

Capital Project Appraisal & Procurement Report

Project Title	Big Lottery Urban Adventure Play Portfolio
Target Start Date	April 2008
Target Completion Date	March 2011
Project Manager / Lead Officer	Paula Bishop / Karl Wilks
Scrutiny Committee and Portfolio	Community Services Executive Cllr 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 cost of the project is £200,000 (of which approx £140,000 is allocated for capital spend) for all 4 elements – this funding has come directly from the Children's Play Funding allocated to local authorities by the Big Lottery. Additional match funding is provided through the ChYpPS base line budget in the way of staffing and some revenue costs.

The purchase of the ChYpPS Community Play Boat has already been appraised and approved. Following the initial tendering process when no bids were received, the specification and budget for the project were reviewed. One additional item was identified – the need for Maritime and Coastguard Agency Certification. Consequently, the Executive Councillor is asked to approve an addition of £35,000 to the original budget. The money would be found from S106 resources for Community Development.

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.'

All other capital projects with the exception of the Community Play Boat are complete.

The Executive Councillor is also asked to approve, retrospectively, the purchase of capital equipment for the Urban Adventure Play Base and Bramblefields Local Nature Reserve'.

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.

The Urban Adventure Play (UAP) Portfolio is a compilation of projects that ChYpPS successfully bid to the Big Lottery's Children's Play fund for in 2007. The funding has been allocated to be spent over a three year period (end date March 2011). The funding is intended to increase opportunities to play provision for all children but specifically those whose opportunities are currently limited.

The UAP programme includes 4 elements:

The ChYpPS Community Play Boat – this has already been approved by the Asset Management board – there have been delays to this project – we are expecting to launch a boat in the Autumn.

Bramblefields Local Nature – we have installed play equipment on site to encourage more positive play usage of the site (we are delivering sessions on site and are working with the local children on environmental issues).

Urban Adventure Play Base (CH Hall) – this is a training base for staff to learn how to deliver the UAP programme and a delivery base for small groups. We have installed a small shed and purchased some materials for sessional and training purposes eg Kelly kettles, tools, tarpaulins, flints, rope, waterproof wear.

Play Trails – a separate project appraisal is attached but this is the final part of the portfolio – we will be installing a pond dipping platform, signage and notice boards and a mosaic on the site near to the UAP base at CH Hall around the duck pond – the aim is to increase awareness of the local environment and to encourage families to use the site.

The portfolio was put together by ChYpPS. When we were invited to bid for the funding we were aware that we needed to come up with ideas that added value to our existing play provision and for the bid to equal £200k. We looked at several sites for UAP development and the above sites were deemed by us and our colleagues in Active Communities to be the most appropriate.

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

Portfolio Objectives:

- Develop innovative approaches that enhance quality open access play opportunities across the city
- To provide Urban Adventure Play projects that respond to neighbourhood need
- To increase play opportunities that encourage children and young people to explore their limits and be challenged and to learn how to take appropriate risks
- To improve children & young people's involvement in environmental play projects close to or near to where they live

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, site users including where relevant friends groups, other city council depts but particularly Active Communities, arboricultural services and Street Scene, local schools, voluntary sector groups eg YISP and the County Youth Service.

Prior to the application we had already undertaken a lot of consultation with local children and young people about the sorts of events that they wanted to see happen in the city, the sorts of things they like to and where they like to play – we fed all of this into the bid to Big Lottery and for each project have then undertaken separate consultation.

Children and young people have told us they want more outdoors play provision, more adventurous play and more water play.

Main issues have been: finding suitable moorings, ensuring there is no negative impact on the local environment, finding good quality suppliers, time to train UAP to staff and others.

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?

3 elements to be procured from outside the Council:
Bramblefields Play installation – value £30,000 – purchase and installed ourselves
UAP play base – purchased from local supplier Lance Raynor £2386 (excl. VAT)
Play boat – subject to separate project appraisal
Play trails – subject to separate project appraisal

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 areas, damage to landscape and surrounding area, projects having a negative impact on the wildlife on-site. All these have been assessed in the Environmental Impact Assessments.

A Risk Assessment has been written for the delivery of each of the projects and for the activities on site.

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 that we can deliver.

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

2008 / 2009

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. For the fixed play provision we are dependent on R & R funding and additional resources coming in to support sustainability projects.

We have sought to buy materials that are good quality, made to last and will have to look in the long term to base budget for renewals or good will gestures from local companies who may wish to sponsor the UAP programme.

We are already 'hiring' out training provision at the base and intend to have a hire agreement in place for the boat once operational – this will bring in some extra resource.

8A Capital costs & funding		
	£	Comments
Capital Costs		
Building contractor / works		
Purchase of vehicles, plant & equipment	110,00.00	Approx cost of the boat
Professional / Consultants fees		
Other capital expenditure	55,00.00	Approx cost of UAP base, Bramblefields, Play Trails
Total Capital cost	165,00.00	
Capital Income / Funding		
Government Grant	130,00.00	<i>Big Lottery grant</i>
S106 funding	35,00.00	
R&R funding		<i>06008 for boat Active Communities R & R for Play Trails & Bramblefields 06008 for UAP base</i>
Earmarked funds		
Existing capital programme funding		
Revenue contributions		
Total Income	165,00.00	
Net Capital Bid	165,00.00	

Expenditure profiling:	£	Comments
Year 1: 2008 / 2009		<i>(Usually the current financial year)</i>
Year 2: 2009 / 2010	35,000	
Year 3: 2010 / 2011	130,00.00	
Year 4: 20 / 20		
Year 5: 20 / 20		
Net Capital Bid	165,00.00	<i>(Must agree with total above)</i>

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

8B Revenue costs			
	£	Ongoing £	Comments
Revenue Costs			
Employees			Some revenue costs have been provided by Big Lottery to cover training, staffing, management costs and some materials – the total funding from BL is £200,000 – once the boat is operational it will become part of the ChYpPS year round delivery programme. Bramblefields and Cherry Hinton Hall Play Trails are not staffed facilities.
Premises costs			
Transport			
Supplies & Services			
Repair & renewal contributions			
Total revenue cost			
Revenue Income			
New charges, rents etc.			We are currently negotiating external hire charges for the use of the UAP base and for the boat.
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 all of the projects.

Health and safety: A risk assessment is in place for all of the sites and for when ChYpPS are running planned activities such as pond dipping, making things from elder, sailing the boat, 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 projects 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

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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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	