

Capital Programme Review 2026-27

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	<p>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 these with Heat pumps. Discussions with a consultant have been undertaken who has now provided more detailed costs. These revised costs are shown below.</p> <p>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.</p> <p>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.</p> <p>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, we can fit very quiet units that can run during</p>
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Capital Programme Review 2026-27

Project Appraisal Form

	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. Others are too noisy to run during performances. They run the units 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	£75k has been allowed 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
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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, 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.
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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)
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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.

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 of capital invested in 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>	Yes, the building needs heating & cooling to operate
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ASSET MANAGEMENT PLAN

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.	
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 disruption and there will be no heating until the works are complete which should be acceptable in September but not if it runs over into 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.
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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.
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Ward(s) affected by the scheme	Town Ward
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

Director Name and Signature Date

Capital Programme Review 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

<p>Project scope, what is included/excluded in the scheme</p>	<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 subcontractor 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>
<p>Project outcomes and benefits</p>	<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. <p>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>

Capital Programme Review 2026-27

Project Appraisal Form

	<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	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
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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.
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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)
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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	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 of capital invested in 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

<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>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.</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, 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.</p>

ASSET MANAGEMENT PLAN

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.	
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 disabled people 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.
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Ward(s) affected by the scheme	West Ewell ward
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

Director Name and Signature Date

Capital Programme Review 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

Project scope, what is included/excluded in the scheme	<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>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>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>
Project outcomes and benefits	<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>

FINANCIAL SUMMARY

Capital Programme Review 2026-27

Project Appraisal Form

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	440k	New estimate received 16 Oct 2025 (prior estimate was dated 2020). A contingency figure of £40k has been added.
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
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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, 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
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STRATEGIC PRIORITIES 2025-2027

Capital Programme Review 2026-27

Project Appraisal Form

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)
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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	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 of capital invested in 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.	
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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
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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
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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
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Ward(s) affected by the scheme	Ewell Ward
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

Where savings or budget movements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

Director Name and Signature Date

Capital Programme Review 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

	OPTION 1
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. Minimum required to continue to deliver the services of Council (e.g. Minimum level of building maintenance and IT).</p> <p>Background With installation of condensing boilers and reduction in the number of boilers, a calculated reduction generally of 40% in gas usage is forecast.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>This recommended option will not reduce the heat in the summer.</p> <p>Additional funds are required for consultants' fees to run the project at £150k New Heat pumps to perimeter rooms £75k</p>

Capital Programme Review 2026-27

Project Appraisal Form

<p>Project outcomes and benefits</p>	<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, the plant is no longer efficient, it cannot heat or cool building without severe energy loss. As a grade II 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>
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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	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
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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, 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.
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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)
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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.

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 of capital invested in 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.	
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ASSET MANAGEMENT PLAN

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.	
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.
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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.
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Ward(s) affected by the scheme	West Ewell ward
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Accountable Officer Responsible for Delivery of the Scheme

Name and Signature

Whole life revenue costs of capital project

Where savings or budget virements are being used to part fund a project, the relevant budget manager must sign the appraisal form.

Accountable Officers for the revenue implications of the project

Project Manager Name and Signature Date

Revenue Budget Holder Name and Signature Date

Service Accountant Name and Signature Date

Director Name and Signature Date