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Democratic Services



FINANCIAL STRATEGY ADVISORY GROUP

Friday 29 September 2023 at 2.00 pm

Place: Committee Room 1 - Epsom Town Hall

The members listed below are summoned to attend the Financial Strategy Advisory Group meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Neil Dallen (Chair)
Councillor John Beckett
Councillor Hannah Dalton

Councillor Alison Kelly
Councillor Steven McCormick
Councillor Clive Woodbridge

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sing', is written over a faint circular watermark.

Chief Executive

For further information, please contact democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

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Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government Act 1972 (as amended). Should any such matters arise during the course of discussion of the below items or should the Chair agree to discuss any other such matters on the grounds of urgency, the Committee may wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions and statements from the Public

Questions and statements from the public are not permitted at meetings of this Committee. [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework sets out which Committees are able to receive public questions and statements, and the procedure for doing so.

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AGENDA

1. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting

2. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 8)

The Group is asked to confirm as a true record the Minutes of the Meeting of the Financial Policy Panel held on 31 January 2023 (attached) and to authorise the Chair to sign them.

3. TREASURY MANAGEMENT YEAR-END PERFORMANCE 2022/23 (Pages 9 - 22)

This report presents the Council's treasury management performance in 2022/23.

4. INITIAL CAPITAL PROPOSALS - 2024/25 (Pages 23 - 50)

This report sets out the initial proposals for the 2024/25 Capital Programme and seeks guidance as to which of these should be worked into final proposals for further consideration in November 2023.

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Minutes of the Meeting of the FINANCIAL POLICY PANEL held at the Council Chamber, Epsom Town Hall on 31 January 2023

PRESENT -

Councillor Neil Dallen (Chair); Councillors John Beckett, Kate Chinn, Alex Coley, Nigel Collin, Hannah Dalton and Colin Keane

In Attendance: Councillor Steven McCormick

Absent: Councillor Jan Mason

Officers present: Andrew Bircher (Interim Director of Corporate Services), Brendan Bradley (Head of Finance) and Sue Emmons (Chief Accountant)

1 DECLARATIONS OF INTEREST

No declarations of interest were made by councillors regarding items on the agenda for the meeting.

2 MINUTES OF THE PREVIOUS MEETING

The minutes of the Financial Policy Panel meeting held on 1 February 2022 were agreed as a true record to be signed by the Chair.

3 BUDGET AND COUNCIL TAX REPORT 2023/24

The following matters were debated by Councillors:

- That income generation and 'invest to save' opportunities can be pump-primed using reserves based on a costed business case.
- Funding in the government settlement for 2024/25 is currently expected to be broadly stable. After the next general election forecasting is more challenging.
- The deliverability of the Homelessness saving is considered medium to high risk as it is a statutory service and demand is, in part, outside the control of the Council. Officers continue to monitor the service regularly and are progressing initiatives to control costs. Some homelessness prevention grant is held in reserve to support the service to ensure continuity of provision.

- The use of reserves to fund the revenue budget for 2023/24.
- The proposed level of Council Tax for 2023/24.
- The proposed revenue contribution to capital and that when the IT Strategy is presented to members, this may form a source of funding.
- Inflationary pressures and provision within the budget to manage these.
- That members wish officers to review the capital programme setting process and role of Capital Member Group for 2024/25, and the budget setting framework.

Following consideration of the above matters and the report's contents, the Panel moved to consider the report recommendations, which were agreed as follows:

- (1) Provide the Chief Finance Officer with any further guidance needed to finalise the 2023/24 Budget and Council Tax report;**
- (2) Note the provisional Government financial settlement for 2023/24;**
- (3) Support that the budget gap for 2023/24 should be funded from the Corporate Projects Reserve as set-out in Section 9 of the report;**
- (4) Support that the deficit on 2022/23 business rates income and any change in projected business rates income for 2023/24 will be offset by a transfer to or from the Collection Fund Equalisation Reserve, as set-out in Section 11 of the report;**
- (5) Support a recommendation to Council of a council tax increase of 3 percent (£6.39 for a Band D equivalent property);**
- (6) Note the updated four-year Financial Plan and Efficiency Plan.**

*** recommendations 1-4 and 6 were unanimous; recommendation 5 had 6 votes for and 1 vote against.**

4 TREASURY MANAGEMENT STRATEGY 2023/24

The following matters were debated by Councillors:

- That the risk profile of Treasury Management is low in line with CIPFA's priority principles of Security, then Liquidity then Yield.
- Whether any countries should be removed from the Approved Countries for Investments list in section 7 of the strategy. It was proposed that Abu Dhabi (UAE) and Qatar be removed.
- That the annual Treasury Management training presentation be scheduled for a future FPP meeting.

Following consideration of the above matters and the report's contents, the Panel moved to consider the report recommendations, which were agreed as follows:

(1) Recommend to Full Council that the treasury management strategy, which includes the following, be approved:

- 1.1.1 The treasury management strategy and the treasury prudential indicators contained therein;
- 1.1.2 The capital prudential indicators and limits;
- 1.1.3 The borrowing strategy contained within the treasury management statement;
- 1.1.4 The annual investment strategy;
- 1.1.5 The minimum revenue provision policy statement;
- 1.1.6 The treasury management practices.

(2) Advise whether any countries should be removed from the list of approved investable countries at section 7 of the treasury management strategy.*

*** It was agreed that Abu Dhabi and Qatar be removed from the list.**

5 REVIEW OF RESERVES

The following matters were debated by Councillors:

- That commuted sums are held to deliver grounds maintenance services to specified areas in perpetuity.

Following consideration of the above matters and the report's contents, the Panel moved to consider the report recommendations, which were agreed as follows:

- (1) Consider and review whether the overall level of reserves and contingencies are appropriate for the sound management of the Council's finances;**
- (2) Review the individual reserve and contingency balances and consider whether to support the recommended minimum balances in the report.**

The meeting began at 6.00 pm and ended at 7.58 pm

COUNCILLOR NEIL DALLEN (CHAIR)

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2022-23 TREASURY MANAGEMENT YEAR-END PERFORMANCE

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Treasury Management Review Appendix 2 – Prudential Indicators

Summary

This report presents the Council's treasury management performance in 2022/23.

Recommendation (s)

The Group is asked to:

- (1) receive the report on the Council's treasury management performance 2022/23;
- (2) receive the 2022/23 prudential indicators.

1 Reason for Recommendation

- 1.1 In July 2023, Full Council agreed updated Financial Regulations which transferred the reporting of treasury management performance to Financial Strategy Advisory Group, having previously been reported to Audit and Scrutiny Committee, and prior to that, to Financial Policy Panel (mid-year position) and Strategy & Resources Committee (outturn position).
- 1.2 The Council's treasury and capital prudential indicators must also be approved by a Committee of members, in accordance with the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice for Treasury Management in the Public Sector.
- 1.3 Approving the recommendations will enable the Council to meet the above requirements.

2 Background & Executive Summary

- 2.1 Income earned from investments is used to help finance the Council's services and contributes to the key priority 'Effective Council'.
- 2.2 The Treasury Management Strategy, approved annually by Council in February, sets out the strategy and procedures for managing the investment of reserves, provisions and cash flow.
- 2.3 A review of treasury management performance and activity is prepared on an annual basis. This is completed in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management in the Public Sector and the Treasury Management Strategy approved by Council.
- 2.4 The reporting requirements of the annual performance review meet the requirements of the CIPFA Prudential Code.
- 2.5 The Council maintains revenue reserves, provisions and capital reserves as part of its financial strategy.
- 2.6 The Council's cash balances can be invested in fixed term deposits, money market funds or other secure investments such as long term gilts, as prescribed by the Treasury Management Strategy.. At the end of March 2023 the Council held £7.4 million in money market funds (£25m March 2022) and £20.0m in fixed term deposits (£10m March 2022).
- 2.7 In total at 31 March 2023, the Council's treasury investments were £27.4m (£35.0m March 2022).
- 2.8 At the same reporting date, the Council had external debt with the Public Works Loans Board of £64.4m (unchanged from March 2022).
- 2.9 The Committee will note that the Pension Fund does not form part of the Council's investments and is managed on our behalf by Surrey County Council.
- 2.10 The aim of treasury management is to ensure that funds are invested with institutions that balance the need to maximise investment returns with that of minimising risk on the monies invested. This means not investing in banks/building societies/institutions that offer high investment returns but are at high risk of defaulting.
- 2.11 During 2022/23, the council generated £833,000 gross interest on its treasury investments, compared to £26,000 generated in 2021/22. This substantial increase is as a result of numerous Bank of England base rate increases, from 0.75% at 1 April 2022 to 4.25% by 31 March 2023, marking the end of a prolonged period of low interest rates.

- 2.12 The Council's prudential indicators, disclosed at Appendix 2, must also be approved by a committee of members, in accordance with the CIPFA Code.
- 2.13 The Council's external treasury management advisors – Link Asset Services, Treasury Solutions – are scheduled to provide Financial Strategy Advisory Group members with treasury management training on 24 November 2023 (immediately prior to the meeting of the same date).

3 Full Performance Review

- 3.1 A report on treasury management performance for 2022/23 is attached at Appendix 1.
- 3.2 The 2022/23 figures in this report are not expected to change, however, should there be any material amendments following completion of the external audit, these will be reported back to members.
- 3.3 No temporary borrowings were required in 2022/23 except occasional use of the Council's bank overdraft facility to manage daily cash flow.
- 3.4 The average gross return achieved for 2022/23 of 2.15% (0.24% in 2021/22) is broadly in line with the benchmark seven-day Sterling Overnight Index Average (known as SONIA) rate of 2.20% (equivalent in 2021/22 was minus 0.07%). This amounted to total gross interest income for the year of £833,400 generated on reserves, working balances and cash flow. After deducting fees, net interest income for the year amounted to £775,300, a net return of 2.00%.
- 3.5 The London Interbank Bid Rate (LIBID) benchmark rate was abolished from 1 January 2022, and has been replaced with the Sterling Overnight Index Average (SONIA).
- 3.6 The net outturn position exceeded the mid-year forecast reported Financial Policy Panel in November 2022, when it was anticipated that net income from investments would be £545,000 at the end of the year. Returns in the second half of the year outperformed this forecast, as interest rate rises by the Bank of England continued to tackle rising inflation.
- 3.7 The performance for 2022/23 on the council's investments was as follows;

	Average Investment	Net Interest Received	Net Average Rate of Return
	£'m	£'000	%
Invested Funds			
Money Market Funds	15.4	324.3	2.10
Fixed Rate Deposits	22.3	448.4	2.01
Interest Bearing Account	0.9	2.7	0.29
Total	38.6	775.4	2.00

3.8 Returns on 2022/23 investments were £505,000 higher than the budgeted income for the year and the average net annualised return on investments was 2.00% (0.09% in 2021/22).

4 Internally Managed Funds

Money Market Funds

- 4.1 Money market funds are pooled investments that allow instant access to withdraw monies. The benefit of MMFs is that the risk on the investment is very low as the money invested in the fund is spread across a range of counterparties, which limits the exposure of a significant sum being invested with a defaulting counterparty.
- 4.2 The net return on money market funds of 2.10% was marginally below the SONIA benchmark of 2.20%. Investment in money market funds enables cash balances to be called back on any working day. This secures the Council's liquidity position – simply put, cash invested in money market funds remains accessible at same-day notice to meet the Council's upcoming liabilities/payments due to creditors.

