

Capital Programme Review 2020-21 Project Appraisal Form

COMMITTEE & BID NUMBER

Community & Wellbeing Committee Bid 5

PROJECT TITLE

Playhouse refurbishment

ACCOUNTABLE OFFICER

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

Tony Foxwell, Mark Shephard

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<p>The Replacement of auditorium seating - this involves stripping out all the seats, taking away to specialist upholsters and fitting new memory foam and new plywood seat boards and upholstering. Approximate cost £76k</p> <p>The replacement of carpets to auditorium and foyer area The Playhouse has suffered over the years with a moth problem, carpets have been eaten and will not last much longer. Approximate cost £40k.</p>
Project outcomes and benefits	<p>Without replacement of carpets they will deteriorate to the point of falling to pieces. We are being advised the chairs are in a poor condition internally, when this work is essential for business continuity.</p> <p>The auditorium seating was last refurbished in 2007 and has been in place for 12 years, unfortunately there is little to no life left in the chairs as the seat bases are failing and many chairs are stained, damaged, and in poor condition.</p> <p>Is it possible to have replacement seats/carpets with moth-proof coverings; The moth damage is mainly to carpets photos attached. I assume there will be a product on the market that is moth proof. We will investigate with manufacturers.</p> <p>Have there been any complaints; Not to my knowledge, these issues are difficult to see when theatre is in darkness, but when the lights are on it is clear that the carpet is down to threads in a lot a places especially under the seats. The staff feel it is not the quality the public should expect when paying for shows at a theatre.</p> <p>Could a rolling programme deliver the seat replacement; No The issues with not doing all this work at the same time are numerous. 1/ Firstly we only have 4 weeks in August to carry out any or any large scale repairs or improvements. This is often extremely difficult. 2/ The seats are fixed through the carpet into the timber floor if we are going to replace the carpet, you have to take the chairs out at the same time to replace the carpet.</p>

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3/ The theatre is in constant use throughout the year and would not be able to accommodate the loss of sections of chairs to be taken away in stages to be upholstered - Loss of revenue will occur
4/ The material to cover the chairs has to be bought at once to from the same batch to ensure colour match.
5/ The technical staff have been organising small scale repairs such as arms, backs or the odd single seat upholstered in between shows, but have reached the point where it would be more efficient to carry out all these works together.

Please find attached email from Simon the technical manager at the Playhouse where we are advised of the following:

'Hi Simon you need to replace all the seat boards and ideally all the foam. The boards are all falling apart and the foam feels like it's lost its substance'



Include use of Repairs and Renewals reserve funding.

Yes included.

Please Note further enquiries have been made with seating companies due to the restricted time period for carrying out these works and the advice is to purchase the seats and have them manufactured in advance ready to fit for the shutdown period in August.

The company contacted (evertaut) has advised on costs for similar chair with exposed wooden panel at top of the seat which protects against wearing of fabric on the seat back when people brush against it. The ambassador range comes fully upholstered. The cost per chair is £165, we have 460 chairs therefore we are looking at increased cost from original proposal to £75900.

They have also advised that works in August would be the busiest period for these type of companies and therefore would require at least a 3 month or more lead-in to be able to deliver what we require.

Removal of existing chairs

These cost include fitting but not removal and disposal of existing chairs, we may be able to get the Technical team to remove the

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	<p>seating and arrange skips or lorries for disposal. I would need to allow additional sum of £5500 for 20no skips to dispose of chairs</p> <p>Cost breakdown</p> <p>Carpet replacement £40k New auditorium seating £76k Disposal of seating £5.5k Contingency £6.5k Total £128k</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	128k	
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	128k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	128k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	34k	From repairs and renewal fund
g	Capital Reserves Needed to Finance Bid (e-f)	94k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	0	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2020/21 £	2021/22 £	2022/23 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	128,000		

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REVENUE IMPACT

Can revenue implications be funded from the Committee Base Budget? – Please give details	N/A
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CORPORATE PLAN 2016/20

Is this investment linked to EEBC's Key Priorities? If so, say which ones and evidence how. How does project fit within service objectives?	Supporting businesses and our local economy.
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TIMESCALES

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

		Target Start Date	Target Finish Date
1	Design & Planning	Dec/Jan 2019	
2	Further Approvals Needed		
3	Tendering (if necessary)	February	
4	Project start date	August	
5	Project Finish Date	1 st September	

BASELINE CRITERIA

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

Spend to Save schemes should meet the following criteria;

- Payback of the amount capital invested within the project within 5 years (7 years for renewable energy projects).

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- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

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

Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.	Funding of £34k to come from repairs and renewal fund.
Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?	No
It is mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so, state which requirements.	Yes carpet and upholstery falling apart could cause trip hazards,
Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.	Yes will have trouble with seating and may not be able to sell certain seats for shows

ASSET MANAGEMENT PLAN

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

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

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	Supporting businesses and our local economy
3	Investment important to secure service continuity and improvement.	
4	Investment will assist but is not required to meet one of the baseline criteria.	

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RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	Main risk is timing and planning, need to work on this early to be able to reach installation dates. This means we will have to tender before approval of project is agreed in April. Tight timescale.
2	Are there any risks relating to the availability of resources internally to deliver this project	It may prove difficult to deliver with current resources and timescales
3	Consequences of not undertaking this project	The carpet and upholstery is falling apart could cause trip hazards. Could have trouble with seating and may not be able to sell certain seats for shows.
4	Alternative Solutions (Other solutions considered – cost and implications)	Could delay another year and hope the carpet and seats last one more year without falling apart.

Is consultation required for this project? Please give details of who with and when by.	All works has to be carefully programmed for shut down period in August. Cannot carry out any other time due to existing bookings.
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Ward(s) affected by the scheme	Town Ward
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature Tony Foxwell Date 25-09-19

Whole life revenue costs of capital project

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

Accountable Officers for the revenue implications of the project

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Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date
