

Capital Programme Review 2024-25 Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Strategy & Resources 2

PROJECT TITLE

Works to Longmead depot to prevent accidental contamination of water sewerage system

ACCOUNTABLE OFFICER

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

Ian Dyer

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme.

Background

Thames Water have inspected Longmead Depot because 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 several 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 because of the operations that are undertaken in the depot.

Important Note

If we do not carry out these works Thames Water have the power to issue notices and fines for lack of action to prevent contamination to local water supplies.

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 sewage system.

Financial Strategy Advisory Group comments 29th Sept 2023

That the proposal could progress to the next stage of the capital programme. Members requested that the final proposal consider whether external funding could be secured, for example, or whether funds could be available from a nutrient mitigation scheme.

Capital Programme Review 2024-25 Project Appraisal Form

	<p>After investigating it appears that the nutrient mitigation scheme is devised to protect our waterways from pollution and enable home building when applying for planning permission and does not cover council Depot yards and coverage and protection of road salt supplies.</p> <p>Tendering Please note that all projects over £25k must be tendered on the procurement portal in accordance with standing orders procedure and at this stage these are budget figures. By the time we get on site this process will have been running for over a year and cost of the project can increase with inflation or decrease depending on the tendered prices received.</p>
Project outcomes and benefits	<p>Criteria - Where it is mandatory for the Council to provide the scheme (e.g., Health and Safety). - Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance).</p> <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>

FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	50k	
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	50k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	

Capital Programme Review 2024-25 Project Appraisal Form

e	Net Costs to Council (c-d)	50k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Proposal (e-f)	50k	
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	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	50,000

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	No impact
--	-----------

ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	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
--	---

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?	Enhance the Borough's natural assets, preserving and increasing biodiversity.
---	---

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.

Capital Programme Review 2024-25 Project Appraisal Form

		Target Start Date	Target Finish Date
1	Design & Planning	January 2024	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	February 2024	
4	Project start date	April 2024	
5	Project Finish Date	April 2024	

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Proposals should meet at least one of these criteria. State which capital criteria(s) for assessing proposals 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.

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.	No
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

Capital Programme Review 2024-25 Project Appraisal Form

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
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 providing we continue to grit car parks, paving and perimeter of buildings in freezing conditions.

ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	No
--	----

PRIORITISATION

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

1	Investment essential to meet statutory obligation.	Yes, we have been told by Thames water to put a cover over the road salt storage to prevent the rain from washing the salts down the drainage system into the river.
2	Investment Important to achieve Key Priorities.	
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.)	Limited risk, area needs to be cleared and empty in advance to carrying out the work.
2	Are there any risks relating to the availability of resources internally to deliver this	No

Capital Programme Review 2024-25 Project Appraisal Form

	project	
3	Consequences of not undertaking this project	If we do not carry out these works Thames Water have the power to issues notices and fines for lack of action to prevent contamination to local water supplies.
4	Alternative Solutions (Other solutions considered – cost and implications)	Do not store any road salt for use in freezing temperatures.

Is consultation required for this project? Please give details of the who with and when by.	No
--	----

Ward(s) affected by the scheme	Court ward
---------------------------------------	------------

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

Capital Programme Review 2024-25 Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Environment 1

PROJECT TITLE

Ashley Centre Barriers Replacement

ACCOUNTABLE OFFICER

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

Richard Chevalier

DETAILS OF PROJECT

<p>Project scope, what is included/excluded in the scheme</p>	<p>The purpose of the project is to procure a new barrier-controlled system for use in the Ashley Centre Car Park to replace the existing system which is at end of life. The new system will ideally incorporate an Auto Number Plate Recognition (ANPR) system at the entry and exit of the car park, with paper ticket system in place as a back up, a variety of payment systems to be available including cash, card and mobile app as well as the ability to pay at the exit station.</p>
<p>Project outcomes and benefits</p>	<p>The primary outcome and benefit will be to provide a new modern parking system for over 600,00 visitors who use the Ashley Centre car park each year. The project aims to introduce a system which will improve the parking experience for our visitors, remove the frustrations caused by the current system and give us a modern fit for purpose system for the mid-long term. Members asked for more detail on how the system would operate so whilst their may be some variation depending on final choice of product the system would be expected to work as follows:</p> <ol style="list-style-type: none"> 1) In 97%+ of cases as the vehicle approaches the entry barrier the ANPR cameras will read the number plate and the entry barrier will lift accordingly. 2) In the small percentage of cases where the number plate cannot be read then the driver will collect a ticket issued by a machine at the entry gate. 3) The visitor will visit the shops and establishments within the Town 4) When ready to leave the car park user can make payment by one of three ways <ol style="list-style-type: none"> a) They visit a pay machine, key in their registration number and make payment for their stay in the car park by cash or card b) They drive to the exit barrier, their registration number is read and they make payment by card at the exit station or c) They use a mobile app or QR code, key in their registration on their phone, and make payment for the appropriate fee.

