

WINSFORD TOWN COUNCIL**ACCESSIBLE EQUIPMENT – PROJECT PLAN (v0.2)****DECEMBER 2020****Commented [MB1]:** Version 0.2 of the document plus updated information on date.**OVERALL AIM/VISION**

To install a variety of pieces of accessible play equipment on one or more of the Winsford TC-owned/managed Parks/Open Spaces.

OBJECTIVES

1. To decide to do the above – this was achieved at the Open Spaces Committee on 5th November 2020
2. To consult/work with key organisations and groups on which equipment to purchase and where it should be located
3. To identify a budget for the project, based on indicative costs and to allow sufficient flexibility in that budget to meet changes in cost
4. To identify, if necessary, additional funding for the project via grants/loans from outside bodies
5. To identify and liaise with suppliers/contractors in the purchase, installation, maintenance, and insurance of the equipment
6. To engage with the community as to feedback on the equipment
7. To deliver the project before 31st March 2021
8. Establish project structure

KEY TASKS (BASED ON OBJECTIVES)

1. Decision taken by Open Spaces Committee on 5th November 2020 to undertake this project (November 2020)
2. Consultation/engagement with key groups and organisations (December 2020 - January 2021)
 - a. Hebden Green School (SB)
 - b. Disability Awareness Groups (Cllrs DJ/LB)
 - c. CWAC (SB)
 - d. General Public (SB)
 - e. Contractors/Suppliers/WTC Staff (MB)

Commented [MB2]: Period extended to January 2021

3. Costs for the project (December 2020 – January 2021)

Commented [MB3]: Extended to January 2021

SPEND AREA	COSTS (INDICATIVE)
Equipment (purchase, based on four pieces of equipment, including swing,	£20,000

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boat, train and climbing equipment – not an exhaustive list)	
Installation/Maintenance	£3,000
Other areas (insurance/inspection)	£1,500
TOTAL	£24,500

Budget (November 2020-January 2021)

FUNDING BODY	BUDGET CONTRIBUTION
Winsford Town Council	£4,000 (from Business Rates rebates) £2,000 (CIL monies) £4,000 (general reserves/underspends) £10,000 (Total)
CWAC (Members Budgets)	£4,000 (would be £571.43 each, if all seven contributed) £4,000 (Total)
Other Sources of Funding	£6,000 – £10,000 (Awards for All) £3,500 (FCC) £1,000 – Tesco £10,500-14,500 (dependent on CWAC funding)
TOTAL	£24,500

Commented [MB4]: Application to be submitted

Commented [MB5]: Application to be made before 31 March 2021

Commented [MB6]: Unlikely to be available by March 2021 – suggest application of £10,000

Commented [MB7]: Still a possible source of funding

Commented [MB8]: Will be £10,000 (WTC); £4,000 (CWAC Members); £10,000 (AFA); and £500 (Tesco)

4. Funding from Outside Bodies – see details above (November 2020-March 2021)

Commented [MB9]: Extended to March 2021

5. To liaise with suppliers/contractors with regard to purchase/installation

- a. Once identified, scope out locations and inspect (WTC Groundsmen)
- b. Once identified, purchase equipment and store equipment (WTC) – three quotes required – decision to be taken by Open Spaces Committee in January 2021

Commented [MB10]: Changed to January 2021 for Committee decision

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- c. Contact contractors for installation – three quotes – decision to be taken by Open Spaces Committee in February 2021
 - d. Install equipment during March 2021 (contractor)
 - e. Contact insurers regarding new equipment (upon receipt of equipment)
 - f. Add to inspection/maintenance schedule (WTC)
6. Engagement with community – at regular intervals, WTC to inform public of the process and request feedback (November 2020-March 2021); engage with stakeholders as above (November 2020- January 2021); co-create with stakeholders re: purchase and location of equipment (November/December 2020. Feedback from users and others – ongoing.
7. Deliver project before March 31st 2021 – key aim for the project (March 2021)

Commented [MB11]: Changed to February 2021 for committee decision

Commented [MB12]: Changed to March 2021

Commented [MB13]: Changed to January 2021

TIMELINE FOR PROJECT

ACTION	RESPONSIBILITY	DEADLINE	STATUS
Decision by Open Spaces Committee	OS Committee	November 2020	CLOSED
Consultation with key stakeholders	HG School – SB Key groups /organisations – DJ/LB CWAC – SB (advice and guidance) General Public – SB (via FB/website/surveys) Contractors/suppliers/WTC staff – MB	December 2020 – January 2021	OPEN
Costs/Budget	Establish costs of project – MB Agree budgets – MB/OS and F&GP Committees Identify funding streams – MB Agree WTC funding – MB/Members	November 2020 – January 2021	OPEN

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Commented [MB15]: Changed to January 2021

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	Apply for funding from outside bodies – MB/SB		
Liaise with Contractors/Suppliers	Scope out locations – WTC Staff Order equipment – MB/Members Commission contractors for installation – MB/Members Work with contractors on installation – MB/WTC Staff	March 2021	OPEN
Engagement/Consultation with community and stakeholders	Information/Feedback with public – SB Engagement with key stakeholders – SB/DJ/LB Co-creation with key stakeholders – WTC/key stakeholders	March 2021	OPEN
Project Delivery	To deliver project by end of March 2021	March 2021	OPEN

PROJECT STRUCTURE

Key roles and responsibilities

Governance

WTC (Project Board)

OS Committee (Project Committee)

Project Team

- MB – Project Manager
- SB – Project Support
- Senior User – disability representative group (to be identified)
- Senior Supplier – supplier of equipment

Issues to be escalated as per the above – tolerances +/- 10%