

Capital Programme Review 2025-26

Project Appraisal Form

COMMITTEE & BID NUMBER

Community & Wellbeing 1

PROJECT TITLE

Playhouse Stage Lighting and Dimmers

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	<p>Criteria Where the 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>Background The Playhouse lighting controllers (dimmers) are now out of service as they are no longer manufactured. The only service engineer has now retired and there is no replacement parts available as they are no longer produced.</p> <p>Scope of Works We have 186 x 2.4kw dimmers plus 6 x 4.8kw dimmers. These are grouped in Dimmer RACKS, holding around 48 dimmers each. Two of eight dimmers are no longer operational which equates to a loss of 360 lights. Should further dimmers fail, we will be at risk and possibly unable to operate and would be forced to close the Playhouse until a solution is found. Most of our stage lighting operates with lamps that are also no longer produced being Halogen and Mercury, hence there is also an environmental reason to change the lights as these are no longer manufactured. We only have a limited amount of these lamps remaining in our stock once these have been used this will be the end of life for the lights. There have been capital bids before which were put aside as there was the possibility of a new theatre being built in Epsom on the utility site which is no longer going to happen. This being the case this matter has become urgent and needs to be added to the corporate risk assessment that the Playhouse will in time not be able to stay open without this investment.</p>
Project outcomes and benefits	<p>Criteria Where the 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>

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	<p>Benefits Replacing the dimmers and lights will reduce our Carbon footprint at the same time give us more control over the lighting. They will also use less power compared to the current dimmers. They will also require less servicing and the parts are readily available and will be for a long time. If we do nothing we will get to a point where we are unable to offer stage lighting as a venue. This will ultimately mean we will have to close. The loss of income and reputation will be catastrophic. Improving the stage lighting will dramatically reduce our carbon footprint. The lights we have currently require weekly maintenance and parts are no longer manufactured. Moving over to LED will cut our lamp costs down to virtually nothing. We will also be able to recharge some of the lights back to hirers meaning we can recover the cost over time. The existing lights have mostly been phased out and no longer available. Lamps will not be able to be replaced.</p> <p>Requested detailed proposal to clarify the estimated annual revenue savings from the new lights. The Playhouse's annual overall net operating cost to the Council, 2025/26 is estimated at £367,000 inclusive of £196,000 contribution to council central cost plus an estimate of additional associated car park income/usage that the Council receives. - awaiting figure from Richard Chevalier</p> <p>The Playhouse technical team may have overestimated the calculation for payback with the new LED lights, as the exact design and number of lights, usage/hours on cannot be ascertained until the specification is produced. I estimate a saving of £8k per year in electricity. The current yearly electric usage is 109,714kWh which equates to £30,000/yr, running cost for electricity, we should achieve a £25% saving with the new lights providing savings of approx £7-£9k, 25,000kWh and 5 tonnes of carbon emissions.</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	225k	£125K for the dimmers and installation. £100K to replace 99% of the existing stage lighting. This figure can be reduced by £25k once the urgent new lighting has been purchased and installed
b	Consultancy or other fees	0	The consultancy fees for this have been taken from the planned maintenance budget.

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c	Total Scheme Capital Costs (a+b)	225k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	20k – not guaranteed	Emma has identified a possible external funding opportunity for green measures at Epsom Playhouse. You can bid for funding up to £20k for implementing sustainability measures from a theatre improvement scheme
e	Net Costs to Council (c-d)	225k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)		
g	Capital Reserves Needed to Finance Bid (e-f)	225k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	8k	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0.2k	Dimmers: Nothing for 3 years under warranty Estimated £200 per year for external servicing. Lighting. Parts only and yearly inspection by inhouse team.

Year	2025/26 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	£225k spend in 2025

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	Electricity cost will decrease. With the additions of the lighting, we will be able to offer more options to future productions which will increase income.
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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, it directly supports the delivery of two actions in the plan: Identify & implement opportunities to reduce energy consumption from Council owned & operated buildings; Replace traditional lighting with energy efficient longer lasting LED lighting. The project will reduce the Council's operational emissions by approximately 5 tonnes of carbon emissions, contributing towards achieving the 2035 net zero target.
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STRATEGIC PLAN

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Yes
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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	November 2024	TBA
2	Further Approvals Needed	N/A	TBA
3	Tendering (if necessary)	March 2025	TBA
4	Project start date	August 2025	TBA
5	Project Finish Date	September 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.

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, possible grant funding of £20k not yet confirmed.
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<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>Whilst this is not a spend to save scheme, it will reap revenue savings of approximately £7,000-£9,000 per annum.</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>Yes without</p>

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>Yes, to be Green and Vibrant and conform with the climate change action plan.</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>2</p>	<p>Investment Important to achieve Key Priorities.</p>	
<p>3</p>	<p>Investment important to secure service continuity and improvement.</p>	<p>If works not carried out building may have to close.</p>
<p>4</p>	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

RISKS ASSOCIATED WITH SCHEME

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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.)	All works have to be completed in the August shutdown period, any unforeseen issues may cause the job to overrun, and Playhouse may not be ready to open.
2	Are there any risks relating to the availability of resources internally to deliver this project	The works are to be managed by specialist consultant.
3	Consequences of not undertaking this project	The immediate cancelation of all shows and hires followed by the closure of the playhouse. Being unable to offer stage lighting. 1 month's work for dimmers and ongoing install of lighting throughout the year. The works must be programmed for the shutdown period in August
4	Alternative Solutions (Other solutions considered – cost and implications)	Non-available old light fitting no longer available

Is consultation required for this project? Please give details of the who with and when by.	No
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Ward(s) affected by the scheme	Town Ward
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