

TO: THE MONITORING OFFICER (TOM CLARK, SOLICITOR TO THE COUNCIL)

RECORD OF ACTION TAKEN BY A CABINET MEMBER UNDER DELEGATED POWERS

Subject: Release of Capital funding for a new piece of playground equipment at Hickmans Lane recreation ground to be reimbursed by Lindfield Parish Council.

Cabinet Member: Cllr John Belsey

Has the Cabinet Member received a report prior to taking the decision?

Yes

In the case of a key decision and where the Cabinet Member has received a report.

This is not a key decision.

Alternative options considered and rejected.

The Council has the option of declining LPC's offer of funding; but it is felt that the equipment, which is to be provided at no cost to the Council, will be of benefit to the local community; and so this option was rejected.

Record of decision taken.

Authorise release of £17,828.45 from Capital funds.

Statement of reasons for making the decision.

Officers consider this an appropriate expenditure of Capital Funds to improve the play area provision.

Date of decision:- 12 th November 2019

Is the decision to be protected from call-in? (i.e.if any delay would seriously prejudice the Council's or the public's interest) - see Scrutiny Procedure Rule 14 (M)
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No

Signed:.



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Cabinet Member

This record must be forwarded immediately to the Monitoring Officer (TC) and copied to the relevant Cabinet Member.

For Monitoring Officer

Date of publication of Member Information Services	
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Date of decision can be implemented (on the Thursday after publication of the Member Information Service unless already protected from call-in)	
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Capital Project Justification Form

Hickmans Lane Recreation Ground, Lindfield, New Playground Equipment

Purpose of project:

Lindfield Parish Council (LPC) approached Mid Sussex District Council (MSDC) offering to fund a piece of play equipment for Hickmans Lane recreation ground play area.

This new equipment will greatly improve the play value for the users and significantly upgrade the play area. It will provide MSDC with an opportunity to upgrade the facilities which will significantly improve the standard and quality of play at no cost. The facilities are well used by the community, and the improvements to this play area will help to continue and increase users' enjoyment and interest for the foreseeable future and to encourage more people to use the facilities.

LPC have a budget of £20,000 to spend on a piece of equipment that would then be gifted to MSDC so it can be supplied and installed.

The Corporate Estates & Facilities Team have worked with the Parish Council to select a suitable piece of equipment that would complement the rest of the play area.

MSDC will be procure the equipment using the Council's procurement processes.

Costs:

Amount: £17,828.45

Proposed funding-

Lindfield Parish Council – Gift to MSDC	£17,828.45
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Total	£17,828.45
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Capitalised Salaries included in the project total :	N/A
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Other sources of funding :(i.e. big lottery etc.)	N/A
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Revenue implications

Once the one year warranty has passed the equipment will be MSDC's responsibility to maintain and inspect. Dependent on the level of repairs or maintenance required, this will present an additional revenue cost. The equipment is from a well-known supplier who we have used a number of times before. Any on-going maintenance costs will be met within existing maintenance budgets

Value for money assessment:

As the equipment is being funded by Lindfield Parish Council, 3 quotes have been sought for play equipment that the Parish Council wanted. The successful bidder had the lowest quote

for supply and installation.

Business Unit/Service: Commercial Service & Contracts

Head of Service: Judy Holmes

Project Manager: Stuart Brown

Cabinet Members Cllr. John Belsey

Ward Members: Cllr. Jonathan Ash-Edwards, Cllr. Andrew Lea & Cllr. Anthea Lea

This project contributes to achieving the Corporate Plan in the following ways:

- **Effective and responsive services**
 - Enhancing and improving play value for local residents for an extended term.
 - Providing facilities which are of quality, safe and fit for purpose.
- **Strong and resilient communities**
 - Providing high quality facilities for the local community for an extended term

Summary of discussions with Cabinet Members:

The Cabinet Member is supportive of this scheme..

Risk Analysis

The main risks of the project and the likelihood, severity and financial impact (rated low, medium, high) of each of these risks are:

Risk	Likelihood	Severity	Financial impact
1.Incidents during construction	low	low	low
2. Incident following construction	low	low	low
3. Equipment fails post installation inspection	low	medium	medium
4. Delay to installation due to weather/ ground conditions	medium	low	low

Mitigation actions

Qualified, experienced contractors, Risk Assessments, Method Statements and frequent communication with the design team, appointed contractor and MSDC.

Responsibility of Project Manager declaration:

Name of Project: Hickmans Lane Recreation Ground – New Play Equipment

I certify to say I understand my responsibility as the Project/Budget Manager for the project, and that I have read and that I understand I must comply with both the Council's Financial Procedure rules and contract procedure rules throughout the entity of this capital project. I understand my responsibility to deliver the project as approved by Council as set out in Part 1 of this Project Justification Form.

I also understand that I should use the MSDC project and risk management methodology and covalent to scope, plan, risk assess and monitor progress in delivering this project. I understand my responsibility to report regularly on progress with the project to my head of service and to indicate as soon as possible if the project is likely to be over/underspent; or likely to fail to achieve key milestones; or, is no longer likely to achieve the benefits that were originally envisaged for it.

Signed by Project Manager:

Name of Project Manager: Stuart Brown

Dated: 7/11/19