



South Somerset District Council

Project Brief

Approved Budget within Service Plan? **Yes**

Project Number: **20XX-XX**

(Allocated when submitted to Project Resource Group)

Project Name: **Martock Precinct Improvements Phase 2**

Date Created **29/04/08**

Document Version: **2.0**

Author: **Natalie House**

Table of Contents

0	Document Control	8
0.1	Document Approval	8
0.2	Revision History	8
0.3	Document Distribution	8
0.4	Document References	8
1	Purpose	9
2	Project Outline	9
2.1	Authority Responsible	9
2.2	Background	9
2.3	Project Objectives	10
2.4	Project Scope	10
2.5	Quality Expectations	11
3	Initial Business Case	11
3.1	Reasons	11
3.2	Anticipated Benefits	12
3.3	Options	12
3.4	Key Project Information Summary	12
4	Financial Investment	13
4.1	Financial Investment – Revenue Projects	13
4.2	Financial Investment – Capital Projects	13
5	Project Organisation	14
5.1	Provisional Project Management Team	14
5.2	Interested Parties	15
6	Other Useful Information	15

0 Document Control**0.1 Document Approval**

Name	Organisation	Role	Approval	Date

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1	Natalie House	Precinct Improvement Group	First draft	14/04/08
2	Natalie House	Area Chair	Pre-agenda	11/06/08
3	Natalie House	Area North Committee	Area North Committee	25/06/08

0.3 Document Distribution

Name	Organisation	Role

0.4 Document References

Section Reference	Document Referred	Document Title

1 Purpose

To provide an overview of the Martock Precinct Improvement Group's Phase 2 plans to develop and enhance Moorlands Precinct. This document is intended to highlight the need for investment in the retail centre of Martock and its associated amenities. Approval is sought for £25,000 from Area North's £50,000 capital allocation to Martock to undertake this work.

2 Project Outline

Phase 2: Moorlands Car Park enhancements includes the installation of traditional lighting to the leased and SSDC managed car park areas, resurfacing of the cobbled area between the two car parks, the installation of two raised pedestrian crossings and the reinstatement of 3 parking spaces. In addition, a contract shall be let for the production of artists impressions of the design options for Phase 3 improvements to the pedestrian shopping area. This project addresses community and health and safety concerns raised by Martock residents and business people. Its principle aim is to provide safe access to the shopping precinct and enhance the built environment.

2.1 Authority Responsible

Martock Precinct Improvement Group has requested that works be carried out to improve the car park, in accordance with the results of several community consultation activities involving local residents, customers and businesses. As an SSDC leased and maintained car park the works are to be co-ordinated and managed by SSDC, according to plans agreed by the Precinct Improvement Group.

2.2 Background

A Precinct Improvement Group was established in 2003 as a result of feedback received through household consultation for the 2004 Community Plan. Further consultation was conducted in October 2006 to collate the views of shoppers, residents and businesses with regard to future improvements to the area.

Plans to improve the Moorlands Precinct and car park have been developed on the basis of this consultation and included as a significant project within the 2007 revised Community Plan.

Phase 1 works to resurface the car park, provide traffic calming and 2 additional disabled parking bays were completed in early February 2008.

An estimated costing for Phase 2 car park enhancements was provided by SSDC Engineers to the Improvement Group in February 2008, the details of which were confirmed and agreed at a meeting the following month and an amended costing supplied and included in this document.

A further community-led Phase is to be completed by the end of 2009, requiring the development of design options for display and consultation and the completion of physical enhancements to the pedestrian shopping area to include re-paving, new street furniture, landscaping and lighting scheme.

2.3 Project Objectives

The objectives of this scheme are:

- To improve the safety of visitors to the Precinct area by reducing trips and falls hazards, attributed to poor visibility, through the provision of a sensitive lighting scheme.
- To ensure safer access to the Precinct and car park for pedestrians by providing 2 clearly visible raised pedestrian crossings.
- To reduce the fear of crime among visitors, by providing lighting from the shopping area throughout the car park.
- To increase the number of parking spaces available.
- To develop artist's impressions of options for Phase 3 improvements to the central pedestrian shopping area.

This project meets the following SSDC Corporate Objectives:

Aim 2/Objective 8 - Work in partnership with the public and private sector in developing and delivery of the Market Town Vision.

Aim 4/Objective 14 - Maintain above 90% the people who feel generally safe in their community.

Aim 4/Objective 15 - Increase to 65% by 2010 the people who feel engaged in and can influence decisions that affect their communities.

Aim 4/Objective 16 - Maintain above 80% the people satisfied with their neighbourhood as a place to live.

Aim 5/Objective 18 - 80% of residents and businesses satisfied with the quality of the local, natural and built environment by 2012.

2.4 Project Scope

Inclusions

- 2 raised and marked pedestrian crossings.
- Removal of cobbles surrounding tree adjacent to disabled parking bays and replacement with 'Saxon' paving and some tactile paving/dropped curbs to accommodate pedestrian crossings.
- Full lighting scheme in small and large sections of car park.
- Replacement of extended kerbing with 3 parking/loading bays and associated white lining.
- Production of artist's impressions for Phase 3 enhancements for display and future developments.

Exclusions

The main exclusions are the remaining elements contained within Phase 3.

Constraints and Decisions

This scheme does not require planning consent and will be carried out under the permitted development rights of SSDC.

Works to improve the car park will require the approval of the Co-Op.

Interfaces

None applicable.

2.5 Quality Expectations

The scheme will meet the quality standards for SSDC Car Parks and act as an enhancement to the Martock Town Centre. A professionally designed and approved lighting scheme will be installed.

3 Initial Business Case

3.1 Reasons

Martock has the population of a town, but the facilities and services of a village. Moorlands Precinct is located at the centre of Martock's retail shopping area and offers essential free car parking.

