

Capital Programme Review 2026-27

Project Appraisal Form

COMMITTEE

Environment

PROJECT TITLE

Ashley Centre multi-storey car park - overcoating waterproof membrane (Priority 1)

ACCOUNTABLE OFFICER

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

Rod Brown/Richard Chevalier/Tony Foxwell

DETAILS OF PROJECT

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|---|---|
| <p>Project scope, what is included/excluded in the scheme</p> | <p>This bid was approved for 2025-26 on the budget of £180k after the full original bid was reduced, we intended to carry out works to level 1A & B only in phased sections, some works planned out of hours which increases costs for labour. We took advice from the manufacturer and had a cost estimate from the approved contractor. During the tender period there were some discrepancies on assumptions made by the manufacturer as to which areas were effectively roof over shops, therefore a product change was required to achieve the correct guarantee. This led to an increase in the tender costs. Two bids came in on the old specification and were non-compliant, the other two were in £327k and £356k range. The project was put on hold, and we request additional funds to proceed in the capital process for 2026-27</p> <p>Request additional budget £175k + additional £20k to increase contingency.</p> <p>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).</p> <p>Scope of Works To level 1a & 1b of multistorey car park - Apply new waterproof membrane as existing coating is wearing off the guaranteed expired a couple of years ago the entrance area is looking shabby where the deck shield no longer provides waterproof protection to the floor. The works will involve shutting areas of car park to carry out the works, some nighttime working will be required for entrance and exit level one due to the extensive traffic through the normal working day. The areas must be scabbled off, cleaned and prepare, any deviations and spalling in existing surface will have to be made good prior to application of new deck shield product. This is applied in a 3-coat system and new line markings are applied.</p> |
| <p>Project outcomes and benefits</p> | <p>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).</p> |

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| | <p>Benefits The works will prevent leaks down into to shopping centre, protects the concrete from carbonisation and looks aesthetically pleasing.</p> <p>Questions from original bid in 2024 Could the urgency of these works be clarified If works are not carried out -This will allow moisture to penetrate the concrete and oxidise the reinforcement causing spalling concrete and trip hazards. Where the waterproofing membrane covers the concrete, it provides extra protection. EEBC has a duty of care to protect the shopping centre below from leaks. This system provides waterproofing to those areas. It is not known whether deferring these works will cause immediate damage into the shopping centre or create more concrete repairs, but prevention tends to be cheaper than leaving works until failures occur.</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 | 350k | £184k agreed in 2025-26 Capital programme, additional £166k required to increase the budget. |
| b | Consultancy or other fees | 25k | Consultancy and legal fees |
| c | Total Scheme Capital Costs (a+b) | 375k | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made. | 0 | |
| e | Net Costs to Council (c-d) | 375k | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | 0 | |
| g | Capital Reserves Needed to Finance Proposal (e-f) | 375k | |
| 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 | |

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| Year | 2026/27 £ |
|---|--------------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | 2026 – spend £375k |

REVENUE IMPACT

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

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| Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones? | N/A |
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STRATEGIC PRIORITIES 2025-2027

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| Is this investment linked to EEBC's Corporate Strategies? If so, say which ones and evidence how. How does project fit within service objectives? | No |
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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 | Jan/April 2026 | |
| 2 | Further Approvals Needed | no | |
| 3 | Tendering (if necessary) | May/June 2026 | |
| 4 | Project start date | August 2026 | |
| 5 | Project Finish Date | September 2026 | |

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.

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- Clear definition of financial cost/benefits of the scheme.

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

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| <p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p> | |
| <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>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 works will help prevent oxidisation of reinforcement causing spauling and damage to concrete surface. This prevents slips trips and falls.</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

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| Is investment identified in the Council's Asset Management Plan? | yes |
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PRIORITISATION

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

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| 1 | Investment essential to meet statutory obligation. | Yes, we have an obligation to prevent water leaks into the shopping centre in terms with lease repairing conditions. |
| 2 | Investment Important to achieve Key Priorities. | |
| 3 | Investment important to secure service continuity and improvement. | |

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| 4 | Investment will assist but is not required to meet one of the baseline criteria. | |
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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.) | The Budget is now based on the recent tenders received. This product has specific application temperatures and cannot be applied in the winter; this may affect delivery if works are not specified and tendered ready for the summer of 2026 |
| 2 | Are there any risks relating to the availability of resources internally to deliver this project | Design & Specification is already prepared and ready to go back out to tender when the extra budget is approved. We can deliver this in house, no consultants required |
| 3 | Consequences of not undertaking this project | Could get water leakage into the shopping centre |
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | None |

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| Is consultation required for this project? Please give details of the who with and when by. | Yes, with the Ashley shopping centre and the general public to advise of dates of work and disruption to the car park. |
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| Ward(s) affected by the scheme | Town ward |
|---------------------------------------|-----------|

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Project Appraisal Form

COMMITTEE

Environment

PROJECT TITLE

Ashley Centre Car Park - Level 5 Replacement of Lamp Columns (Priority 2)

