

## Project Initiation Document

## Appendix A1

**Version: Final**  
**Date: September 2009**

### Document Control

<b>Project Sponsor: East of England Development Agency (EEDA)</b>
<b>Project: EEDA Funded Capital Project delivered through the Economic Participation (EP)</b>
<b>Programme: Kingsland Centre Development Brief and Business Plan -</b>
<b>Document: PID</b>
<b>Author: Sarah Hughes</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.

Issue	Date of Issue	Comments/Reason for change

### Distribution

Name	Position	Organisation

### Abbreviations

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## 1. Introduction to Economic Participation

The East of England Development Agency (EEDA) is the driving force behind sustainable economic growth and regeneration in the East of England. EEDA's task is to improve the region's economic performance and ensure the East of England remains one of the UK's top performing regions.

EEDA has three key roles:

- setting and shaping the direction of economic development in the East of England

- persuading and influencing others to bring resources together to find innovative ways to solve challenging economic issues
- investing in imaginative projects that challenge the norm and will have a significant impact on economic development in the East of England.

Through the Economic Participation programme, EEDA is working to improve employability and increase economic opportunities for individuals to participate fully in the region's economy. Economic Participation replaces the Investing in Communities Programme (IiC) and is EEDA's primary mechanism for delivering the Regional Economic Strategy (RES) economic participation goal. It is to be delivered from 2009, aligned closely to the Local Area Agreements (LAA's) and the Investment Plan that has been produced based on the Central Bedfordshire LAA.

EEDA will provide grant in aid to Central Bedfordshire Council, totalling £1,075,583 consisting of £674,493 capital and £401,090 revenue towards the delivery of the Programme of Activity described in the Approved Investment Template.

Central Bedfordshire Council is accountable for the delivery of the overall Programme of Activity and as part of this agreement undertakes to maintain appropriate systems of internal financial and procedural controls.

The Economic Participation programme for Central Bedfordshire is designed to increase prosperity by raising levels of economic participation and to ensure that everyone has the opportunity to participate fully in the economy. The Economic Participation Capital Project described in this PID has been approved by both the Local Strategic Partnership's Economy and Environment Thematic Partnership (membership see section 8) and EEDA. The project has been awarded through the correct procurement methods and by using guidelines set out by the Procurement Process Rules 2009.

Following this partnership approval it is now appropriate to gain the necessary approvals through the Council as the Accountable Body. It is worth noting that this is the first and only year we will receive capital funding through Economic Participation which in 2010/11 becomes a smaller and revenue only programme. As such it is a window of opportunity to invest in much needed community infrastructure especially benefiting residents in the Priority estates of Tithe Farm, Parkside and Downside as well the rural areas to overcome barriers to learning and employment through poor transport.

### **Why Economic Participation is important to Central Bedfordshire**

The current recession has led to rising unemployment and a more competitive labour market, heightening the need to support people facing additional barriers and difficulties such as low skill levels; poor access, generational worklessness, care responsibilities and inequalities to be economically active. There is a pressing need to provide support in order to harness the time and skills of people who aren't currently able to participate in the economy and to be part of the economic recovery because:

- Economic growth is dependent on a growing workforce
- The economy can't reach its full potential if skilled workers are not participating
- Non-participation often results in costs to the economy such as benefit payments
- Increasing participation raises the quality of life for individuals and communities.

### **Why some people are unable to participate fully**

This could be due to:

- Lack of suitable skills, confidence or aspiration
- Lack of access to appropriate support and training
- Lack of capital for starting their own business
- Long-term health problems

- Employers' perceptions or practices

### **How will economic participation be achieved?**

Economic participation will assist in enabling individuals to access jobs or start their own business.

This will involve:

Raising skill levels and addressing employment barriers

Stimulating enterprise - for example, helping business start-ups access funding

Building capacity in the third sector - such as charities and the voluntary sector

Developing regional intelligence and influencing policy

### **Partnership and EEDA support**

The EP programme has been developed and designed to meet the economic and needs of Central Bedfordshire and in support of the Strategic Vision, it has the full support of the LSP, EEDA and other supporting partnerships such as the Strategic Enterprise Group, the NI 152 group and Learning Partnership.

### **Ward Members and Portfolio Holder for Economic Regeneration**

The Portfolio Holder for Economic Regeneration is supportive of the EP scheme; following consideration by CAMG, the relevant ward Members will be further consulted and appraised of the planned investments.

## **2. Project Brief and Project Objectives**

### **Kingsland Centre Development Brief and Business Plan - Central Bedfordshire College**

**£40,000** capital funding is being sought. Expiry date for funding is 31<sup>st</sup> March 2010.

This project will be led by Central Bedfordshire Council as the landlord of the building on initial EEDA investment **to provide a framework for phased development over the next 3 – 5 years.** It will outline a phased development programme for the provision of business units for start ups and micro businesses responding to rising demand for such space during the downturn, space for advice/ learning / training and enable appropriate management arrangements to be put in place and involve tenants in the management and development of the facility.

