



South Somerset District Council

Highlight Report 1

For the period up to 30th April 08

Project Number: 2008-17

Project Name: Yeovil Sport Zone – Stages B and C

Date Created 28th April 2008

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1. Purpose

To provide the Project Board, District Executive and Scrutiny Committee with a summary of the stage status as defined in the Project Brief for the period up to 30th April 2008.

The Project Board uses this report to monitor stage and project progress. The Project Manager also uses it to advise the Project Board of any potential problems or areas where the Project Board could help.

2. Headline

Overall Project Status (RAG)	Green
Timescale Status (RAG)	Green
Financial Status (RAG)	Green
Resource Status	Green
Risk Status (RAG)	Amber
Change Status (RAG)	Green

3. Summary

Summary
<p>The current Stage B works are progressing well, details include:</p> <p>Mobilisation:</p> <ul style="list-style-type: none"> • Publication of the Project Brief (approved as part of the Capital Programme at Full Council) on the Sport Zone Website Pages. • Implementation of Project Board and Project Delivery Team Structure. • Opted to procure consultants for Stage B covering survey and funding appraisal works. Decisions concerning the procurement of consultants for Stage C (updating proposals) will be undertaken once the outcomes from Stage B are known. • E C Harris procured as our project management consultants using the Office of Government Commerce (OGC) Buying Framework for Project Management and Full Design Team Services. <p>Surveys:</p> <ul style="list-style-type: none"> • Preparation and approval of project briefs for Transport Assessment, Environmental Impact Assessment and Utilities Survey. • Approval of the appointment of Atkins as the survey sub-consultants. • Approval of the preliminary programme for site surveys. • Distribution of a press release to inform residents that survey works will commence at the site from the first week in May. • Publication of the approved Survey Briefs on the Sport Zone Website Pages.

- Preparation of Open Space Brief.

Funding Appraisal:

- Procured Financial Accountant.
- Identification of Best Practice Analysis Sites.
- Identification of Phasing Options.
- Preparation of Public Private Partnership Options.
- Updated Section 106 development contribution projections.
- Updated external grant aid projections.
- Agreed to form a joint working party with Yeovil College to identify / cost their potential requirements, and negotiate a potential funding package.

Communications:

- Programmed a series of briefings for all Councillors, with additional briefings planned for Ward Members.
- Delivered first briefing for all Councillors on the 21st April 2008. Details of the key points emerging are attached for information.
- Programmed a series of meetings with National Governing Body and local sport club stakeholders.
- Programmed the first project update for the District Executive to occur as part of the June 08 meeting.
- Received and commenced the preparation of a response to the correspondence received from Fields In Trust.

4. Issues Requiring Management Action

Issues Requiring Management Action	
None.	

5. Description of Status

Brief Description of Status Problems	
Timescale	Running one month late to original schedule. Recovery plans have been created to enable key milestone dates to be achieved.
Financial	None.
Resource	None.

Risk	No new risks have been identified.
Change	None.

Timetable Summary		
Milestone	Planned Date	Actual/Forecast Date
Mobilise Project Resources	22 Feb 08	22 Feb 08
Procure Project Management Consultants	7 Mar 08	17 Mar 08
Procure of Surveys / Sub – Consultants	7 Mar 08	8 April 08
Complete Surveys	22 August 08	22 August 08
Funding Appraisal	15 August 08	15 August 08
Update Proposals	31 October 08	31 October 08

Financial Summary					
Budget £		Actual		Variance £ (+/-)	
Project to Date	This Month	Project to Date	This Month	Project to Date	This Month
£53,812	£53,812	£0	£0	£53,812	£53,812

NB – Expected invoices not received by date / time that report was issued.

