

**Borough of Poole
Playbuilder Project Plan
March 2009**



**Leisure Services
&
Children and Young People's Services**

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Playbuilder Project Plan

(1) Overview of project

The Borough of Poole's ambitions for play are contained within the joint Bournemouth and Poole Play Strategy. As both Borough Councils have achieved Playbuilder status, improvements and change will be innovative and far-reaching. The contrast with existing play provision will be significant and will impact on children and young people's lives.

Collectively, the Playbuilder projects will be targeted to areas of need, which are clearly identified in the joint strategy. The project as a whole is underpinned by a systematic and planned approach to engagement and evaluation through the Borough of Poole Participation Strategy.

(2) Which Fair Play aspirations are you seeking to achieve and how

From the list contained in the DCSF 'The Play Strategy' document:

- *in every residential area there are a variety of supervised and unsupervised places for play, free of charge;*

Borough of Poole are working towards this aspiration and already have play spaces in the majority of places where they can be located across the Borough. Playbuilder will be used to work towards the variety of play provision for 8-13 age group at the existing sites, all of which are free of charge. Supervision is currently provided on some sites through the Play Ranger programme.

- *local neighbourhoods are, and feel like, safe, interesting places to play;*

Fact-finding will form part of the consultation to inform this project to look at addressing the issue of safety. There are established links to the community police through the Safer Neighbourhood Teams. 'Interesting' will be addressed through innovation and design.

- *routes to children's play space are safe and accessible for all children and young people;*

Borough of Poole will address this wherever possible as part of any new design and layout.

- *parks and open spaces are attractive and welcoming to children and young people, and are well maintained and well used;*

The Leisure Services Grounds Maintenance contract provides for daily inspections of equipped play areas and a robust level of maintenance for Poole's open spaces generally.



- *children and young people have a clear stake in public space and their play is accepted by their neighbours;*

The consultation procedure for Playbuilder will engage not only users of the open spaces but also adjoining residents. Poole is an urban borough and Leisure Services have a good record on residents' engagement.

- *children and young people and their families take an active role in the development of local play spaces;*

See above; and

- *play spaces are attractive, welcoming, engaging and accessible for all local children and young people, including disabled children, and children from minority groups in the community.*

DDA access group have agreed a design statement for play area and open space development, which forms the basis for design within any design brief.

(3) How will you work across service departments within the authority

Poole is a unitary authority. Under the governance for delivering Playbuilder an Officer Working Group has been established comprising staff from: Leisure Services, Children and Young People's Integrated Services, Finance, Procurement, Education, Legal, Transportation, Property Services, Planning and Environmental and Consumer Protection.

Service Unit	Responsibilities
Leisure Services	Equipped play areas Open Space management
Children and Young People's Integrated Services	Children's Participation Strategy Play Rangers Big Lottery Play programme
Finance	Cost codes Budgeting Financial monitoring
Procurement	Procurement
Education	Schools involvement
Legal	Contracts
Transportation	Safe routes to school
Property Services	Land ownership issues
Planning	Public Art involvement
ECPS	Contaminated land issues



(4) Provide an overview of your authority's strategic approach to play and how it links to local spatial planning frameworks and relevant strategies on community safety and transport

The **Borough of Poole Corporate Strategy** includes amongst its five corporate objectives:

- Supporting Children and Young People;
- Promoting Health and wellbeing; and
- Protecting Poole's environment (which includes an aim to *Improve access to good quality outdoor recreational facilities*)

Poole Children and Young People's Plan 2006-09 identifies the Play Strategy as one of the key objectives under Enjoy and Achieve to improve the emotional health and well-being of Children and Young People (CYP), and improve opportunities for them to experience a range of affordable and accessible activities by continuing to implement the play strategy, and improve play and recreational facilities.

The Play Strategy also contributes to achieving the a key objective in the CYP Plan under Make a Positive contribution by promoting positive behaviour and enabling young people to feel safe in Poole by having safe places to go. The Plan also promotes the participation of CYP in the development of local services. Play also has a key role in supporting objectives to reduce obesity in children.

The **Joint Bournemouth and Poole Play Strategy** promotes the Play Charter and identifies the need for a co-ordinated approach to play and in improving outcomes for children and young people. The 8-13 age range was identified particularly as a gap for the development of play opportunities in Poole.