Currently Dunstable College houses the Kingsland Skills Institute and is based on the Parkside Estate in Houghton Regis, as part of its commitment to the regeneration of the Downside, Parkside and Tithe Farm estates. It acts as a learning and enterprise hub for Central Bedfordshire with spokes in Leighton Buzzard, Luton, Ampthill and Bedford, the Institute is the centre of activity for up skilling people in the most deprived areas of the new unitary authority.

The centre is in the area of highest deprivation and is building upon existing best practise and expertise. Kingsland Skills Institute can not only provide exiting space and wider facilities but is a base for a number of other organisations such as Connexions, Adult and Community Learning (including the community development manager), Travellers Education and the Pupil Referral Units. The College already has the Business Unit (Chiltern Business Training), Employability Training and Self Employment Incubator units on site.

Outcomes will be a deliverable plan to realise the potential of the Kingsland Centre as a facility meeting community and economic need.

### 3. Description of Work

The project will involve as follows:

Procurement Review  
Tendering/Commissioning Rounds  
Evaluating project proposals  
Funding approval  
Signed agreement with providers  
Legal Agreement  
Monitoring Performance  
Evaluation Strategy

### Summary of project plan

Key stages	Deliverables/outcomes and environment
Achieving necessary approvals	Shadow LSP, approval of investment template EEDA funding agreement in place Project sign off by Economy Thematic Partnership and EEDA
Tendering	Appointments of most suitable providers ensuring the Councils obtain best value for money. Completed through e-procurement. Appraisal Panel to award contract against criteria and specification.
Full Funding Approval	Compliant tenders received and verified Summary report submitted for approval
Prospective Providers	Consultation with providers and stakeholders Providers signed up to agreed service plan
Design and Construction	To deliver a high quality scheme on time and within budget. Ensure delivery of the project completely and successfully
Post Construction	Update the Council's stock of assets. Scheme evaluation

### 4. Financial Issues

Funding source – EEDA  
Allocated Capital       **£40,000.00**

### 5. Roles and Responsibilities

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

Name	Location	Responsibility
Peter Burt	Central Bedfordshire Council	Project Leader
Sarah Hughes	Central Bedfordshire Council	Budget Control
Garth Mckenzie	Central Bedfordshire Council	Project Manager

### 6. Timescale

The key dates for the project are:

Activity	Targeted Completion date
Specification	Dec 2009
Project plan completed	Jan 2010

## 7. Conditions / Constraints / Risks

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

Specify any assumptions made	Main assumption is that the scheme will be granted all necessary permission and taken forward.
Specify any constraints that may affect the project	Staffing, organisational capacity, funding from other sources
Specify any risks affecting the entire project	Building complications
Specify quality control standards and procedure	The projects will be undertaken in accordance with all relevant legislation. Disability Discrimination Act Statement of compliance Building Research Environmental Assessment Method (BREEAM) /Eco Homes/ Civil Engineering Environmental Quality Assessment and Award Scheme (CEEQUAL) "Excellent". Design and Procurement and Post Construction Review Certificates required. Timber from recognised sustainable source, Green Travel Plan, Modern Methods of Construction & 10% recycled content, Renewable On Site Energy Source Target 15%, Design Quality Assessment (14 of the 20 criteria must be satisfied to have passed)

## 8. Environment and Economy Thematic Partnership

### Central Bedfordshire Environment and Economy Theme Group Membership List

Name	Title	Organisation
Liz Wade (Thematic Lead and Chair of Group)	AD Economic Growth & Regeneration	Central Bedfordshire Council
Peter Fraser	Partnership Manager	Central Bedfordshire Council

### Strategic Partners

Name	Title	Organisation
Basil Jackson	AD Highways	Central Bedfordshire Council
Richard Sarraff	Executive Director	Renaissance Bedford
Judith Grice	Regional Director	Groundworks East of England
Jim Gledhill		Bedford Climate Change Forum
Jane Markham	BRAF Co-ordinator	Bedfordshire Rural Communities Charity (BRCC)
Janet Ridge	Stronger Communities Thematic Lead	Bedfordshire Rural Communities Charity (BRCC)
Tony Talbot	Managing Director	Forest of Marston Vale
Jacqui Blake	Local Partnership Manager	DWP/Job Centre Plus
Anna Graves	Interim Executive Director	Luton Gateway
Chris Vesey	Principal	Dunstable College

John Brown	Team Leader Team Development Infrastructure Division	GO-East
Malcolm Tilling	Regional Productivity Team	GO-East
Thinley Topden	Places, Partnership & Performance Team	GO-East
Sarah Wordingham	Policy Lead	GO-East
Cheryl Smart	Senior External Relations Manager	The Chamber
Alison Hunt	Relationship Manager	Beds and Herts Jobcentre Plus
Sue Walsh	Relationship Manager	EEDA
Geoff Keeble		Highways Agency
Alan Kirkdale		Highways Agency
Sally Holloway	Planning Liaison Team Leader	Environment Agency
Cc		
Gary Alderson	Community Safety Thematic Lead	Central Bedfordshire Council
Andrew Street	Stronger Communities Thematic Lead	Chief Superintendent Police/Community Safety Bedfordshire Police
Muriel Scott	Healthy & Older People Thematic Lead	NHS Bedfordshire
Karen Oellerman	Children & Family Thematic Lead	Central Bedfordshire Council