

SUFFOLK COASTAL AND WAVENEY DISTRICT COUNCILS

PROJECT INITIATION DOCUMENT

Project Name: Royal Green Play Park Phase Two	
<p>Purpose and Scope of Project: To extend the existing play facilities at Royal Green. Royal Green being the open space situated along Lowestoft Seafront. Within the South Beach Vision and the Play Space Evaluation Report, this location was identified for creating a destination play facility attracting both locals and visitors.</p> <p>This is a strategically important project in terms of Economic Regeneration outputs and as such is a priority project to deliver within the first year of the Vision.</p> <p>The principle aims of the project are to:</p> <ul style="list-style-type: none"> • Phase 1 – Consult with Steering Group on feasibility of project • Phase 2 – Conduct ITQ (using partner procurement) to reach preferred bidder stage and produce designs and costings. • Phase 3 - Scope economic modelling and financial return to clarify opportunities and constraints including a Business Case signed off by Cabinet • Phase 4 – Apply for planning permission based on agreed design option • Phase 5 – Identify and secure funding • Phase 6 – Undertake project delivery phase • Phase 7 – Project evaluation 	
<p>Project Owner: Kerry Blair Project Manager: Emma Chapman Project Steering Group: Kerry Blair, Anne Willis, Emma Chapman, Ben Porter, Chris Ames, Matthew Stebbings and Simon Walker</p>	
<p>Project Team</p> <ul style="list-style-type: none"> • Kerry Blair • Anne Willis • Emma Chapman • Ben Porter • Chris Ames • Matthew Stebbings • Simon Walker 	<p>Project Team Responsibilities/roles</p> <ul style="list-style-type: none"> • Project Owner • Lead Project Support (from Economic Development) • Project Manager • Lead Funding Officer • Lead external partner (Sentinel) • Support external partner (Sentinel) • Lead external partner (Norse)
<p>Project Consultants</p> <ul style="list-style-type: none"> • Samantha Jones (Lead South Beach Vision) • Paul Wood (Chair of the CCT) • Tbc (Development Control) • Louise Sayer (Legal) • Sue Keeble (Norse) 	
<p>Duration of Project: 18 Months</p>	<p>Completion Date: Summer 2019</p> <p>Reason for deadline: To be opened for 2019 summer season</p>

Total Cost of Project: £220K	Stakeholders: Lowestoft Tourism Group (Inform) Kirkley People's Forum (Inform) Kirkley Business Association (Inform) Councillor Graham Catchpole (Inform) Councillor Ladd (Inform) Lowestoft Ward Councillors (Inform) Active Communities Team (Inform) Kirkley Enablers (Inform) Lowestoft Town Council (Inform)	
Key Milestones		Required Completion Date (if known)
• Agreed PID	11 th May 18	
• Feasibility modelling	June 2018	
• ITQ Phase (procurement, design and costing)	20 th July 2018	
• Compile and draft Cabinet report (full business case)	22 nd August 2018	
• Business Case signed off by Cabinet	12 th September 2018. Deadline for finalised report 29 th August. (Briefing 29 th August). Deadline for Briefing report 24 th August.	
• Identify and apply for external funding	July – December 2018	
• Secure planning permission	September – December 2018	
• Secure appropriate funding / finance	February 2019	
• Start project delivery phase	26 th April 2019	
• Complete Project delivery phase	18 th July 2019	
• Evaluation including End Closure Report	Autumn 2019	
Risks & Issues: Stakeholders have different views on outcome for the play facilities Project creep No Cabinet approval Funding not secured Member of the project team leaving / limited resource		
Constraints: Tight schedule (timeframe) Availability of funding i.e. securing a lesser amount than required Revenue projections turn out to be lesser than predicted		
Dependencies: Stand alone project		
Next Steps:	Who	Date By
Steering / Project Team Group meeting	Ben Porter	11 th June 18
Steering / Project Team Group meeting	Emma Chapman	24 th July 18

Additional information:

Project linked to:

WDC Play Strategy 2017 (district-wide consultation)

WDC Seafront redevelopment plan

Item	Cost	Paid
Ground works (car park, path, gates and play space prep)	£100,000	
Play equipment	£60,000	
Play surfacing	£30,000	
Design (for ITQ and planning)	£1,000	
CDM	£5,000	
Professional Fees	£4,000	
Contingency	£20,000	
TOTAL:	£220,000.00	£0.00

NOTE* - This is an estimate allocation until further detailed quotes are established.