Interest Bearing Accounts

- 4.3 Interest bearing accounts offer the same instant access as the money market funds and deliver a rate of return linked to base rate set by the Bank of England.
- 4.4 The risk on these investments is also low, albeit potentially higher than the money market funds as money is deposited with one counterparty. Funds invested in this type of investment tend to be surpluses of daily cash flows which need to be called back at short notice.
- 4.5 The net return made on interest bearing accounts of 0.29% is significantly below the SONIA benchmark of 2.20%. Typically, this account was used when limits with other counterparties were reached, as is reflected by the lower average investment figure.

Fixed Interest Investments

- 4.6 In 2022/23, the council placed five fixed term deposits; two in April 2022, one in May 2022, one in August 2022 and one in November 2022, to take advantage of increased expectations for interest rate rises. Over the year 2022/23, the amount invested in fixed term deposits averaged £22.3m. The average net return made on this investment was 2.01% compared to the benchmark of 2.20%.
- 4.7 The current strategy and guidance obtained from our independent advisors is to limit fixed term investments to a period of one year.

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

- 5.1.1 The Council approved the Treasury Management Strategy for 2022/23, which includes a risk management approach to investment of funds and returns.

5.2 Crime & Disorder

- 5.2.1 None.

5.3 Safeguarding

- 5.3.1 None.

5.4 Dependencies

- 5.4.1 None.

5.5 Other

- 5.5.1 None.

6 Financial Implications

- 6.1 Financial implications are set out in the body of the report. The net interest income of £775,300 was used to fund the council's budget requirement during the year.
- 6.2 **Section 151 Officer's comments:** Effective treasury management is essential to ensuring the security of the Council's funds. Interest earned from the investments contributes towards the delivery of services to residents.

- 6.3 Any councillors who have any questions on the detail of treasury management performance for 2022/23 are requested to contact the Head of Finance prior to the meeting.
- 6.4 The 2023/24 mid-year position will be reported to this group on 24 November 2023. Investment returns in 2023/24 are expected to be higher than in 2022/23, owing to further increases in the Bank of England base interest rate.

7 Legal Implications

- 7.1 The legal issues around treasury management have been addressed within the report. The key issue is to appropriately manage the risks around investment, and to ensure that all decisions are taken in accordance with the governance arrangements.
- 7.2 **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:** None arising directly from the contents of this report.
- 8.4 **Sustainability Policy & Community Safety Implications:** None arising directly from the contents of this report.
- 8.5 **Partnerships:** None directly from the contents of this report.

9 Background papers

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

Previous reports:

- Treasury Management Strategy - Appendix 11 of the Budget Report to Full Council on 15 February 2022.
- Treasury Management Interim Report 2021/22 to Audit & Scrutiny Committee on 17 November 2022.

Other papers:

- Final accounts working papers 2022/23.

TREASURY MANAGEMENT – PERFORMANCE REVIEW 2022/23

Fixed term deposit balances were as follows at 31 March:

Fixed Term Deposits	Balance at 31 March 23 £'000	Balance at 31 March 22 £'000	Difference £'000
Fixed Term Investments	20,000	10,000	10,000

The Council also used four money market funds and one special interest-bearing account for liquid short-term investments during 2022/23. Performance of the funds is summarised below:

Money Market Funds & SIBA	Average balance held in fund £'000	Fund Performance	
		% Annual gross return	% Annual return net of fees
Goldman Sachs	4,070	2.35	2.20
Deutsche Bank	2,798	2.51	2.36
State Street Bank	4,657	2.23	2.08
UBS	3,915	1.99	1.84
RBS Special Interest Bearing Account (SIBA)	929	0.44	0.29
Total	16,370	2.15	2.00

The total interest received on fixed term deposits in 2022/23 was as follows:

Fixed Term Deposits	Average Value of Funds Invested £'000	Gross Interest Earned £'000	% Return Gross of Fees	% Return Net of Fees
Fixed Term Investments	22,308	482	2.16%	2.01%

The average gross rate of return achieved on money market funds and fixed term deposits was 2.15%, broadly in line with the average seven-day deposit rate of **2.20%**. Whilst performance in 2021/22 was above the average seven-day rate by 0.31, in 2022/23 this was not repeated because base rates continued to rise throughout the financial year, ultimately surpassing the rate earned on fixed term deposits that had been taken out at the start of the 2022/23.

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29 September 2023

ACTUAL TREASURY POSITION AND PRUDENTIAL INDICATORS 2022/23

1. Introduction

The Local Government Act 2003 introduced a new system of capital controls for Local Authorities. The key principle of the system of controls is that local authorities have the freedom to borrow for capital investment purposes providing that they can demonstrate that borrowing is affordable, sustainable and prudent.

The Act requires all local authorities to have regard to the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code. The Code is a professional code that sets out a framework for self-regulation of capital spending. It sets out the approach that all authorities must take in undertaking integrated medium-term revenue and capital budget planning and a set of indicators that must be considered and/or approved in order to demonstrate that annual capital investment and treasury management decisions are affordable, sustainable and prudent.

Members' involvement through the process is essential in order that the Council can demonstrate that capital expenditure plans are affordable, external borrowing is prudent and sustainable and that treasury decisions are taken in accordance with good practice. The structure and content of the treasury management report complies with the requirements of the Code for 2022/23.

To facilitate the decision-making process and support capital investment decisions the Prudential Code requires the Council to agree and monitor a minimum number of prudential indicators. These indicators are mandatory but can be supplemented with local indicators if this aids interpretation and many will cover three years forward. The indicators cover affordability, prudence, capital expenditure, external debt and treasury management. These indicators will also form the basis of in year monitoring and reporting.

The indicators are purely for internal use by the Council and are not to be used as comparators between councils, as any comparisons will not take account of local factors and so will be meaningless. In addition, the indicators should not be taken individually; rather the benefit from monitoring will arise from following the movement in indicators over time and the year-on-year changes.

This appendix provides a commentary on each prudential indicator relevant to the Council and sets out the actual 2022/23 prudential indicators for approval as part of the Council's requirement to comply with the Prudential Code.

2. Affordability Prudential Indicator

Prudential indicators are required to assess the affordability of the capital investment plans. These indicators provide an indication of the impact of the capital investment plans on the overall Council finances.

Actual and Estimates of the Ratio of Financing Costs to Net Revenue Stream

This is an indicator of affordability and highlights the revenue implications of capital expenditure by identifying the proportion of the net revenue budget required to meet financing costs, net of investment income.

29 September 2023

ACTUAL TREASURY POSITION AND PRUDENTIAL INDICATORS 2022/23

Ratio of Financing Costs to Net Revenue Streams	2021/22 Actual	2022/23 Estimated	2022/23 Actual
General Fund	9%	8%	7%

The ratios above reflect the net cost of borrowing after allowing for investment income. 2022/23's ratio is lower than 2021/22 principally because 2022/23's showed a significant increase on interests generated cash balances. In practice, the financing costs are fully funded by further income generated from both the Council's and Epsom & Ewell Property Investment Company's investment property acquisitions.

3. Capital Expenditure and the Capital Financing Requirement

The Prudential Code requires the calculation of the Council's Capital Financing Requirement (CFR). This figure represents the Council's underlying need to borrow for capital purposes. The year-on-year change is influenced by the capital expenditure incurred and how it is financed. The expected movement in the CFR over the next three years is dependent on the level of supported and unsupported capital expenditure decisions taken during the budgeting cycle.

The CFR forms one of the required prudential indicators. It includes the related capital expenditure and financing figures for each year, and the external debt for each year, which are mandatory prudential indicators.

In 2016/17 the Council agreed to borrow up to £80m to finance the acquisition of commercial properties within the Borough. In 2017/18, the Council agreed to borrow up to a further £300m to finance property investments through Epsom & Ewell Property Investment Company Limited. To date, the Council has acquired four investment properties for a combined £30m in-borough and two investment properties for a combined £60m out-of-Borough, all funded from borrowing. As a result, the CFR has increased substantially since 2015/16, when it had been nil.

Following statutory investment guidance in April 2018, Council agreed in February 2020 to cease any further out-of-Borough investment property acquisitions, where the main purpose is purely to profit, in order to meet the statutory guidance.

The Committee is asked to receive the actual CFR and actual debt figures set out below:

29 September 2023

ACTUAL TREASURY POSITION AND PRUDENTIAL INDICATORS 2022/23

Capital Financing Requirement	2021/22 Actual	2022/23 Estimated	2022/23 Actual
	£'000	£'000	£'000
<u>Capital Expenditure:</u>			
Capital programme expenditure	1,735	3,896	1,814
Assets acquired under finance leases	34	0	13
Total Capital Expenditure	1,769	3,896	1,827
<u>Capital Financing:</u>			
Capital receipts	229	973	270
Capital grants	455	1,579	616
Capital reserves	653	1,791	326
Revenue	398	434	602
Total Capital Financing	1,735	4,777	1,814
Minimum revenue provision	1,416	1,439	1,460
Capital Financing Requirement at 31 March	88,985	88,865	87,551
<u>External Debt:</u>			
External borrowing	64,427	64,427	64,427
Other short/long term liabilities	2,287	1,877	1,869
Total External Debt at 31 March	66,714	66,304	66,296
Internal borrowing	22,181	22,181	21,255
Capital Financing Requirement at 31 March	88,895	88,485	87,551

4. External Debt

A key control over the Council's activity is to ensure that over the medium-term net borrowing will only be for a capital purpose. The Council needs to ensure that net external borrowing does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of additional capital financing requirement for 2022/23 and next two financial years.

The following table sets out the actual levels of borrowing and investment for 2022/23:

	2021/22 Actual	2022/23 Estimated	2022/23 Actual
	£'000	£'000	£'000
Gross Borrowing at 31 March	66,714	66,344	66,296
Investments at 31 March	35,000	15,454	27,400
Net Borrowing at 31 March	31,714	50,890	38,896
Capital Financing Requirement	88,895	88,485	87,551

29 September 2023

ACTUAL TREASURY POSITION AND PRUDENTIAL INDICATORS 2022/23

The Head of Finance reports that the Council complied with the requirement to keep net borrowing below the CFR in 2022/23, and no difficulties are envisaged for the current or future years. This view takes into account current commitments and plans in the budget report.

A further two Prudential Indicators control the overall level of borrowing. These are:

The Authorised Limit

The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the absolute maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

The Operational Boundary

The operational boundary is based on the Council's estimate of most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring.

The Committee is asked to receive the authorised and operational limits set out below:

External Debt Boundaries	2021/22 Actual	2022/23 Estimated	2022/23 Actual
	£'000	£'000	£'000
<u>Authorised Limit for External Debt</u>			
Borrowing for commercial properties	64,427	145,000	64,427
Other short/long term liabilities (finance leases)	2,287	3,000	1,869
Total Authorised Limit for External Debt	66,714	148,000	66,296
<u>Operational Boundary for External Debt</u>			
Borrowing for commercial properties	64,427	88,895	64,427
Other short/long term liabilities (finance leases)	2,287	1,877	1,869
Total Operational Boundary for External Debt	66,714	90,772	66,296

5. Treasury Management Indicators

The purpose of the treasury management prudential indicators is to contain the activity of the treasury function within certain limits, thereby reducing the risk or likelihood of an adverse movement in interest rates or borrowing decisions impacting negatively on the Council's overall financial position. However, if these are set to be too restrictive, they will impair the opportunities to reduce costs or maximise investment income.

