

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	20 JUNE 2016	8
<b>FRECKLETON MEMORIAL GARDENS COMMUNITY PROJECT</b>			

## PUBLIC ITEM

This item is for consideration in the public part of the meeting.

## SUMMARY

The Friends of Freckleton Memorial Gardens have been working in partnership with Fylde and LCC officers since April 2013, on a community project to “create a fully inclusive play area and surrounding gardens for the community to enjoy within the current Freckleton Park”.

The project has followed the ten stage process of the community parks improvement programme, which has included a comprehensive consultation exercise, the production of an agreed Masterplan and funding strategy. Officers have assisted the Friends group with a number of external funding bids, in addition to their own fund raising and a grant from Freckleton Parish Council. At the Council meeting on the 30 March 2015, Council approved a capital contribution of £50,000 to the Friends of Freckleton Memorial Park, in the 2016/17 budget, to be fully funded from the Councils Capital Investment Reserve.

The report describes the funding strategy and summarises the context and details the receipt of tenders, tender assessment following the procurement process for new play facilities and associated improvement works at Freckleton Memorial Gardens.

## RECOMMENDATION

### The Finance and Democracy Committee is recommended to:

1. Agree that the Council acts as accountable body for the additional capital budget in the sum of £122,350, fully funded from various external grants and Section 106 contributions as detailed in the report.
2. Approve a fully funded capital budget increase to the 2016/17 capital programme of £122,350, to be fully funded from the various external grants and Section 106 contributions as detailed in the report which will give a total capital budget of £172,350
3. Authorise the proposed expenditure in respect of the scheme to undertake improvements to Freckleton Memorial Gardens as detailed in the report. The approved Capital Programme for 2016/17 includes part funding of this scheme in the sum of £50,000 funded from the Capital Investment Reserve.
4. Agree the letting of the contract for the design and build of new play facilities and associated improvement works to Wicksteed playgrounds in the sum of £172,350, subject to the funded budget increase of £122,350 to the 2016/17 capital programme, being approved by the Finance & Democracy Committee.

## **SUMMARY OF PREVIOUS DECISIONS**

### **Cabinet 28<sup>th</sup> April 2010 – Community Parks Improvement Programme:**

Cabinet considered the details set out in the report before it and at the meeting and RESOLVED:

2. To agree that the Council will act as the accountable body for individual schemes and funding streams where necessary.
4. To present individual detailed reports of the remaining schemes to future meetings of Cabinet to ensure that the Council's financial regulations are satisfied.

### **Council Meeting 30 March 2015 – Budget 2015/16 Capital Scheme – Contribution to Freckleton Memorial Garden Community Project:**

Council considered the details set out in the report before it and at the meeting and RESOLVED:

To approve a capital contribution of £50,000 to the Friends of Freckleton Memorial Park Community Group subject to;

- a) The project being managed and money spent through Fylde Councils Parks Development processes,
- b) Confirmation when funding in place for the whole project before going out to tender and reporting to committee,
- c) That a time limit of two years is placed on securing the total project funding and that if the project funding has not been secured within the time limit the contribution is rescinded and returned to the capital investment reserve,
- d) Fylde Council to receive full publicity for its contribution in any publicity or communication release including on site notice boards.

### **Tourism & Leisure Committee 7 January 2016 – Freckleton Memorial Gardens Project:**

A further report will be presented to the Tourism & Leisure Committee and also the Finance & Democracy Committee to confirm that all the funding grants are secure and to summarise the details of the receipt of tender and tender evaluations and detailing all expenditure to be incurred to demonstrate full compliance with the financial and contract regulations.