Bournemouth and Poole's joint vision for all children and young people aged between 0 and 19 is:

- To provide more safe places to go.
- To offer more challenging activities to do.
- To provide the best, freely accessible, play opportunities and facilities possible.
- To create play opportunities where children and young people can explore and test boundaries balancing the need to take risks and stay safe from harm.
- To promote the rights of children and young people to play in and enjoy community open spaces. To work with communities to promote a change in ideas enabling the shared use of these spaces.
- To ensure children, young people and communities are involved in decision-making and evaluation of play provision.



- To develop supervised and non-supervised accessible play provision to meet the range of needs of children and young people, including children with disabilities, and which help them feel safer and which promote fun and learning.

In March 2000 the Borough of Poole adopted a **Supplementary Planning Guidance: Planning Obligations: Recreation Facilities** which links to PPG17 to offer advice on planning, local recreational needs, the impact of residential development and provision for equipped children's play. It sets policy standards for recreation:

L17 PROVISION FOR RECREATION FACILITIES

RESIDENTIAL DEVELOPMENT SHOULD MAKE APPROPRIATE PROVISION FOR RECREATION FACILITIES DIRECTLY RELATED TO, AND NECESSARY FOR, THE DEVELOPMENT, HAVING REGARD TO THE TYPE, LOCATION, SCALE AND CUMULATIVE IMPACT OF THE DEVELOPMENT PROPOSED:

THE COUNCIL'S OPEN SPACE STANDARDS ARE:

AMENITY OPEN SPACE	0.8 HECTARES PER 1,000
CASUAL AND EQUIPPED CHILDREN'S PLAY	0.6 - 0.8 HECTARES PER 1,000
YOUTH AND ADULT OUTDOOR PLAY	1.6 - 1.8 HECTARES PER 1,000
TOTAL	3.2 HECTARES PER 1,000

AMENITY OPEN SPACE AND PROVISION FOR CASUAL PLAY WILL BE PROVIDED ON-SITE IF THE DEVELOPMENT IS OF A SIZE SUFFICIENT TO JUSTIFY THE PROVISION OF AT LEAST 0.2 HECTARES.

WHERE THE AREA OF OPEN SPACE IS LESS THAN THIS, AND IN THE CASE OF EQUIPPED CHILDREN'S PLAY, YOUTH AND ADULT OUTDOOR PLAY AND OTHER RECREATION FACILITIES, PROVISION WILL BE OFF-SITE.

(5) Briefly outline how this project fits strategically to Lottery Play projects.

There are two Big Lottery Play projects, which were implemented in Poole in October 2007.

- a) **Poole Fundays** are co-ordinated through Leisure Services and delivered in conjunction with a range of other services and VCS in Poole to develop and run Fundays in local parks and community facilities in Poole during school holidays. There are 4 key themes within each Funday - Physical Activity and team games; individual play, creative activities and environment.



- b) Poole Play Rangers** are delivered by Barnardo's and have established regular after school supervised open access play sessions in local play parks in 4 areas in Poole and aim to encourage children to use local facilities

The Playbuilder project will improve local facilities to enable children and young people to continue to access play areas with or without supervision. The Play rangers and Fundays events will help to promote the new improved play areas and play in general amongst local communities and they projects will also be a good point of consultation with CYP and local communities already accessing play opportunities.

Some of the play areas are already used by Play Rangers and their input will identify future opportunities. The consultation process will utilise the lottery play project as part of the 8–13 consultation.

(6) Briefly outline local governance arrangements

In order to ensure that a strategic approach to play is developed in Poole there has been a Poole Play Strategy Group set up consisting of a range of Service Units including Children and Young People's Services, Cultural Services, Leisure Services and the voluntary sector.

The group's terms of reference are:

- To produce public interpretations of the strategy for providers and communities and targeted groups, including children and young people, in Poole.
- To co-ordinate Play across all services in Poole, including early years settings and schools, and Strategic Planning
- To provide a monitoring role for the Big Lottery Play Portfolio
- To ensure targeted and inclusive play is prioritised
- To contribute to the on-going review of the Bournemouth & Poole Play Strategy, its action plan and other associated strategies and plans
- To encourage and support services to undertake effective consultation with children and young people about play provision in their communities.
- To feedback on the effectiveness of play provision to the Play Partnership Forum
- To ensure that the value of play is promoted at all levels.
- To support the organisation of an annual conference for all play



practitioners/providers, providing practical workshops and networking and information sharing opportunities

- To support providers in identifying and writing bids for funding
- To ensure the appropriate representation of Play work in Poole's Children's Workforce Development Plan.