29 September 2023

ACTUAL TREASURY POSITION AND PRUDENTIAL INDICATORS 2022/23

The treasury management service is an important part of the overall financial management of the Council's affairs. Its importance has increased as a result of the freedoms provided by the Prudential Code. It covers the borrowing and investment activities and the effective management of associated risks. Its activities are strictly regulated by statutory requirements and a professional code of practice, the CIPFA Code of Practice for Treasury Management in Local Authorities.

The Council adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice at its meeting in April 2012 and Council approved the latest treasury management strategy and procedures in February 2022.

The treasury management policy requires an annual strategy to be reported to Members outlining the expected treasury activity for the forthcoming year. A further report is produced after the year end to report on actual activity for the year.

The treasury management strategy identifies four prudential indicators in respect of treasury management:

Upper Limits on Fixed Rate Exposure

This indicator identifies a maximum limit for the Council's exposure to fixed interest rates for borrowing based upon the debt position net of investments.

Upper Limits on Variable Rate Exposure

This indicator identifies a maximum limit for the Council's exposure to variable interest rates for borrowing based upon the debt position net of investments. The Council has no plans to enter into any variable rate borrowing arrangements.

Maturity Structures of Borrowing

This indicator sets out the gross limits on borrowing which are set to limit the Council's exposure to large, fixed rate sums falling due for refinancing.

Total Principal Funds Invested for Periods Longer Than 364 Days

This indicator limits the amount of long-term investments which can be sold in each year, to reduce the need for early sale of an investment.

29 September 2023

ACTUAL TREASURY POSITION AND PRUDENTIAL INDICATORS 2022/23

Figures are for the financial year unless otherwise titled in italics	2021/22	2022/23	2022/23
	Actual	Estimated	Actual
	£'000	£'000	£'000
Capital Expenditure	1,769	3,896	1,827
Capital Financing Requirement (CFR) at 31 March	88,895	87,456	87,551
Treasury Position at 31 March			
External borrowing	64,427	64,427	64,427
Other short/long term liabilities	2,287	1,877	1,869
Total Debt	66,714	66,304	66,296
Investments	35,000	15,454	27,400
Net Borrowing	31,714	50,850	38,896
Maximum Debt (Actual) compared to Authorised Limit (Original Indicator)	66,714	148,000	66,296
Average Debt compared to Operational Boundary (Original Indicator)	66,714	90,772	66,296
Ratio of financing costs to net revenue stream	9%	8%	7%
Upper limits on fixed interest rates (<i>against maximum position</i>) as above	66,714	67,828	66,296
Upper limits on variable interest rates (<i>against maximum position</i>) as above	0	0	0
Maturity structure fixed rate borrowing (%)	2021/22	2022/23	2022/23
	Actual	Estimated	Actual
Under 12 months	0%	0%	0%
12 months to 2 years	0%	0%	0%
2 years to 5 years	0%	0%	0%
5 years to 10 years	8%	8%	8%
10 years and above	92%	92%	92%
Maximum principal funds invested over 364 days (<i>against maximum position</i>)	0	£10m	0

INITIAL CAPITAL PROPOSALS - 2024/25

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Summary of 2024/25 First Draft Capital Programme for consideration with Finance Officer comments Appendix 2 - Paperwork of Proposals

Summary

This report sets out the initial proposals for the 2024/25 Capital Programme and seeks guidance as to which of these should be worked into final proposals for further consideration in November 2023

Recommendation (s)

The Panel is asked to:

- (1) Provide guidance on which of the initial schemes in the first draft 2024/25 capital programme should be developed for further consideration in November.**

1 Reason for Recommendation

- 1.1 To review and advise which initial capital proposals should be worked up to final proposals for the Council's 2024/25 Capital Programme.

2 Background

- 2.1 The Council agreed a capital investment programme for 2023/24 in February 2023. A provisional programme for the subsequent four years was also proposed for 2024/25 to 2027/28. The Capital Strategy and Capital Programme are reviewed annually.

- 2.2 The capital budget timetable requires that the policy committees receive a report on the proposed Capital Programme and funding options for 2024/25 at their January meetings. Schemes receiving committee support will then be included in the Budget and Council Tax report for Council approval in February 2024.
- 2.3 In view of public sector funding constraints, proposed schemes should meet at least one of the Council's agreed capital criteria set out in section 4, to qualify for inclusion in the draft Capital Programme.

3 The Roles of Financial Strategy Advisory Group and Strategic Management Team

- 3.1 The Financial Strategy Advisory Group's role is to co-ordinate preparation of the capital programme for 2024/25 whilst reviewing funding, including capital reserves, new capital receipts, grants, CIL (Community Infrastructure Levy) and Section 106 (planning gain) receipts.
- 3.2 The Strategic Management Team will meet to review the full proposals in October 2023 to ensure they meet the requirements of the group, each scheme will be evaluated for suitability for inclusion within the capital programme and presented to the Financial Strategy Advisory Group (FSAG) in November.

4 Criteria for Assessing Capital Proposals

- 4.1 Full Council agreed the Capital Strategy in February 2023, which stipulated the criteria for assessing capital proposals to take account of the limited resources available. With the level of capital receipts projected at under £3.1m after funding 2023/24's capital programme, the Capital Strategy confirmed proposals should only be considered if they meet one of the following criteria:
 - 4.1.1 Where there is a guarantee of the scheme being fully externally funded and is classed as a high priority.
 - 4.1.2 Spend to save projects (see below).
 - 4.1.3 Where it is mandatory for the Council to provide the scheme (eg Disabled Facilities Grants and Health and Safety).
 - 4.1.4 Essential for business continuity, the minimum required to continue to deliver the services of Council (eg minimum level of building maintenance and IT).
 - 4.1.5 Where the scheme is consistent with the Council's Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years.

4.2 For the purpose of appraising any of the proposals funded as a 'spend to save', the following criteria should be applied;

4.2.1 Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).

4.2.2 The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.

4.2.3 Risk of not achieving return on investment is low.

4.2.4 Clear definition of financial cost/benefits of the scheme.

5 First Draft 2024/25 Capital Programme

5.1 Initial proposals for the 2024/25 programme were invited to be submitted by officers by 1 July 2023. A total of 11 proposals were received with a total investment value of £2.04m, as detailed in the following table:

First Draft Capital Programme 2024/25	Indicative Budget 2024/25	Corporate Funding Required	External Funding Available
	£'000	£'000	£'000
Strategy and Resources Committee (2 proposals)	109	109	0
Environment Committee (5 proposals)	680	680	0
Community and Wellbeing Committee (4 proposals)	1,251	466	785
Licensing & Planning Policy Committee (0 proposals)	0	0	0
Total	2,040	1,255	785

5.2 A summary of the proposals which have been initially put forward by Officers is attached in Appendix 1. Financial Strategy Advisory Group are asked to agree which proposals should be progressed, and which deleted or deferred to subsequent years. Supported proposals will then be worked up into full proposals for review by Strategic Management Team in October, before being brought back to FSAG in November for final appraisal.

5.3 The funding required for the above proposals includes £785k of external DFG grant, leaving a balance of £1.3m to be met from capital receipts and the annual revenue contribution of £600k in 2024/25. The balance of capital receipts available to fund the 2024/25 programme currently stands at £3.097m.

5.4 It should also be noted that members have previously agreed that a minimum buffer of £1m of capital receipts should be retained to meet the risks of urgent, emergency, and unforeseen capital expenditure.

- 5.5 To assist members, proposals have been grouped into those which meet the criteria in section 4, and those which do not meet the criteria. Members are welcome to challenge the criteria within which proposals have initially been placed if they believe it would fit better under another.

First Draft Capital Programme 2024/25	Indicative Budget 2024/25
	£'000
Externally funded (Disabled Facilities Grant)	785
Spend to Save	366
Health & Safety	90
Climate Change	100
Business Continuity	490
Criteria not met (i.e. Service Enhancements)	209
Total	2,040

- 5.6 Finance Officers have provided comment/challenge on the initial proposals within appendix 1. These comments may provide a basis upon which members wish to provide direction to the submitting officer in respect to the information required for the detailed proposal, should it be recommended to process to that stage.

- 5.7 Guidance from FSAG is sought upon on which initial proposals at Appendix 1 are recommended :-

- to proceed for full evaluation/appraisal by Strategic Management Team and then FSAG in November;
- to be deferred to 2025/26 or later;
- to be deleted.

6 Capital Timetable 2024/25

- 6.1 The timetable below identifies each of the stages of the 2024/25 capital programme:

Action	Deadline
Engagement with Policy Chairs on initial proposals	August 2023
Financial Strategy Advisory Group identify which of the initial proposals should be worked into full proposals for review in November	September 2023

Final Capital Proposal Forms returned to Finance and copied to the Head of Service and Directors	October 2023
Strategic Management Team review final proposals and discuss with project managers	October 2023
Financial Strategic Advisory Group review of final proposals and funding	November 2023
Policy committees receive revenue estimate reports and draft capital programme with appraisal forms	16 – 25 January 2024
Council agrees Budget and Capital Programme	13 February 2024

7 Section 106 (Developer Contributions) and CIL (Community Infrastructure Levy)

- 7.1 Officers will continue to review schemes to determine if S106 or CIL funding could be applied to conserve capital receipts. The balance of uncommitted S106 funds now comprises affordable housing receipts only, therefore the likelihood of these being applied to the capital programme is minimal due to their restricted use.

8 ICT Capital Budgets

- 8.1 Although the Council needs to invest in its IT infrastructure, this investment is considered as part of a separate IT Strategy, which is reviewed by Strategy & Resources Committee. It is expected that IT investment will be funded through the Council's budgeted revenue contribution for capital projects.

9 Risk Assessment

Legal or other duties

- 9.1 Equality Impact Assessment
- 9.1.1 None for the purposes of this report.
- 9.2 Crime & Disorder
- 9.2.1 None for the purposes of this report.
- 9.3 Safeguarding
- 9.3.1 None for the purposes of this report.
- 9.4 Dependencies
- 9.4.1 None for the purposes of this report.
- 9.5 Other
- 9.5.1 None for the purposes of this report.

10 Financial Implications

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

11 Legal Implications

- 11.1 None for the purposes of this report
- 11.2 **Legal Officer's comments:** None for the purposes of this report

12 Policies, Plans & Partnerships

- 12.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.
- 12.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 12.3 **Climate & Environmental Impact of recommendations:** The environmental impact of schemes is considered through the proposal appraisal process.
- 12.4 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report.
- 12.5 **Partnerships:** None for the purposes of this report.

13 Background papers

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

Previous reports:

- None.

Other papers:

- None.

