

Capital Programme Review 2023-24 Project Appraisal Form

COMMITTEE & BID NUMBER

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

PROJECT TITLE

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

ACCOUNTABLE OFFICER

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

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

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	sports facility Epsom and Ewell Council provide for the local residents.
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	150k	
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	150k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	150k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Bid (e-f)	150k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	5k	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

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

REVENUE IMPACT

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

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

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Reduction in carbon dioxide emissions across the borough and within the council and high quality, sustainable and energy efficient buildings which include new green spaces.
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TIMESCALES

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

		Target Start Date	Target Finish Date
1	Design & Planning	May 2023	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	June 2023	
4	Project start date	July 2023	
5	Project Finish Date	September 2023	

BASELINE CRITERIA

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

Spend to Save schemes should meet the following criteria:

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

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

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<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>	no
<p>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.</p>	no
<p>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.</p>	<p>Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT). The roof leaks and is time expired, the covering needs to be replaced as we have 3 separate tenants using the building.</p>

ASSET MANAGEMENT PLAN

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

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

1	Investment essential to meet statutory obligation.	
2	Investment Important to achieve Key Priorities.	
3	Investment important to secure service continuity and improvement.	<p>Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT). The roof leaks and is time expired, the covering needs to be replaced as we have 3 separate tenants using the building.</p>
4	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.)	The major risk currently is inflated prices due to higher material and labour cost. If the costs increase too much in a year then the budget will be insufficient to carry out the works.
2	Are there any risks relating to the availability of resources internally to deliver this project	no
3	Consequences of not undertaking this project	The roof will degrade further, more leaks will occur, and building will have to close, losing the income from the tenants.
4	Alternative Solutions (Other solutions considered – cost and implications)	None

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

Name and Signature