### **Tourism & Leisure Committee 2 June 2016 – Freckleton Memorial Gardens Community Project:**

Following consideration of this matter it was RESOLVED to recommend to the Finance and Democracy Committee:

1. That the Council acts as accountable body for the additional capital budget in the sum of £122,350, fully funded from various external grants and Section 106 contributions as detailed in the report.
2. Approval of a fully funded capital budget increase to the 2016/17 capital programme of £122,350, to be fully funded from the various external grants and Section 106 contributions as detailed in the report which will give a total capital budget of £172,350
3. Authorise the proposed expenditure in respect of the scheme to undertake improvements to Freckleton Memorial Gardens as detailed in the report. The approved Capital Programme for 2016/17 includes part funding of this scheme in the sum of £50,000 funded from the Capital Investment Reserve.
4. Agree to the letting of the contract for the design and build of new play facilities and associated improvement works to Wicksteed playgrounds in the sum of £172,350, subject to the funded budget increase of £122,350 to the 2016/17 capital programme, being approved by the Finance & Democracy Committee.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services ( <b>Value for Money</b> )	✓
Delivering the services that customers expect of an excellent council ( <b>Clean and Green</b> )	✓
Working with all partners ( <b>Vibrant Economy</b> )	✓
To make sure Fylde continues to be one of the most desirable places to live ( <b>A Great Place to Live</b> )	✓
Promoting Fylde as a great destination to visit ( <b>A Great Place to Visit</b> )	✓

## REPORT

### BACKGROUND

- The Friends of Freckleton Memorial Gardens have been working in partnership with Fylde and LCC officers since April 2013, on a community project to “create a fully inclusive play area and surrounding gardens for the community to enjoy within the current Freckleton Park”.
- The ‘Friends’ are a group of like- minded local residents who are passionate in their aim to improve the range and standard of recreational facilities in Freckleton Memorial Gardens. The group, in partnership with Freckleton Parish Council took the opportunity to work with officers to take the project through the ten stage process of the community parks improvement programme:
  - Set up a supporters group (Friends group with a constitution)
  - Apply to LCC for support officer from the Environmental Projects Team to assist with:
    - Comprehensive consultation exercises
    - External funding grant assistance
  - Initial consultation with group, local residents and users to produce a design brief based on community need
  - Produce 3 concept drawings based on the design brief
  - Consult / agree / produce final Masterplan
  - Cost the project up in sections (Bill of Quantities and specifications)
  - Prepare funding strategy
  - Tender and evaluation (with community)
  - Project Management
  - Open Event / Future use /Maintenance
- The constituted group have attended regular progress meetings with officers, elected members, stakeholders and the Parish Council during the past 3 years, and have carried out numerous public consultation events to establish local need and requirements.
- The consultation feedback was analysed and directly informed a number of concept designs for the site prepared by Fylde Councils Landscape Design & Development Officer. Further consultation exercises and meetings were undertaken with the Town Council and local residents to agree a final Masterplan for the site.
- Once the Masterplan was agreed, the preferred scheme was costed based on recent estimates and industry rates. The total project costs were estimated around £160K - £180K.

## SCHEME DETAILS

6. Freckleton Memorial Gardens currently has an existing children's play area. The current provision is very limited, with the equipment in poor condition. The current facility is not fully inclusive and does not meet the needs of local residents and the Parish Council, it is not adequate in either condition or provision.
7. The consultation focused on what specific facilities park users would like to see in the Gardens, and how these new facilities could be used in a cohesive way which would not be detrimental to the sympathetic nature of the Memorial Gardens.
8. The new play facilities will include a range of fully inclusive children's play equipment, including tunnels/swings/climbing apparatus/springer units/roundabout/multi-play unit and slide. The site will also benefit from a MUGA (multi use games area), and a small zip wire.
9. The project will include relevant safety surfacing, perimeter fencing, and furniture including seating, bins and signage. New drainage will be installed where necessary and the whole site will benefit from imaginative landscaping and planting.

