or other fees	0	
c	<b>Total Scheme Capital Costs (a+b)</b>	81k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	81k	Section 106 funding can be used to fund the entire project as the Poole Road football pitch repairs recently carried out were under budget leaving the remainder of the funds available for this project.
e	<b>Net Costs to Council (c-d)</b>	0	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)		
g	<b>Capital Reserves Needed to Finance Bid (e-f)</b>	0	



# Capital Programme Review 2023-24 Project Appraisal Form

h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	5k	Once the works are carried out, it will be harder to damage the fencing and there will be less maintenance repairs over the year to make safe following damage.
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project	0	

<b>Year</b>	<b>2023/24 £</b>
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	81k

### REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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### ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	no
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### FOUR YEAR PLAN 2020/24

<p><b>Is this investment linked to EEBC's Key Themes?</b> If so, say which ones and evidence how. How does project fit within service objectives?</p>	<ul style="list-style-type: none"> <li>• Yes, to work with partners to keep our borough safe and secure.</li> <li>• To work with partners to support the provision of cultural and creative opportunities across the borough – programme of local cultural and sporting events</li> </ul>
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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	April 2023	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	May 2023	
4	Project start date	June 2023	
5	Project Finish Date	August 2023	

### BASELINE CRITERIA

# Capital Programme Review 2023-24 Project Appraisal Form

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.

<b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.	No external funding. Yes, it is a high priority the Facility due to the type of fence can be bolt cropped at present which is done regularly and can leave sharp edges which can cause injury until repaired
<b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	no
<b>Is it mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.	Yes the Facility due to the type of fence can be bolt cropped at present which is done regularly and can leave sharp edges which can cause injury until repaired.
<b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so, say how.	

## ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	no
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# Capital Programme Review 2023-24 Project Appraisal Form

## 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.	Yes, to work with partners to keep our borough safe and secure. To work with partners to support the provision of cultural and creative opportunities across the borough – programme of local cultural and sporting events
3	Investment important to secure service continuity and improvement.	
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.)	The materials being used may not be available at the time so could lead to delays.
2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	The facility will continue to be vandalised and the 3g surface could be damaged from the unauthorised access. This would be expensive to repair. Damaged fences could lead to injury to the public and users. The facility could lose appeal from hirers resulting in reduced use.
4	Alternative Solutions (Other solutions considered – cost and implications)	None available

<b>Is consultation required for this project?</b> Please give details of the who with and when by.	No
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**Capital Programme Review 2023-24  
Project Appraisal Form**

<b>Ward(s) affected by the scheme</b>	Town, Stamford, Court
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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.

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**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 .....

Director Name and Signature ..... Date .....