Resource Summary		
	Budget (Man Days)	Actual/Forecast (Man Days)
Effort To Date – 30/4/08	35	28
Effort This Period –30/4/08	35	28
Effort Next Period – 31/5/08	40	

Risk Summary				
Risk ID	Risk Description	Likelihood	Impact	Rating / Owner
1	External project management team fails to perform to programme.	Green	Red	Project Board
2	External survey consultants fail to perform to programme.	Green	Red	E C Harris
3	Loss of key Staff.	Green	Green	Project Board
4	SSDC project staff fail to complete on time.	Amber	Amber	Project Board
5	Rising Costs.	Green	Green	Project Board
6	Consultants fail to complete on time.	Green	Red	Project Board
7	Delays due to obtaining Gateway / key stage approvals	Green	Red	District Executive
8	Time dealing with public enquiries / objections / Freedom of Information Act requests	Amber	Red	Project Board
9	Fail to communicate properly to general public.	Amber	Amber	Project Board
10	Fail to communicate properly to Members.	Amber	Green	Project Board
11	Burden on internal staff to support the scheme.	Amber	Amber	Management Board
12	Project Scope 'creep' (ie numerous 'minor changes).	Amber	Red	District Executive

Likelihood Key – Green (Unlikely), Amber (Possible), Red (Likely)

Health and Safety Summary
<p>There are no health and safety issues at present. Prior to the commencement of any 'on site' survey works, the sub-consultants will submit a method statement and risk register to SSDC for information/review as appropriate.</p>

Sustainability Summary
There are no sustainability issues at present, as no sustainability issues are expected during Stage B.

Request for Change Summary				
RFC No	RFC Headline	Effort	Cost	Status

Yeovil Sports Zone

Full Council Members Briefing

21st April 2008




Overview:

- Progress Report – Stages B and C
- Yeovil College
- Flagship Play Area Development
- Q & A's



Attendance Register
 Minutes
 Members Private Pages
 Scrutiny




Stage B and C:



Purpose

To complete Stages B (Site Identification) and C (Funding Package) in order to ensure the Council has complete and robust information about all aspects of delivering enhanced sport and leisure facilities through the Sports Zone, enabling decisions upon the way forward.



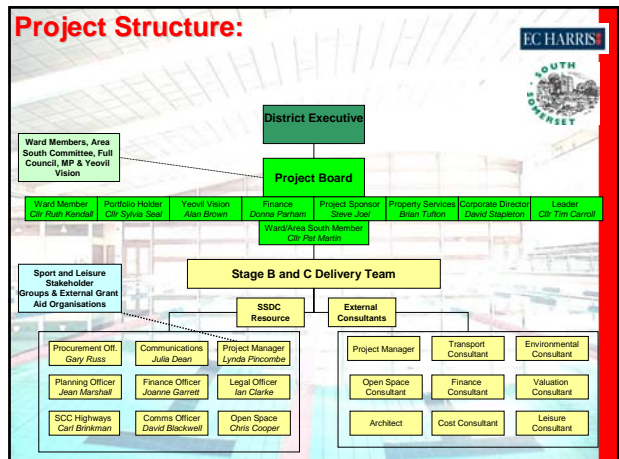
Stage B and C – Three Parts:

- To conduct the site surveys required ensuring the Council has complete and robust information to identify the site.
- To conduct a comprehensive capital financing appraisal to enable the Council to determine the most suitable funding package.
- To update proposals and prepare the report providing the necessary information for Councillors to make decisions concerning the future delivery of the project.

Surveys:

- Transport
 - Transport Scoping Study
 - Transport Assessment
- Environment
 - Ecological Report
 - Environment Impact Assessment
 - Light / Acoustic Survey
- Open Space Assessment

Survey Progress – On Track/On Budget:

- Project Board – Decision To Procure Each Stage Separately
- Appointed Lead Project Management Consultants
 - EC Harris
- Approved Survey Briefs
- Procured Survey Transport and Environment Consultants
 - WS Atkins
 - Commence Initiation / Mobilisation Meeting – Thursday 24th
 - Work Programme (TBA) – Expected Around Site – May
- Complete Open Space (PPG 17) Brief – 25th April



Capital Finance Progress:

- Appointed Consultant Accountant
- Identified Best Practice Sites
 - Council Facilities
 - Elmbridge Xcel Leisure Complex
Elmbridge Borough Council (Financed 50% Council / 50% PFI)
 - K2 Leisure Complex – Crawley Borough Council
(Funded by CBC with Dual Use School Agreement)
 - GL1 Leisure Centre - Gloucester City Council
 - Medway Park Sports Centre (funded by University of Kent / Medway Council / Thames Gateway / Olympic Legacy) - Part new build / part upgrade
 - College Facilities
 - Featherstone Technology College Sports Complex (E3m) - (Pontefract, West Yorkshire)
 - Warwickshire College Sports Facility (E1.9m) Henley-in-Arden - (Warwickshire College) Stratford District Council
- Identified Phasing Options