Initial 2024/25 Capital Programme proposals for consideration

Criteria	Officer Submitting Proposal	Proposal Number	Project Proposed	Scheme Capital Expenditure 2024/25	Scheme Capital Expenditure in 2024/25 Funded from Capital Reserves	Scheme Funding				Full Proposal Required?	Finance Officer Comments
						Scheme Total	Capital Reserves	Govt Grant	Other External Funding- S106, CIL, etc.		
				£'000	£'000	£'000	£'000	£'000	£'000		
Strategy & Resources Committee											
Statutory/ Health and Safety	Ian Dyer	Strategy & Resources 2	Longmead Depot - Works to prevent accidental contamination of water sewerage system	50	50	50	50	-	-		Full proposal recommended as this is a statutory duty and EEBC could be fined if pollution occurred.
Total Strategy & Resources				50	50	50	50	-	-		
Environment Committee											
Business Continuity	Rod Brown	Environment 1	Ashley Centre Car Park - Barrier Controlled Parking System	240	240	240	240	-	-		This appears to meet the business continuity criteria, however should it be deferred until discussions with R&B for off street parking provisions have concluded, to ensure any system is compatible with operations? Overall car park strategy to be developed - can local plan survey outcomes be included?
Health and Safety	Rod Brown	Environment 2	Ashley Centre Car Park - Security fencing to Level 3	40	40	40	40	-	-		Member/management decision required on level of acceptable risk and whether these works are considered essential.
Business Continuity	Mark Shepherd	Environment 5	Streetlight Replacement Phase 2	200	200	200	200	-	-		Full proposal should include where the columns are located and identification of alternative funding sources.
Total Environment				480	480	480	480	-	-		
Community & Wellbeing Committee											
Business Continuity/Spend to Save/Climate Change	Ian Dyer	Community & Wellbeing 1	Bourne Hall - Solar PV battery storage and Flat roof replacement	306	306	306	306	-	-		Flat roof replacement appears to meet business continuity criteria. Full proposal to explore external funding from County Council and clarification of any lease arrangements for the property. Solar panel element appears to meet climate change criteria. Could Shared Prosperity fund be applied to fund these works?
Spend to Save/Climate Change	Ian Dyer	Community & Wellbeing 2	Community & Wellbeing Centre - Solar PV panels with battery storage	60	60	60	60	-	-		Full proposal should address costs of vandalism, insurance cover and how the panels can be protected.
Externally Funded	Rod Brown	Community & Wellbeing 4	Disabled Facilities Grant Programme	785	-	785	-	785	-		As a statutory duty and externally funded this scheme meets the criteria. Initial proposal paperwork not required.
Total Community & Wellbeing				1,151	366	1,151	366	785	-		
Total Potential Proposals				1,681	896	1,681	896	785	-		

Proposals that could be rejected at Initial Stage

Not Met	Andy Bircher/Will Mace	Strategy & Resources 1	Business Assurance - Performance Software	59	59	59	59	-	-		Does not meet capital criteria, due to the following: 1. Licence costs cannot be capitalised, therefore Year 1 set up costs is £9.5k, which is below capital de minimus 2. Annual licence costs are revenue and will need to be found from existing budgets. 3. Need to identify which officer's hours will be lost to progress with this proposal. Recommend report to SMT to identify whether this can be funded and supported.
Not Met	Mark Shephard	Environment 3	100 Beaconsfield Road - Rebuild listed wall	50	50	50	50	-	-		Does not appear to meet capital criteria as these are revenue maintenance and repairs work. Consider progressing through annual revenue maintenance programme.
Not Met	Justin Turvey	Environment 4	Stew Ponds removal of silt	150	150	150	150	-	-		Does not appear to meet capital criteria, as not essential for business continuity. Consider deferring until identification of alternative funding sources, including external environmental grants, or progress through annual revenue maintenance programme.
Not Met	Ian Dyer	Community & Wellbeing 3	Community & Wellbeing Centre - Window Replacement	100	100	100	100	-	-		Does not appear to meet capital criteria, as 14 year payback period does not meet climate change payback period, which is 10 years.
Total Proposals not meeting criteria				359	359	359	359	-	-		
Total Proposals				2,040	1,255	2,040	1,255	785	-		

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**Capital Programme 2024/25 - Proposal
Project Appraisal Form**

COMMITTEE Strategy and Resources / Audit and Scrutiny Full Proposals will go to each policy Committee for scheme approval. Please choose the appropriate Committee and insert here.

ACCOUNTABLE OFFICER Will Mace The name of the officer that will be managing the Proposal and take budget management responsibility through to the project's completion will need to be inserted here.

PROJECT TITLE Performance Software Insert a short project title here. This will be used to set up the ledger code and in all future monitoring and reporting.

DIRECTOR & HEAD OF SERVICE REVIEW DATES Andy Bircher 28 June 2023 All Proposals must be reviewed by the relevant Head of Service and Director before being submitted.

DETAILS OF PROJECT

To procure and implement a software package that will support efficient collection and use of performance data, leading to improved performance management across the organisation and significant reduction in administration costs.

Key benefits:

- * improved analysis of performance and risk to support effective strategic and service delivery decision making.
- * reduced resources spent collecting and collating data.
- * engender a robust performance management culture.
- * help demonstrate value for money to key stakeholders.

Key deliverable:

- * software package available for use by all Services (data suppliers) and decision makers (SMT, Heads of Service, managers and Council members (inc. committee chairs).

Please give a brief description of the project here. Enough that Members can make a decision regarding the future of the Proposal. The Proposal paperwork is designed not to take up more than 2 pages.

BENEFITS OF CARRYING OUT PROJECT

- The proposal is aligned to both the new IT Strategy and the Council's Four-year plan.
- The ambitions of the IT Strategy include significant improvement to the end-user experience, Member/Officer digital skills, and a continuing rationalisation of the council's application portfolio.
- The software would provide a simplified and more adaptable interface for both expert and infrequent users. The package is provided with training to help enhance skills and will consolidate the use of numerous applications into a single 'system'.
- One of the key IT Service goals is that 'the internal user experience should be improved, thereby enabling increased officer mobility, effectiveness, and efficiency.' Also, that, 'data should be consolidated with a single point of truth (Golden record) and 'all systems and data should be secure.'
- As described above the software would support these ambitions. Crucially it will significantly improve efficiency, making cost savings by accelerating existing hugely admin heavy processes and freeing capacity and capability to focus on higher value work. There will be notable cost savings of admin. time. At present an estimated £44,000 pa. of officer 'on costs' is spent by the core team alone simply collating and presenting performance information. This excludes time of officers in each Service area that submit and review data for their respective Business Plans. For example, greater scope to focus on fully realising the value of the data collated. It will be possible to quickly link a wide range of performance data, KPI's Risks, business plan delivery and audit management actions into a focused reports that can be easily interrogated, made readily available, and presented in many different formats. There is also scope to integrate performance elements of the 4-year plan, further simplifying and adding value to existing work.
- In the Four-year plan one of the priorities to achieving an 'effective council' is to 'support and enable a high performing and adaptable workforce by developing new ways of working.'
- In addition to the support and adaptability described above, the software would enable more contemporary ways of working. It will give greater clarity and much more timely access to all aspects of the council's performance to key stakeholders (i.e. councillors, SMT, CMT, Heads of Service, Middle Managers). It will considerably enhance our ability to build and develop a performance management culture that will support robust and more timely decision making.

Be clear here regarding the measurable benefits of carrying out the project. You can also add comments regarding the impact of doing nothing.

	Cost of Project £	Comments
FINANCIAL SUMMARY Total Scheme Capital Expenditure	Circa £59,000 (+VAT) over a 3 year contract period.	* Year 1 cost, which includes Year 1 license fees and the one-off set up of the software = £26,000 (+VAT). * Year 2 licence cost = £16,500 (+VAT). * Year 3 licence cost = £16,500 (+VAT). * The licence costs are based on 50 users.
Internal Funds Identified	None	Internal funding does not include s106. Will more likely be revenue or internal reserves such as repairs & renewals. Comment here where the funding has already been approved. If more than one funding stream give a breakdown.
External Funds Identified	None	External funding does include s106, grants from other bodies etc. Comment here whether the funding has already been approved. If more than one funding stream give a breakdown. Where available always give specifics of approval, e.g., s106 reference. Ask the Finance Team if you are unsure.
Capital Reserves Needed to Finance Proposal	0	Total funding needed from capital reserves e.g. Insert any relevant comments relating to the capital reserves, for example where funding is being transferred from another approved scheme.

	Annual Ongoing Revenue (Savings) as a Direct Result of the Project	Approx. savings equate to an estimated 50% less officer time spent on administration, which can be recycled into higher value performance and risk related work.	Insert here the direct measurable ongoing revenue (savings) of implementing the project. Give a per annum figure.
	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	On going licensing costs after year 3 subject to contract renewal.	Insert here the direct measurable ongoing additional revenue costs of implementing the project. Give a per annum figure. Say whether or not the extra expenditure can be matched from within existing budgets. Be realistic here. Revenue budget targets may be adjusted to reflect savings. Extra expenditure will be taken into account as part of the budget setting process.
KEY QUESTIONS	Is investment required to meet Health and Safety or other legislative requirements? If yes justify.	No	Yes or No response.
	What is the climate change impact of this project?	The project can play a role in moving the Council to more effective ways of working (as per the CCAP theme and action below).	Must be completed.
	Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	THEME 6 Use of technology & information systems 36: Utilise technology to change working practices, promote digital skills and improve and make the Council more paper free.	List which of the Climate Change Action Plan targets the scheme contributes towards.
	Will services be affected if this project does not get approval? If so how ?	Less effective use of performance and risk data and information to a) support optimal service delivery, and b) engender an effective performance culture across the Council.	Be clear here. Try not to scare-monger but be honest regarding the risks of not carrying out the project.
RISKS	Risks of not delivering project to timetable and/or budget	<p>* Budget: it's expected that the risk of budget-creep is low, as the costs of the project are set out clearly in the costs schedule produced by the supplier, which is based on specific and clearly definable deliverables agreed in a contract.</p> <p>* Timetable: not implementing the project in time for Quarter 1 2024/25 could lead to an inconsistency in the way performance data is presented each year (i.e. we would like to start with a new reporting format and data collection process at the beginning of the year, rather than mid-way through).</p> <p>* Lack of access to performance and risk information, compromising decision making by services and Council and ability to report progress and actions more widely.</p> <p>* Inefficient use of officer resource if the project is not delivered effectively.</p>	<p>This section is for exploring the inherent risks of carrying out the project. All projects will have risks attached to them regarding:</p> <ul style="list-style-type: none"> Delivering within budget. Delivering to timetable <p>Be clear and honest. Estimates regarding time and cost will need to be robust. If for any reason they are not, be clear that they are not and indicate how much they may be out by.</p>

