

APPENDIX B

Project Documentation

Scaford Brook Play Area Restoration

Incorporating business case, project brief and project management document

Part A – Document Control

Part B – Business Case, Project Background and technical issues

Part C – Project Brief

Part D – Project Management Document

Version no: 1

Date: 15/1/13

Part A - Document Control

A 1 - Key personnel

Title	Scalford Brook Play Area Restoration
Author	Raman Selvon
Approver	Harry Rai
Owner	Claire Matchett
A 2 - Project Organisation Structure	
Raman Selvon- Budget holder - Service manager- Joint Project lead Claire Matchett- Service administrator / Joint Project lead Harry Rai – Project approver	

A 3 - Version history

Version	Date	Summary of changes	Changes marked
1	15/ 1/ 13	Nil to date	-

A 4 - Distribution

Name	Area
MT and CSA	Community & Neighbourhoods

A 5 - References

Doc reference	Document title
1	Scalford Brook Play Area Restoration - Incorporating business case, project brief and project management document

Part B – Business Case, Project Background / technical issues

B 1 - General

Scalford Brook Play Area Restoration / Refurbishment

Scalford Brook play area is located within Melton Country Park adjacent to the brook close to the Doctors Lane entrance. During the past 3 years due to the age and condition of the play equipment at this site virtually all of it has been removed or taken out of use on Health and Safety grounds. This has significantly reduced the play and amenity value of what was formally a very popular play area. Local residents and children have for some considerable time been requesting this site be refurbished and brought back into use, they together with passing Melton Country Park visitors will benefit from a site brought back up to a safe, pleasant and well equipped play area.

B 2 –Service / Service / Function

Play Areas form a significant part of the councils overall play strategy and are known to have positive health benefits associated with play activities and well as social benefits for both regular users and occasional visitors. They are generally sited so as to provide access within reasonable set walking distances from residencies so as to provide local sites of play for local residents.

B 3 – Strategic fit

The maintenance of an adequate play strategy and the infrastructure that supports it requires play areas to be created, maintained, developed and retained; this project is expected to bring one such facility back into usage. This will be achieved through accessing external 106 funding, which is available and appropriate for covering the expenditure required to re-establishing this play area. Health and fitness, agility, physical coordination together with social benefits are amongst the key benefits provided by play areas. This proposed project will create an adequately designed quality play area and customer satisfaction will be measured by any received complaints or praise from its expected regular local users.

B 4 - Options appraisal

- The significant cost of this facility should be seen in the context of any alternative activities that might be adopted by locals with no available official / traditional play areas which might include anti social, unlawful, or unhealthy activities. Such activities are known to frequently carry high actual as well as associated social costs. The project scoring matrix identifies this proposal as:
 - Costing between 10k-50k score 2
 - Taking less than 6 months score 1
 - Organisational impact if not undertaken minor disruption score 1
 - Organisation track record –undertaken many times previously score 1
 - Stakeholder interest – moderate score 2
 - Project complexity moderate score 2
 - Total score = 9 = therefore not requiring the full formal methodology
 - There are many known benefits associated with well maintained and popular play areas, social cohesion, developing interpersonal skills and sharing physical non competitive activities are amongst the ‘soft’ benefits that are expected
 - The proposal is to re equip the site with a similar range of activities that was formally there and has been the subject of requests for its reinstatement
 - A full procurement process has been followed and identified the best value equipment provider and installer with a proven and respected track record

B 5 - Achievability

The project is ready to proceed , consultation has been carried out ,the equipment identified , the installer identified , the project can realised in a matter of weeks if permission to use the available 106 funds is granted

B 6 - Legal Issues (if applicable)

There are no legal issues associated with this business case

B 7 Specification

The specification was provided to various potential suppliers and installers and was constructed around what was formally at the site, what local residents have requested, the current equipment available, what is currently being well used at other similar sites and what is known to be popular, safe and of good value for money.

