

Capital Project Appraisal & Procurement Report

Project Title	Big Lottery Play Trails Project
Target Start Date	April 2008
Target Completion Date	March 2011
Project Manager / Lead Officer	Paula Bishop / Vicky Hathrell
Scrutiny Committee and Portfolio	Community Services Executive Councillor Tim Bick
Scrutiny Committee Date	1 st July 2010

1 Recommendation/s

Financial recommendations - 'The Executive Councillor is asked to recommend this capital scheme (which is not included in the Council's Capital Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs associated with the Scheme. The total capital cost of the project is £20000.00, and it is proposed that this funded from the successful Big Lottery Bid. The revenue costs of the project are £7805 it is proposed that £4000 is funded through the big Lottery and £3000 match funding from ChYpPS baseline budget and other sources.

Procurement recommendations – "The Executive Councillor is asked to approve the carrying out and completion of the play trails project – a separate project appraisal report has been prepared and presented. The project capital spend is for several individual items, none of which cost over £10,000 or procured from the same supplier. The relevant procurement processes for items of this value will be followed.'

2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.

To change an area of underused parkland at Cherry Hinton Hall into a play trail that provides enhanced opportunities for good quality, free, open access, adventurous play within Cambridge City. The play trails project will offer children, young people and families opportunities to explore nature, learn about wildlife and better use a currently neglected site within Cherry Hinton Hall.

The project plans include the installation of interpretation boards specifically about the wildlife on-site, installation of a pond dipping platform, installation of improved seating as well as making improvements to the grassland, creating meadow space and allowing for improved bio-diversity. The duck pond site at Cherry Hinton Hall will be improved, giving greater access opportunities and giving children, young people and families the opportunity to explore, take risks and be adventurous within a safe, suitable space for play and recreation.

Alternative sites were considered across Cambridge, with Cherry Hinton Hall being the most feasible and suitable for the installation of interpretation boards, pond dipping platform and play features that offer a more natural experience.

3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council's Medium Term Objectives.

Relevant Medium Term Objectives:

- A city which is diverse and tolerant, values activities which bring people together and where everyone feels they have a stake in the community
- A city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well designed buildings

Service Plan Objectives:

Provide support for targeted groups including children and young people; families in disadvantaged areas, active older people, black and minority ethnic groups and people with disabilities.

ChYpPS (Children and Young People's Participation Service) Objective: To provide informal social, recreational and play opportunities for children and young people

Project Objectives:

- To involve 200 children and young people in the design and creation of the play trail by 2009 in order to give children and young people greater involvement in designing planning and running play projects
- A 25% increase in independent access to the site by children, young people and their families by 2011, in order to allow them to take part in a wider range of good, inclusive and accessible play experiences
- A 25% increase in the number of children and young people taking part in adventurous play sessions on site by 2011, in order to allow children and young people to test boundaries, be challenged and take risks through play, while being kept safe from harm

4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).

Stakeholders include: Children, young people and their families, local residents, members, other site users, Active Communities team, Arboricultural services, local schools.

Consultation with members to date has included displays at each of the Area Committees and through the executive members for Community Services. Members are supportive of the project and have given their support to the Big Lottery portfolio as a whole.

On-site meetings and walk arounds have taken place with members and key officers within the council. A large amount of discussion has happened between Active Communities, the conservation officer, the trees team and other key stakeholders in order to develop the plans for the site.

As part of the Big Lottery application consultation around children's play was required to demonstrate the need for each of the portfolio projects – improvements to play areas and offering greater opportunities for natural play experiences was a key outcome from this.

2 whole days of consultation took place at the local school (Spinney) where every child in school was consulted and involved in the plans for the site, including helping to design the interpretation boards.

Discussions with the schools management team have taken place and the school are very keen to support the installation of a pond dipping platform at a site locally as this would support curriculum work outside of the classroom.

5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?

Where possible we will be procuring outside of the council. No individual item is over £10,000 or no order placed with an individual company for multiple items is over £10,000.

Pond dipping platform – one quote confirmed in writing from a local supplier

Seating – one quote confirmed in writing

Interpretation boards – one quote confirmed in writing

Clearance of stream, new planting + stepping stones – using contractors used by Active communities – awaiting written confirmation of quote

Creation of wildflower area – using contractors used by Active Communities – awaiting written confirmation of quote

Some of the above is subject to change depending on the outcome of the consultation on the Cherry Hinton Hall masterplan. The detail of the equipment may change but the overall expenditure will remain the same.

6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.

Environmental Risks: Risks involved include installing new equipment into a wildlife area, damage to landscape and surrounding area, project having a negative impact on the wildlife on-site. All these have been assessed in the Environmental Impact Assessment.