John McBride, the Chief Executive signed off the Conditions of Grant Acceptance letter.

The Portfolio Holder for Children and Young People is also the Borough of Poole Play Champion with joint responsibility for the implementation of the Bournemouth and Poole Play Strategy. The Playbuilder project is within his remit and he will report to Cabinet and sign off Portfolio Holder decisions.

At Officer level, the two Service Unit Heads of Leisure Services and Children and Young Peoples Integrated Services will have an overview and reporting function to Scrutiny Group and the Capital Board (in the case of CYPIS). They will also be responsible for signing off decisions in accordance with the Borough of Poole Standing Orders.

Within Leisure Services is the Greenspace Manager, responsible for the Greenspace Development Team that programmes and implements open space improvements using Section 106 money. It is here that the actual delivery will take place.

The Greenspace Development Team in Leisure Services will deliver the 22 play area improvements. The Strategic Director for Leisure will have overall responsibility. Consultation will be the responsibility of CYPIS.

Area Committees are important influential bodies and forums for local decision-making relating to play areas, allowing local people to talk directly to councillors about issues in their area.

Discussions are currently underway with procurement to identify a fast-track approach to funding and avoid the procurement complications caused by aggregation of funds and the need to involve EUJO. Precise delivery arrangements will be agreed by the end of March.

(7) Briefly outline project management arrangements for this project

Playbuilder sits as a project within the Corporate Programme for Programme and Project Management Governance within the Borough of Poole. The Project Support Group and Corporate Change Board have been notified that Playbuilder funding will facilitate the development of 22 existing play areas.

The Corporate Financial Standing Orders requires that projects have a named Responsible Officer (Leisure Services Greenspace Manager) and a named



Project Manager (Play Development Officer supported by the Greenspace Development Team Leader).

Projects are required to have:

- Project Definition Forms;
- Risk Appraisal Forms;
- Project Plans for all tasks over £25,000 and most others;
- Work breakdown plan or mindmap including milestones/dates; and
- Logic diagram: to identify dependencies and identify parallel tasks.

(8) Provide details of the staffing arrangements for this project

- Demonstrate Director-level ownership;

The Strategic Director with responsibility for Leisure Services is Andrew Flockhart. Project Definition forms required by the project will be produced by Richard Nicholson, Greenspace Development Team Leader and signed off by the Strategic Director.

- Appointment of Senior project manager with a strategic link to high level decision-making; and any other required infrastructure to oversee the Playbuilder programme;

Mike Gotobed is Project Manager. He is the Officer responsible both for the management and upkeep of equipped play areas in Poole for the last 5 years, and for the play area enhancement programme. Richard Nicholson, Greenspace Development Team Leader will be the Senior Project Manager. He is currently responsible for a team that delivers open space improvements using Section 106 money. Richard Nicholson is line managed by Clare Freeman, Greenspace Manager, the Responsible Officer. Clare Freeman is line managed by Clive Smith, Service Unit Head of Leisure Services.

- Playbuilder Officer Working Group comprises

Name	Service Unit	Role
Clare Freeman	Leisure Services	Playbuilder Responsible Officer
Richard Nicholson	Leisure Services, Greenspace Development Team	Senior Project Manager
Mike Gotobed	Leisure Services, Greenspace Development Team	Project Manager
Sarah Austin	Leisure Services, Greenspace Development Team	Project Officer and consultation liaison



Annie Draper	CYPIS	Link to Play Strategy Steering Group
Chris White	CYPIS	Consultation and liaison
Madeleine Horne	Financial Services	Accountant
Jamie Fry	Financial Services	Procurement
Keith Curran	Legal & Democratic Services	Legal assistance with contracts and procedural issues
Ian Johns	CYPIS	Schools Asset Manager
with advice from:		
Sally Funnel	Transportation Services	Safe routes to school, cycle routes
	Property Services	Land ownership issues
	Planning	Public Art, Urban Design and Play Strategy issues
	ECPS	Contaminated land advice

Meetings of the POWG will be held fortnightly until April and monthly there after. The function of the group will be to apply criteria to identify play areas; monitor spending; set targets and milestones; communication; consultation; brief members etc