ACCOUNTABLE OFFICER

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

Rod Brown/Richard Chevalier/Tony Foxwell

DETAILS OF PROJECT

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| Project scope, what is included/excluded in the scheme | <p>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).</p> <p>Scope of works Ashley Centre Car Park Level 5 - to replace the existing lamp columns which are more than 30 years old, they are inefficient lights and defective casings letting in water and causing electrical issues. The works will involve high level crane to lift light lamp columns on to top of car park and additional mechanical lifting plant to offer up in locations and to remove old equipment. Install new lamp columns with LED lights. A Traffic management proposal and the relevant permissions and licences will be required to shut road for crane and agreement with Surrey County council.</p> |
| Project outcomes and benefits | <p>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).</p> <p>Benefits: Reduce maintenance issues and Health & Safety problems, provide new efficient long lasting maintenance free lamp column. Increase lighting levels at top of car park and therefore increasing the safety of the car park for the public and users. Reduction in energy use and operational carbon emissions.</p> <p>Note These are budget figures at this stage until a consultant is instructed to prepare a design proposal and prepare an official cost estimate and will be subject to change depending on this and the extensive procurement and legal process.</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 | 190k | Extra £20k added for traffic management |
| b | Consultancy or other fees | £50k | £20k for legal & consultant fees & £30k contingency sum |
| c | Total Scheme Capital Costs (a+b) | £240k | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made. | 0 | |
| e | Net Costs to Council (c-d) | £240k | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | 0 | |
| g | Capital Reserves Needed to Finance Proposal (e-f) | 240k | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | £8k/yr | Reduction in electrical running costs |
| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | 0 | |

| Year | 2026/27 £ |
|--|-----------------------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | £20k in 2026/ £200k in 2027 |

REVENUE IMPACT

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

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| Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones? | Yes, supports delivery of two actions in the CCAP: Identify & implement opportunities to reduce energy consumption from Council owned and operated buildings; Identify all remaining traditional lighting at Council assets and replace with energy efficient lighting where feasible. |
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STRATEGIC PRIORITIES 2025-2027

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| Is this investment linked to EEBC's Corporate Strategies? If so, say which ones and evidence how. How does project fit within service objectives? | No |
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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 | Sept 2026 | |
| 2 | Further Approvals Needed | No | |
| 3 | Tendering (if necessary) | November/December 2026 | |
| 4 | Project start date | May 2027 | |
| 5 | Project Finish Date | June 2027 | |

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 the potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

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

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| 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. | |
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| 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? | |
| 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, old lights letting in water and fusing electric |
| 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, cannot open levels 4 External and level 5 without suitable lighting. |

ASSET MANAGEMENT PLAN

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

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

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| 1 | Investment essential to meet statutory obligation. | Yes, old lights letting in water and fusing electric |
| 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

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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.) | The main risk is getting crane installed for the works and shutting down roads or getting traffic management set up to carry out the work. Columns will be on long delivery period of 10-14 weeks |
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| 2 | Are there any risks relating to the availability of resources internally to deliver this project | No we will be using consultants for this works |
| 3 | Consequences of not undertaking this project | We will continue to have health & safety issues with lights and the existing lighting will remain poor and as light bulbs fail cannot get replacements. |
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | Leave the lights until they completely fail. |

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| Is consultation required for this project? Please give details of the who with and when by. | Yes, with the Ashley Shopping Centre and the Car Park Management. |
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| Ward(s) affected by the scheme | Town Ward |
|---------------------------------------|-----------|

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Project Appraisal Form

COMMITTEE

Environment

PROJECT TITLE

Uppermill pond band replacement - Phase 2 (Priority 1)

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

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|---|--|
| <p>Project scope, what is included/excluded in the scheme</p> | <p>This bid was approved for 2025-26 on the budget of £150k, this budget estimate was given to us by consultant as best cost at the time, when we reapproached the consultant this year. They prepared a new cost estimate which far exceeded the first. Please see report from land and water attached of new estimated costs.</p> <p>We require additional funds to carry out these works in 2026-27 of £150k</p> <p>Criteria</p> <ul style="list-style-type: none"> - 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 - Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT). <p>Scope of Works</p> <p>The previous first phase works were very successful however the section of wall from the Main water pipe down to the Samaritans has also started leaking and causing excessive water loss. We have a statutory obligation to repair this to prevent water loss. The proposal is to remove dead and dangerous trees close to the wall and provide and install new sheet piling to create new riverbank wall.</p> <p>The works are in two stages the preliminary stage includes the consultant's pre-construction management, surveys including Ground Investigations, service tracing, materials sampling and analysis. Flood Risk plan, ground penetrating radar survey etc.</p> <p>Second stage is procurement, legal contracts, then effectively the works provision of heavy plant, welfare facilities, ground protection, diverting water, pumps, sheet piling and removal of trees and foliage. Constructing the timber fascia covering to water bank, clearing site. Replanting as necessary.</p> |
| <p>Project outcomes and benefits</p> | <p>Benefits and opportunities</p> <p>The works when completed will reduce leakage from riverbanks, help in repairing the river eco system, ensure we comply with the Hogsmill catchment partnership agreement and satisfy our biodiversity duty under the natural environment and rural committees Act 2006 as a public body.</p> |

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| | <p>Questions from the 2024 initial bid Clarification sought as to whether the water pipe falls under the Council's remit or is the local waterboard responsible? The waterpipe is mentioned only as an indicator from where the second phase works start. There are no works to the waterpipe as this is the waterboards responsibility.</p> <p>What is the impact of the water loss? If works were deferred, would this lead to building damage/subsidence/environmental hazard to wildlife? The impact of the water loss is seen further down the Hogsmill and is causing danger to local wildlife conditions. If backs were to break, then severe flooding would occur to the area by the Samaritans.</p> <p>Note These are budget figures at this stage until a consultant is instructed to prepare a design proposal and prepare an official cost estimate and will be subject to change depending on this and the extensive procurement and legal process</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 | 260k | £150k original capital budget for 2026-26, additional budget of £150k required. |
| b | Consultancy or other fees | 40k | Legal and consultant's fees |
| c | Total Scheme Capital Costs (a+b) | 300k | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made. | 0 | |
| e | Net Costs to Council (c-d) | 300k | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | 0 | |
| g | Capital Reserves Needed to Finance Proposal (e-f) | 150k | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | 0 | |

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| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | 0 | |
|---|---|---|--|

| Year | 2026/27 £ |
|---|--------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | 2026 - £300k |

REVENUE IMPACT

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

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| Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones? | No, but it will help the environment and eco system. |
|--|--|

STRATEGIC PRIORITIES 2025-2027

| | |
|--|----|
| Is this investment linked to EEBC's Corporate Strategies? If so, say which ones and evidence how. How does project fit within service objectives? | No |
|--|----|

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 | April 2026 | |
| 2 | Further Approvals Needed | no | |
| 3 | Tendering (if necessary) | May/June 2026 | |
| 4 | Project start date | September 2026 | |
| 5 | Project Finish Date | Dec 2026 | |

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).