Capital Programme Review 2024-25 Project Appraisal Form

	<p>(For those who entered with a paper ticket then the ability to insert the ticket into the pay machine or the exit station to make payment will be available).</p> <p>The major benefits for the car park user will be:</p> <ul style="list-style-type: none"> a) The removal of chip coins “tokens” which add an unnecessary level of stress to car park users particularly as they can be confusing for new users, lost inside or outside of the car or left at pay stations. The charging of a replacement fee for a lost token is one of the primary reasons for anger/frustration amongst users. b) The ability to pay at the exit. Currently if a user has forgotten to pay or is required to pay an extra amount then they need to leave their car at the exit barrier and walk to the nearest pay station. c) The ability to pay remotely using a mobile phone, thereby avoiding queues at pay station. <p>All of these things should reduce delays for other car park users exiting the car park.</p> <p>From a security perspective the ANPR cameras will also be able to identify any vehicles of interest should an incident or accident occur.</p> <p>The other major consideration for this project is that our current system provider has advised that many of the parts used to service our existing equipment, including the tokens, will be obsolete from 2024, meaning that once existing supply in stock has been exhausted we will be unable to repair parts of the machines. The Ashley Centre car park generates income in the region of £2,000,000 each year for the Council and if the equipment does fail this could severely impact the income generated and cause significant reputational damage.</p>
--	--

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	240,000	Cost to replace two entries and two exits at the Ashley Centre, nested entry and exit systems and ANPR camera equipment within the car park.
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	240,000	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	

Capital Programme Review 2024-25 Project Appraisal Form

e	Net Costs to Council (c-d)	240,000	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Proposal (e-f)	240,000	
h	Annual Ongoing Revenue Additional 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.
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	From year 2 there would be a maintenance cost but it is likely to be similar to that currently paid for the existing maintenance contract and the replacement of tokens. During any installation / transition period there may be a period where elements of the car park are out of use which may impact on revenue for a short period of time. An approximate loss of two days revenue calculated although it may not be this significant.

Year	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	240,000

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	There is currently a budget for ongoing Parts, Labour and Maintenance as well as a budget for replacement of tokens. It is anticipated that this existing budget will be sufficient to cover for any ongoing Maintenance budget for the new equipment.
--	--

ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	N/A
--	-----

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?	Opportunity and Prosperity With the Ashley Shopping Centre completing a refurbishment and re-brand and a new key retailer coming into the Centre next year a modern and operational car park will support the vibrancy of the town.
---	--

TIMESCALES

Capital Programme Review 2024-25 Project Appraisal Form

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	Apr 2024	Apr 2024
2	Further Approvals Needed	May 2024	May 2024
3	Tendering (if necessary)	June 2024	July 2024
4	Project start date	August 2024	
5	Project Finish Date		Sep 2024

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Proposals should meet at least one of these criteria. State which capital criteria(s) for assessing proposals 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>	<p>It will not be externally funded but is a high priority as a key income generator for the Council</p>
<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>	<p>No, the income generated by the car park covers the cost of the proposal.</p>

Capital Programme Review 2024-25 Project Appraisal Form

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.	No
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. The provider of our current equipment is unable to support it from next year with many of the parts being obsolete. The car park receives over 12,000 visitors per week and therefore if the car park equipment fails there will be a significant impact to revenue and to the Council's reputation.

ASSET MANAGEMENT PLAN

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

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.	The investment will enable the Council to maintain and operate a key income generator but also provide an important service to visitors to the Town and its retail and social establishments.
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 project timetable will depend on the availability of the chosen provider and their installation team. From the Council's perspective the main installation would ideally take place in the summer months when capacity is a little less than at other times.
2	Are there any risks relating to the availability of resources internally to deliver this	The project is not likely to require large staffing resources however there will be a few key decision makers involved.

