

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

**RECORD OF ACTION TAKEN BY A CABINET MEMBER UNDER DELEGATED POWERS**

**Subject: Release of S106 funding for new playground equipment at Scaynes Hill Recreation Ground.**

**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.**

Leave current playground equipment as it is.

**Record of decision taken.**

Authorise release of £43,350 from S106 play space 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:- 23/11/20
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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
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Signed:.



.....  
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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25/11/20
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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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3/12/20
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## Capital Project Justification Form

### Scaynes Hill Recreation Ground New Playground Equipment

#### Purpose of project:

Lindfield Rural Parish Council (LRPC) have approached Mid Sussex District Council (MSDC) about using the S106 money that is ring fenced for upgrading the play equipment at Scaynes Hill Recreation Ground.

This new equipment will greatly improve the play value for the users and significantly upgrade the play area. It will provide Mid Sussex District Council (MSDC) with an opportunity to upgrade the facilities which will significantly improve the standard and quality of play on offer. 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.

The Parish Council have sought three quotations from reputable suppliers and the Corporate Estates & Facilities Team have worked with the Parish Council to agree the preferred option to ensure it meets the Council's standards.

MSDC will manage and order the equipment for this project following normal processes.

#### Costs:

Amount: £43,350

#### Proposed funding-

Section 106 - Play space

PL12-001487 (DM/16/3119) – Land at Barn Cottage, Lewes Road - £43,350

<b>Total</b>	<b>£43,350</b>
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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 the Council has used a number of times before. Any on-going maintenance costs will be met within existing maintenance budgets.

#### Value for money assessment:

Three 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. Linda Stockwell and Cllr. Paul Brown

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

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

### **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:

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Financial impact</b>
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	low	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: Scaynes Hill 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.

**Name of Project Manager: Stuart Brown**

**Date: 23/11/20**