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- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than the 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. | |
| 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? | |
| 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. | We have a statutory obligation to repair this to prevent water loss. |
| 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. | |

ASSET MANAGEMENT PLAN

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|--|-----|
| Is investment identified in the Council's Asset Management Plan? | yes |
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PRIORITISATION

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

| | | |
|---|--|--|
| 1 | Investment essential to meet statutory obligation. | We have a statutory obligation to repair this to prevent water loss. |
| 2 | Investment Important to achieve Key Priorities. | |

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|---|--|--|
| 3 | Investment important to secure service continuity and improvement. | |
| 4 | Investment will assist but is not required to meet one of the baseline criteria. | |

RISKS ASSOCIATED WITH SCHEME

| | | |
|---|---|--|
| 1 | Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.) | The main risks as I see it are procuring the works as the process is extensive and fraught with complications that may delay this project. Application for the Flood Risk Assessment permissions – this processive can take a minimum of 28 weeks and can hold up start dates. Legal will want to put start and completion dates prior to sending out tender which may not work are these dates are reliant on other dates being agreed first. |
| 2 | Are there any risks relating to the availability of resources internally to deliver this project | We have allowed a sum within the budget for consultants to design specify and run the works. |
| 3 | Consequences of not undertaking this project | Low flows are impacting on biodiversity of a globally rare chalk stream, one of only 200 on the planet |
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | None |

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| Is consultation required for this project? Please give details of the who with and when by. | Yes, with the environment agency for the Flood Risk Assessment, and Thames water and Southeast water to liaise regarding the extent of the works and timings. |
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| Ward(s) affected by the scheme | Ewell Ward |
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Project Appraisal Form

COMMITTEE

Community & Wellbeing Committee

PROJECT TITLE

Epsom Playhouse - Replacement boilers and controls (High Priority) and air conditioning to the auditorium (Priority 1)

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

The Epsom Playhouse – Boilers and controls are at end of life. In line with the Climate Change Action Plan and the Councils Carbon Neutral target we would like to replace with Heat pumps. I have been in discussions with consultant who has now provided more detailed costs and they have been firmed up below after receiving further advise from the consultants.

Option 1 - Replace boilers and controls with high efficiency or condensing gas boilers & plant in the boiler room including constant heating pumps, compensated heating pumps, pipework modifications, new fill sets, expansion vessels, with new flues to atmosphere. Including new controls replacing the control panel & control wiring to large hall extract fans F10, F11 & F12, the small hall extract fan, new boilers & pump sets,

Option 2 - Replace with heat pumps, alterations to existing pipework and systems to increase energy efficiency and reduce carbon all in line with the Climate change policy.

To replace the boilers with heat pumps will depend on the existing power available in the building for new electric heat pumps. We believe the building has an existing 300 amp supply with the existing gas heating boilers rated at 300 kW. If the existing electrical supply proves undersized for the heat pump option, then an upgraded building electrical supply will be needed from UK Power Networks. With lighting now all LED, we recommend a desk top study to prove the existing electrical supply would be sufficient for the heat pump option. We could carry out a desk top study for the current electrical loads in the building if required.

To replace the gas boilers with heat pumps, buffer vessels & condensers including acoustic enclosures,

This will only work if the existing power is sufficient, if not further costs will be required for upgrading the existing power?

Air conditioning scope to be included with the heating to gain efficiencies when tendering and adhering to the climate change action plan. The systems need to be linked and controlled together to remove the existing defective noisy air conditioning units and replace with heat pump type air condition cassettes and condensers that have cooling and heating facilities. to link in with the Trend BMS system to work in conjunction with the air handling system.

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| | to fit very quiet units that can run during performances with dampers to prevent pipework noise. New controls included for energy efficiency and programming. |
| Project outcomes and benefits | <p>The existing heating system is at end of life and could fail at any time, parts are no longer available for the boilers.</p> <p>Benefits :</p> <p>1/ A new upgrade to these systems will allow the building to stay open and operate in the future.</p> <p>2/ Whichever option is chosen there are energy efficiencies and savings in energy going forward.</p> <p>3/ The improvements work will reduce carbon footprint and if the heat pumps option is chosen will comply with proposed climate change action plan.</p> <p>Air conditioning to auditorium</p> <p>Two of the existing air conditioning units are broken and do not work, the others are too noisy to run during performances, they run them prior to starting performances and turn them off before start, this means the theatre can heat up very quickly when they are not on in the summer making it very uncomfortable for the public/customers. The new systems will prevent these issues and provide additional heating in the winter. This new system will be more energy efficient and reduce carbon in line with EEBC climate change action plan.</p> <p>Note</p> <p>These are budget figures at this stage until a consultant is instructed to prepare a design proposal and prepare an official cost estimate and will be subject to change depending on this and the extensive procurement and legal process.</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 | Option 1 - £435k Option 2 - £470k | I have allowed £75k for contingencies within both options depending on which one is agreed. |
| b | Consultancy or other fees | £40k | The air conditioning cost for design and specification has been committed already out of the Planned maintenance budget. This figure includes legal and Heating consultancy fees. |
| c | Total Scheme Capital Costs (a+b) | Option 1 - £475k Option 2 - £510k | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made. | 0 | |
| e | Net Costs to Council (c-d) | Option 1 - £475k Option 2 - £510k | |