B 8 - Financial Implications

Cap / Rev		
	£	Comment
<i>Initial Costs</i>	<i>£23,999.18</i>	<i>For supply and installation</i>
<i>External Funding</i>	<i>£23,994.18</i>	All the monies required for this proposal are available through existing outstanding 106 contributions. £18,000 – Barratt Homes (Doctors Lane) £6,000 – Windsor Street (Subject to approval)
<i>Net Cost</i>	<i>N/A</i>	<i>N/A</i>
<i>Ongoing Savings</i>	<i>N/A</i>	<i>N/A</i>
<i>Phasing</i>	<i>N/A</i>	<i>N/A</i>

B 9 – Project Scoring Matrix

Scoring – for your project – calculate the points			
Criteria	1 Point	2 Points	3 Points
Cost £ (budget, time and human resource)		£10k - £50K	
Timescale	< 6 months		
Impact if project failed on the organisation	Minor disruption		
Melton's Track Record	Done Successfully Many Times Before		
Stakeholder Interest (internal and external)		Moderate	
Project Complexity		Moderately Complex	

Projects scoring 9 points in total therefore - Formal methodology **not** necessary

Part C – Project Brief

C 1 - Project Objectives, outcomes and benefits

The Project will bring back into use a formally very popular and well used play area. The site is in a high profile area, serving local residents living in recently built Doctors lane and Windsor street residential development properties, as well as Melton Country Park (MCP) visitors and regular users.

The project fits well with the councils general health agenda, encouraging outdoor play and exercise and is also expected to function as a social meeting place. There have been numerous requests from former users to refurbish / renew the play area as it is in an ideally located in close proximity to the residential homes mentioned above and close to MCP visitor car parking areas.

The project has clear links to current council priorities, and will enhance its play area resource, it will address numerous and ongoing complaints/service requests for the site to be refurbished and brought back into use. The project is most achievable and can be completed 4 – 6 weeks from member approval to utilise 106 funds identified.

Part D – Project Management

D 1- Key Business Risks/Contingency Plans/Exit Strategy

The successful tender was submitted by one of the UK's leading Play Equipment manufacturers and installers 'Playdale'. This company has an excellent reputation within the industry and has been the choice of supplier and installer for this and many other councils on many occasions, with a significant number of the councils existing play areas being fully equipped and designed by 'Playdale'. Accordingly there is no expectation of any major problems, the company has proven to have a large resource base and can support and ensure the timescales given to any of the projects it is working on by directing those resources when required to ensure it fully meets its commitments and maintains its reputation for reliability, quality and aftercare. The agreement with Playdale includes cost, timescale, and quality.

In regards to contingencies and exit strategies, the council has worked closely with other respected play equipment and installation specialists such as 'Wicksteed', If for any reason there was a problem that impacted negatively upon the projects delivery, alternate companies could be engaged to assist with project completion. Should the project require immediate termination in unforeseen circumstances (not envisaged at all) the aim would be to halt the work on a temporary basis with a view to complete the project following the problems being resolved.

D 2 - Key Stakeholders

External Stakeholders

General Public – Updates have been given to local residents, mostly making enquiries about the future of the facility on a regular basis, the equipment selected is in line with that previously installed and to date such stakeholders are satisfied with the proposal, their issue is more commonly about the time being taken before progress is made.

The Media – There is not expected to be any negative media issues. Former site users have for some time been lobbying to get the play area renewed and this has included raising the matter with the local press, again mostly concerned about the length of delay with getting a project to renew the facilities progressed.

Internal Stakeholders

Finance – The Finances for this project, if approved, will come from external 106 funds provided by builders and or residential home developers.

Builders and developers have an obligation to fund and or provide such facilities as part of the agreement between the council and those same builders and or residential home developers

Legal – there are no specific legal issues surrounding this project, the site was formally maintained by the council, so renewing the site and adding it back into the regular play area inspections and maintenance programme will effectively be automatic and without any additional cost implications.

D 3 - Communication Plan

- Should members be minded to permit the expenditure of appropriately identified 106 monies, the service manager will ensure the projects progress is fed back to corporate MT.
- MT will be informed as each stage of the programme is passed.
- This will help ensure full communication between all stakeholders
- If the project is approved an outline timescale for first attendance on site through to an expected completion date will be available.

D 4 - Project Controls

Quality Control

As the installation progresses, internal building control inspectors will be asked to comment on the quality of the work , and to effectively agree satisfactory progress and that appropriate building standards are maintained as a quality control mechanism.

Key Controls for Project Closure

As described above, there will be regular checks made on the quality of the installation and to support an agreed project completion sign off.