In 2007 the revised Local Community Plan for Martock was published. Improvement to the Precinct was included as a project under the Culture and Environment theme, for completion by 2009. The vision for this theme is that: Martock will be a distinctive, attractive and interesting place to visit and live, where:

- Community Involvement is supported by adequate facilities for clubs, groups, societies, associations and cultural events
- The Community is proud of its heritage and works to preserve it
- Continuous Improvement is sought in the rural and urban landscape.

This is Phase 2 of a 3-phased project of Precinct Improvements, as outlined in the Community Plan:

“Establish a Town Centre Improvement Group, extending its retail business membership, to deliver on plans for better lighting, traffic calming, shop-front and environmental improvements in the Precinct”.

This project also meets two of the objectives within the Living, Learning and Livelihoods theme of the plan:

- An active and engaged business community
- An inviting environment for tourists and visitors

In 2005 the services of the Police Architectural Liaison Officer were obtained to propose measures that could be taken to design out crime. The Local Action Group have responded to a number of community safety issues identified in this report. The Police Architectural Liaison Officer has expressed his support for this scheme. Over the past 12 months, businesses have received comments from shoppers who feel 'unsafe' or who have fallen as a result of poor lighting. Incidences of anti-social behaviour have also been reported in and around the car park increasing the fear of crime.

As outlined in section 2.3, this project addresses the above issues and contributes to the delivery of both local and corporate objectives.

3.2 Anticipated Benefits

- Improved access for disabled and other car park users.
- Increased pedestrian safety.
- Reduced traffic congestion.
- Reduced the fear of crime and concern for personal safety
- Enhanced SSDC asset.
- The risk to SSDC in relation to trips and falls in the car park is reduced.

3.3 Options

3.4 Key Project Information Summary

3.4.1	Expected Duration Of Project		
	Start date:	July 2008	
	Other Key Milestones with Dates:		
	Expected Completion Date:	October 2008	
3.4.2	Estimate of Officer Time Required: -		
	Officer's Name	No. Of Hours	Is officer available?
	Andy Shaw	40 hours	Yes
	Natalie House	20 hours	Yes
	Diane Layzell/Legal	10 hours	Yes
	Comment by Property Services:	No resources required from Property Services, car park to be maintained under revenue budget held by Engineering Services when complete.	
	Comment by Information Systems (if new IT system):	Not applicable	
	Comment by Other Services requiring significant input:	The car parking at Moorlands is managed by SSDC but is leased from Co-op and will require additional consultation to ensure the lease conditions are adhered to, hence the increase in officer hours – this could increase further depending on the complexity of the matter.	
3.4.3	Risk Assessment		
	Risk	Steps taken to mitigate Risk	
	Increased costs	Contract will be clearly specified and costed prior to commencement of works	
	Work overruns	Contract will be managed by Engineering team	
	Adverse impact of lighting scheme	Consultation of neighbours on lighting scheme conducted by Improvement Group. Sensitive lighting scheme chosen to minimise impact on environment and neighbours.	

4 Financial Investment

4.1 Financial Investment – Revenue Projects (Not applicable)

4.2 Financial Investment - Capital Projects

4.2.1		Total Costs and Funding – Capital Project					
		Funding Body			£' 000		
	SSDC Capital: -	Area North Programme	Capital			£23,000	
		SSDC Maintenance budget	Car Park			£1,000	
	Other Sources: -	Martock Parish Council				£2,000	
	Total Capital Cost					£26,000	
4.2.2		Breakdown of main areas of cost					
		2008/09 £'000	2009/10 £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000	
	Raised pedestrian crossings (2)	2,1					
	New paving	3,3					
	New lighting scheme	14,7					
	Replacement of extended kerbing With parking bays	4,5					
	Development of Phase 3 options	1,4					
	Totals	£26,0					
4.2.3		External funds to be received					
		2008/09 £'000	2009/10 £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000	
	Martock Parish Council	2,000					
	Totals						
4.2.4		Revenue Implications of Capital scheme					
		Cost Centre	2008/09 £'000	2009/10 £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000
	Loss of interest @ 5%		1,250				
	(Savings in expenditure)		0				
	Revenue Costs by Individual Budget: (List)		0				
	Revenue Income		0				

	Total Revenue Expenditure / (Net saving)	1,250				
	Cumulative (To be completed by Financial Services)	1,250				
Increase in energy costs for new lighting						
4.2.5	Whole Life Costing					
	Estimated useful life of asset (years)	Approximately 15 years.				
	Total Revenue Costs Year 1 to 5	£200 per annum				
	Annual revenue cost after year 5	£300 per annum				
	Total cost over whole life of asset	£1,000 + £3,000 = £4,000				
4.2.6	VAT Implications – this section needs to be completed by Karen Horley, in Financial Systems Team, on x2223, before submission to Financial Services.					
	<i>To be added</i>					
4.2.7	Impact on Band D (To be completed by Financial Services)					
	Additional spend					
	Lost interest at 5%	1,250				
	Divided by tax base					
	Cost per band D tax payer					

5 Project Organisation

5.1 Provisional Project Management Team

Name	Role/ Title
SSDC – Charlotte Jones	Project Sponsor
SSDC – Andy Shaw	Project Manager
SSDC – Natalie House	Project Co-ordinator
Precinct Improvement Group – Chris Bell	User Representative
Contractors	Supplier Representative

5.2 Interested Parties

Name	Reason	Action required
Precinct Improvement Group members	Made up of businesses, Parish Councillors, residents, officers	Agree plans

Martock Parish Council	Local Authority	Input into Phase 2 scheme
Co-op	Landowners	Seek approval for works
Adron Duckworth	Conservation Planner	Comment on lighting scheme and style

6 Other Useful Information