Capital Programme Review 2024-25 Project Appraisal Form

	project	
3	Consequences of not undertaking this project	<p>With the existing equipment at end of life and replacement parts soon to become obsolete there is a danger that devices within the car park cease to work. This could impact an entry station (currently two) or an exit (currently two) and therefore lead to increased queues to enter or exit the car park. There could also be an impact on pay stations. Currently the car park has seven pay stations (two on Level 1 and 3, and one on levels 2, 4 & 5) so failure of one machine may lead to members of the public having to use other floors to pay. This could have an increased impact outside of shopping centre hours when no lifts are available.</p>
4	Alternative Solutions (Other solutions considered – cost and implications)	<p>With reliance on the existing equipment not a feasible option beyond this year the other alternative is to introduce pay and display, supported by a mobile telephone / app option. This would require a number of pay and display machines to be installed in the car park with users required to pay for parking in advance, either at a machine or via a mobile app. In terms of cost this would be a cheaper alternative, potentially around £100,000 in terms of initial cost and would remove the need for barriers at the entry and exit altogether. However there would likely be some drawbacks or risks to this option namely:</p> <ol style="list-style-type: none"> a) A return to pay and display may be seen as a regressive step in terms of usability and progression by car park visitors and local partners such as the Ashley Centre and Global House. b) Visitors would be required to pay for their anticipated length of stay and unless using RingGo may under or overpay for their length of stay which can cause frustration. c) Income would likely reduce as users may not pay for their full stay or may take their chances of not paying at times perceived to be low in enforcement. d) The system would require a greater civil enforcement presence. Officers would be required to routinely patrol the car park and issue Penalty Charge Notices to those who have not paid. Reputationally this could have an impact on car park users and may also lead to increased conflict between members of the public and staff. e) There would be a health and safety risk to consider if officers are patrolling on foot around a compact busy car park throughout the day. The risks would include the increased chance of being hit by a vehicle and inhalation of fumes. f) Without the barriers there would be an increased risk of vehicles driving at speed at the car park entrance and exit, which is near the primary pedestrian crossing.

Is consultation required for this project? Please give details of the who with and when by.	The Car Park Working Group will be consulted to consider their views and once procurement complete the chosen provider will be consulted with in terms of how the transition can be most smoothly delivered.
--	--

Ward(s) affected by the scheme	Town ward
---------------------------------------	-----------

Capital Programme Review 2024-25 Project Appraisal Form

Accountable Officer Responsible for Delivery of the Scheme

Name and Signature Richard Chevalier

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

Capital Programme Review 2024-25 Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Environment 5

PROJECT TITLE

Streetlights Replacement Phase 2

ACCOUNTABLE OFFICER

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

Mark Shephard

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme

Scope of Works

This is the 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.

Further evidence and inspections have revealed that there are many issues with the existing stock. The wiring runs in some cases need to be re-run and the internal wiring has failed and is dangerous in many instances.

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 light 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 £2000/£3000 per lamp column to replace, depending on the type of column. Some have twin heads; some are higher than others at 10m down to 4m in height.

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

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

Capital Programme Review 2024-25

Project Appraisal Form

	<p>The cost of installation of the remaining lamp columns will be approximately £170k. The energy saving would be £8000/yr which would take approximately 20years to pay back.</p> <p>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 approximately 12k on maintenance repairs to lamp columns.</p> <p>Financial Strategy Advisory Group comments 29 Sept 23</p> <p>That the proposal could progress to the next stage of the capital programme. Members requested that the final proposal contain more detail including which streetlamps would be replaced and a priority list, including the benefits provided by lighting the area. Safety statistics or a safety assessment were also requested. Members requested that the final proposal confirm what increased maintenance costs the Council would incur if the scheme were not progressed.</p> <p>This question is answered on attachment. This is a lever arch file with all information on the health & safety issues of lamp columns in the projects office, it is too large to include within these documents.</p> <p>Tendering Please note that all projects over £25k must be tendered on the procurement portal in accordance with standing orders procedure and at this stage these are budget figures. By the time we get on site this process will have been running for over a year and cost of the project can increase with inflation or decrease depending on the tendered prices received.</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). Where the scheme is consistent with the Council's Climate Change Action Plan.</p> <p>Benefits Health and Safety issues prevented, energy saving, carbon reduction, saving environment, saving in maintenance cost, getting new efficient lights to the borough that will last 25 years plus.</p> <p>Since the first phase has started, the condition of lamp columns wiring, and connections has been raised as a high risk and therefore needs to be addressed as soon as possible.</p>

FINANCIAL SUMMARY

Capital Programme Review 2024-25 Project Appraisal Form

		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	200k	This figure includes for consultant fees and legal fees
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	200k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	200k	CIL Funding may be available
e	Net Costs to Council (c-d)	0	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Proposal (e-f)	200k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	20	Initial savings on revenue are estimated at 68% unfortunately we do not have data on how much is used as some are linked to Surrey power supply, some come off the building supplies, and some are connected incorrectly to other power supplies we do not own. Additionally, there will be a saving of £10k a year on maintenance and repairs to lights.
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	200,000

REVENUE IMPACT

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

ENVIRONMENTAL IMPACT

Capital Programme Review 2024-25 Project Appraisal Form

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	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 achieving the Councils 2035 net zero target.
--	---

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?	Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.
---	--

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	All complete	
2	Further Approvals Needed	no	
3	Tendering (if necessary)	Already tendered this will be add on for next phase.	
4	Project start date	April 2024	
5	Project Finish Date	Sept 2024	

BASELINE CRITERIA

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

Spend to Save schemes should meet the following criteria:

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

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

Capital Programme Review 2024-25 Project Appraisal Form

<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>	<p>The works are funded by CIL</p>
<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>	<p>No</p>
<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>	<p>Yes, the existing lamp columns and wiring is dangerous and require replacement.</p>
<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>	