Capital Programme 2024/25 - Proposal Project Appraisal Form

COMMITTEE	Strategy and Resources	Full Proposals will go to each policy Committee for scheme approval. Please choose the appropriate Committee and insert here.																					
ACCOUNTABLE OFFICER	Ian Dyer	The name of the officer that will be managing the Proposal and take budget management responsibility through to the project's completion will need to be inserted here.																					
PROJECT TITLE	Longmead Depot - Works to prevent accidental contamination of water sewerage system	Insert a short project title here. This will be used to set up the ledger code and in all future monitoring and reporting.																					
DIRECTOR & HEAD OF SERVICE REVIEW DATES	HEAD OF SERVICE DATE - 23-06-23 DIRECTOR DATE -	All Proposals must be reviewed by the relevant Head of Service and Director before being submitted.																					
DETAILS OF PROJECT	<p>Background Thames Water have inspected Longmead Depot as a result of some evidence of contamination of the water courses in the area local to the depot. Thames Water are satisfied that the contamination was not caused by the Depot and its operation but they did highlight a number of risks that need to be eliminated at the Depot. Epsom and Ewell are obliged to undertake remedial works to eliminate these risks and ensure that no accidental contamination occurs as a result of the operations that are undertaken in the Depot.</p> <p>Scope of works 1.All salt used for gritting pathways and car parks during the winter period needs to be put under cover to prevent contamination of the sewage system during bad weather. This will require a self-contained building (shed or barn type) to be built in a new location at the Depot 2.All chemicals stored for use in the operation of the Depot including all storage of AdBlue exhaust additive and waste engine coolant as well as chemicals used for horticultural purposes are to be provided with bunding arrangements to ensure any spillage does not contaminate the sewerage system in the event of an accident. 3.Provision will need to be made to block a small overspill of water used for cleaning refuse and other vehicles, in order that it cannot contaminate the general rainwater sewerage system.</p>	Please give a brief description of the project here. Enough that Members can make a decision regarding the future of the Proposal. The Proposal paperwork is designed not to take up more than 2 pages.																					
BENEFITS OF CARRYING OUT PROJECT	<p>Benefits Undertaking this project is required to comply with environmental legislation and will ensure that Epsom and Ewell do not accidentally contaminate the sewerage water system. There is not an option to do nothing as it is illegal to discharge trade effluent into a surface water sewer. Thames Water are aware of how the Depot operates and have said that they will be monitoring the situation. We need to be able to inform them soon that we plan to undertake these works</p>	Be clear here regarding the measurable benefits of carrying out the project. You can also add comments regarding the impact of doing nothing.																					
FINANCIAL SUMMARY	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Cost of Project £</th> <th style="width: 20%; text-align: center;">Comments</th> </tr> </thead> <tbody> <tr> <td>Total Scheme Capital Expenditure</td> <td style="text-align: center;">50</td> <td></td> </tr> <tr> <td>Internal Funds Identified</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>External Funds Identified</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>Capital Reserves Needed to Finance Proposal</td> <td style="text-align: center;">50</td> <td></td> </tr> <tr> <td>Annual Ongoing Revenue (Savings) as a Direct Result of the Project</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>Annual Ongoing Revenue Additional Costs as a Direct Result of the Project</td> <td style="text-align: center;">0</td> <td></td> </tr> </tbody> </table>		Cost of Project £	Comments	Total Scheme Capital Expenditure	50		Internal Funds Identified	0		External Funds Identified	0		Capital Reserves Needed to Finance Proposal	50		Annual Ongoing Revenue (Savings) as a Direct Result of the Project	0		Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0		<p>Total scheme cost regardless of the years if it straddles more than one year. Comments should explain the scheme cost more fully, give breakdown of costs or budget per year if more than one year. Members expect that estimates are robust and accurate as possible.</p> <p>Internal funding does not include s106. Will more likely be revenue or internal reserves such as repairs & renewals. Comment here where the funding has already been approved. If more than one funding stream give a breakdown.</p> <p>External funding does include s106, grants from other bodies etc. Comment here whether the funding has already been approved. If more than one funding stream give a breakdown. Where available always give specifics of approval, e.g., s106 reference. Ask the Finance Team if you are unsure.</p> <p>Total funding needed from capital reserves e.g. Insert any relevant comments relating to the capital reserves, for example where funding is being transferred from another approved scheme.</p> <p>Insert here the direct measurable ongoing revenue (savings) of implementing the project. Give a per annum figure.</p> <p>Insert here the direct measurable ongoing additional revenue costs of implementing the project. Give a per annum figure. Say whether or not the extra expenditure can be matched from within existing budgets. Be realistic here. Revenue budget targets may be adjusted to reflect savings. Extra expenditure will be taken into account as part of the budget setting process.</p>
	Cost of Project £	Comments																					
Total Scheme Capital Expenditure	50																						
Internal Funds Identified	0																						
External Funds Identified	0																						
Capital Reserves Needed to Finance Proposal	50																						
Annual Ongoing Revenue (Savings) as a Direct Result of the Project	0																						
Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0																						
KEY QUESTIONS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Is investment required to meet Health and Safety or other legislative requirements? If yes justify.</td> <td>Yes as requested by Thames Water to stop pollution.</td> </tr> <tr> <td>What is the climate change impact of this project?</td> <td>Essential works to prevent risk of contamination to local water source and to ensure that Epsom and Ewell do not fall foul of environmental legislation.</td> </tr> </table>	Is investment required to meet Health and Safety or other legislative requirements? If yes justify.	Yes as requested by Thames Water to stop pollution.	What is the climate change impact of this project?	Essential works to prevent risk of contamination to local water source and to ensure that Epsom and Ewell do not fall foul of environmental legislation.	<p>Yes or No response.</p> <p>Must be completed.</p>																	
Is investment required to meet Health and Safety or other legislative requirements? If yes justify.	Yes as requested by Thames Water to stop pollution.																						
What is the climate change impact of this project?	Essential works to prevent risk of contamination to local water source and to ensure that Epsom and Ewell do not fall foul of environmental legislation.																						

<p>Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?</p>	<p>Longmead Depot is an essential element of the Borough's plan to help businesses and residents to recycle their waste. It is essential for the Borough to be seen to be taking care of all environmental issues associated with its operations.</p>	<p>List which of the Climate Change Action Plan targets the scheme contributes towards.</p>
<p>Will services be affected if this project does not get approval? If so how ?</p>	<p>Services would not be affected but reputational damage could result from a failure to undertake this work.</p>	<p>Be clear here. Try not to scare-monger but be honest regarding the risks of not carrying out the project.</p>
<p>Risks of not delivering project to timetable and/or budget</p>	<p>Work needs to be undertaken and completed this year to satisfy the requirements of the water supply authority Thames Water.</p>	<p>This section is for exploring the inherent risks of carrying out the project. All projects will have risks attached to them regarding:</p> <ul style="list-style-type: none"> · Delivering within budget. · Delivering to timetable <p>Be clear and honest. Estimates regarding time and cost will need to be robust. If for any reason they are not, be clear that they are not and indicate how much they may be out by.</p>

RISKS

**Capital Programme 2024/25 - Proposal
Project Appraisal Form**

COMMITTEE	<input type="text" value="Environment"/>	<p>Full Proposals will go to each policy Committee for scheme approval. Please choose the appropriate Committee and insert here.</p>																		
ACCOUNTABLE OFFICER	<input type="text" value="Richard Chevalier"/>	<p>The name of the officer that will be managing the Proposal and take budget management responsibility through to the project's completion will need to be inserted here.</p>																		
PROJECT TITLE	<input type="text" value="Ashley Centre Multi Storey Car Park - Barrier controlled parking system"/>	<p>Insert a short project title here. This will be used to set up the ledger code and in all future monitoring and reporting.</p>																		
DIRECTOR & HEAD OF SERVICE REVIEW DATES	<input type="text" value="HEAD OF SERVICE DATE - Rod Brown - 22 June 2023
DIRECTOR DATE - Vicki Potts - 28 June 2023"/>	<p>All Proposals must be reviewed by the relevant Head of Service and Director before being submitted.</p>																		
DETAILS OF PROJECT	<p>The purpose of the project is to procure a new barrier controlled system for use in our multi-storey car park at the Ashley Centre. The current equipment has reached end of life and is in need of replacement before key parts and components become obsolete. A new barrier controlled system would look to utilise the most recent technology on the market incorporating Auto Number Plate Recognition (ANPR) to gain entry and exit, with a paper ticket as a back up option, and a greater variety of modern payment methods such as using a phone or app to pay for parking whilst still retaining the card and coin methods on location as well as the ability to pay at the exit.</p>	<p>Please give a brief description of the project here. Enough that Members can make a decision regarding the future of the Proposal. The Proposal paperwork is designed not to take up more than 2 pages.</p>																		
BENEFITS OF CARRYING OUT PROJECT	<p>The equipment currently in the car park is now over 10 years old and some of the parts are becoming obsolete and difficult to source replacement. Our hardware supplier has advised that many items will not be serviceable after the current year. As modern equipment has come to the market the system in the Ashley Centre (and Hook Road car park) is a little dated and confusion or frustration can be caused by the chip coin tokens and that all car park users must visit the pay stations to pay prior to exit. Our aim is to introduce a new parking system which will improve the parking experience for our visitors, removing the frustrations caused by the current system and giving us modern fit for purpose equipment for the next ten years. The car park will also benefit from new ANPR technology to accurately record details of vehicles entering and exiting as an additional tool in tackling criminal activity in the car park such as catalytic converter thefts or vehicle drive aways following a collision. As the future of Hook Road Car Park is currently uncertain it is not recommended to install new equipment in that car park at the present time however, parts from the equipment removed from the Ashley Centre may be enough to support Hook Road for a further year or two. Hook Road would benefit from ANPR cameras at the entrance and exit if this can be achieved within the budget requested.</p>	<p>Be clear here regarding the measurable benefits of carrying out the project. You can also add comments regarding the impact of doing nothing.</p>																		
FINANCIAL SUMMARY	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;"></th> <th style="width:15%; text-align:center;">Cost of Project £</th> <th style="width:25%; text-align:center;">Comments</th> </tr> </thead> <tbody> <tr> <td>Total Scheme Capital Expenditure</td> <td align="center">240,000</td> <td>Cost to replace two entries and two exits at the Ashley Centre, nested entry and exit systems on Level 4, new pay stations and ANPR camera equipment within the car park.</td> </tr> <tr> <td>Internal Funds Identified</td> <td align="center">0</td> <td>No upfront funds although the car park service does generate a lot of revenue which may be at risk if the current system fails.</td> </tr> <tr> <td>External Funds Identified</td> <td align="center">0</td> <td></td> </tr> <tr> <td>Capital Reserves Needed to Finance Proposal</td> <td align="center">240,000</td> <td></td> </tr> <tr> <td>Annual Ongoing Revenue (Savings) as a Direct Result of the Project</td> <td align="center">30,000</td> <td>There would be a saving on Maintenance, Parts and Labour service charge costs in year 1 as the equipment would be under warranty.</td> </tr> </tbody> </table>		Cost of Project £	Comments	Total Scheme Capital Expenditure	240,000	Cost to replace two entries and two exits at the Ashley Centre, nested entry and exit systems on Level 4, new pay stations and ANPR camera equipment within the car park.	Internal Funds Identified	0	No upfront funds although the car park service does generate a lot of revenue which may be at risk if the current system fails.	External Funds Identified	0		Capital Reserves Needed to Finance Proposal	240,000		Annual Ongoing Revenue (Savings) as a Direct Result of the Project	30,000	There would be a saving on Maintenance, Parts and Labour service charge costs in year 1 as the equipment would be under warranty.	<p>Total scheme cost regardless of the years if it straddles more than one year. Comments should explain the scheme cost more fully, give breakdown of costs or budget per year if more than one year. Members expect that estimates are robust and accurate as possible.</p> <p>Internal funding does not include s106. Will more likely be revenue or internal reserves such as repairs & renewals. Comment here where the funding has already been approved. If more than one funding stream give a breakdown.</p> <p>External funding does include s106, grants from other bodies etc. Comment here whether the funding has already been approved. If more than one funding stream give a breakdown. Where available always give specifics of approval, e.g, s106 reference. Ask the Finance Team if you are unsure.</p> <p>Total funding needed from capital reserves e.g. Insert any relevant comments relating to the capital reserves, for example where funding is being transferred from another approved scheme.</p> <p>Insert here the direct measurable ongoing revenue (savings) of implementing the project. Give a per annum figure.</p>
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Annual Ongoing Revenue (Savings) as a Direct Result of the Project	30,000	There would be a saving on Maintenance, Parts and Labour service charge costs in year 1 as the equipment would be under warranty.																		

