



## Project Initiation Document (PID)

**Project Title:** Accessible play equipment for Cambridge Field and disabled wheelchairs for the Tennis courts

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### Revision History

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<b>Version Number</b>	<b>Revision Date</b>	<b>Summary of Changes</b>

### Approvals

This document requires approval by the .....Committee/Officer/Working Party

<b>Approved By</b>	<b>Date</b>	<b>Version</b>	<b>Notes</b>

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### 1.0 Background

The Development and Localism Committee within the town council have delivered phase I of the playparks playground equipment.

We are now looking to commence Phase II and begin with a focus on accessibility and inclusivity.

Torpoint town council has just delivered the rejuvenated tennis courts within the town. As a way to enhance accessibility to the courts, we are looking to provide an adults and a child's sports wheelchair for use within this facility.

### 2.0 Business Case

The Town Council's **mission** is to be open and fair, delivering a sustainable prosperous town economy that protects the environment, embraces the whole community and recognises Torpoint's unique design and location as a gateway to Cornwall and the Rame Peninsula.

The Town Council has delivered the phase one of the play parks improvement, and is now in a position to begin Phase II, with a focus on providing inclusive playground equipment.

This has been bought forward after receiving communication from the family of a recently disabled young man within the community who is unable to play with friends at the park and is feeling isolated.. Cambridge Field playpark is in the centre of the town, it already lends itself to housing the accessible equipment, due to the already established accessibility and pathways.

Due to the success of membership and usage of the tennis courts, we would like to provide sports wheelchairs to enable accessibility to all.

### **Purpose of Torpoint Town Council:**

- Community

To put the community at the heart of everything we do, providing opportunities for our residents, community groups and businesses, where no-one gets left behind.

- Community Governance

To be a leading council operating within best practice and standards as recognised by the town community, members, staff, partners and peers.

- Community Growth and Sustainable Development

To ensure the provision of assets, services and to influence the supporting infrastructure to enable the community to grow and flourish, delivering the Vision for Torpoint, whilst protecting and enhancing the natural environment and town heritage.

The council has previously agreed to support this project, but it is to be funded by seeking grants from external sources, rather than using 'precept' funds.

### **3.0 Council Objectives**

- i. To fund and install in Cambridge Field:
  - 1 x wheelchair swing
  - 1 x Mirage seats wing
  - 1 x Wheelchair carousel
  
- ii. To fund and make available at the tennis courts:
  - 1 x specialist sports child wheelchair
  - 1 x specialist sports adult wheelchair

### **4.0 Beneficiaries**

All Torpoint and Rame Peninsula residents and visitors who require accessible equipment.

### **5.0 Scope and Exclusions**

Cambridge Field play park only. Not to include any other parks within the town. Cambridge Field is in the centre of the town, it already has accessibility. The paths are already suitable for wheelchair access. Further infrastructure would be required if accessible play equipment were to be added to any other park within the town. The scope for this project is to install the play accessible play equipment

only to Cambridge Field playpark at this time. The child and adult sports wheelchairs for the Tennis courts are to enhance the accessible offer to tennis court 1.

## **6.0 Project Governance and Management Structure**

Project Governance will be undertaken by the Development and Localism Committee, supported by the Torpoint Diverse Advisory Panel through the Town Clerk with support from the Operations Manager.

## **7.0 Staff Resources**

Town Clerk, Operations Manager and Town Council Support Officer, are required to participate in this project. See details below. Unable to quantify time needed, although, expect a minimum of 5 hours per week each, for the Clerk and Operations Manager in the early stages of the project. This will likely increase as the workload levels vary throughout the project – see more task information detailed below.

## **8.0 Role Descriptions**

Development and Localism Committee will make the recommendations to full council on the equipment specification and costs. TTC to agree the funding and procurement of the equipment.

Town Clerk will be directed by the D&L committee, following a proposal put to council to proceed on the basis of acceptance of the PID. In advance of council approval, the deadline for funding submission to The Dan Maskell Tennis Trust is in advance of the July council meeting, therefore this would be the first action required.

1. Prepare and submit funding application to The Dan Maskell Tennis Trust for two sports wheelchairs;
2. Correspond with Cornwall Council, on behalf of the council, to seek permission for equipment installation;
3. Set up a small group, with members, Clerk and Operations Manager, to progress the project;
4. Develop an Invitation to Tender (ITT) for suitable accessible play equipment. Seek advice/support from previous consultant (this could have cost implications, however, this is unlikely), once ITT is drafted;
5. Publish ITT on Contracts Finder and subsequently answer any questions on ITT;
6. Receive responses to ITT and ensure council Financial Regulations are followed, presenting information initially to D&LC for consideration;
7. Provide support and oversee any additional funding submissions;
8. Monitor and report on planned expenditure and any funding income received;
9. Provide support with any fundraising events being planned;
10. As directed by the council, award the results of the tender to contractor;
11. Ensure public are made aware of proposed timeline for the works;
12. Work with contractor and Operations Manager to arrange installation of equipment;
13. Ensure the Diverse Advisory Panel and other key stakeholders are kept informed on the project;
14. Town Council Support Officer to arrange publicity event to officially open the new play equipment and a separate event for the sports wheelchairs.
15. Add to the council fixed assets and insurance inventory.