Capital Programme Review 2026-27 Project Appraisal Form

| | | | |
|---|---|--------------------------------------|---|
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | 0 | |
| g | Capital Reserves Needed to Finance Proposal (e-f) | Option 1 - £475k Option 2 - £510k | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | 0 | There will be an increase in electric usage but a reduction in gas requirement that is expected to even out in terms of revenue costs |
| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | 0 | |

| Year | 2026/27 £ |
|---|---------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | Aug/Sept 2026 |

REVENUE IMPACT

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

ENVIRONMENTAL IMPACT

| | |
|--|---|
| Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones? | Yes, supports actions to identify and implement opportunities to reduce energy consumption from Council owned & operated buildings and in part reduce emissions from our heating systems. |
|--|---|

STRATEGIC PRIORITIES 2025-2027

| | |
|--|---|
| Is this investment linked to EEBC's Corporate Strategies? If so, say which ones and evidence how. How does project fit within service objectives? | Yes – Priority 1 to Explore and Implement future local governance (i.e. Town/Community Council) |
|--|---|

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 2026-27 Project Appraisal Form

| | | Target Start Date | Target Finish Date |
|---|--------------------------|-----------------------------|--------------------|
| 1 | Design & Planning | Feb/March 2026 | |
| 2 | Further Approvals Needed | No | |
| 3 | Tendering (if necessary) | April/May 2026 | |
| 4 | Project start date | 1 st August 2026 | |
| 5 | Project Finish Date | September/October 2026 | |

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. | |
| 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? | |
| Is it mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements. | Yes, the building needs heating & cooling to operate |

Capital Programme Review 2026-27

Project Appraisal Form

| | |
|--|---|
| <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, the building needs heating & cooling to operate</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.

| | | |
|---|--|--|
| 1 | Investment essential to meet statutory obligation. | |
| 2 | Investment Important to achieve Key Priorities. | |
| 3 | Investment important to secure service continuity and improvement. | The building will not be able to operate without heating or cooling, this will affect bookings and, in some instances, customers must be refunded their ticket price when serious complaints are made. |
| 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.) | We have only a small window of time to carry out works to the Playhouse in the August shutdown period. We expect these works to take approximately 8 weeks therefore there will be some major planning and management and consultation with the Playhouse to juggle these works whilst the building is open. Risks are the disruption and there will be no heating until the works are complete which should be acceptable in September but not if it runs over to October. |
| 2 | Are there any risks relating to the availability of resources internally to deliver this project | We will use consultants to run this project; an allowance has been included in the budget cost for professional services. |
| 3 | Consequences of not undertaking this project | The building will not be able to operate without heating or cooling, this will affect bookings and, in some instances, customers must be refunded their ticket price when serious complaints are made. |

Capital Programme Review 2026-27 Project Appraisal Form

| | | |
|---|---|--|
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | None the heating and air conditioning are end of life. |
|---|---|--|

| | |
|--|---|
| Is consultation required for this project? Please give details of the who with and when by. | Yes, consultation and liaison to be made with the venues team and the management of the Playhouse to plan the works for the summer shutdown period. |
|--|---|

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

Capital Programme Review 2026-27

Project Appraisal Form

COMMITTEE

Community & Wellbeing Committee

PROJECT TITLE

The Epsom Playhouse – Front of House toilet Refurbishment (Priority 3)

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

| | |
|---|---|
| <p>Project scope, what is included/excluded in the scheme</p> | <p>The Epsom Playhouse – Front of House toilet Refurbishment, this has been requested many times under this process. The toilets are tired looking, smelly and first thing you judge a building by. The venue needs to be maintained and refurbished to a good standard to entice to public/customers to use the venue repeatedly</p> <p>Criteria</p> <ul style="list-style-type: none"> - 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 - Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT). <p>Scope of Works</p> <p>To strip out all existing cubicles, replace with new fitted cubicles, replace all wash hand basins and taps with large one-piece moulded trough type hand basin, new splashback either tiled or Whiterock sheeting, new mechanical ventilation, decorations and new W.C. pans to gents, ladies' toilets, replace fluorescent over basins with LED lights, infra-red activated taps, infra-red flushing, for water saving. Replace flooring arrange for specific colour coded scheme to enhance the theatre experience. New suspended ceiling to gents is required. Replace all pipework in both toilets. Decorations as required. Possible structural works to open up gents toilets.</p> |
| <p>Project outcomes and benefits</p> | <p>Benefits & opportunities</p> <p>The toilets are not modern and are heavily used in between performances, they have a negative effect on the building and customers are often complaining about the condition The existing toilets are very smelly the pipework and fittings needs replacing to get rid of odours, new energy saving measures and water saving measures with increase efficiencies and refurbishment will improve aesthetics</p> |

Capital Programme Review 2026-27

Project Appraisal Form

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 | 160k | |
| b | Consultancy or other fees | 15k | Consultancy and legal fees |
| c | Total Scheme Capital Costs (a+b) | 175k | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made. | 0 | |
| e | Net Costs to Council (c-d) | 175k | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | 0 | |
| g | Capital Reserves Needed to Finance Proposal (e-f) | 175k | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | 0.5 | New lighting to area above basins may save small amount of electricity cost. |
| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | | |

| Year | 2026/27 £ |
|--|---------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | £175k in 2026 |