	<p>Annual Ongoing Revenue Additional Costs as a Direct Result of the Project</p>	<p>500 p.a.</p> <p>Whilst difficult to measure exactly there would likely be a saving in officer time as the removal of the chip coin system will reduce complaints about lost tokens both at the time of occurrence and those who contact the Council in writing after the event. A chip coin issue may also deter some from returning to the car park in the future so a new system may encourage more repeat usage.</p>	<p>Insert here the direct measurable ongoing additional revenue costs of implementing the project. Give a per annum figure. Say whether or not the extra expenditure can be matched from within existing budgets. Be realistic here. Revenue budget targets may be adjusted to reflect savings. Extra expenditure will be taken into account as part of the budget setting process.</p>
<p>KEY QUESTIONS</p>	<p>Is investment required to meet Health and Safety or other legislative requirements? If yes justify.</p>	<p>No, although the introduction of the ability to pay at the exit station as a last resort will improve health & safety by reducing the risk of pedestrians walking to across the exit lanes to the nearest pay station.</p>	<p>Yes or No response.</p>
	<p>What is the climate change impact of this project?</p>	<p>No significant impact</p>	<p>Must be completed.</p>
	<p>Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?</p>	<p>N/A</p>	<p>List which of the Climate Change Action Plan targets the scheme contributes towards.</p>
	<p>Will services be affected if this project does not get approval? If so how ?</p>	<p>Yes. If parts of the current car parking equipment become obsolete then it will impact on the ability of the car parks to function.</p>	<p>Be clear here. Try not to scare-monger but be honest regarding the risks of not carrying out the project.</p>
<p>RISKS</p>	<p>Risks of not delivering project to timetable and/or budget</p>	<p>The primary risk is that elements of the car parks functionality will be impacted meaning that the operation of the barrier controlled car parks may become compromised. In 2022/23 income from the Ashley Centre car park was in excess of £1.5 million. The works will be offered through the procurement process using the ESPO framework.</p>	<p>This section is for exploring the inherent risks of carrying out the project. All projects will have risks attached to them regarding: · Delivering within budget. · Delivering to timetable Be clear and honest. Estimates regarding time and cost will need to be robust. If for any reason they are not, be clear that they are not and indicate how much they may be out by.</p>

**Capital Programme 2024/25 - Proposal
Project Appraisal Form**

COMMITTEE Environment Full Proposals will go to each policy Committee for scheme approval. Please choose the appropriate Committee and insert here.

ACCOUNTABLE OFFICER Rod Brown The name of the officer that will be managing the Proposal and take budget management responsibility through to the project's completion will need to be inserted here.

PROJECT TITLE Ashley Centre Multi Storey Car Park - Security fencing to level 3 Insert a short project title here. This will be used to set up the ledger code and in all future monitoring and reporting.

DIRECTOR & HEAD OF SERVICE REVIEW DATES HEAD OF SERVICE DATE - DIRECTOR DATE - All Proposals must be reviewed by the relevant Head of Service and Director before being submitted.

DETAILS OF PROJECT

Scope of Works
To attend site, supply and fit angle iron/weldmesh infill panels all to match the pattern of the previously installed panels on site, all to the following areas:-
Level 3C - £10,384.00 + VAT
Level 3B - £2,271.00 + VAT
Level 3A - £4,867.00 + VAT
Level 3A - £1,622.00 + VAT

To attend site, supply and fit prison mesh type weldmesh panel fencing all to match pattern of that previously installed on site all to the following areas:-
Level 3A - £7,837.00 + VAT
Level 3A - £6,270.00 + VAT manufacture supply and install twin wire security fencing to remaining areas of levels 3A, B, & C
Allow £7,000 contingency

Please give a brief description of the project here. Enough that Members can make a decision regarding the future of the Proposal. The Proposal paperwork is designed not to take up more than 2 pages.

BENEFITS OF CARRYING OUT PROJECT

Benefits
We have had issues with vandals, children climbing up and sitting on the walls on level 3 which are not fenced off. There are Health & safety concerns that youths when climbing and sitting on the edge of the wall may fall.
We are also worried that these areas are still high enough for jumpers to take their own lives and fencing would prevent that.

Be clear here regarding the measurable benefits of carrying out the project. You can also add comments regarding the impact of doing nothing.

	Cost of Project £	Comments
Total Scheme Capital Expenditure	40k	
Internal Funds Identified	0	
External Funds Identified	0	
Capital Reserves Needed to Finance Proposal	40k	
Annual Ongoing Revenue (Savings) as a Direct Result of the Project	0	
Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Total scheme cost regardless of the years if it straddles more than one year. Comments should explain the scheme cost more fully, give breakdown of costs or budget per year if more than one year. Members expect that estimates are robust and accurate as possible.

Internal funding does not include s106. Will more likely be revenue or internal reserves such as repairs & renewals. Comment here where the funding has already been approved. If more than one funding stream give a breakdown.

External funding does include s106, grants from other bodies etc. Comment here whether the funding has already been approved. If more than one funding stream give a breakdown. Where available always give specifics of approval, e.g., s106 reference. Ask the Finance Team if you are unsure.

Total funding needed from capital reserves e.g. Insert any relevant comments relating to the capital reserves, for example where funding is being transferred from another approved scheme.

Insert here the direct measurable ongoing revenue (savings) of implementing the project. Give a per annum figure.

Insert here the direct measurable ongoing additional revenue costs of implementing the project. Give a per annum figure. Say whether or not the extra expenditure can be matched from within existing budgets. Be realistic here. Revenue budget targets may be adjusted to reflect savings. Extra expenditure will be taken into account as part of the budget setting process.

KEY QUESTIONS

Is investment required to meet Health and Safety or other legislative requirements? If yes justify. Yes, very dangerous with kids climbing over the walls and into the Ashley shopping centre Yes or No response.

What is the climate change impact of this project? None Must be completed.

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones? no List which of the Climate Change Action Plan targets the scheme contributes towards.

RISKS

<p>Will services be affected if this project does not get approval? If so how ?</p>	<p>Yes we could have kids injured falling off the wall of level 3 or jumpers taking their own lives.</p>	<p>Be clear here. Try not to scare-monger but be honest regarding the risks of not carrying out the project.</p>
<p>Risks of not delivering project to timetable and/or budget</p>	<p>None</p>	<p>This section is for exploring the inherent risks of carrying out the project. All projects will have risks attached to them regarding:</p> <ul style="list-style-type: none"> · Delivering within budget. · Delivering to timetable <p>Be clear and honest. Estimates regarding time and cost will need to be robust. If for any reason they are not, be clear that they are not and indicate how much they may be out by.</p>

**Capital Programme 2024/25 - Proposal
Project Appraisal Form**

COMMITTEE	<input type="text" value="Environment"/>	<p>Full Proposals will go to each policy Committee for scheme approval. Please choose the appropriate Committee and insert here.</p>																					
ACCOUNTABLE OFFICER	<input type="text" value="Mark Shephard"/>	<p>The name of the officer that will be managing the Proposal and take budget management responsibility through to the project's completion will need to be inserted here.</p>																					
PROJECT TITLE	<input type="text" value="100 Beaconsfield Road - Rebuild listed wall"/>	<p>Insert a short project title here. This will be used to set up the ledger code and in all future monitoring and reporting.</p>																					
DIRECTOR & HEAD OF SERVICE REVIEW DATES	<input type="text" value="HEAD OF SERVICE DATE - 21-06-23
DIRECTOR DATE -"/>	<p>All Proposals must be reviewed by the relevant Head of Service and Director before being submitted.</p>																					
DETAILS OF PROJECT	<p>Criteria - Where it is mandatory for the Council to provide the scheme (e.g., Disabled Facilities Grants and Health and Safety). - Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).</p> <p>Background The existing wall is dangerous and has been under pressure from an adjoining neighbours tree (which is subject to a TPO), which has caused partial collapse. The wall is listed and under the ownership of Epsom & Ewell Council and as such we have the responsibility to repair. We have been given structural advice and this wall requires a very detailed removal and repair along with liaison with adjoining owner and consultant professional services to deliver this.</p> <p>we have information from the purchase of the land and the reason for the wall being in place in the first place – was part of a historic hare warren etc. The wall is our boundary wall to the adjoining park which includes a kids play area etc so it is important to have a certain amount of upkeep anyway.</p> <p>The wall is dangerous and it is impacting the enjoyment of peoples own back gardens so the council should maintain its boundary as a responsible adjoining land owner, the issue is it just happens to be a listed structure.</p> <p>Scope of Works Apply for listed building consent to take down existing wall and rebuild. Liaise with adjoining owner to organise tree removal (for which they have obtained consent from EEBC planning to remove the tree under a TPO as it is suffering from Ash Dieback). Rebuild wall back to original using same materials and lime mortar mix, to match the existing detailed brick courses and existing design. Listed building consent will be required to approve the new replacement wall to ensure its like for like.</p>	<p>Please give a brief description of the project here. Enough that Members can make a decision regarding the future of the Proposal. The Proposal paperwork is designed not to take up more than 2 pages.</p>																					
BENEFITS OF CARRYING OUT PROJECT	<p>Benefits The existing wall is dangerous, these works will prevent future Health & Safety issues There is a benefit as this will be restoration of an asset.</p> <p>Epsom & Ewell Council are responsible for repairing the wall as it is a criminal offence to demolish, alter materially or extend a listed building without listed building consent.</p>	<p>Be clear here regarding the measurable benefits of carrying out the project. You can also add comments regarding the impact of doing nothing.</p>																					
FINANCIAL SUMMARY	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;"></th> <th style="width:15%; text-align:center;">Cost of Project £</th> <th style="width:50%;">Comments</th> </tr> </thead> <tbody> <tr> <td>Total Scheme Capital Expenditure</td> <td style="text-align:center;">50k</td> <td>This budget cost includes consultants fees and cost of listed building consent</td> </tr> <tr> <td>Internal Funds Identified</td> <td style="text-align:center;">0</td> <td></td> </tr> <tr> <td>External Funds Identified</td> <td style="text-align:center;">0</td> <td></td> </tr> <tr> <td>Capital Reserves Needed to Finance Proposal</td> <td style="text-align:center;">50k</td> <td></td> </tr> <tr> <td>Annual Ongoing Revenue (Savings) as a Direct Result of the Project</td> <td style="text-align:center;">0</td> <td></td> </tr> <tr> <td>Annual Ongoing Revenue Additional Costs as a Direct Result of the Project</td> <td style="text-align:center;">0</td> <td></td> </tr> </tbody> </table>		Cost of Project £	Comments	Total Scheme Capital Expenditure	50k	This budget cost includes consultants fees and cost of listed building consent	Internal Funds Identified	0		External Funds Identified	0		Capital Reserves Needed to Finance Proposal	50k		Annual Ongoing Revenue (Savings) as a Direct Result of the Project	0		Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0		<p>Total scheme cost regardless of the years if it straddles more than one year. Comments should explain the scheme cost more fully, give breakdown of costs or budget per year if more than one year. Members expect that estimates are robust and accurate as possible.</p> <p>Internal funding does not include s106. Will more likely be revenue or internal reserves such as repairs & renewals. Comment here where the funding has already been approved. If more than one funding stream give a breakdown.</p> <p>External funding does include s106, grants from other bodies etc. Comment here whether the funding has already been approved. If more than one funding stream give a breakdown. Where available always give specifics of approval, e.g. s106 reference. Ask the Finance Team if you are unsure.</p> <p>Total funding needed from capital reserves e.g. Insert any relevant comments relating to the capital reserves, for example where funding is being transferred from another approved scheme.</p> <p>Insert here the direct measurable ongoing revenue (savings) of implementing the project. Give a per annum figure.</p> <p>Insert here the direct measurable ongoing additional revenue costs of implementing the project. Give a per annum figure. Say whether or not the extra expenditure can be matched from within existing budgets. Be realistic here. Revenue budget targets may be adjusted to reflect savings. Extra expenditure will be taken into account as part of the budget setting process.</p>
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<p>What is the climate change impact of this project?</p>	<p>none</p>	<p>Must be completed.</p>	
<p>Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?</p>	<p>no</p>	<p>List which of the Climate Change Action Plan targets the scheme contributes towards.</p>	
<p>Will services be affected if this project does not get approval? If so how ?</p>	<p>Epsom & Ewell Council could be prosecuted for not keeping the wall in accordance with listed building requirements and we could also be liable if the rest of the wall falls and causes injury.</p>	<p>Be clear here. Try not to scare-monger but be honest regarding the risks of not carrying out the project.</p>	
<p>RISKS</p>	<p>Risks of not delivering project to timetable and/or budget</p>	<p>The rest of the wall may fall down if not restored. There a risk if listed building consent is not given.</p>	<p>This section is for exploring the inherent risks of carrying out the project. All projects will have risks attached to them regarding: <ul style="list-style-type: none"> Delivering within budget. Delivering to timetable Be clear and honest. Estimates regarding time and cost will need to be robust. If for any reason they are not, be clear that they are not and indicate how much they may be out by.</p>

