

Emneth Playing Field Committee
(Charity no. 802015)

outline project brief

for a new

Community Play Area

www.emnethplayingfield.org.uk

1 Introduction

1.1 Emneth Playing Field Committee (Charity number 802015) is a local charity charged with maintaining the area of public open space known as Emneth Playing Field which it holds in trust on behalf of the local community.

1.2 This project brief describes Emneth Playing Field Committee's proposals for the improvement and modernisation of the children's play area.

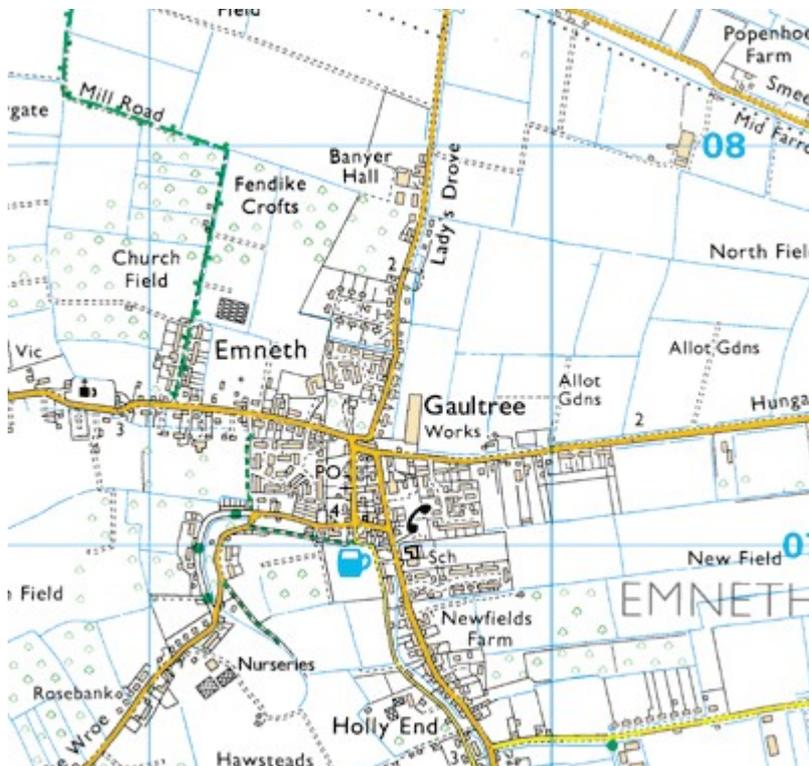
2 The site

2.1 Emneth

Emneth is a village in West Norfolk with a population of approximately 2,500. It is a self-contained rural community. The nearest town is Wisbech (Cambs.) approximately three miles to the west.

2.2 Location

The play area site is located at the Playing Field, Hungate Road, Emneth, Norfolk, PE14 8DE. The approximate area is 1,350 square metres.



2.3 Site history

The site is within a larger area of open space (formerly allotment land) which has been leased by Emneth Playing Field Committee since 1978 and has been used as a children's play area for most of that time.

2.4 Landowner

The landowners are Emneth Parish Council. The land is leased to Emneth Playing Field Committee under a 25 year lease dated 7 January 2005. Under the terms of the lease, Emneth Playing Field Committee holds the land in trust on behalf of the local community for purposes of sport and recreation

2.5 Client for the new play area

Emneth Parish Council and Emneth Playing Field Committee work in partnership to develop and improve facilities at the Playing Field and to this end have established a protocol which governs their joint working arrangements and defines the respective roles of each partner. Under the protocol, the project client will be Emneth Playing Field Committee which will also be responsible for raising all capital finance from external funding. Emneth Parish Council is the accountable body for receipt of funding and payments to suppliers.

3 Site usage

3.1 Current usage

Current usage of the play area is very limited due to the dated and obsolete nature of the equipment currently installed, which is not valued by local children. Residents of Emneth often prefer to drive their children to alternative facilities in other villages. Current usage is therefore no guide to potential use of an exciting modern facility with good play value.

3.2 This picture shows most of the current equipment:



3.2 Age groups

The principal target age range is primary school children (ages 4 to 11). Our perception is that older ages are looking for more extreme activities, such as the recently delivered skate park. However, the consultation programme will include local secondary school children with the objective of including at least one teen facility. The overall target age range is therefore predominantly 4-13 but with additional facilities for younger toddlers and older teens.

3.3 Opening hours.

The play area is currently freely accessible 24/7. It is possible that as a result of considering social issues (see 3.4 below) the area may be locked and secured overnight to discourage anti-social behaviour.