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, under climate change action plan we will be supporting the goal to reduce CO2 emissions. Minor replacement of lights to LED and infrared taps will provide water saving and slight energy saving. |
|---|--|

Capital Programme Review 2026-27

Project Appraisal Form

STRATEGIC PRIORITIES 2025-2027

| | |
|--|---|
| Is this investment linked to EEBC's Corporate Strategies? If so, say which ones and evidence how. How does project fit within service objectives? | Yes – Priority 1 to Explore and Implement future local governance (i.e. Town/Community Council) |
|--|---|

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 2025 | |
| 2 | Further Approvals Needed | No | |
| 3 | Tendering (if necessary) | March/April 2026 | |
| 4 | Project start date | 1 st August 2026 | |
| 5 | Project Finish Date | September 2026 | |

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 the 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 |
|--|----|

Capital Programme Review 2026-27 Project Appraisal Form

| | |
|---|--|
| 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 |
| 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, existing toilets in poor condition and difficult to keep clean and fresh, pipework is causing blockages needs replacing, smell is very bad in the gents' toilets. |
| 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 toilets are not modern and are heavily used in between performances, they have a negative effect on the building and customers are often complaining about the condition. |

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. | Yes, we will lose customers if the toilets remain in this poor condition. |
| 4 | Investment will assist but is not required to meet one of the baseline criteria. | |

Capital Programme Review 2026-27

Project Appraisal Form

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 works must be carried out in the August shutdown period, if this date is missed the works would have to be rescheduled for the following year. |
| 2 | Are there any risks relating to the availability of resources internally to deliver this project | No |
| 3 | Consequences of not undertaking this project | yes, under climate change action plan we will be supporting the goal to reduce CO2 emissions. |
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | None |

| | |
|--|--|
| Is consultation required for this project? Please give details of the who with and when by. | Yes, with the Playhouse management and venues team to ensure everyone is aware of the extent of works and timescale to complete. |
|--|--|

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

Capital Programme Review 2026-27

Project Appraisal Form

COMMITTEE

Community & Wellbeing Committee

PROJECT TITLE

Bourne Hall - Replace lift controls (Priority 1)

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 Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT</p> <p>Background The existing lift is approximately 28 years old and many of the component parts are outdated with limited support available. Many safety and performance standards have also been significantly improved since the original lift was installed. Our specialist lift sub-contractor has advised that it requires an upgrade and refurbishment to bring it in line with current Health & Safety Standards and as some parts are no longer available upgrade the controls and significant fittings and equipment to prevent failure in the future.</p> <p>Scope of Works Replacement of Controls, panels, parts and refurbishment. The works are specialist and will require input from Mechanical and Electrical Lift consultant, budget allocation for this must be included.</p> |
| Project outcomes and benefits | <p>Benefits upgraded to the improvement recommendations specified in EN81-80 (Rules for the improvement of safety of existing passenger and goods passenger lifts) and utilises the latest technology to offer an upgrade that is comparable with today's state-of-the-art standard.</p> <ul style="list-style-type: none"> -quieter operation and improved energy efficiency, accessibility and comfort for all users. - Prevent failures and problems with obtaining out of date parts. - Without lift there would be no access for the disabled. - the motor room for this lift is in an enclosed room below the stairs that can only be accessed via a trap door immediately in front of the lift entrance. This is far from ideal and creates several health & safety hazards. One potential solution to this issue would be to install a new machine-room-less hydraulic controller and tank that could possibly be located in a suitable position on the landing adjacent to the lift shaft, this will need to be investigated. <p>Note</p> |

Capital Programme Review 2026-27

Project Appraisal Form

| | |
|--|--|
| | These are budget figures at this stage until a consultant is instructed to prepare a design proposal and prepare an official cost estimate and will be subject to change depending on this and the extensive procurement and legal process |
|--|--|

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 | |
| b | Consultancy or other fees | 20k | Added consultancy & legal fees |
| c | Total Scheme Capital Costs (a+b) | 120k | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made. | 0 | |
| e | Net Costs to Council (c-d) | 120k | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | 0 | |
| g | Capital Reserves Needed to Finance Proposal (e-f) | 120k | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | 3k | Some saving in electric costs |
| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | 0 | |

| Year | 2026/27 £ |
|---|---------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | £120k in 2026 |

REVENUE IMPACT

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

Capital Programme Review 2026-27

Project Appraisal Form

ENVIRONMENTAL IMPACT

| | |
|--|--|
| Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones? | Will support the action to identify and implement opportunities to reduce energy consumption in from Council owned and operated buildings. The improvements will include a more energy efficient system, supporting emissions savings from reduced energy usage. |
|--|--|

STRATEGIC PRIORITIES 2025-2027

| | |
|--|---|
| Is this investment linked to EEBC's Corporate Strategies? If so, say which ones and evidence how. How does project fit within service objectives? | Yes – Priority 1 to Explore and Implement future local governance (i.e. Town/Community Council) |
|--|---|

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 | April 2026 | |
| 2 | Further Approvals Needed | no | |
| 3 | Tendering (if necessary) | May/June 2026 | |
| 4 | Project start date | July 2026 | |
| 5 | Project Finish Date | September 2026 | |

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 the 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 2026-27 Project Appraisal Form

| | |
|--|---|
| 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. | |
| 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? | |
| 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. | These upgrades are essential as parts no longer available, and chances of lift failure is high. Required under law, 'the equalities Act' to ensure we have suitable access for the disabled and impaired. |
| 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, if the lift is not working, we fail in providing access for the disabled and pushchairs etc. We are required under the Equalities Act to provide suitable access. |