ASSET MANAGEMENT PLAN

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

PRIORITISATION

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

<p>1</p>	<p>Investment essential to meet statutory obligation.</p>	<p>Yes, the existing lamp columns and wiring is dangerous and require replacement.</p>
<p>2</p>	<p>Investment Important to achieve Key Priorities.</p>	
<p>3</p>	<p>Investment important to secure service continuity and improvement.</p>	
<p>4</p>	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

RISKS ASSOCIATED WITH SCHEME

Capital Programme Review 2024-25 Project Appraisal Form

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	Risks are working in the streets and car parks around public, risks in obtaining materials, risk in working directly with uk power networks for live connections
2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	Someone could get injured as wiring is dangerous.
4	Alternative Solutions (Other solutions considered – cost and implications)	No other solutions available.

Is consultation required for this project? Please give details of the who with and when by.	No
--	----

Ward(s) affected by the scheme	All wards
---------------------------------------	-----------

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

Capital Programme Review 2024-25 Project Appraisal Form

Environment 5 – Streetlamps Replacement: ADDITIONAL INFORMATION

That the proposal could progress to the next stage of the capital programme. Members requested that the final proposal contain more detail including which streetlamps would be replaced and a priority list, including the benefits provided by lighting the area. Safety statistics or a safety assessment were also requested. Members requested that the final proposal confirm what increased maintenance costs the Council would incur if the scheme were not progressed.

Streetlights to be replaced.

The proposal is to provide replacements for the following streetlights. Phases 1 & 2

Location	Count	Priority
Borne Hall	8	2
Court RG	2	2
Cox lane	1	3
Depot Road Car park	11	1
Dorset Road Car park	3	1
Ebbisham centre	8	1
Ewell Court House	7	1
Ewell High Street CP	7	1
Gibraltar Crescent	3	2
Gibraltar Rec	12	3
King Georges PF	11	3
Long Grove Road	25	2
Lyncroft Gardens	4	2
Parade Car Park	3	1
Rainbow Leisure	10	2
Richards Field	2	2
Riverveiw	9	1
Station Way	2	1
Town Hall & Surrounding Area	37	4
Grand Total	165	

Benefits of streetlighting

Although the project has been headed with the title streetlights, the actuality is that this project also covers many locations off-street such as recreational parks, alleyways car parks and other areas where lighting an area at night has already been considered to be of benefit. The project is to provide replacements for existing lighting. No new lighting is proposed.

LED streetlights provide bright and uniform illumination, ensuring and public spaces are well-lit, making them safer for the residents of Epsom and Ewell. Well-lit areas also discourage vandalism and other criminal activities, enhancing overall security in the community.

The streetlights are being replaced out of necessity and to reduce the energy consumption of the lights. In addition, LED lights to last longer than traditional streetlights thus reducing future maintenance costs LED streetlights can last up to 50,000 hours, compared to the 10,000 hours that traditional streetlights typically last. Traditional street lighting tends to spread light in all directions. LED street lighting is less wasteful and directs the distribution of light generally down towards the road pavement to minimise any light intrusion into homes and gardens.

Capital Programme Review 2024-25

Project Appraisal Form

The estimated energy saving would be around 68% when considering replacing all the streetlights included in this project.

Maintenance benefits

The lifespan of a lighting column varies greatly with an anticipated life of between 25 to 40 years most of the streetlights under Epsom and Ewell's responsibility have either exceeded or are close to their expected lifespan. Replacing individual streetlights is expensive due to the equipment required to replace them and the specialist nature of the expertise required to undertake the work. It is of greater financial benefit to provide the replacement of groups of lights rather than undertake the work ad hoc one at a time.

Assessment of need to provide lighting.

Car Parks

Lighting within car parks plays several essential roles. Not only does it aid the safety and security of those using the car park, but it also helps drivers locate their vehicle see notices and makes pedestrians to feel safer.

All roads, manoeuvring areas, yards, pedestrian areas, and anywhere traffic movements take place, should have suitable and sufficient lighting for safety.

Alley ways & Recreational areas

One of the primary concerns for parks and other pathways is ensuring the safety and security of its users, especially during the evening hours. Illuminating paths and areas with LED lighting significantly reduces the risk of accidents, discourages potential criminal activities, and instils a sense of security among visitors. The bright and uniform lighting provided by LED lights contributes to a pleasant and comfortable ambiance, facilitating safe movement and enhancing visibility. In Parks Good lighting can create a safer environment for park users, encouraging community gatherings and various recreational activities.

Crime

According to a study conducted by the Crime Prevention Through Environmental Design (CPTED), well-lit areas can deter criminal acts by up to 80%. By implementing good LED lighting in parks car parks and walkways

Capital Programme Review 2024-25 Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Community & Wellbeing 1

PROJECT TITLE

Bourne Hall - Solar PV, battery storage and flat roof covering replacement with insulation upgrade.