3.4 Social issues

The whole playing field site has a history of anti-social behaviour. The incidence of this is variable and the Committee attempts to manage it proactively by working with the Police Safer Neighbourhood Action Panel (SNAP) through the local Police Community Support Officer. It is hoped that the consultation process with local

secondary school children will be productive in terms of relationships and the appointed landscape play professional has been asked to design the scheme with these issues in mind.

4 Site features of particular significance.

4.1 Hungate Road – pedestrian footpath

Hungate Road is an unclassified minor road which connects the centre of Emneth with the play site, a distance of approximately 500 metres. There is no pedestrian footpath for about half of this distance. This is a safety issue for parents and children visiting the play area on foot. Representations have been made to the highway authority (Norfolk County Council) for a pedestrian footpath to be provided.

4.2 Drainage ditch

A drainage ditch runs adjacent to the southern edge of the play area parallel with Hungate Road. This is a potential safety hazard and a wire fence approximately one metre high currently separates the play area from the ditch. As part of the project, the existing fence will be replaced by a higher specification safety fence.

4.3 Services and utilities

To the best of the Committee’s knowledge, there are no overground or underground services or utilities that would affect or constrain the site redevelopment.

5 Consultation

5.1 The following consultation programme is in progress:

Consultees	Process	Timescale
Primary School children	The local Primary School has taken part in attitude surveys of the present facilities. Children have completed survey forms and created pictures and a model to represent their play aspirations.	Completed November 2010
Secondary School children	Secondary School children will be asked to submit their requests for ‘teen’ facilities.	January 2011
The Community	A public meeting will be called to encourage community support with a view	Meetings held 29 November and 6

	to forming a Community Group called <i>Friends of Emneth Playing Field</i> to champion the new play area, to be consulted on design features and to assist with management post-completion.	December 2010
	Public meeting to present design proposals	24 January 2011
Local organisations	Local organisations will be invited to submit letters of support.	January 2011

5.2 The appointed landscape play professional will use all the consultation data gathered from this process to produce a draft design on which all the above groups will then be consulted before final design approval.

6 Design

6.1 The Committee has engaged the services of a play landscape professional to design the scheme and to act as lead professional as required by the Big Lottery Fund, the major funder. He will be responsible for designing the project, handling the procurement process and supervising installation.

6.2 The design brief specifies that the new facility must be designed according to the design principles and play principles of Play England and also to take account of sustainability, an appropriate appearance for a rural setting and resistance to vandalism.

6.3 The design will consider the needs of a wide range of children in terms of ages and abilities/disabilities and will include some play equipment/features which are accessible and of benefit to children with different disabilities or special needs.

7 Budget and funding

7.1 Based on similar size play sites in Norfolk we have estimated a total capital cost of £70,000 for which the funding strategy is as follows:

Funder	£	Status
Emneth Parish Council	5,001	Committed
King's Lynn & West Norfolk	15,000	Application in preparation for

Borough Council – capital grants scheme		submission by 17/12/10
The Big Lottery Fund (BLF) – Changing Spaces/Community Spaces	49,999	Stage 2 application in preparation for submission by 06/04/11
	70,000	

7.2 The Big Lottery Fund has particularly stringent requirements which have informed key aspects of this brief and the project timetable. They have appointed a facilitator to assist us with our application.

8 Procurement

8.1 The appointed play landscape professional will also undertake the role of lead professional as required by the Big Lottery Fund and will be responsible for identifying potential suppliers, issuing the specification, making recommendations in respect of tenders and liaising with the successful contractor on all aspects of installation.

8.2 Supplier selection criteria will be determined by the Committee in liaison with the play landscape professional.

8.3 The Committee will make the final decision on a preferred supplier(s) having considered any recommendations from the landscape play professional and the results of consultation.

9 Key milestones

The key milestones for design, procurement and installation are as follows:

Task	Accountable	Target 2011
Complete sketch design	Landscape Play Professional	11 January
Agree final design and specification	Committee	24 February
Open tenders (formal recorded procedure)	Committee/Landscape Play Professional	15 March

Select preferred supplier	Committee	28 March
Submit major funding bid to BLF based on preferred tender	Project Manager	6 April
Outcome of BLF bid	N/a	15 June
Installation (subject to all funding becoming available)	Landscape Play Professional	Summer
Post-project review	Project Manager	October

Michael Clayton

Chair & Trustee, Emneth Playing Field Committee

December 2010