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. | Yes, if the lift is not working, we fail in providing access for the disabled and pushchairs etc. We are required under the Equalities Act to provide suitable access. |
| 4 | Investment will assist but is not required to meet one of the baseline criteria. | |

Capital Programme Review 2026-27

Project Appraisal Form

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 only major risk is that to carry out the works, the lift will be out of action for 4-6 weeks and there are no other alternative lifts on this site. |
| 2 | Are there any risks relating to the availability of resources internally to deliver this project | No, we intend to use a consultant to specify and run these upgrade works. |
| 3 | Consequences of not undertaking this project | If it does not get approved and lift fails, we would not be compliant under the Equalities act and DDA. |
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | Wait for lift to fail completely then carry out the works |

| | |
|--|--|
| Is consultation required for this project? Please give details of the who with and when by. | Yes, need to consult with Surrey County Council, members of the public, hirers, councillors etc. Everyone should be notified in advance of lift being out of service for repairs |
|--|--|

| | |
|---------------------------------------|-----------------|
| Ward(s) affected by the scheme | West Ewell ward |
|---------------------------------------|-----------------|

Capital Programme Review 2026-27

Project Appraisal Form

COMMITTEE

Community & Wellbeing Committee

PROJECT TITLE

Bourne Hall - Bourne Hall Replacement of all Heating and ventilation Plant (Priority 1)

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

OPTION 1

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.

Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).

Background

With installation of condensing boilers and reduction in the number of boilers, I would calculate a reduction generally of 40% in gas usage

We must reduce our Gas consumption as the usage has been going up each year which is not in line with the climate change action plan.

Additionally, due to higher temperatures each year some form of cooling is required for the summer, this has NOT been included within this proposal except in the works to library outer offices and Room D

Scope of Works

To replace existing heating system with only two/three boilers instead of 4 and changing the system to remove the perimeter rooms of the gas heating system and to be individually controlled by split heat /cooling cassettes.

Replace with condensing boilers and better zone controls, new pumps and pipework within boiler room, including new flue system to boilers - estimated £400,000.

To replace the existing air handling system with new energy efficient system - estimated cost £375,000.

These costs have been adjusted to reflect less boilers but also to consider inflation and higher costs for materials and labour and this has been reflected in recent received tenders.

This recommended option will not reduce the heat in the summer.

Additional funds are required for consultants' fees to run the project at £150k

New Heat pumps to perimeter rooms £75k

Capital Programme Review 2026-27

Project Appraisal Form

| | |
|-------------------------------|--|
| 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. Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).</p> <p>Background As above, plant no longer efficient, cannot heat or cool building without severe energy loss, As grade 11 listed building it is difficult to carry out practical alterations. After completing the replacement windows and planning to improved insulation in the top dome roof section, we will be ready to carry out the Heating and ventilation as projected within the Asset management plan and 10 year planned maintenance forecast. Parts are difficult to obtain for existing equipment as over 30 years old, The existing boilers were changed about 10 years ago but not condensing boilers and extremely inefficient. To successfully continue to run the building commercially these improvements are essential.</p> <p>Benefits Reduced gas and electricity consumption, reduction in carbon emission, reduction in revenue costs for energy, more controllable energy efficient heating.</p> <p>Note These are budget figures at this stage until a consultant is instructed to prepare a design proposal and prepare an official cost estimate and will be subject to change depending on this and the extensive procurement and legal process</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 | 400k + 375K+ £75k = £850k cost to install | |
| b | Consultancy or other fees | £150k | We must allow for legal and consultant fees of £150k for designing and managing this project |
| c | Total Scheme Capital Costs (a+b) | 1 million | |
| 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 2026-27 Project Appraisal Form

| | | | |
|---|---|-----------|--|
| e | Net Costs to Council (c-d) | 1 million | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | ? | |
| g | Capital Reserves Needed to Finance Proposal (e-f) | 1 million | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | £30k | Saving in reduction of gas and reduction in electric with new plant. |
| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | 0 | |

| Year | 2026/27 £ |
|---|---------------------------------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | 2026 – spend £75k/ 2027 – spend £925k |

REVENUE IMPACT

| | |
|--|-----|
| Can Revenue Implications be funded from the Committee Base Budget? – Please give details | yes |
|--|-----|

ENVIRONMENTAL IMPACT

| | |
|--|---|
| Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones? | Yes, action 21: Plan for the future replacement of gas fired boilers in all Council buildings and review all options available including air source/ground source heat pumps...to reduce/eliminate carbon emissions. Implement at earliest opportunity in line with heating system life cycles. |
|--|---|

STRATEGIC PRIORITIES 2025-2027

| | |
|--|---|
| Is this investment linked to EEBC's Corporate Strategies? If so, say which ones and evidence how. How does project fit within service objectives? | Yes – Priority 1 to Explore and Implement future local governance (i.e. Town/Community Council) |
|--|---|

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 2026-27 Project Appraisal Form

| | | Target Start Date | Target Finish Date |
|---|--------------------------|--|--------------------|
| 1 | Design & Planning | April/May 2026 | |
| 2 | Further Approvals Needed | C&W October 2026 & March 2027 | |
| 3 | Tendering (if necessary) | Procurement tender April/May 2026. The works tender Nov 2026-Feb 2027 | |
| 4 | Project start date | August 2027 | |
| 5 | Project Finish Date | Dec 2027 | |

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 the 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. | |
| 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? | |
| 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, if heating and ventilation fail, will have to close building. |

Capital Programme Review 2026-27

Project Appraisal Form

| | |
|---|--|
| 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. | |
|---|--|

