

# Capital Programme Review 2025-26

## Project Appraisal Form

### COMMITTEE & BID NUMBER

Community & Wellbeing 3

### PROJECT TITLE

Bourne Hall Replacement of Windows – Phase 2

### ACCOUNTABLE OFFICER

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

Ian Dyer/Linda Scott/Tony Foxwell

### DETAILS OF PROJECT

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

#### Criteria

Where it is mandatory for the Council to provide the scheme (e.g., Disabled Facilities Grants and Health and Safety). Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).

#### Scope of works

This building has high running costs and is extremely energy inefficient, all windows would be removed and replaced with double glazed with solar resistant glass. As this is a listed building listed, building consent would be required and discussions with planning to approve design and type of window which would be acceptable for listed build status. Scaffolding will be required internally and externally. the new windows can be designed to match and will have to be made to measure.

The Town Hall move has identified Bourne Hall as the site of the new Council Chamber and therefore this has increased the importance of ensuring the ongoing efficiency and operational functionality of the building.

Gas & electricity costs per year are £111k, anticipated saving from gas heating the building at 15-20% for windows on the gas usage which would be £7-9k saving.

Although this seems a relatively small amount of saving, we are continuing to move forward in reducing carbon use and to future proof building to move towards installation of more energy efficient heating.

#### IMPORTANT

The contract is out to tender, and we have just had a clarification request from a supplier who has concerns how the windows will be removed and replaced without disturbing the asbestos sills. If we must remove and replace the asbestos around the windows an additional cost will be required from

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	<p>specialist asbestos removal companies. I would allow an additional provisional cost of £70k if this is required.</p>
Project outcomes and benefits	<p><b>Criteria</b></p> <ul style="list-style-type: none"> <li>- Where it is mandatory for the Council to provide the scheme (e.g., Disabled Facilities Grants and Health and Safety).</li> <li>- Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).</li> </ul> <p><b>Benefits</b></p> <p>The existing windows are inefficient and due to the metal construction cold bridging occurs. The current climate change emergency and new government regulations require higher energy efficiency values within our existing portfolio of buildings.</p> <p>The works will create a better environment in the building, reduce energy loss, increase efficiency, retain heat better and reduce solar gain in the summer, new windows will conform to current building regulations and ensure continuity of service.</p> <p><b>Request for more info</b></p> <p>Clarification needed on the cost of doing this phase separately to the initial stage being undertaken in 2024/25. Detailed proposal to consider whether, if agreed, approval of the scheme at Full Council in February 2025 would allow sufficient time to coordinate with the first phase of works and realise any cost savings identified with doing the works concurrently.</p> <p>This is difficult to answer at this stage until we receive tenders back and have that discussion with the successful tenderer we don't know. But I can say do to the volume of works and the requirement for multiple scaffolds and phasing of works, I would say possibly another £30k-£50k to leave site and come back also it may prove difficult with timings and delay works considerably if we cannot order and manufacture all the windows at once.</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	£320k +£70k for asbestos removal/replacement	The existing first phase is being carried out with UKSPF grant funding of £201k. Estimate received from one window company puts the entire estimated cost of £520k therefore bid has been uplifted to allow for this.

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b	Consultancy or other fees	0	All consultancy fees in designing the project were included in last year's Capital bid for flat roofing. This included the design, specification, and listed building consent application.
c	<b>Total Scheme Capital Costs (a+b)</b>	£390k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	<b>Net Costs to Council (c-d)</b>	£390k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	<b>Capital Reserves Needed to Finance Bid (e-f)</b>	£390k	
h	Annual Ongoing Revenue <b>Additional Savings</b> as a Direct Result of the Project	£8k	15-20% anticipated saving on heating with window replacement.
i	Annual Ongoing Revenue <b>Additional Costs</b> as a Direct Result of the Project		

Year	2025/26 £
<b>Spend Profile of Scheme</b> – please identify which year (s) the scheme spend will fall into	First phase to start in Jan 2025 with second phase continuing in April or sooner if agreed.

### 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, identify & implement opportunities to reduce energy consumption from Council owned and operated buildings and reduce CO2 emissions caused by gas and other fossil fuel powered heating systems.
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### STRATEGIC PLAN

<b>Is this investment linked to EEBC's Key Themes?</b> If so, say which ones and evidence how. How does project fit within service objectives?	Yes, to be Green and Vibrant and conform with the climate change action plan.
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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	September 2024	TBA
2	Further Approvals Needed	N/A	TBA
3	Tendering (if necessary)	October 2024	TBA
4	Project start date	Jan 2025	TBA
5	Project Finish Date	May 2025	TBA

### 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.

<b>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority?</b> Please give details of funding streams, including any restrictions on the funding.	No
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<p><b>Is the Scheme a Spend to Save Project?</b> Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	<p>No, but there is a saving</p>
<p><b>Is it mandatory for the Council to provide the scheme?</b> Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	<p>Yes, government requirement to reduce carbon emissions. Double glazing will help as less heat will be required to heat the building. Also reduce CO2 emissions in buildings and states in climate action plan to reduce CO2 emissions caused by gas and other fossil fuel heating systems.</p>
<p><b>Is this project the minimum scheme required to continue to deliver the services of the Council?</b> - Is investment required for the business continuity of the Council? If so, say how.</p>	<p>Yes investment is leading towards goals in Climate change action plan which will ensure business continuity in the future.</p>

### ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>Yes</p>
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### 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>Energy saving, carbon reduction as per climate change action plan</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>	

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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 risk of this project is working at heights around the general public whilst keeping the building in operation will be problematic and could cause delays if contractor cannot move to new areas around building due to bookings or existing users.
2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	Cannot move forward with carbon reduction without changing windows, all these measures are leading towards the replacement of the heating system in the building with a more energy efficient solution.
4	Alternative Solutions (Other solutions considered – cost and implications)	Secondary glazing but would look unsightly and detract from the existing look of the building. Bourne Hall is a Listed building and application now approved to change windows with double glazing.

<b>Is consultation required for this project?</b> Please give details of the who with and when by.	Yes, with the users of the building.
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<b>Ward(s) affected by the scheme</b>	Ewell Village Ward
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