In addition:

- Project Responsible Officer responsibilities:
 - To assume full responsibility for the planning and delivery of the project
 - To agree project objectives and plan
 - To document the business case
 - To keep members and Management Team and any other stakeholders informed of progress, especially Ward Members in schemes of local interest.
- Senior Project Manager responsibilities:
 - To ensure the project is properly defined
 - To produce the project plan
 - To co ordinate and manage all aspects of the plan in delivering the project
 - To ensure the business benefits are documented

(9) Continued engagement

The Officer working Group will ensure the implementation of the 8-13 Participation Plan (see Appendix 1)



(10) Details on development of play areas

- The 22 play area developments will be delivered over the two years of capital grant via timed activities as illustrated below:

Timing	Activity
February 2009	Report to Children's Services Capital Board and Environment Overview and Scrutiny Group.
March / April 2009	Identify sites and prioritise the order of delivery for year one and two. Clarify land ownership. Resolve procurement issues.
April 2009 (Easter Holidays)	Initial on-site engagement sessions at Year 1 play area sites. Meetings to involve inclusive discussion, activities and workshops to determine play area design themes with children from local schools and youth clubs, parents and local Ward Councillors before commissioning the work.
May / June 2009	Designer led community briefing and workshop on design progress and an opportunity for community to have a further say in the design process. Ground condition surveys completed.
05 August Play Day 2009	National Play Day event at play areas and feedback on evaluation process to inform of development and to begin engagement for following year's programme.
August	Choose equipment/ contractors, prepare and issue tenders. Planning issues to be resolved.
September 2009	Evaluate tenders and award contracts.
October 2009 to February 2010	Begin construction works, monitor contracts and arrange opening event dates.
February / March / April 2010	Confirm site delivery for year two. Clarify any outstanding land ownership details.
March 2010	Play area opening event and evaluation of play area development to date and continue engagement process.
April 2010 (Easter Holidays)	On-site engagement sessions at Year 2 play area sites. Meetings to involve inclusive discussion, activities and workshops to determine the design theme for the play area with children from local schools and youth clubs, parents and local Ward Members before commissioning the work.



May / June 2010	Designer led community briefing and workshop on design progress and an opportunity for community to have a further say in the design process. Ground condition surveys completed.
August (date to be confirmed) Play Day 2010	National Play Day event at play areas and evaluation of process to date to inform future development of play areas across the Borough.
August 2010	Choose equipment/ contractors, prepare and issue tenders. Planning issues to be resolved.
September 2010	Evaluate tenders and award contracts.
October 2010 to February 2011	Begin construction works, monitor contracts and arrange opening event dates.
March 2011	Openings, de-briefing of process and evaluations.

- Needs analysis on which above is based

The Officer Working Group will make decisions on which play areas are to be developed based on the following criteria which have been approved by Members:

Play areas on land owned by the Council (there are no parish or town councils in Poole. All the housing association play areas are already managed by Leisure Services and will be included in the Playbuilder project.)

Social Deprivation Index and Local Areas of Need

Joint Play Strategy for the children and young people of Bournemouth and Poole

(Section 3.8 areas of need, 4.3 Findings and Conclusions, 6.1&6.2 Best Play objectives, 6.4 Risk in play and 7.1 Action Plan)

Leisure Services Open Spaces Strategy

(drawing on the Access and Accessibility themes from section 3.2 Audit and Assessment, and Appendix 2 Audit and Assessment of Major Open Spaces in Poole)

Leisure Services Equipped Play Strategy

(a 2008 review of the condition of the Borough's play areas)

Leisure Services play area play value assessments

(a 2008 assessment of possible user nos./range of equipment and play value)

Alternative funding availability

(assessment of where there is no alternative sources of funding)

and government (including PPG17) and Play England guidance.



- Detail on the 11 play areas to be developed in 2009-10.

The criteria for selection (above) have been placed in a matrix and weighted by the Officer working group. The matrix is included as Appendix 3 and shows the selection of the 22 play areas with 3 reserves that have been selected for development for 8–13 year age range with Playbuilder funding. Appendix 3 also contains the year 1 and year 2 split and Appendix 4 describes the detail of year 1 and year 2 proposals, including projected spend per play area.

The key targets, milestones and timelines on delivery of completed project along with milestones for each year and details of what will be delivered each year, as far as is known at this stage, are included in Section 10 above.