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. | Yes, failure of heating and ventilation will jeopardise and future use of the building. No heating or ventilation would mean closure of building |
| 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.) | There are many risks to a project this large, organising and planning to allow a complete building shutdown to strip out all old kit and replace with new. This will mean a loss in revenue, possible repairs and redecorations to rooms after the works which is not allowed for in these figures. Costs could go up considerably with design changes through project. The upstairs plant room is very small, and it will be difficult to fit new plant in such a constricted area. Works to be carried out over summer period so heating will not be needed. also unsure of what the new management arrangements will be under LGR |
| 2 | Are there any risks relating to the availability of resources internally to deliver this project | An allowance for consultants' fees has been included to run the project but there are limited resources to manage all the Capital programme within the Projects team as there is a larger amount of work approved this year. |
| 3 | Consequences of not undertaking this project | Yes, failure of heating and ventilation will jeopardise and future use of the building. No heating or ventilation would mean closure of building |

Capital Programme Review 2026-27 Project Appraisal Form

| | | |
|---|---|---|
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | Try to keep existing heating and ventilation system running by continued additional maintenance and repairs, only issue with this is that parts are not always available for plant of this age. |
|---|---|---|

| | |
|--|---|
| Is consultation required for this project? Please give details of the who with and when by. | Yes, with Surrey County Council and Bourne Hall users of the building prior to arranging shutdown of the building to carry out the works. |
|--|---|

| | |
|---------------------------------------|-----------------|
| Ward(s) affected by the scheme | West Ewell ward |
|---------------------------------------|-----------------|

Capital Programme Review 2026-27

Project Appraisal Form

COMMITTEE

Community & Wellbeing Committee

PROJECT TITLE

Bourne Hall Replacement of Heating & Air handling with Energy efficient Heat Pumps (Climate change proposal)

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

OPTION 2

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.

Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).

Background

The heating system at Bourne Hall is 20 years old and end of life. There is a near term need for its replacement to ensure the continued running of the building.

The Council has committed to tackling climate change and to achieving net carbon neutral operations by 2035. Gas usage for heating at Bourne Hall contributes to 10% of all Council operational carbon emissions.

A Heat Decarbonisation Plan was developed for Bourne Hall in 2024 and sets out the proposed interventions to decarbonise the heating system at Bourne Hall.

The recommended measures will require an estimated £2.2m to implement.

Scope of Works

Replace the existing, end of life, gas fired boilers and strip out all the existing inefficient heat emitters (such as radiators) and associated pipework.

Install a decentralised low carbon heating system that includes: Either replacing the existing Air Handling Unit (AHU) or retrofitting the existing AHU with an Air Source Heat Pump (ASHP)* as the main source of heating.

Install VRF/DX split systems for areas not connected to the AHU heating system.

Install destratification fans in areas with high ceilings and where heating is dependent on the AHU to balance internal temperatures and optimise the efficiency of the heating and ventilation system.

Install a new Building Management System (BMS), to replace the existing conventional controllers to optimise system operation.

To implement the recommended interventions, it would cost an estimated £2.2m.

Capital Programme Review 2026-27

Project Appraisal Form

| | |
|-------------------------------|---|
| 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. Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).</p> <p>Benefits The benefits of this proposal will be to remove all gas usage from the site in line with our climate change action plan. To remove old redundant end of life plant and install new long lasting energy efficient plant. To lower our carbon emissions approximately 80tonnes of CO2e (8% of the Councils overall operational carbon emissions).</p> <p>Note These are budget figures at this stage until a consultant is instructed to prepare a design proposal and prepare an official cost estimate and will be subject to change depending on this and the extensive procurement and legal process</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 | 2.0m | |
| b | Consultancy or other fees | 200k | Consultancy & legal fees |
| c | Total Scheme Capital Costs (a+b) | 2.2m | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made. | 0 | After taking advice from our estates team I have removed the SCC contribution as I am told they will argue the works are improvements (which they are) and therefore not obliged to contribute (improvements and enhancements are specifically excluded). |
| e | Net Costs to Council (c-d) | 2.2m | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | 0 | |
| g | Capital Reserves Needed to Finance Proposal (e-f) | 2.2m | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | £42k/yr | This figure has been estimated by WS Atkins and info in their report which can be provided |

Capital Programme Review 2026-27

Project Appraisal Form

| | | | |
|---|---|---|-----|
| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | 0 | N/A |
|---|---|---|-----|

| Year | 2026/27 £ |
|---|------------------------------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | 2026 - £150k & 2027 - £2.05million |

REVENUE IMPACT

| | |
|--|-----|
| Can Revenue Implications be funded from the Committee Base Budget? – Please give details | yes |
|--|-----|

ENVIRONMENTAL IMPACT

| | |
|--|---|
| Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones? | Yes, action 21: Plan for the future replacement of gas fired boilers in all Council buildings and review all options available including air source/ground source heat pumps...to reduce/eliminate carbon emissions. Implement at earliest opportunity in line with heating system life cycles. |
|--|---|

STRATEGIC PRIORITIES 2025-2027

| | |
|--|---|
| Is this investment linked to EEBC's Corporate Strategies? If so, say which ones and evidence how. How does project fit within service objectives? | Yes – Priority 1 to Explore and Implement future local governance (i.e. Town/Community Council) |
|--|---|

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 | April/May 2026 | |
| 2 | Further Approvals Needed | C&W October 2026 & March 2027 | |
| 3 | Tendering (if necessary) | Procurement tender April/May 2026. The works tender Nov 2026-feb 2027 | |
| 4 | Project start date | August 2027 | |
| 5 | Project Finish Date | Dec 2027 | |

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.

Capital Programme Review 2026-27

Project Appraisal Form

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 the potential loss of investment income.
- The 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. | |
| 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? | |
| 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, if heating and ventilation fail, will have to close building. |
| 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. | |

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.

