



Project Initiation Document

Project Sponsor: Roy Waterfield, Assistant Director

Version: 1.0

Date: August 2009

Document Control

Project Sponsor	Roy Waterfield
Project	DCSF Playbuilder project
Document	PID
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Published Date	August 2009
Version	1.0

Change History

The document is to be submitted to the relevant Strategic Board (e.g. CAMG/ LTB) for approval and signoff.

Thereafter amendments are to be approved by the appropriate change control procedures.

Issue	Date of Issue	Comments/Reason for change

Distribution

Name	Position	Organisation
CLF Management Team		CBC 12/8/09
CAMG		CBC 27/8/09

Abbreviations

DCSF – Department of Children Schools and Families

1. Introduction

Consultation undertaken to inform the development of the National Children's plan, has identified that having more high-quality and safe unsupervised places to play was a priority for both children and parents across England.

In response to this, the Department for Children Schools and Families (DCSF) has developed a Playbuilder programme through which, top tier local authorities have been granted funds to improve children's play opportunities within their local areas.

Under this initiative, the DCSF have therefore granted Central Bedfordshire Council, the sum of £1,006,884 capital and £43,784 of revenue funding to develop or improve a minimum of 22 play spaces in areas of greatest need before the 31 of March 2011.

2. Objective

During April 2009, a robust Play builder project plan was submitted to and approved by the DCSF.

This plan provided clear links between the development of Play areas and the following key corporate objectives.

To:

- Improve develop and sustain high quality local facilities
- Improve positive activities for young people
- Increase physical activity and reduce levels of obesity
- Develop public green spaces in line with local need
- Reduce levels of crime
- Reduce levels of anti-social behaviour
- Improve public perceptions regarding young people

3. Scope

In confirming its acceptance of the grant, Central Bedfordshire Council has agreed to meet the following conditions within its Playbuilder development programme.

To:

- Ensure financial viability and sustainability
- Engage in the development process with the voluntary and community sector;
- Ensure families and communities are involved in planning and design processes
- Engage with children and young people;

- Ensure that plans are in place to ensure inclusion and accessibility for disabled children and those from hard to reach groups
- Ensure quality of design
- Ensure the management of risk and safety on play spaces, is being addressed
- Ensure the project is linked to the strategic objectives of the authority
- Ensure appropriate project and risk management systems are in place
- Ensure senior level commitment and leadership around the play capital programme
- Develop and implement robust site selection processes

4. Description of Work

The Central Bedfordshire Playbuilder plan contains the following key inputs and outputs.

- Identify areas of greatest need for play area improvements under the Playbuilder initiative
- Develop and implement a communication, consultation and engagement programme
- Using the 10 design principles advocated within the DCSF Design for Play Guide, develop innovative and fully inclusive playground designs
- Procure the construction of play areas for a scheduled completion of 22 sites with up to 13 sites before 31 of March 2010 and a the balance before 31 March 2011. To meet the guidelines given from the Procurement Team and to meet EU regulations a contractor will be selected from an existing EU compliant framework agreement (the Eastern Shires Purchasing Organisation procurement framework (ESPO)).

Deliverables

Milestones Year one

First 6 months April-Sept 09

We will have:

- Procured the services of a Project Manager
- Held a Play Partnership 'visioning' meeting to introduce the Central Bedfordshire Playbuilder programme, agree site selection criteria, introduce the 10 design principles from Design for Play and demonstrate the design opportunities that will arrive from the Playbuilder programme.
- Developed and implemented a Marketing and Communication, Consultation and Engagement Strategy for the Playbuilder programme
- Identified the most appropriate sites for the development of Playbuilder play spaces based on the criteria discussed and agreed at the Play Partnership visioning meeting

- Engaged a suitably qualified designer /landscape architect to develop concept drawings for future Playbuilder playspaces
- Consulted with children at Play Ranger activity events
- Completed final design drawings for the year one programme
- Provided DCSF with all required status reports
- Held two further play partnership meetings

Second Six months October - March 2010

We will have:

- Completed the development of 11 Playbuilder Play Areas
- Organised and held celebratory opening events at each of the 11 Play Areas
- Undertaken a full evaluation of the year one Playbuilder delivery programme
- held a further Play Partnership meeting to discuss the first year and agree the year two development programme.