- Risks and how they will be managed.

The Borough of Poole Corporate Risk Assessment Tool has been applied to Playbuilder and is appended at Appendix 2.

Managing Risk in Play Provision: Implementation Guide will provide the model approach to assessing risk in play and applying risk/benefit assessments to designs.

- Procurement and Tender process

Any alteration to the Borough of Poole Contract Standing Orders will be agreed with Legal & Democratic Services and Financial Services (see Section 6).

(11) Innovation

- How innovative and stimulating equipment and landscaping on sites will provide physically active play opportunities;

Innovation in terms of the design of the play areas will be linked to local needs and interests and will be based on the Design for Play guide. The Play Development Officer, selected designers and play companies will work to local preferences, so each specification is tailored to its location.

- Analysis of local need, including how site will be particularly attractive to 8-13 year olds;

There are approx 32,678 children in Poole and 43% of them are 5-13 years old (2008). It is one of Poole's aims through Playbuilder to deliver challenging play particularly for 8 -13 year olds; play space design and equipment that delivers challenge and excitement for this age group, will be a key factor in the physical design of the Playbuilder sites.



- How the Recipient will generate learning on a number of innovative approaches to improving local play offers (as agreed with the Support Body), for example, play acting as a gateway to structured positive activities and support services.

Poole will seek to embed play opportunities in selected sites to create linked play opportunities in targeted areas of need.

Monitoring the success of the project will include:

- Are the sites better used since the new equipment went in?
- Is there a marked reduction in anti-social behaviour including reported instances of bullying?
- What is the cost and benefit of natural play 'equipment; or landscaping – has it been cheaper to maintain?
- Is natural play used well?

This monitoring approach will be developed through direct engagement with the 8-13 year old target group using the Play Rangers.

(12) Engagement

See Appendix 1 (8-13 Participation Plan).

- How children, young people, parents, wider communities and locally elected members are involved throughout the process, from decisions of where the grant will be spent, to design etc; This must include hard to reach groups;

There are 46 equipped play spaces in Poole (Plan 1) and 22 (nearly 50%) will be developed further as a result of Playbuilder (Plan 2).

The 22 play areas have been selected using the criteria set out in section 10 above. Because there has been extensive consultation carried out to inform the documents and strategies which the POWG are planning to use to inform the decisions on this programme there will be only limited consultation with the wider community or elected members over which areas are to be selected.

The Participation Plan will be informed by work on dialogue by Playlink and Play England advice. Leisure Services are providing training to CYPS in order that the participation plan delivers outcomes that will inform the design brief and not merely be a consultation exercise in itself.

CYPS have the skills, resources and contacts to engage schools, local clubs, parents of 8-13 age range, local residents and local Members. The Leisure Services role is to ensure that the dialogue is focussed and productive leading to a design that can be put to play providers through a fully costed design brief resulting in a finished scheme of which the local community have ownership.



- Planning issues

Planning permission will be needed where new structures are more than 4m in height or greater than 200m³ and for certain engineering operations. The Greenspace Development Team have considerable experience in procuring drawings for submission for planning permission and have close links with Officers in Development Control.

- Ground condition surveys

Ground condition surveys will be needed on certain sites and the Councils Contaminated Land Officer in Environmental and Consumer Protection will advise.

- Ownership issues

Property Services will advise on land ownership issues. Land ownership is one of the criteria for selecting play areas to develop.

(13) Best practice

- The Plan should show how you will share experiences with other local authorities on a regional basis, including through networking events arranged with the assistance of Play England.

Officer attendance at Play England seminars and events will be reinforced by attendance at links with all sectors generated by attendance at the Bournemouth and Poole Joint Play Strategy meetings.

(14) Access & Safety

- All sites are within existing open spaces, with children free to come and go;
- Designs and layouts will accord with the criteria set by the Poole DDA group;
- Particular emphasis in design will be made to make sites attractive to girls and inclusive of minority ethnic groups;
- Sites are already within easily accessible parks and open spaces but links within parks and play landscapes will be improved where necessary;
- Risk benefit assessments will be developed and carried out in accordance with the new Play England advice;
- All sites will be inspected daily for equipment and site safety checks within the current grounds maintenance contract;
- All sites are in open spaces on or immediately adjacent to an existing cycle route.