## A COST BREAKDOWN OF THE SCHEME

<b>FRECKLETON MEMORIAL GARDENS</b>	
<b>Design Categories as described in the design brief</b>	<b>Net Figure (£)</b>
Removal of existing play equipment and safety surfacing	£ 5,817
A range of children's play equipment	£ 45,886
A MUGA with fencing of 3m high and approx. dimensions of 10m X 20m	£ 14,997
A zip-wire aimed at children up to the age of 11	£ 5,750
Appropriate safety surfacing to all elements	£ 86,574
Perimeter fencing	£ 1,503
Site furniture	£ 1,717
Imaginative landscaping	£ 3,936
Drainage system	£ 3,986
Contingency	£2,184
<b>TOTAL (Net)</b>	<b>£ 172,350</b>

## THE METHOD AND COST OF FINANCING THE SCHEME

10. In early 2015 the Friends group wrote to Fylde Council to request a £50K capital contribution towards the project. The request went to full council and the request was agreed at the meeting of 30 March 2015, and £50K is included within the approved Capital Programme for 2016/17 for this project. The offer was conditional on the group achieving the remaining funding through external bids and a contribution from the Parish Council.

11. The Friends group have undertaken numerous community events over the last 3 years to raise funding for the project. To date the group have raised around £9K. In addition, the group have secured a 10K grant from BAE and a £6K grant from LCC. Freckleton Parish Council have committed a grant of £20K to the project.
12. The 5 existing S106 contributions below have been 'ring-fenced' to the project, in agreement with the Parish Council. The total of S106 contribution is £ 14,875, relating to five developments in Freckleton. The developments and contributions are listed below:

<b>Application Number</b>	<b>Development</b>	<b>S106 Contribution</b>
08/0124	11 Lytham Rd, Freckleton	£3,400
09/0034	115 Kirkham Road, Freckleton	£1,600
09/0034	115 Kirkham Road, Freckleton	£400
11/0657	Goe Lane, Freckleton	£8,625
08/0124	11 Lytham Road, Freckleton	£850
<b>Total</b>		<b>£14,875</b>

13. The group, assisted by officers from Fylde and LCC have been successful in two further external bids, £30K from the Lancashire Environmental Fund and £32,475 from Veolia, giving a project budget of £172,350.
14. Table of internal and external grants:

<b>Source</b>	<b>Amount</b>	<b>Status</b>
Freckleton Parish Council	£20,000	Secured
BAE	£10,000	Secured
Friends of Freckleton Memorial Gardens	£9,000	Secured
LCC	£6,000	Secured
FBC	£50,000	To be granted on approval
LEF	£30,000	Secured
Veolia	£32,475	Secured
Section 106	£14, 875	To be granted on approval
<b>TOTAL</b>	<b>£172,350</b>	

## **FUTURE REVENUE BUDGET IMPACT**

15. Freckleton Memorial Gardens are owned by Freckleton Parish Council. Any additional revenue implications linked to this proposal will be met by the Parish Council. These costs have been clearly identified and agreed with the Parish Council.

## **RELEVANT VALUE FOR MONEY ISSUES**

16. In order to ensure that value for money is achieved a procurement exercise has been undertaken in accordance with the Council's contract procedure rules. Selection of the successful tenderer will be on the basis that value for money is a key consideration as well as the suitability of the new facility.

## **RISK ASSESSMENT**

17. A risk assessment has been carried out to identify and mitigate any risks associated with the project which is attached as appendix 1.

## **VIABLE ALTERNATIVES**

18. The project could have been procured and delivered by the Community group or Parish Council. However, professional assistance from Council Officers with specific regard to landscape design, procurement and project management proves to provide the best value for money, competent schemes and is the favoured delivery option by external funders.

