

Capital Programme Review 2023-24 Project Appraisal Form

COMMITTEE & BID NUMBER

C&W Bid 7 – Bourne Hall patio

PROJECT TITLE

Bourne Hall - Create level patio for new outside seating area for cafe

ACCOUNTABLE OFFICER

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

Ian Dyer/ Tony Foxwell

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<p>Scope of works</p> <p>Quotes have been obtained to address the issues by removing the tiered step and creating one level out from the library exit, with paving options coming at approx. £45k and the cheaper option to finish in tarmac with railings to ramped area for safety and disabled access at £20k. This would address the health and safety issues of the area and protect the Council from possible liability claims from trips and falls.</p> <p>After consulting with the Conservation Officer in the Planning Department, listed building consent will be required to carry out these works, and the advice is to match the existing surface as close as possible. Unfortunately, this would remove the possibility of the cheaper tarmac option.</p> <p>The proposal will also support the future aims to increase revenue at the Bourne Hall café as an improvement in the visual appearance of this area will make future business opportunities more viable. Expediting these works will reduce the risk of trips and falls and enable the café to take advantage of the summer months when visitors are likely to spend more time outside.</p> <p>Officers have consulted with colleagues in Property to confirm that the works are required under health and safety considerations and that they do not conflict with other future proposals for Bourne Hall.</p> <p>Proposed estimated cost: Providing services to area (water, power) - £10k Removal of existing slabs, levelling and relaying new patio in paving slabs - £48k Provide and fix seating and tables - £10k Provide and install large, fixed umbrella to act as canopy in inclement weather - £20k Provide and install ornate railings/handrails to match local design - £10k</p> <p>Total £98k</p>
Project outcomes and benefits	<p>Criteria This is a spend to save scheme (payback within 4 years)</p> <p>The calculations of income have been provided by Linda Scott and the proposal will make use of the Wellbeing Centre kitchen facilities to provide sandwiches, pastries, and snacks for sale at Bourne Hall</p>

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	<p>Café.</p> <p>The cafe will be run slightly differently with extended hours and run 7 days a week.</p> <p>First year estimated profit will be £4.5k only due to upfront management, marketing, consumables, extra staffing and V.A.T.</p> <p>Second and remaining years estimated profit at £43k per year. Over a 5-year period, the cafe forecast earnings to be £176.5k</p> <p>Additional income can be made by catering for future corporate events, weddings, children's parties, but this has not been factored into this business case. This gives room for expansion as the business develops.</p> <p>Benefits Extra income for Bourne Hall Better local facilities for the residents.</p> <p>Background The patio area outside the library at Bourne Hall has fallen into disrepair and is uneven and unsightly. This has not been seen as a priority as in recent times the area has not been used. However, the installation of the outdoor gym and the proposed siting of a children's play area to the side of this area, coupled with the proposal to reopen the doors from the library to the patio mean that this area now presents a health and safety risk.</p> <p>Capital Members comments</p> <p>Members recommended this scheme be progressed to final bid stage if it can meet the spend to save criteria.</p> <p>Please see projected forecast costs, income, and profit for next 4 years once the Patio is in place. There will be a minimum guaranteed profit of £30k a year.</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	98k	
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	98k	

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d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	98k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)	98k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	Approx.£30k/yr	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project		

Year	2023/24 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	98k

REVENUE IMPACT

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

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

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Strengthen the council's financial independence by exploring new income streams.
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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.

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		Target Start Date	Target Finish Date
1	Design & Planning	January 2023	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	February 2023	
4	Project start date	April 2023	
5	Project Finish Date	April 2023	

BASELINE CRITERIA

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

Spend to Save schemes should meet the following criteria:

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

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

<p>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.</p>	No
<p>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?</p>	Yes

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Is it 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, the existing paving is dangerous and trip hazard
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.	no

ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	no
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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.	Strengthen the council's financial dependence by exploring new income streams.
3	Investment important to secure service continuity and improvement.	
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	The major risk currently is inflated prices due to higher material and labour cost. If the costs increase too much in a year, then the budget will be insufficient to carry out the works.
2	Are there any risks relating to the availability of resources internally to deliver this	No

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	project	
3	Consequences of not undertaking this project	It would be a loss of an opportunity for council to generate more income.
4	Alternative Solutions (Other solutions considered – cost and implications)	None

Is consultation required for this project? Please give details of the who with and when by.	Yes, planning permission is required.
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Ward(s) affected by the scheme	Ewell Ward
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

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

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

Director Name and Signature Date