



**Project Initiation Document**

**Project Sponsor: Roy Waterfield, Assistant Director**  
**Version: 1.0**  
**Date: August 2009**

**Document Control**

<b>Project Sponsor</b>	<b>Roy Waterfield</b>
<b>Project</b>	<b>Dunstable and Tiddenfoot Leisure Centres Improvements</b>
<b>Document</b>	<b>PID</b>
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**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.

<b>Issue</b>	<b>Date of Issue</b>	<b>Comments/Reason for change</b>

**Distribution**

<b>Name</b>	<b>Position</b>	<b>Organisation</b>
CLF Management Team		CBC 8/9/09
CAMG		CBC 27/8/09

**Abbreviations**

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## 1. Introduction

The investment in new or improved leisure facilities supports the delivery of the Central Bedfordshire Council's (CBC) Strategic Plan 2009-11 adopted by Executive 5 August 2008. In this plan the authority has highlighted that its vision is 'to improve the quality of life of all in Central Bedfordshire, and enhance the unique character of our communities and our environment'. In order to meet this vision the authority has agreed five priorities for 2009-2011 these are;

- Supporting and caring for an ageing population
- Educating, protecting and providing opportunities for children and young people
- Managing growth effectively
- Creating safer communities, and
- Promoting healthier lifestyles.

The Children, Families and Learning Directorate Plan, adopted by Executive 30 September 2008 outlines how sport and the arts will be used to help raise educational attainment in our schools, increase levels of physical activity to address rising levels of obesity, alleviate problems with mental health, provide opportunities to divert people away from criminal activity and anti-social behaviour and regenerate rural and urban environments. The project helps deliver this plan and supports the Local Area Agreement targets to reduce the number of children who are obese, increase the proportion of young people participating in positive activities and increase adult participation in sport.

The leisure centres are owned by Central Bedfordshire Council and managed via a leisure management contractor, Leisure Connections in the Community until 2030.

## 2. Objective

The objective of the work is to undertake improvements to the leisure facilities as identified in the stock condition survey undertaken in 2003 by Willis Head and Eve. CBC, in consultation with Leisure Connections, has highlighted items that are the responsibility of CBC that need upgrading or replacing in 2009/10.

## 3. Scope

Dunstable Leisure Centre

Item	Comment	Indicative cost to supply and fit £000's
Main Entrance Doors	These were installed to operate automatically, acting as an airlock. However, there have been problems with operation over recent years and the configuration does not allow the intended airlock. Consequently, the reception and foyer areas can become quite cold during winter months due to excessive heat loss through these doors.	£9.0
Upgrade Chemical Bunding & Storage Tanks	These are coming to end of lifecycle and require replacement on health & safety grounds.	£8.8
Bowls Hall Lights Replacement.	The current bulb system is expensive to run and to maintain. A small fire was caused by one of the bulbs exploding and catching the green alight.	£4.7 for parts. In house technical team to install.
Skylight	Six units at end of lifecycle with potential to fail and allow	£12

Replacements	water ingress.	
Total		£34.5

#### Tiddenfoot Leisure Centre

Item	Comment	Indicative cost to supply and fit £000's
Rooftop Jacobs ladders	One new 5' ladder to replace broken and corroded ladder situated between two roofs.	£0.5
New rooftop Jacobs Ladder	21' long to connect upper roof to plant roof and to enable safe access to air conditioning units.	£1.0
Car Park Barrier across entrance of leisure centre car park.	Currently experiencing problems with cars congregating and using car park as a race track. The town Mayor and local police are concerned. Proposal to install a barrier across the road for out of hours use and install additional posts at strategic points around the grounds to prevent further access out of hours.	£5.5
Bunding for Acid and Hypochlorite	To be relined and in some areas rebuilt.	£5.0
Total		£12

#### 4. Description of Work

Property Services at CBC have obtained indicative costs as set out above. Capital Asset Management Group considered this project on 27 August 2009 and supported it. CLF Management Team considered the project on 8 September 2009 and supported it. Property services will undertake a procurement exercise to select an appropriate supplier and implement the works.

#### 5. Deliverables

As set out in the scope of the work with the addition of improved customer experience and satisfaction.

#### 6 Financial Issues

The capital budget implications of undertaking this work is approval to spend up to £52,000 from the CBC capital programme in 2009/10 identified in budget lines Tiddenfoot Leisure Centre and Dunstable Leisure Centre.

#### 7. Roles and Responsibilities

The project will be led by the Project Manager Dave Cook, CBC Property Services in consultation with Dean Robinson, CBC Client Officer and Leisure Connections.

#### 8. Timescale

The work will be completed in the next 3 months.

#### 9. Conditions / Constraints / Risks

