

**Project Initiation Document**

**Version: Final**  
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**Document Control**

<p><b>Project: EEDA Funded Capital Project delivered through the Economic Participation (EP)</b></p> <p><b>Programme: Working Woodlands – Greensand Trust</b></p> <p><b>Document: PID</b></p> <p><b>Author: Sarah Hughes</b></p> <p><b>Published Date: September 2009</b></p> <p><b>Version: Final Version</b></p>
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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>

**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 have been consulted and appraised of the planned investments. The LSP including EEDA have approved the project.

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

### **Working Woodlands – Greensand Trust**

A contribution of **£45,000** is required to create an additional 35 sq meters of workshop space. Expiry date for funding is 31<sup>st</sup> March 2010

The Working Woodland Centre which recently received planning permission from the Council, is designed to provide an integrated approach to the under managed and under utilised woodlands in Bedfordshire, providing opportunities for communities whilst protecting and enhancing the countryside. The Working Woodland Centre is located in Maulden Wood (SSSI), 3miles south of the Wixams on the same strategically important arterial route (A6)

Main objectives are:

To produce the necessary infrastructure to develop and sustain a thriving woodland and local enterprise sector.

Turn existing Forestry Commission sheds into workshop 'incubator' units for wood and woodland related business, helping them to get started and develop markets and supply chains through strong links with the visitor facilities.

To create jobs through the development of woodland enterprise infrastructure and tourism. Construct new multi-functional visitor facilities at Maulden Wood, including interpretation, café, shop, education and community facilities; creating an office and volunteer base for the Greensand Trust.

To provide the necessary infrastructure to develop tourism opportunities. Acting as a focal point for access, linking with routes into Maulden Wood and providing information to help visitors to maximise the benefits from access to the site without damaging this fantastic resource.

To protect and enhance the biodiversity and heritage value of these woodlands and ensure they are beneficially and sensitively managed. Act as an exemplar hub for carbon reduction and renewable energy both at an individual and community level.

To add value and expand markets through awareness raising of the benefits of local and sustainable products.

To provide opportunities for a diverse range of communities to engage and participate in the management of their environment and learn new skills. Enhance the appearance of the Deadman's Hill Lay-by, reducing anti-social behaviour.

To provide a hub for the sustainable growth of woodland enterprise, encouraging collaboration and skill sharing. Stimulating sustainable woodland management across Bedfordshire (and beyond), for the benefit of biodiversity, access and the rural economy.

### **Benefits to the Community**

- The scheme will develop and sustain a thriving woodland enterprise sector, helping develop markets and supply chains through strong links with the visitor facilities.
- Will create jobs through the development of woodland enterprise infrastructure and tourism.
- Will help protect and enhance the biodiversity and heritage value of these woodlands and ensure they are beneficially and sensitively managed.
- Add value and expand markets through awareness raising of the benefits of local and sustainable products.
- Provide opportunities for a diverse range of communities to engage and participate in the management of their environment and learn new skills.
- Enhance the appearance of the Deadman's Hill Lay-by, reducing anti-social behaviour.
- Provide a hub for the sustainable growth of woodland enterprise, encouraging collaboration and skill sharing. Stimulating sustainable woodland management across Central Bedfordshire (and beyond).

### **Added Value**

The project will add value in the form of tourism and the generation of jobs in the area.

### **Sustainability**

A thriving woodland enterprise sector will be developed and sustained, helping develop markets and supply chains through strong links with the visitor facilities. As Greensand is a Charitable Trust it will ensure that all funds generated are reinvested in this cycle and also enable additional support and opportunities through our other activities.

### **Spending Breakdown**

£45,000.00 contribution towards building construction and refurbishment.

They have also received £950,000.00 additional funding from:

Forestry Commission

IIC Funding

RDPE (Rural Development Programme for England) funding - Awaiting outcome of application

### Outputs to be achieved by March 2010

- An additional 35m<sup>2</sup> of incubator workshop unit, in total 200 sq metres converted
- 10 individuals supported to start a business
- 4 voluntary organisations supported

Having now secured planning permission for the development they are seeking to secure the remaining funding required to deliver the infrastructure by the end of March 2010.

The purpose of this application is to secure a contribution towards the additional capital construction costs of the Workshops. Based on further consultation with potential contractors and with building control, they have identified the need to expand the area provided for each workshop to ensure they meet the needs of potential enterprises.

### 3. Description of Work

The projects 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	. Scheme evaluation

### 4. Financial Issues

Funding source – EEDA  
Allocated Capital: **£45,000.00**

## 5. Roles and Responsibilities

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

Name	Location	Responsibility
Gill Welham	Greensand Trust	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
Bids submitted	June 2009
Bid scored/approved	July 2009
Project plan completed	July 2009
LSP Approval	Nov 09
Executive approval	Nov 09
Contract signed	Aug 2009
Projects started	Sep 2009
Project review	Dec 2009
Project finished	Mar 2010
Evaluation	Mar 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, late completion of building work
Specify quality control standards and procedure	The project 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) " <u>Excellent</u> ". 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. Central Bedfordshire Environment and Economy Theme Group Membership List

<b>Name</b>	<b>Title</b>	<b>Organisation</b>
Liz Wade (Thematic Lead and Chair of Group)	AD Economic Growth & Regeneration	Central Bedfordshire Council
Peter Fraser	Partnership Manager	Central Bedfordshire Council
<b>Strategic Partners</b>		
<b>Name</b>	<b>Title</b>	<b>Organisation</b>
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	GO-East
Malcolm Tilling	Infrastructure Division Regional Productivity Team	GO-East
Thinley Topden	Places, Partnership & Performance Team	GO-East
Sarah Wordingham	Policy Lead	GO-East
Cheryl Smart		The Chamber
Alison Hunt	Senior External Relations 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

Karen Oellerman

Healthy & Older People  
Thematic Lead  
Children & Family  
Thematic Lead

NHS Bedfordshire

Central Bedfordshire Council