**Capital Programme 2023/24 - Potential proposal
Project Appraisal Form**

COMMITTEE	<input type="text" value="Environment"/>	<p>Full proposals will go to each policy Committee for scheme approval. Please choose the appropriate Committee and insert here.</p>																					
ACCOUNTABLE OFFICER	<input type="text" value="Justin Turvey / Tony Foxwell"/>	<p>The name of the officer that will be managing the proposal and take budget management responsibility through to the project's completion will need to be inserted here.</p>																					
PROJECT TITLE	<input type="text" value="Stew Ponds removal of silt"/>	<p>Insert a short project title here. This will be used to set up the ledger code and in all future monitoring and reporting.</p>																					
DIRECTOR & HEAD OF SERVICE REVIEW DATES	<input type="text" value="HEAD OF SERVICE DATE -
DIRECTOR DATE -"/>	<p>All proposals must be reviewed by the relevant Head of Service and Director before being submitted.</p>																					
DETAILS OF PROJECT	<input type="text" value="To carry out various ecological and environmental surveys, prepare scheme to remove silt from Stew pond by creating a island in the middle of the pond with the removed silt."/>	<p>Please give a brief description of the project here. Enough that Members can make a decision regarding the future of the proposal. The proposal paperwork is designed not to take up more than 2 pages.</p>																					
BENEFITS OF CARRYING OUT PROJECT	<p>Benefits & opportunities</p> <ul style="list-style-type: none"> - improved habitat for fish and wildlife by restoring the central island, variation in depth and reeded margins and by careful management of trees. - Give better access to refurbished angling swims, particularly for disabled anglers. - Enhance visual character of the pond - Involve local groups in order to take ownership of the pond and improve biodiversity - Use materials such as wooden faggots & stakes that can be sourced locally <p>Background Information</p> <ul style="list-style-type: none"> -De-silting last took place in 1988 -The pond has been leased to a fishing club (central Association of London and Provincial Angling Clubs CALPAC) since 1988. -The reason for allowing fishing on the Stew Pond is to protect the nearby Great Pond (restored in 1979) where no fishing is allowed. -De-silting is identified by 2016-2116 management plan and is therefore Council policy. -There is recognition going back to 2010 that to retain the pond as a fishing pond removing silt is necessary and the creation of a central island will be a significant habitat improvement for wildlife in a nationally and internationally important site for wildlife.. -The pond is surrounded by woodland and the inevitable leaf fall causes the pond to silt up relatively rapidly. -De-silting and increasing the depth of the pond will provide greater resilience against climate/temperature change where warmer temperatures have already caused issues for the level of dissolved oxygen, requiring pumps to oxygenate the water and protect the fish stock in recent years. -In 2010 plans were drawn up to de-silt the pond with an estimated cost of approx. 100K. Increasing costs indicate a proposal in the region of 150k <p>-Proceeding with this project will require a survey of the silt to ascertain if any contamination exists and to estimate the quantity of silt. An assent will be required from Natural England as the pond lies within a Site of Special Scientific Interest. Previously the Environment Agency were supportive of the project paying for the silt survey and should be engaged again. EEBC paid for a bat survey which would need to be repeated.</p> <p>The need for this project goes back over many years and an eye has always been kept out for any external funding opportunities. Unfortunately, none has materialised and it is very difficult for local authorities to source the level of funding required from grants. For example, a lottery proposal via the fishing club was considered in 2010 but the fact that it was local authority owned disqualified the proposal. We have done extremely well over the last couple of decades at sourcing considerable outside funding for the management of Epsom Common, including path restoration and habitat/wildlife management so in that context a capital proposal does not seem unreasonable, as it is Council policy via the management plan to desilt the pond as part of our overall responsibility for managing and enhancing the site, for which we have a statutory duty under CROW. Another option would be to consider a green infrastructure proposal under the larger CIL pot?</p> <p>Specialist services</p>	<p>Be clear here regarding the measurable benefits of carrying out the project. You can also add comments regarding the impact of doing nothing.</p>																					
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KEY QUESTIONS	Is investment required to meet Health and Safety or other legislative requirements? If yes justify.	no	← Yes or No response.
	What is the climate change impact of this project?	Supports improved climate change resilience for the pond against rising temperatures.	← Must be completed.
	Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	The climate change action plan includes targets to reflect our commitment to tackling climate change in the biodiversity action plan and to secure National Nature Reserve status on Epsom Common LNR. The Management Plan for Epsom Common LNR 2016-2116 includes the action to de-silt Stew Pond.	← List which of the Climate Change Action Plan targets the scheme contributes towards.
	Will services be affected if this project does not get approval? If so how ?	no	← Be clear here. Try not to scare-monger but be honest regarding the risks of not carrying out the project.
RISKS	Risks of not delivering project to timetable and/or budget	none	← This section is for exploring the inherent risks of carrying out the project. All projects will have risks attached to them regarding: · Delivering within budget. · Delivering to timetable Be clear and honest. Estimates regarding time and cost will need to be robust. If for any reason they are not, be clear that they are not and indicate how much they may be out by.

**Capital Programme 2024/25 - Proposal
Project Appraisal Form**

COMMITTEE

Environment

Full Proposals will go to each policy Committee for scheme approval. Please choose the appropriate Committee and insert here.

ACCOUNTABLE OFFICER

Mark Shephard

The name of the officer that will be managing the Proposal and take budget management responsibility through to the project's completion will need to be inserted here.

PROJECT TITLE

Streetlights Replacement Phase 2

Insert a short project title here. This will be used to set up the ledger code and in all future monitoring and reporting.

DIRECTOR & HEAD OF SERVICE REVIEW DATES

HEAD OF SERVICE DATE -
DIRECTOR DATE -

All Proposals must be reviewed by the relevant Head of Service and Director before being submitted.

DETAILS OF PROJECT

Scope of Works
Second phase as first phase came in over budget after putting project out to tender twice.
Replacement of existing time expired lamp columns and lights with new LED low efficiency lights

The existing lamp columns are over 30 years old, replacement lamps, fittings and parts are no longer available. They are old sodium lights which should be replaced with LED in accordance with best practices under energy saving. As they break it is getting harder to fix, they vary between old, concrete and metal columns, many panels that protect the wiring are lost or missing and cannot be replaced. This is serious health and safety risk to public via electrocution.
The existing lamp columns are 150 watts we have approximately 250 throughout the Borough at a cost of £726 per lamp column to replace (this estimate from Rydon for guidance).

150w x 4000 annual operating hours/year = 600. kw per year per column x £0.08/hr= £48/yr x 250 columns = £12000/yr

Replace with 50w lamp x 4000 annual operating hours/year = 200kw per yr per column x £0.08/hr = £16 x 250 columns = £4000/yr

The cost of installation of the remaining lamp columns will be approximately £170k. The energy saving would be £8000/yr which would take approximately 22 years to pay back.
Unfortunately we cannot repair them so energy is not the only factor, we will be experiencing higher maintenance costs to keep the lights going. The past year 2019-20 we spend approximatey 12k on maintenance repairs to lamp columns.

Please give a brief description of the project here. Enough that Members can make a decision regarding the future of the Proposal. The Proposal paperwork is designed not to take up more than 2 pages.

BENEFITS OF CARRYING OUT PROJECT

Criteria
Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT)..
Where the scheme is consistent with the Council's Climate Change Action Plan.

Benefits
Health and Safety issues prevented, energy saving, carbon reduction, saving environment, saving in maintainance cost, getting new new efficient lights to the borough

Be clear here regarding the measurable benefits of carrying out the project. You can also add comments regarding the impact of doing nothing.

FINANCIAL SUMMARY

	Cost of Project £	Comments
Total Scheme Capital Expenditure	200	This figure includes for consultant fees and legal fees
Internal Funds Identified	0	
External Funds Identified	0	
Capital Reserves Needed to Finance Proposal	200	This figure includes for consultant fees and legal fees
Annual Ongoing Revenue (Savings) as a Direct Result of the Project	0	
Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Total scheme cost regardless of the years if it straddles more than one year. Comments should explain the scheme cost more fully, give breakdown of costs or budget per year if more than one year. Members expect that estimates are robust and accurate as possible.

Internal funding does not include s106. Will more likely be revenue or internal reserves such as repairs & renewals. Comment here where the funding has already been approved. If more than one funding stream give a breakdown.

External funding does include s106, grants from other bodies etc. Comment here whether the funding has already been approved. If more than one funding stream give a breakdown. Where available always give specifics of approval, e.g, s106 reference. Ask the Finance Team if you are unsure.

Total funding needed from capital reserves e.g. Insert any relevant comments relating to the capital reserves, for example where funding is being transferred from another approved scheme.

Insert here the direct measurable ongoing revenue (savings) of implementing the project. Give a per annum figure.

Insert here the direct measurable ongoing additional revenue costs of implementing the project. Give a per annum figure. Say whether or not the extra expenditure can be matched from within existing budgets. Be realistic here. Revenue budget targets may be adjusted to reflect savings. Extra expenditure will be taken into account as part of the budget setting process.

KEY QUESTIONS	Is investment required to meet Health and Safety or other legislative requirements? If yes justify.	no	← Yes or No response.
	What is the climate change impact of this project?	The LED replacement bulbs are significantly more energy efficient which will save energy and reduce resultant carbon emissions by up to 15 tonnes of CO2, contributing towards acheiveing the Councils 2035 net zero target.	← Must be completed.
	Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	Yes, the following action: Replace traditional lighting with energy efficient longer lasting LED lighting.	← List which of the Climate Change Action Plan targets the scheme contributes towards.
	Will services be affected if this project does not get approval? If so how ?	yes the existing lights are at the end of their life and complaints will be received if they are not replaced when broken.	← Be clear here. Try not to scare-monger but be honest regarding the risks of not carrying out the project.
RISKS	Risks of not delivering project to timetable and/or budget	We are experiencing really high increases particularly in Mechanical and electrical works. Costs may go up over a year whilst waiting for proposals to be considered and funded.	← This section is for exploring the inherent risks of carrying out the project. All projects will have risks attached to them regarding: · Delivering within budget. · Delivering to timetable Be clear and honest. Estimates regarding time and cost will need to be robust. If for any reason they are not, be clear that they are not and indicate how much they may be out by.