Capital Programme Review 2026-27 Project Appraisal Form

| | | |
|---|--|--|
| 1 | Investment essential to meet statutory obligation. | |
| 2 | Investment Important to achieve Key Priorities. | |
| 3 | Investment important to secure service continuity and improvement. | Yes, failure of heating and ventilation will jeopardise and future use of the building. No heating or ventilation would mean closure of building |
| 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.) | There are many risks to a project this large, organising and planning to allow a complete building shutdown to strip out all old kit and replace with new. This will mean a loss in revenue, possible repairs and redecorations to rooms after the works which is not allowed for in these figures. Costs could go up considerably with design changes through project. The upstairs plant room is very small, and it will be difficult to fit new plant in such a constricted area. Works to be carried out over summer period so heating will not be needed. also unsure of what the new management arrangements will be under LGR |
| 2 | Are there any risks relating to the availability of resources internally to deliver this project | |
| 3 | Consequences of not undertaking this project | The building may have to close if heating fails or alternatively, we may have to hire a temporary heating system. |
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | Try to keep existing heating and ventilation system running by continued additional maintenance and repairs, only issue with this is that parts are not always available for plant of this age. |

| | |
|--|---|
| Is consultation required for this project? Please give details of the who with and when by. | Yes, with Surrey County Council and Bourne Hall users of the building prior to arranging shutdown of the building to carry out the works. |
|--|---|

| | |
|---------------------------------------|-----------------|
| Ward(s) affected by the scheme | West Ewell ward |
|---------------------------------------|-----------------|

Capital Programme Review 2026-27

Project Appraisal Form

COMMITTEE

Community & Wellbeing Committee

PROJECT TITLE

Bourne Hall - Replacement of High-level roof covering & insulation (Priority 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

| | |
|---|---|
| <p>Project scope, what is included/excluded in the scheme</p> | <p>Criteria</p> <ul style="list-style-type: none"> • Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT). and - 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>Scope of works</p> <p>Works are to remove the copper foil completely from the felt roof covering which is seriously delaminating and causing the felt under to perish, to provide insulation to current u-values over and bonded to felt, overboard and apply a liquid waterproofing system with similar roof covering to match the colour of previous green copper plated roofing felt. This will require listed building consent and works. The roof area is 1160m² and will require minimum 130mm of Celotex insulation, there will be associated works in edges and details.</p> <p>POLYCARBONATE DOME – is included in this scheme to use quadruple thick polycarbonate to replace existing segments, this would be more energy efficient for less cost than double glazing.</p> <p>Met a new manufacturer and contractor to get revised costs as the last estimate received was in 2020</p> |
| <p>Project outcomes and benefits</p> | <p>Criteria</p> <ul style="list-style-type: none"> • Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT). <p>Benefits</p> <p>The insulation will provide less heat leakage and reduce energy bills, lower CO₂ emissions, the existing roof covering is deteriorating and requires replacement before roof starts to leak.</p> |

Capital Programme Review 2026-27

Project Appraisal Form

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 | 440k | New estimate received 16 Oct 2025 as was working on a figure from 2020. I have added a contingency figure of £40k |
| b | Consultancy or other fees | 30k | Legal and consultancy fees |
| c | Total Scheme Capital Costs (a+b) | 470k | |
| d | External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made. | 0 | |
| e | Net Costs to Council (c-d) | 470k | |
| f | Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.) | 0 | |
| g | Capital Reserves Needed to Finance Proposal (e-f) | 470 | |
| h | Annual Ongoing Revenue Additional Savings as a Direct Result of the Project | 8k | Saving from gas and electric heating. |
| i | Annual Ongoing Revenue Additional Costs as a Direct Result of the Project | | |

| Year | 2026/27 £ |
|---|--------------|
| Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into | 2026 - £470k |

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, supports the action to identify and implement opportunities to reduce energy consumption from Council owned and operated buildings. Further supports the action to reduce/eliminate carbon emissions from fossil fuel heating systems |
|--|--|

Capital Programme Review 2026-27

Project Appraisal Form

STRATEGIC PRIORITIES 2025-2027

| | |
|--|---|
| Is this investment linked to EEBC's Corporate Strategies? If so, say which ones and evidence how. How does project fit within service objectives? | Yes – Priority 1 to Explore and Implement future local governance (i.e. Town/Community Council) |
|--|---|

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 | April 2026 | |
| 2 | Further Approvals Needed | Listed building consent is required | |
| 3 | Tendering (if necessary) | May/June 2026 | |
| 4 | Project start date | July 2026 | |
| 5 | Project Finish Date | September 2026 | |

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 the 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. | |
|--|--|

Capital Programme Review 2026-27 Project Appraisal Form

| | |
|---|--|
| 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? | Yes, the works will continue our efforts to reduce Carbon by further insulating the building, this will in turn save revenue cost for heating and help with the renewal of heating proposal. |
| 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. | |
| 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. | |

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. | Yes the works will continue our efforts to reduce Carbon by further insulating the building, and driving towards the government goal of all building being carbon neutral by 2050 |
| 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.) | Risks are we need to obtain listed building consent prior to carrying out these works. Will take minimum 3 months and there may be planning conditions which change the design and scope and increase the cost of the works |
|---|---|---|

Capital Programme Review 2026-27 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 | Roof covering at end of life, could leak and cause damage to structure |
| 4 | Alternative Solutions (Other solutions considered – cost and implications) | No |

| | |
|--|---|
| Is consultation required for this project? Please give details of the who with and when by. | Yes, with Surrey County Council and Bourne Hall users of the building |
|--|---|

| | |
|---------------------------------------|------------|
| Ward(s) affected by the scheme | Ewell Ward |
|---------------------------------------|------------|