## **PROCUREMENT PATH (AND ANY DELEGATIONS AS REQUIRED)**

19. Officers from the Parks & Greenspace Team have led the procurement process. The tender followed the 'restricted tendering procedure' using the CHEST procurement portal.
20. Quotations have been received for the provision of new play facilities and associated improvement works on a design and build basis. The suppliers were given a project value figure of £172,350 and a design brief prepared by the Landscape Design and Development Officer, which provided suppliers with comprehensive details of the essential project requirements.
21. 6 completed tenders were received and evaluated on a 70% quality and 30% cost basis.
22. The price evaluation was carried out as follows: the proposals were to be based on a budget of £172,350 including a contingency. 30 marks were awarded for quotations of £172,350. For every £1,000 variance either way 5 points were deducted.
23. The quality evaluation was carried out as follows: quality criteria formed 70% of the total, based on the following quality criteria:

• Programme, health and safety and method statement	10
• Quality of design, creativity and innovation	20
• Range of equipment and play value	20
• Landscaping, Infrastructure and drainage	5
• Education and inclusivity	5
• Added value	5
• Sustainable and eco friendly	5
<b>Quality Total</b>	<b>70</b>

24. The quality evaluation was made under the criteria listed below, and the information required from the suppliers was scored on the following basis:

<b>Score</b>	<b>Description</b>
0	The Evaluation Panel felt that none of the requirement was met or demonstrated or no response was provided.
1	The Evaluation panel felt that a few areas (20% or less) of the requirement has been met or demonstrated.
2	The Evaluation panel felt that some areas (between 21% and 59%) of the requirement has been met or demonstrated.
3	The Evaluation panel felt that most of the requirement (60% and above) has been met or demonstrated
4	The Evaluation panel felt that the requirement has been fully met or demonstrated.
5	The Evaluation Panel felt that the supplier had exceeded this requirement.

25. The quality scores are added to the price scores to identify the preferred submission. For example a price of £172,350, would be scored a maximum of 30 points, which would be added to the quality score (maximum 70 points), to give a score out of 100.

26. The result of the tender evaluation exercise is set out below. The evaluation panel comprised of officers from the Parks & Greenspace Team, Friends of Freckleton Memorial Gardens and representatives from the Town Council.

<b>Company</b>	<b>Hags SMP</b>	<b>Playdale</b>	<b>Wicksteed Playgrounds</b>	<b>Russell Play</b>	<b>Pennine Playgrounds</b>	<b>Eibe Play</b>
<b>Criteria</b>						
Price score	30	30	30	30	30	30
Programme, health and safety and method statement	6	4	6	6	4	8
Quality of design, creativity and innovation	8	8	20	12	8	12
Range of equipment and play value	8	8	20	12	8	12
Landscaping, Infrastructure and drainage	2	1	4	3	2	3
Education and inclusivity	3	2	4	2	2	2
Added value	3	0	2	1	2	4
Sustainable and eco friendly	3	1	4	3	2	3
<b>Total score</b>	<b>63</b>	<b>54</b>	<b>90</b>	<b>69</b>	<b>58</b>	<b>74</b>

27. The evaluation panel considered that the Wicksteed playgrounds submission demonstrated a better quality provision in terms of quality of design and range of play equipment. The quotation figure for the recommended submission is £172,350, including a contingency. The delivery of this project can commence on site in January 2015 and will be completed for March 2016.

## **OBJECTIVES, OUTPUTS AND OUTCOMES**

28. Objectives, Outputs and Outcomes:

- Provide modern, safe and innovative play facilities
- Achieve the ambitions of the local community
- Improved access for all
- Provision of additional facilities for young people
- Clean and Green – “Deliver high quality parks and open spaces”
- Great Place to Live – “Support and promote volunteers effort to improve their local community”

## **DRAWINGS AND PLANS**

29. A full set of drawings detailing the scheme proposals are included in Appendix 2.

## **CONCLUSION**

30. The proposal is to award the tender to provide and install a range of play facilities and associated improvement works as detailed in this report at Freckleton Memorial Gardens, as per the agreed tender specification to Wicksteed playgrounds, to the value of £172,350 for completion before 31st September 2016.