Capital Finance Progress:

- Worked Planned:
 - Grant Aid
 - Section 106
 - Yeovil College
 - Public Private Partnership Options
 - Leisure PFI
 - David Lloyds / Esporta / Cannons
 - Commercial Property



Yeovil College:

- Accommodation Strategy – Focuses On Existing Site
 - Preferred Option: Share Sport Zone Facilities
 - Sports Hall
 - Synthetic Turf Pitch
 - Car Parking
 - Agreed To Form Joint Working Party
 - Identify College Requirements
 - Cost Requirements
 - Assess Financing Options
 - Negotiate In-Principle Agreement
 - Next Steps
 - Agree Terms of Reference
 - Issue Press Release

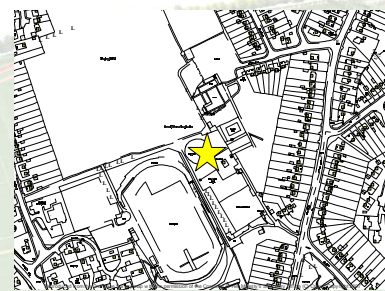


Yeovil College:

- Key Principles:
 - Both Parties:
 - Optimise the use of tax payers money.
 - Provide first class facilities and opportunities for local people and sports organisations.
 - Increase and improve the quality of sporting opportunities available to 16-19 years of the College.
 - Create additional opportunities for raising standards of performance for young people.



Flagship Play Area



Appoint designer – Apr 08
Finalise Design Brief – July 08
Complete Design – Sept 08



Notes from the Sports Zone Members Briefing

Held on 21st April 2008

In the Council Chamber, Brympton Way, Yeovil

Present:

Cllr Mike Best	Cllr Hannah Lefeuvre
Cllr Lesley Boucher	Cllr Tony Lock
Cllr John Calvert	Cllr Ian Martin (part meeting only)
Cllr Ann Campbell	Cllr Pat Martin
Cllr Tony Calvin	Cllr Nigel Mermagen
Cllr Tony Capozzoli	Cllr Tom Parsley
Cllr Geoffrey Clarke	Cllr Sylvia Seal
Cllr Tony Fife	Cllr Alan Smith
Cllr Dave Green	Cllr Sue Steele
Cllr Peter Gubbins	Cllr Colin Winder
Cllr John Hann	Steve Joel – Head of Sport, Arts and Leisure
Cllr Andy Kendall	Lynda Pincombe – Sport, Arts and Leisure

Apologies: Cllr Dave Bulmer, Cllr Tim Carroll, Cllr Anna Groskop, Cllr Tom Inglefield, Cllr Ruth Kendall, Cllr Robin Munday, Cllr Patrick Palmer, Cllr David Ricardo, Cllr Paull Robathan, Cllr Ros Roderigo, Cllr Keith Ronaldson, Cllr Jo Roundell Greene, Cllr Martin Wale, Cllr Lucy Wallace, Cllr William Wallace

Introduction

Cllr Seal opened by informing her colleagues that she had taken legal advice regarding recent allegations that she had a conflict of interest in the Sports Zone project arising from her dual roles as a governor at Yeovil College and Portfolio Holder for Leisure and Culture at SSDC. She said it had been confirmed to her that there was no conflict of interest. She said she had never taken part in any decision making meeting between the College and SSDC with regard to the Sports Zone and had no intention of doing so in the future.

Cllr Seal added that the members of the public opposed to the current Sports Zone proposal had a right to have their say and ask questions, as challenge was often helpful, but expressed her disappointment relating to recent more personal attacks on her honesty and integrity as a Councillor.

There was general agreement that there should be a legal representative present at future full Council meetings.

Project Stage B and C Progress (presented by the Head of Sport, Arts and Leisure)

Stages B and C to involve further site identification work and the determination of the most suitable funding package. Following the completion of these stages, members should have the necessary information to make an informed decision on if/how to proceed with the Sports Zone project.