Milestones Year two

First 6 months April-Sept 2010

We will have:

- Developed the year two Playbuilder programme
- Monitored and evaluated the success of year one play areas
- Initiated the procurement and development of the remaining 11 Playbuilder play areas
- Held a range of 'Play Ranger' events at new play areas including National Play Day
- Held a further two Play Partnership meetings
- Celebrated the opening of all new play areas completed within this period

Second Six months October - March 2011

We will have:

- Completed all Playbuilder play area developments
- Held celebratory opening events at each
- Completed final DCSF status reports as required
- Monitored and evaluated the success of all play areas
- Developed a framework to ensure the continued application Playbuilder project principles beyond the end of the initial programme

5. Financial Issues

The DCSF will provide capital and revenue funding under the following schedule.

Year One 2009-2010

		Revenue	Capital
First months	6	13,135	40,000
Second months	6	13,135	433,336
Total		26,270	473,336

Year Two 2010-2011

		Revenue	Capital
First months	6	8,757	266,774
Second months	6	8,757	266,774
Total		17,514	533,548
Grand total		43,784	1,006,884

Under the terms of the agreement Central Bedfordshire Council will be responsible for ensuring that Play Areas are both sustained and maintained throughout their full life cycle. Following an assessment of these sites being prioritised for Year 1 Playbuilder grant, additional revenue requirements will largely result from the provision of 2 new play sites. The design of the other sites will aim to limit any additional maintenance implications for CBB. Additional annual maintenance costs resulting from Playbuilder are estimated to be £10,000 and will need to be budgeted for in the Leisure Services 2010/11 service plan. This cost will be reoccurring.

Should this project not be taken forward, and the DCSF grant is returned, then project management costs for the first 6 months of the project totalling £13,135 may need to be met by CBC, and several sites owned by the Council will need to be refurbished from direct council funds to ensure they meet safety requirements. This would cost in the region of £90,000.

6. Roles and Responsibilities

The project will be led by the Project Manager. The full project team is:

Name	Location	Responsibility
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Jill Dickinson	Priory House	Prince 2 Project Executive
Siobhan Vincent	Priory House	Prince 2 Project Manager
Simeon Packard	Urban Play Solutions	Lead Consultant
Tim Herod	Priory House	Advisor
Lisa White	Priory House	Advisor
Helen Nottingham	Voluntary and Community Action	Advisor
Diane Hardiman	Play England	Advisor

7. Timescale

The key dates for the project are:

Year One April 2009- March 2010

Sept 2009

Completion of site analysis, consultation, and design criteria for the year one programme

October 2009

Procure construction of play areas

31 March 2010

Completion of all year one play sites

Year Two April 2010- March 2011

Sept 2010

Completion of site analysis, consultation, and design criteria for the year two programme

October 2010

Procure construction of play areas

31 March 2011

Completion of all year two play sites

8. Conditions / Constraints / Risks

The key factors that will impact the success of the project are:

Risks	Likelihood H/M/L	Impact H/M/L	Mitigation
The project stays within budget and is delivered on time.	H	H	Employ lead consultant with expertise in the field and already engaged with this project to ensure the project budget is met and delivered on time.
Ability to appoint contractors to meet timescales and adherence to quality requirement within the construction process.	H	H	All relevant stakeholders are engaged in project management and aware of project plan and time scales.
Ability to ensure that progress reports to the DCSF are both accurate and timely.	L	H	Work with Play England representative to ensure that the required information is delivered on time.
Ability to develop innovative play area that meet the DCSF design criteria.	L	H	Work with Play England on best practise and make best use of Central Bedfordshire Council officers knowledge and experience.