ACCOUNTABLE OFFICER

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

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<p>There are three elements to this Project:</p> <p>1) The installation of Solar PV and battery storage to the South facing section of the perimeter flat roof. Key points: 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 approximately 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. Solar PV Budget cost £46,000.00 (payback period 4 years)</p> <p>2) Renewal of flat roof covering - 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 take up and renew flat roof covering with upgraded insulation, with specialist high performance felt with 25 year guarantee. Duration 6 weeks</p> <p>Roof Budget cost £230,000.00</p> <p>3) 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. Budget £30,000.00</p> <p>Financial Strategy Advisory Group comments 29 Sept 2023</p>
--	---

Capital Programme Review 2024-25

Project Appraisal Form

	<p>That the proposal could progress to the next stage of the capital programme. Members agreed if Empty Homes Council Tax funding from SCC is received in 2024/25, this would be earmarked to progress this scheme. If this funding stream is insufficient or not received, then capital receipts would be used to fund the balance.</p> <p>Members agreed the final proposal should clarify what part of Bourne Hall is listed. Also, whether the solar panel installation is dependent on the roof replacement.</p> <p>I have attached separate document detailing the listed status of the building taken from the Historic England web site.</p> <p>The existing flat roof covering where the PV panels are to be located has reached the end of its life and areas are leaking water.</p> <p>It would make very little sense to install a PV solar system then come back the following year to remove it to replace the roof covering. Therefore, yes, the roofing works should be carried out before the solar PV is installed. The current high performance systems will give us a 25 year guarantee.</p> <p>Risk A full structural survey with calculations must be carried out prior to installation of Solar PV to ensure the roof can accommodate the weight of the panels and not collapse into the banqueting suite rooms. If this cannot be established, then the works may not proceed.</p> <p>Tendering Please note that all projects over £25k must be tendered on the procurement portal in accordance with standing orders procedure and at this stage these are budget figures. By the time we get on site this process will have been running for over a year and cost of the project can increase with inflation.</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).. The scheme is consistent with the Council's Climate Change Action Plan.</p> <p>Benefits</p> <p>Roof - New 25 year guaranteed roof covering, extra thermal insulation. No roof leaks where roof recovered.</p> <p>Solar PV - 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. Progressing buildings to net zero,</p>

FINANCIAL SUMMARY

Capital Programme Review 2024-25 Project Appraisal Form

		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	£276k	£46k Solar PV + £230k Flat roof +
b	Consultancy or other fees	£30k	£30k Consultant/planning fees
c	Total Scheme Capital Costs (a+b)	306K	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	?	Yes, possible funding available through Climate change grants, Mark Rachwal is investigating although cannot be confirmed until nearer the installation period.
e	Net Costs to Council (c-d)	306k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Proposal (e-f)	£306k	
h	Annual Ongoing Revenue Additional 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.
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	306,000

REVENUE IMPACT

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

ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	Yes it meets the following action: Investigate the potential for the installation of PV panels and solar storage on Council operated assets and land. Implement where economically and technically viable
---	---

Capital Programme Review 2024-25 Project Appraisal Form

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?	Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.
---	--

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	February 2023	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	March 2023	
4	Project start date	May 2023	
5	Project Finish Date	May 2023	

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Proposals should meet at least one of these criteria. State which capital criteria(s) for assessing proposals 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.

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.	There is a possibility of grant funding
--	---

Capital Programme Review 2024-25 Project Appraisal Form

<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>	<p>The solar panels element of this scheme is a spend to save scheme.</p>
<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>	<p>No</p>
<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>N/A</p>

ASSET MANAGEMENT PLAN

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

PRIORITISATION

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

<p>1</p>	<p>Investment essential to meet statutory obligation.</p>	
<p>2</p>	<p>Investment Important to achieve Key Priorities.</p>	<p>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>3</p>	<p>Investment important to secure service continuity and improvement.</p>	
<p>4</p>	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

RISKS ASSOCIATED WITH SCHEME

<p>1</p>	<p>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.)</p>	<p>No risks</p>
----------	--	-----------------

Capital Programme Review 2024-25 Project Appraisal Form

2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	If project does not proceed we will not continue to achieve targets in climate change action plan.
4	Alternative Solutions (Other solutions considered – cost and implications)	N/A

Is consultation required for this project? Please give details of the who with and when by.	No
--	----

Ward(s) affected by the scheme	Ewell Village ward
---------------------------------------	--------------------

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

Capital Programme Review 2024-25 Project Appraisal Form

C&W Proposal 1 – ADDITIONAL INFORMATION

Heritage Category:

Listed Building

Grade:

II

List Entry Number:

1425772

Date first listed:

30-Apr-2015

List Entry Name:

Bourne Hall Library and Social Centre

Statutory Address 1:

Surrey Libraries, Ewell Library, Bournehall, Spring Street, Epsom, KT17 1UF

The scope of legal protection for listed buildings

This List entry helps identify the building designated at this address for its special architectural or historic interest.