**Capital Programme 2024/25 - Proposal
Project Appraisal Form**

COMMITTEE	<input type="text" value="C&W"/>	<p>Full Proposals will go to each policy Committee for scheme approval. Please choose the appropriate Committee and insert here.</p>																		
ACCOUNTABLE OFFICER	<input type="text" value="Ian Dyer"/>	<p>The name of the officer that will be managing the Proposal and take budget management responsibility through to the project's completion will need to be inserted here.</p>																		
PROJECT TITLE	<input type="text" value="Bourne Hall - Solar PV, battery storage and flat roof covering replacement with insulation upgrade."/>	<p>Insert a short project title here. This will be used to set up the ledger code and in all future monitoring and reporting.</p>																		
DIRECTOR & HEAD OF SERVICE REVIEW DATES	<input type="text" value="HEAD OF SERVICE DATE -
DIRECTOR DATE -"/>	<p>All Proposals must be reviewed by the relevant Head of Service and Director before being submitted.</p>																		
DETAILS OF PROJECT	<p>There are three elements to this Project:</p> <p>The installation of Solar PV and battery storage to the South facing section of the perimeter flat roof.</p> <p>Key points:</p> <ul style="list-style-type: none"> •System - 46kWp PV system on flat roof Shading 5% minimal shading apart from at start and end of day Mounting System - Solion low ballast mounting system Solar Panels - 120 x JA Solar 385w panels Inverter -1 x 40kW Solis 3phase inverter Battery - Included Tesla Powerwall Scaffolding & Access via Scaffold tower is required Installation details the system would take approx 10 days to install• Would cover one third of Bourne Hall's current electricity demand and reduce annual emissions by 8 tonnes of CO2. •Payback around 4 years •Annual electricity cost saving around £13,788. •25-year financial benefit £267,413 •The proposed mounting system does not penetrate the roof, and we have carried out a pilot mock up of panel support for conservation officer, which should support the case for planning permission on a listed building. <p>Budget cost £46,000.00 (payback period 4 years)</p> <p>The flat roofs around the perimeter of the building are failing, felt is bubbling up and small leaks are starting to occur. The works are to</p> <p>Scope of Works</p> <p>To take up and renew flat roof covering with upgraded insulation, with specialist high performance felt with 25 year guarantee.</p> <p>Budget cost £230,000.00</p> <p>Listed building consent is required and as such programme dates are to be increased to allow applications. Planning fees for listed building consent added and structural engineer costs.</p> <p>Budget £30,000.00</p>	<p>Please give a brief description of the project here. Enough that Members can make a decision regarding the future of the Proposal. The Proposal paperwork is designed not to take up more than 2 pages.</p>																		
BENEFITS OF CARRYING OUT PROJECT	<p>Benefits</p> <p>Renewable energy, carbon reduction, in line with climate change action plan.</p> <p>40 years minimal maintenance, battery storage so we can use any extra energy generated rather than giving back to the grid.</p> <p>Reduced revenue costs for electricity.</p>	<p>Be clear here regarding the measurable benefits of carrying out the project. You can also add comments regarding the impact of doing nothing.</p>																		
FINANCIAL SUMMARY	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;"></th> <th style="width:20%; text-align: center;">Cost of Project £</th> <th style="width:45%; text-align: center;">Comments</th> </tr> </thead> <tbody> <tr> <td>Total Scheme Capital Expenditure</td> <td style="text-align: center;">£46k Solar PV + £230k Flat roof + £30k Consultant/planning fees</td> <td></td> </tr> <tr> <td>Internal Funds Identified</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>External Funds Identified</td> <td style="text-align: center;">0</td> <td>Yes possible funding available through Climate change grants, Mark Rachwal is investigating although cannot be confirmed until nearer the installation period.</td> </tr> <tr> <td>Capital Reserves Needed to Finance Proposal</td> <td style="text-align: center;">306</td> <td>Consisting of : £46k Solar PV + £230k Flat roof + £30k Consultant/planning fees</td> </tr> <tr> <td>Annual Ongoing Revenue (Savings) as a Direct Result of the Project</td> <td style="text-align: center;">13,788</td> <td>There is an estimated saving of £13,788. per year which calculates to a payback of 4 years for the solar PV installation.</td> </tr> </tbody> </table>		Cost of Project £	Comments	Total Scheme Capital Expenditure	£46k Solar PV + £230k Flat roof + £30k Consultant/planning fees		Internal Funds Identified	0		External Funds Identified	0	Yes possible funding available through Climate change grants, Mark Rachwal is investigating although cannot be confirmed until nearer the installation period.	Capital Reserves Needed to Finance Proposal	306	Consisting of : £46k Solar PV + £230k Flat roof + £30k Consultant/planning fees	Annual Ongoing Revenue (Savings) as a Direct Result of the Project	13,788	There is an estimated saving of £13,788. per year which calculates to a payback of 4 years for the solar PV installation.	<p>Total scheme cost regardless of the years if it straddles more than one year. Comments should explain the scheme cost more fully, give breakdown of costs or budget per year if more than one year. Members expect that estimates are robust and accurate as possible.</p> <p>Internal funding does not include s106. Will more likely be revenue or internal reserves such as repairs & renewals. Comment here where the funding has already been approved. If more than one funding stream give a breakdown.</p> <p>External funding does include s106, grants from other bodies etc. Comment here whether the funding has already been approved. If more than one funding stream give a breakdown. Where available always give specifics of approval, e.g, s106 reference. Ask the Finance Team if you are unsure.</p> <p>Total funding needed from capital reserves e.g. Insert any relevant comments relating to the capital reserves, for example where funding is being transferred from another approved scheme.</p> <p>Insert here the direct measurable ongoing revenue (savings) of implementing the project. Give a per annum figure.</p>
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ACCOUNTABLE OFFICER	Ian Dyer	The name of the officer that will be managing the Proposal and take budget management responsibility through to the project's completion will need to be inserted here.																					
PROJECT TITLE	Community & Wellbeing Centre - Solar PV panels with battery storage	Insert a short project title here. This will be used to set up the ledger code and in all future monitoring and reporting.																					
DIRECTOR & HEAD OF SERVICE REVIEW DATES	HEAD OF SERVICE DATE - 23 -06-23 DIRECTOR DATE -	All Proposals must be reviewed by the relevant Head of Service and Director before being submitted.																					
DETAILS OF PROJECT	<p>Criteria This scheme is consistent with the Council's Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years</p> <p>Scope of Works Supply and install a 37.8kWp PV system on pitched roof with Variole mounting system Solar Panels are 90 number Solar 410w all black panels with a 1 x 30kW Solis 3phase inverter and Includes 1 x Tesla 3 phase battery with stacking kit, Scaffolding handrail & Access stem will be required for the works. Installation would take approx. 10 days to install.</p>	Please give a brief description of the project here. Enough that Members can make a decision regarding the future of the Proposal. The Proposal paperwork is designed not to take up more than 2 pages.																					
BENEFITS OF CARRYING OUT PROJECT	<p>Benefits Renewable energy, carbon reduction, in line with climate change action plan. 40 years minimal maintenance, battery storage so we can use any extra energy generated rather than giving back to the grid. Reduced revenue costs for electricity.</p>	Be clear here regarding the measurable benefits of carrying out the project. You can also add comments regarding the impact of doing nothing.																					
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RISKS

Risks of not delivering project to timetable and/or budget	The only risk is this site has high vandalism and panels may get broken or vandalised
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This section is for exploring the inherent risks of carrying out the project. All projects will have risks attached to them regarding:

- Delivering within budget.
- Delivering to timetable

Be clear and honest. Estimates regarding time and cost will need to be robust. If for any reason they are not, be clear that they are not and indicate how much they may be out by.



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COMMITTEE	C&W	Full Proposals will go to each policy Committee for scheme approval. Please choose the appropriate Committee and insert here.																					
ACCOUNTABLE OFFICER	Ian Dyer	The name of the officer that will be managing the Proposal and take budget management responsibility through to the project's completion will need to be inserted here.																					
PROJECT TITLE	Community & Wellbeing Centre - Window Replacement	Insert a short project title here. This will be used to set up the ledger code and in all future monitoring and reporting.																					
DIRECTOR & HEAD OF SERVICE REVIEW DATES	HEAD OF SERVICE DATE - 23-06-23 DIRECTOR DATE -	All Proposals must be reviewed by the relevant Head of Service and Director before being submitted.																					
DETAILS OF PROJECT	<p>Criteria This scheme is consistent with the Council's Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years</p> <p>Scope of Works This building is used for the elderly and the existing windows are extremely energy inefficient, all windows would be removed and replaced with double/triple glazed windows. These are UPVC and will be replaced to match existing and conform with new building regulations and be thermally efficient. Scaffolding will be required for some areas of window replacement.</p>	Please give a brief description of the project here. Enough that Members can make a decision regarding the future of the Proposal. The Proposal paperwork is designed not to take up more than 2 pages.																					
BENEFITS OF CARRYING OUT PROJECT	<p>Criteria Where the scheme is consistent with the Council's Climate Change Action Plan</p> <p>Benefits The existing windows are inefficient, a recent thermographic survey showed the leakage through windows, replacement would give around 20% energy saving on heating bills. The Community and Wellbeing Centre has the third highest gas usage of Council owned and operated buildings. Reducing the heat loss of the building will, along with the energy saving, make a positive contribution to reducing the Councils overall carbon emissions.</p> <p>The current climate change emergency and new government regulations require higher energy efficiency values within our existing portfolio of buildings.</p>	Be clear here regarding the measurable benefits of carrying out the project. You can also add comments regarding the impact of doing nothing.																					
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KEY QUESTIONS	<p>Is investment required to meet Health and Safety or other legislative requirements? If yes justify. no</p> <p>What is the climate change impact of this project? It will reduce the Councils operational emissions by approximately 7 tonnes of carbon emissions, contributing towards achieving the 2035 net zero target and saving revenue running costs.</p>	<p>Yes or No response.</p> <p>Must be completed.</p>																					

<p>Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?</p>	<p>Yes it meets two actions within the CCAP: 1. Identify & implement opportunities to reduce energy consumption from Council owned and operated buildings; 2. Reduce CO2 emissions caused by gas and other fossil fuel powered heating systems.</p>	<p>← List which of the Climate Change Action Plan targets the scheme contributes towards.</p>
<p>Will services be affected if this project does not get approval? If so how ?</p>	<p>We will not move forward with the climate change action plan if these improvements are not made</p>	<p>← Be clear here. Try not to scare-monger but be honest regarding the risks of not carrying out the project.</p>
<p>RISKS</p> <p>Risks of not delivering project to timetable and/or budget</p>	<p>Risk is working around the elderly, there may be delays if activities in the centre hold up the window replacement programme .</p>	<p>← This section is for exploring the inherent risks of carrying out the project. All projects will have risks attached to them regarding:</p> <ul style="list-style-type: none"> · Delivering within budget. · Delivering to timetable <p>Be clear and honest. Estimates regarding time and cost will need to be robust. If for any reason they are not, be clear that they are not and indicate how much they may be out by.</p>