A Risk Assessment has been written for the delivery of the project.

A Risk Assessment has been written for the site and for activities that ChYpPS run with children and young people on site at Cherry Hinton Hall duck pond.

Other risks:

ChYpPS are unable to deliver the project – money will be returned to Big Lottery

ChYpPS are unable to meet the set milestones agreed by Big Lottery

Some match funding was required from ChYpPS baseline budget for staffing costs over the three years. Reductions in the ChYpPS budget may have an impact on the amount of sessions being delivered on-site.

7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions. Ensure that any additional insurance costs/implications are considered.

Appraisal prepared on the following price base

2009/2010

As part of the funding agreement with the Big Lottery we are required to meet 6 monthly milestones (for the duration of the funding i.e.: until 2011).

The Big Lottery funding does not include on-going maintenance costs. The on-going costs for the project will be minimal.

The pond dipping platform life expectancy is well over 15 years and the interpretation boards, 10 years.

Some minor ongoing costs for grass cutting, trimming of trees / hedges etc will be required, which should be covered as Cherry Hinton Hall is currently serviced by Street Scene.

8A Capital costs & funding		
	£	Comments
Capital Costs		
Building contractor / works	6000.00	Contractor used for installations and for clearance, dredging of stream
Purchase of vehicles, plant & equipment	0.00	
Professional / Consultants fees	0.00	
Other capital expenditure	14000.00	Purchase of seating / play sculptures, pond dipping platform, interpretation boards, willow sculptures
Total Capital cost	20000.00	
Capital Income / Funding		
Government Grant	20000.00	<i>Big Lottery grant</i>
S106 funding		
R&R funding		<i>(State cost centre)</i>
Earmarked funds		<i>(State cost centre)</i>
Existing capital programme funding		<i>(Programme ref.)</i>
Revenue contributions		<i>(State cost centre)</i>
Total Income		
Net Capital Bid		

Expenditure profiling:	£	Comments
Year 1: 2010/ 2011	20000.00	<i>This is year 3 of the Big Lottery funding and the money has to be drawn down in this financial year and spent</i>
Year 2: 20 / 20		
Year 3: 20 / 20		
Year 4: 20 / 20		
Year 5: 20 / 20		
Net Capital Bid	20000.00	

Appendix A, Capital Project Appraisal profiling, should also be completed.

8B Revenue costs			
	In 2008- 2009 £	Ongoing £	Comments
Revenue Costs			
Employees			
Premises costs			
Transport			
Supplies & Services			
Repair & renewal contributions			Incidental costs will be picked up from existing R & R funds (Active Communities)
Total revenue cost			
Revenue Income			
New charges, rents etc.			
Existing revenue budget/s			
Total income			
Net revenue bid			

9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.

There are no VAT implications within this project. This was confirmed with the finance department prior to the bid being submitted. (October 2007)

10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.

Environment: An Environmental impact assessment has been completed for the project, including the installs.

Health and safety: A risk assessment is in place for the site and for when chypps are running planned activities such as pond dipping, making things from elder etc. Training is available for all chypps staff, covered by UAP training course, covering safe use of tools with children and young people.

Equal opportunities and diversity: will be addressed by the EQIA for the project and the ChYpPS EQIA

Human resources: ChYpPS will use current staff resources to deliver and support the project.

Partnership working: The project will involve significant partnership working with internal council departments including Active Communities, the Tree Team and the conservation officer. Regular updates will be available to all officers involved.

11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date
Project management (internal)			
Face to Face sessions – 20 per year on site			

12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete

NA

13 Background Papers. List any background papers used in the preparation of this project appraisal.

Big Lottery Children's Play Application
 The Cambridge Play Strategy (draft)
 Community Development Service Plan

14 Inspection of papers

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Filename/path	F:\Big lottery\project appraisal Play Trails draft.doc	Last amended	

Finance Department use only:

Project Approval Dates	Date
Approved by DoF	
Reviewed by AMG / ICT	
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

Make sure year headings match start date ...

	2007/08	2008/09	2009/10	2010/11	2011/12	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works						
Purchase of vehicles, plant & equipment						
Professional / Consultants fees						
Other capital expenditure:						
Total Capital cost	0	0	0	0	0	
Capital Income / Funding						
Government Grant						
S106 funding						(State cost centre/s)
R&R funding						(State cost centre/s)
Earmarked Funds						(State cost centre/s)
Existing capital programme funding						(Programme ref.)
Revenue contributions						(State cost centre/s)
Total Income	0	0	0	0	0	
Net Capital Bid	0	0	0	0	0	