A brief overview of the project structure was presented.

Survey Progress

Stage B and C of the project will be procured separately.

E.C. Harris has been appointed as the lead management consultants; the OGC procurement framework was used in their appointment.

Traffic assessment and environment assessment project briefs have been completed and the two studies will take place at Yeovil Recreation Centre; the site identified in the sequential testing process as being the most suitable site in principle for the delivery of the Sports Zone project.

The surveys will deliver the evidence base to determine whether Yeovil Recreation Centre is a suitable site or should be eliminated as a potential project delivery site.

WS Atkins has been appointed by the Project Board to undertake the surveys.

A press release will be prepared in due course to inform the public about the nature and likely timing of these surveys.

A separate Open Space Assessment is currently underway which will seek to determine whether there is sufficient or insufficient open space provision in Yeovil. National guidelines will be used to conduct this assessment.

With regard to the Traffic Assessment, the consultants will scope the possible site access options and will look at all of these options within their study. The assessment will look at coach/bus access and also cover the full range of likely transport options.

Questions Raised Relating to Project Stage B and C

It was asked how the 'Fields in Trust' issue may affect the project. It was reported that the Solicitor to the Council was considering the documentation in full and would be issuing a briefing note for members and a public press release shortly; expected in the next 10 days.

The issue of a potential Village Green application was discussed and members were told that no official application had been received by the Council to date.

In the event of the project being taken forward, it was queried who would determine any planning application made. It was reported that the Government Office South West had advised that they see the scheme as a local matter and could not at this point envisage any reason why it should be called in.

In response to a question about the likely size of the swimming pool, it was reported that a 50m pool had not been ruled out and that further consultation with the Amateur Swimming Association would be held shortly. It was also explained that the demand for swimming equates to a specific number of users and therefore the size of pool would not affect the Traffic Assessment.

It was confirmed that there was contingency funding available which could be used to seek additional legal advice if necessary during the course of the project.

In answer to a question on the Sport and Recreation Built Facilities Assessment Report, it was confirmed that the draft study would be completed and brought to committee for approval later in the year following confirmation of the regional housing allocations.

Capital Finance Update (presented by the Head of Sport, Arts and Leisure)

Best practice schemes have been identified and our accountants will visit and learn from these schemes to help determine the best finance options for the project.

The possibility of phasing different stages of the scheme will be explored.

Grant aid options will be reassessed once again over the next few weeks.

There will also be a reassessment of the S106 contributions likely to be available for the scheme.

All public private partnership options will be explored.

Questions Raised Relating to Capital Finance

It was questioned whether the sale of open space would form part of the finance package. It was explained that the Open Space Assessment would determine whether there is any over/under provision of open space. If there is over provision, then it is possible that members may want to consider disposal as an option.

Yeovil College (Cllr Seal did not participate in this debate and left the room)

It was reported that Yeovil College had confirmed that the focus in their accommodation strategy is to develop on their existing site but potentially share sports facilities with the Sport Zone. A joint working party will be established shortly to progress these discussions.

Terms of reference will need to be established for the working party and a press release will be issued on the matter (early May) so that this process is clear and transparent to the public.

It was explained that in working with the College, there is an opportunity to optimise the use of tax payers money through exploring the synergies that appear to exist.

Flagship Play Area

It was explained that this scheme, to develop a larger and more exciting play area at Yeovil Recreation Centre, would be progressed shortly. The scheme is separate to the Sports Zone project; Big Lottery funding was secured for the scheme some time ago.

Consultants have recently been appointed to undertake public consultation and produce design options for the new play area.

Further Comments/Questions

It was suggested that it would be helpful if the public could receive more frequent “snippets” of information concerning progress on the Sports Zone project.

It was pointed out that Milford School use the Chilton Grove Car Park and that this should be taken into account in the traffic assessment.

Steve Joel to action

It was confirmed that the Traffic Assessment would look at peak and off peak traffic flow and would consider school traffic impact.

It was confirmed that the bulk of the survey work will be completed by September.

Members were encouraged to first check the accuracy of any information given to the public about the Sports Zone project with the Sport, Arts and Leisure team.