<b>IMPLICATIONS</b>	
Finance	<p>Funding for a scheme for this purpose is included within the approved Capital Programme for 2016/17 in the sum of £50k, fully financed from the Capital Investment Reserve.</p> <p>The report recommends to the Finance and Democracy Committee a funded budget increase to the 2016/17 capital programme of £122,350, to be fully funded from the various external grants and Section 106 contributions as detailed in the report to provide a total budget for 2016/17 of £172,350.</p> <p>The report requests Finance and Democracy Committee to agree to the Council acting as accountable body as detailed in the report for the additional £122,350.</p> <p>The committee is requested to authorise expenditure in 2016/17 of £172,350 in respect of the proposed scheme to construct a new play area and associated improvement works at Freckleton Memorial Gardens.</p>
Legal	None arising from this report
Community Safety	Provision of modern recreational facilities is important in terms of providing diversionary activities
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	The proposals represent the replacement of old equipment which is no longer fit for purpose. Freckleton Parish Council will be responsible for the maintenance of the new facilities.



Health & Safety and Risk Management	The quotation requests included Health and Safety information which will be developed by the successful contractor prior to starting on site to safeguard the public and contractor personnel.
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LEAD AUTHOR	TEL	DATE	DOC ID
Mark Wilde	01253 648475	13 May 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Cabinet agenda and minutes	28th April 2010	<a href="https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/485/Committee/32/Default.aspx">https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/485/Committee/32/Default.aspx</a>
Council Meeting agenda and minutes	30 March 2015	<a href="https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/411/Committee/33/Default.aspx">https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/411/Committee/33/Default.aspx</a>
Tourism & Leisure Committee agenda and minutes	7 January 2016	<a href="https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/102/Committee/18/Default.aspx">https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/102/Committee/18/Default.aspx</a>

## Appendices

1. Committee Risk Assessment
2. Detailed Design and illustration

## Appendix 1

### Committee Risk Assessment Template

Directorate: Development Services		Date of Assessment: 12 <sup>th</sup> May 2016		
Section: Parks & Greenspace		Assessment Team: Mark Wilde & Johanna Wood		
Assessment Activity / Area / Type: Construction of a play area and associated improvement works at Freckleton Memorial Gardens				
Do the hazards create a business continuity risk? No				
RISK DESCRIPTION	RISK SCORE (Likelihood x Impact)	RISK MITIGATION	RESIDUAL RISK SCORE (Likelihood x Impact)	RISK OWNER / RISK REGISTER
Increased maintenance implication for Freckleton Borough Council.	4	Freckleton Memorial Gardens are owned by Freckleton Parish Council. Any additional revenue implications linked to this proposal will be met by the Parish Council. These costs have been clearly identified and agreed with the Parish Council.	2	Mark Wilde
Failure of contractor to deliver to specification	9	Project management support from in house technical expertise and fixed price contract. All works to be completed to the detailed design and specification.	6	Johanna Wood

Possibility of personal injury to the public during the construction period.	8	A pre-contract health and safety plan will be developed by the contractor to ensure the safe operation within the site. Areas of active construction will be fenced off and information provided about safety aspects of the construction site. The contractor will carry five million pounds public liability insurance.	6	Johanna Wood
The new play area and associated improvement works fail to meet community or stakeholder aspirations.	6	The existing facility does not meet the need of the local community with regard to the condition and range of play equipment. Local residents and ward members were involved in the assessment of tenders and designs for the work.	3	Johanna Wood
Increased risks to the public as a result of the development.	6	A full risk assessment will be completed before the area is open to the public.	4	Johanna Wood
Project not delivered on time and funding not utilised.	9	Officers work closely with successful contractor to ensure timely start on site.	6	Johanna Wood
Project overspend	9	Project officer to monitor & control costs. Budget contains an element for contingencies.	6	Johanna Wood

#### Risk Likelihood

6 = Very High  
5 = High  
4 = Significant  
3 = Low  
2 = Very Low  
1 = Almost impossible

#### Risk Impact

1= Negligible  
2 = Marginal  
3 = Critical  
4 = Catastrophic

Multiply the likelihood by the impact and if the score is above 12 then mitigating action should be undertaken to reduce the risk. This action should be recorded and monitored in either a directorate or corporate risk register.



## Detailed Design and Illustration

## Appendix 2