Unless the List entry states otherwise, it includes both the structure itself and any object or structure fixed to it (whether inside or outside) as well as any object or structure within the curtilage of the building.

For these purposes, to be included within the curtilage of the building, the object or structure must have formed part of the land since before 1st July 1948.

[Understanding list entries](#)

[Corrections and minor amendments](#)

Location

Statutory Address:

Surrey Libraries, Ewell Library, Bourne Hall, Spring Street, Epsom, KT17 1UF

The building or site itself may lie within the boundary of more than one authority.

County:

Surrey

District:

Epsom and Ewell (District Authority)

Parish:

Non Civil Parish

Capital Programme Review 2024-25

Project Appraisal Form

National Grid Reference:
TQ2177162705

Summary

Public library and social centre, 1967-70 by A.G. Sheppard Fidler and Associates.

Reasons for Designation

Bourne Hall Library and Social Centre, of 1967-70 by A. G. Sheppard Fidler and Associates, is listed at Grade II for the following principal reasons: * Architectural interest: a striking design, notable for its space-age flair and the generous, top-lit principal interior space; * Plan form: the circular layout is well-organised, legible and flexible; * Historic interest: as an ambitious example of the expansion of the library service and the integration of community facilities and disabled access.

History

The site was formerly occupied by Garbrand Hall, a country house of c.1770. It was renamed Bourne Hall when it was purchased for use as a school in 1926. In 1945 it was acquired by Epsom and Ewell Borough Council on the condition that its grounds were preserved. The house itself was in poor repair, and despite local opposition was demolished in 1962, with the intention of erecting a new public building on the site. The Borough became a library authority in 1964 and took over the facility with the intention of building a larger library. Many aspects of the brief were determined by John Dent (d.1972), the dynamic Borough Librarian. Additionally facilities such as museum and exhibition space and rooms for community use were included for an area with high post-war population growth but lacking in cultural and social facilities.

A design was commissioned from Alwyn Gwilyn Sheppard Fidler (1909-1990), previously chief architect of Crawley New Town from 1947 to 1952 and City Architect of Birmingham from 1952 to 1964. The design, one of his first commissions in private practice, was approved in April 1965. It included a suite of study rooms for evening classes, subsidised by the local educational authority in an example of 'joint provision' by different tiers of local government. The entrance ramp and lift was an early instance of designing disabled access into a public building from the start, predating official design guidance and legislation on

Capital Programme Review 2024-25

Project Appraisal Form

the subject. Construction commenced in November 1967 and the building was officially opened on 17 April 1970 by Lord Munster, Lord Lieutenant of Surrey, as commemorated by a stainless steel plaque in the foyer.

Details

Public library and social centre, designed from 1965 and built in 1967-70 by A. G. Sheppard Fidler and Associates, job architect B. W. Loren assisted by F. Fook; W. S. Atkins and Partners, engineers.

MATERIALS / STRUCTURE: the structure is of reinforced and pre-cast concrete, with aluminium windows, green Cumbrian slate copings and mosaic external finishes to the perimeter wall. The copper-clad dome with its central glassfibre rooflight is 42.6m (140') in diameter and 11.2m (37') at its highest point. 20 vertical pre-cast concrete ribs form a corona. The knuckles of the ribs are held in position by an in-situ pre-stressed, post-tensioned concrete ring beam which forms both the gutter and the eaves for the main dome. The roof construction is a sandwich of materials: the outer layer is sheet copper bonded to felt and wood wool panels on steel joints spanning between the frame. Towards the outer edges of the roof the wood wool panels are replaced by a band of lightweight 'Gunite' concrete sprayed onto permanent formwork.

EXTERIOR: the exterior is a curving volume with a continuous band of aluminium windows at ground and first floor. The upper floor slopes inward and is surmounted by a broad copper dome, from which emerges a corona of pre-stressed, post-tensioned concrete ribs. Single-storey volumes of varying widths project forward of the circular footprint. The windows are separated by load-bearing pre-cast white concrete mullions running between a floating plinth and fascia, and some windows have Cumbrian slate panels beneath. The elevations are designed to a 4" (c.10cm) module enabling standardised pre-cast components. The result resembles a flying saucer, and was designed to sit low within the existing mature landscape. The ribbed concrete boiler chimney is 12.8m (42') high and provides a vertical counterpart to the library's dome.