### **Operations Manager**

1. Member of the group to progress the project;
2. Support the production of the ITT;
3. Support with fundraising and monitoring income/donations and expenditure;
4. Once the contract is awarded, work with the Town Clerk to arrange installation;

5. Add to the council parks inspection and annual parks inspection;
6. Monitor and maintain all the equipment in the future.

### 9.0 Project Schedule

Proposed project schedule implementation plan:

Proposed project schedule/implementation plan

1. Torpoint town council to agree the P.I.D July 2024
2. Source suppliers of required equipment in accordance  
With the council’s best value statement – September 2024
3. Torpoint town council agree to procure the equipment after reviewing tenders received –  
September full council
4. Take delivery and supervise installation of equipment by November
5. End of project report to Town Council - December 2024

### 10.0 Costs

Indicative cost for Cambridge Field: -

Wheelchair swing from £6,595

Wheelchair carousel from £7,840

Mirage seat swing from £4,945

All prices subject to survey and potential landscaping/ installation costs.

Indicative cost for Tennis court wheelchairs: -

1 x adult sports Wheelchair (not known)

1 x child sports Wheelchair (not known)

### 11.0 Funding

Project is proposed to be funded from existing town councils allocated reserves as follows:

CURRENT FUNDING AVAILABLE	AMOUNT TO BE ALLOCATED TO THE PROJECT
Accessible improvements currently allocated £7,000	Proposed to use <b>£5,000</b>
CIL £5,000	CIL <b>£5,000</b>
Reserves - Play areas and tennis courts currently allocated, £17,613	Proposed use <b>£10,000</b>
	Total <b>£20,000</b> It is estimated a further <b>£10,000</b> will be required

Grant funding will be explored along with requests to local organisations, community groups and businesses.

Fundraising events will be arranged.

URGENT - Submit application to The Dan Maskell Tennis Trust by Sunday 7<sup>th</sup> July 2024 (next funding deadline), for funding towards 2 x sports wheelchairs.

### 12.0 TTC Regulatory Policies

Please indicate below any TTC regulatory policies that are relevant to this project and how the solution is designed to cater for these.

Equality and Diversity Best Practice Document  
Parks Inspection

### 13.0 Risk Management

Any risks known at the outset of the project, such as delivery lead times, doubts re staff availability or funding issues should be highlighted here.

ID	Risk Description	Likelihood	Impact	Level	Counter-measures
	Insufficient funds committed by the council & other funding does not come to fruition				
	Availability and timescale for delivery and installation of accessible play equipment				

### 14.0 Dependencies

This project does not depend on any other project coming to fruition, but does depend on funding sources being realised and the satisfaction of completion of works by the contractor.

### 15.0 Constraints

1. Cornwall Council not giving permission for the installation;
2. Availability and timescale of delivery of the equipment;
3. Qualities personnel to approve installation;
4. Additional funding not forthcoming and insufficient funds for the project;
5. Torpoint town Councils agreement to proceed based on this document.

### 16.0 Communications Plan

- The local community/residents will be interested in the project.
- Publicity as the project progresses will be social media, the council website and newsletter.
- Correspondence already within the July newsletter.

## 17.0 Project Meetings

Meeting type	Organiser	Purpose	Frequency or specific dates
Small group (Cllrs, Clerk, Operations Manager & member of Diversity Panel)	Chair/Vice Chair of D&LC	To oversee and manage the work schedule on the project	As required
Development and Localism Committee	committee	Make recommendations to full council	
Full council	committee	Approve recommendations, as required.	

## 18.0 Project Controls

### Meeting actions / issues

Actions and Issues raised during the course of the project will be reported to the Development and Localism Committee via the other projects Report.

### Monitoring & reporting

The progress of the project will be reported to Development and Localism Committee as a monthly agenda item, the minutes will be reported to full council.

## 19.0 Closure

This project will be closed by the successful delivery of the accessible equipment and will be duly celebrated by the community.

## 20.0 Any Other Information

## Appendix A initial Quotations and photos

### Pentagon Play



### Inclusive Wheelchair Swing

Size: (L x W x H): 2300mm x 2196mm x 26361mm

Fall Height: 1.4m

Minimum Area Required: 35m<sup>2</sup>

£13,995



### Mirage Seat Swing

Size: (W x D x H): 2742mm x 1730mm x 2538mm

Fall Height: 1.4m, Seat Height: 539mm

Minimum Safety Surfacing Required: 12.6m<sup>2</sup>

Singular swing price

£4,945





## Inclusive Roundabout

Size: (L x W x H): 2080mm x 2080mm x 850mm

Fall Height: <0.9m

Minimum Surfacing Required: 31m<sup>2</sup>

£10,295

**Kompan**

## Wheelchair Carousel

PCM157



**From £7840**  
**Caledonia Play**



**From £6,595**  
**All prices subject to site survey and potential landscaping costs.**