PLAN / INTERIOR: the building has a circular layout and is planned at three levels under a large central rooflight. The semi-open plan library occupies about half of the ground floor in a broad arc and is entered from the main foyer. It comprises a reference and a lending library and a reading room. The freestanding radial bookstacks have been replanned and the wall-mounded shelves are later replacements* (not of special interest). The main hall, for lectures, concerts and adult classes, is sunken below ground level, and its roof forms a mezzanine museum and exhibition area overlooking the library. The interiors of the hall* and the adjacent minor hall* are relatively plain and have been recently refurbished; they are not of special interest. Around the perimeter project single-storey ancillary rooms,

Capital Programme Review 2024-25

Project Appraisal Form

including a banqueting suite, catalogue area, offices and a junior library. With the exception of the junior library, the interiors of the perimeter rooms* and the corridors that serve them* are not of special interest.

An entrance canopy on the south side provides covered access from the car park. The entrance doors have been altered by the insertion of a revolving door* (not of special interest). A small café and shop have been inserted into the central space, and some of the walls have been plastered and painted white for exhibitions; these alterations and additions* are not of special interest. Ramped entrances, a lift and low bookcases are included to facilitate disabled access. There are two staircases of African hardwood: a helical one near the entrance with a polished concrete spine beam rising to the mezzanine or gallery floor and a horseshoe-shaped staircase at the far end of the foyer which descends to the main hall. Risers were added to the formerly open-tread helical stair in the 1990s. The internal walls are of 0.4m (16") thick concrete for sound insulation and are partially finished in timber paneling.

SUBSIDIARY FEATURES: The junior library opens onto a raised external play area, provided with brick planters and enclosed by an openwork wall of sculptural concrete blocks (the south wall has been removed). To the south a former pond has been infilled with a paved surface. Outside the footprint of the building are a number of freestanding air handling units*; they are not of special interest.

* Pursuant to s.1 (5A) of the Planning (Listed Buildings and Conservation Areas) Act 1990 ('the Act') it is declared that these aforementioned features are not of special architectural or historic interest.

Sources

Books and journals

Worpole, K., Contemporary Library Architecture, (2013), pp.120-21

'Bourne Hall, Ewell, Surrey : a library and social centre' in Architectural Design, , Vol. 4, (March 1970), pp.101-03

'Ewell Library and Social Centre' in Surveyor, (13 February 1970), pp.48-49

'Circular Social Centre' in Architect and Building News, , Vol. 5, no.6, (19 March 1970), pp.54-55

'Library and Social Centre, Ewell' in Building, , Vol. 218, no.6622, (17 April 1970), pp.63-67

'Bourne Hall Library and Social Centre, Ewell' in Library Association Record, , Vol. 72, no. 4, (April 1970), p.161

Other

Harwood, E. (2014) Introductions to Heritage Assets: The English Public Library 1945-85

Legal

Capital Programme Review 2024-25 Project Appraisal Form

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

Capital Programme Review 2024-25 Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Community & Wellbeing 2

PROJECT TITLE

Well-being Centre - Solar PV panels with battery storage

ACCOUNTABLE OFFICER

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

Ian Dyer

DETAILS OF PROJECT

<p>Project scope, what is included/excluded in the scheme</p>	<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> <p>Financial Strategy Advisory Group comments 29th Sept 2023 That the proposal could progress to the next stage of the capital programme. It was agreed the final proposal should confirm: The impact on the current boiler and whether a new boiler would be required; There is no impact on the new boilers as solar PV generates electricity for use by the normal day to day operation of the building. Why has there been a movement in the estimated cost from £45k earlier in the year to £60k now; The £45k cost was based on a Solar PV system only, without including a battery. The proposed scheme is attached which allows for solar PV installation and one tesla battery for storage. The initial feasibility looked at 3 batteries but after assessing the half hourly data it is likely the centre will use a high proportion of generated power in the day. However, there is still scope at high generation periods in the summer and at weekends when the building is not used as much to store up a small battery,</p>
---	--

Capital Programme Review 2024-25 Project Appraisal Form

	<p>which will maximise the energy and carbon savings.</p> <p>How would the panels be protected, and vandalism be mitigated?</p> <p>We cannot protect the panels from vandalism, although the building opposite has panels and those have never been damaged.</p> <p>Tendering Please note that all projects over £25k must be tendered on the procurement portal in accordance with standing orders procedure and at this stage these are budget figures. By the time we get on site this process will have been running for over a year and cost of the project can increase with inflation.</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).. Where the scheme is consistent with the Council's Climate Change Action Plan.</p> <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>

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	60k	This includes a contingency sum of £9k
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	60k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.		Possible external funding available through grants
e	Net Costs to Council (c-d)	60k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	

Capital Programme Review 2024-25 Project Appraisal Form

g	Capital Reserves Needed to Finance Proposal (e-f)	60	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	10	Titan data figures project a £10,087 per annum and payback in 5.06 years
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project		

Year	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	60,000

REVENUE IMPACT

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

ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	<p>Yes, it meets the following action: Investigate the potential for the installation of PV panels and solar storage on Council operated assets and land. Implement where economically and technically viable.</p> <p>The energy generated by the solar array will cover up to half of the site's electricity demand, which will reduce annual carbon emissions by 7 tonnes of CO2, contributing towards achieving the Council's 2035 net zero target.</p>
--	--

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?	Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral
---	---

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.

Capital Programme Review 2024-25 Project Appraisal Form

		Target Start Date	Target Finish Date
1	Design & Planning	Jan/Feb 2024	
2	Further Approvals Needed	N/A	
3	Tendering (if necessary)	April/May 2024	
4	Project start date	June 2024	
5	Project Finish Date	June 2024	

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Proposals should meet at least one of these criteria. State which capital criteria(s) for assessing proposals 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.

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.	There is a possibility of grant funding.
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?	This is a spend to save scheme.

Capital Programme Review 2024-25 Project Appraisal Form

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.	No
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.	N/A

ASSET MANAGEMENT PLAN

Is investment identified in the Council's Asset Management Plan?	No
--	----

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.	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.
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.)	No risks.
---	---	-----------

Capital Programme Review 2024-25 Project Appraisal Form

2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	If project does not proceed we will not continue to achieve targets in climate change action plan.
4	Alternative Solutions (Other solutions considered – cost and implications)	N/A

Is consultation required for this project? Please give details of the who with and when by.	No
--	----

Ward(s) affected by the scheme	Court Ward
---------------------------------------	------------

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

Capital Programme Review 2024-25 Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Community & Wellbeing 3

PROJECT TITLE

Wellbeing centre - Window Replacement

ACCOUNTABLE OFFICER

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

Ian Dyer

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme	<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 ground floor 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>
Project outcomes and benefits	<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 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> <p>Financial Strategy Advisory Group comments 29 Sept 2023</p> <p>That the proposal could progress to the next stage of the capital programme. It was agreed the final proposal should address:</p> <p>Are cheaper replacement windows available, or could some windows be bricked up to reduce costs and the payback period?</p> <p>All jobs are tendered in accordance with standing orders, we do not buy cheap products, all new windows have to conform with BS 6375</p>

Capital Programme Review 2024-25 Project Appraisal Form

	<p>Part 1 and have to be certified to a standard for building regulations. What we are aiming for are thermally efficient windows which do not leak out heated air from the building. They will be compliant with BS EN ISO 9001, BS EN ISO 14001, ISO 45001 and BES6001 standards. When used on projects Involved in a BREEAM assessment, or within the code for a sustainable built Environment, (which therefore involves the green guide specification) can offer significant benefits.</p> <p>I would not advise blocking up windows (natural light) in a community centre; and this would require planning permission if we are to change the look of the building.</p> <p>Tendering Please note that all projects over £25k must be tendered on the procurement portal in accordance with standing orders procedure and at this stage these are budget figures. By the time we get on site this process will have been running for over a year and cost of the project can increase with inflation or decrease depending on the tendered prices received.</p> <p>Are there synergy savings from progressing the solar panels and windows scheme at the same time?</p> <p>As the two schemes involve completely separate professions there are no savings to be made by progressing the works at the same time. The window replacement is just ground level windows, therefore will not need scaffolding. The scaffolding required for the solar panels will only be in situ for a few days, as the installation does not take long and officers want to minimise the amount of time the scaffolding is erected to protect the security of the building.</p>
--	--

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	100k	Please note this £100k is a budget figure, there has been no time to get an estimate from a supplier. The actual cost cannot be confirmed until the project has been sent out to tender on the procurement portal as per our standing orders requirements
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	100k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding	0	

Capital Programme Review 2024-25 Project Appraisal Form

	enquiries you may have made.		
e	Net Costs to Council (c-d)	100k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Proposal (e-f)	0	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	10k	This achieves a ten year payback in line with criteria for energy saving projects
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2024/25 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	100,000

REVENUE IMPACT

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

ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	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.
--	--

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?	Work with partners to reduce our impact on the environment and move closer to becoming carbon neutral.
---	--

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.

Capital Programme Review 2024-25 Project Appraisal Form

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

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Proposals should meet at least one of these criteria. State which capital criteria(s) for assessing proposals 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.

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.	There is a possibility of grant funding.
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?	This is a spend to save scheme.

Capital Programme Review 2024-25 Project Appraisal Form

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.	No
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.	N/A

ASSET MANAGEMENT PLAN

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

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.	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
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.)	Risk is working around the elderly, there may be delays if activities in the centre hold up the window replacement programme.
2	Are there any risks relating to the availability of resources	No

Capital Programme Review 2024-25 Project Appraisal Form

	internally to deliver this project	
3	Consequences of not undertaking this project	If project does not proceed we will not continue to achieve targets in climate change action plan.
4	Alternative Solutions (Other solutions considered – cost and implications)	N/A

Is consultation required for this project? Please give details of the who with and when by.	No
--	----

Ward(s) affected by the scheme	Court ward
---------------------------------------	------------

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