(15) Briefly outline how your authority will ensure children & young people will be able to make use of the facilities safely

Where appropriate the Play Ranger team will instigate play activities for 8-13 years at sites to help demonstrate that they are fit for purpose.

(16) How will you ensure the sustainability of this project?

Borough of Poole has an enviable history of developing robust play, resistant to vandalism. The Playbuilder money will be used to develop and enhance existing sites in order to maximise current levels off revenue funding, which currently provides for a daily inspection.

The Council Nature Conservation Officer sits within the Greenspace Development Team and will be consulted on all marginal sites where environmental assessments are required.

Adherence to the Play England publication *Design for Play: A Guide to creating successful play spaces* should result in more natural materials being used.

(17) Detail of design brief agreements

Having identified the 22 sites work will begin on engaging the community and users in the design process. Greenspace Development Team Staff with *Spaceshaper* experience, and with *Playlink* dialogue training (BoP in house training summer 2007) will support CYPS Participation Strategy.

Design briefs will be produced by Greenspace Development Team based on consultation with the local community, children and young people engagement through schools, youth clubs and the participation strategy, the third sector. Greenspace Development Team Design briefs will be based on the Play England publication *Design for Play: A Guide to creating successful play spaces*.

(18) Detail of Council approval process

In accordance with the Council Financial Standing Orders:

- The Project manager, the Project Responsible Officer and the Strategic Director, signs project Definition Forms.
- The Portfolio Holder signs off exceptions to Standing Orders and delegated decisions.
- Members and the Service Unit Heads sign off tenders and quotations.



(19) Detail of local evaluation processes

All 22 play areas will be assessed for play value using the Leisure Services Play Value standard assessment before and after the development. An initial risk benefit assessment of the designs will help inform the scheme and if necessary provide pointers to improvements. The 8-13 Participation Strategy will provide an evaluation of the success of the schemes on completion (see Section 20).

(20) Evaluation

Play England Local Play Indicator 1: data incorporated into matrix (see Appendix 3)

Play England Local Play Indicator 2: GIS mapping was used to plot the location of existing cycle routes and this data informed the selection of play areas to develop play provision for 8-13.

Play England Local Play Indicator 3: Play value for 8-13 years used before the sites are developed as a basis of assessment (see matrix Appendix 3) and following development to determine the benefits to play provision for that age group.

Play England Local Play Indicator 4: School surveys following completion of project.

In addition, data collected through the benchmarking and evaluation of the following quality measures relating to individual play areas:

- Satisfaction levels in relation to play areas based on user feedback
- Frequency of visits to play area based on random counts
- How challenging the play areas are based on Play Value assessment and interviews
- How safe the play areas are based on parent/carer interviews

(21) Brief details of procurement time lines in place

A draft two-year procurement programme has been included in Section 10 above.

Borough of Poole will not disaggregate the Playbuilder funding and intend to procure the supply of equipment and services through the OGC East Shires Purchasing Organisation Pro5 framework. Procurement is already setting up a purchase agreement for use. It is anticipated that this procedure will be quicker than using the EUJO route from scratch and will speed up the



procurement process to enable orders to be placed for year 1 supplies by June/July 2009.

(22) Brief details of construction time line in place

A draft two-year procurement programme has been included in Section 10 above.

(23) Opening date agreed

Details included in time line in Section 10 above.

(24) Risks & Contingency plans

A summary of the current risk register is supplied in Section 10.

A 5% contingency will be retained on each project. This is deemed to be sufficient given the relatively small scale of individual play project expenditure.

(25) Financial forecast

**Playbuilder Expenditure – Year 1 (provisional)
2009/2010**

	Quarter 1 April - June	Quarter 2 July - Sept	Quarter 3 Oct - Dec	Quarter 4 Jan - March
Revenue	£4,000	£10,000	£8,000	£4,918
Capital	Nil	£125,487	£200,000	£200,000

**Playbuilder Expenditure – Year 2 (provisional)
2010/2011**

	Quarter 1 April - June	Quarter 2 July - Sept	Quarter 3 Oct - Dec	Quarter 4 Jan - March
Revenue	£3,250	£6,250	£4,250	£4,196
Capital	£142,332	£150,000	150,000	150,000

Play Builder Draft Participation Plan

8-13's age group



Stage 1 – 4

Stage 1: Identify the order / timeframe for the development of 22 play areas.

Stage 2: Recruit 8-13's to a steering / central project team (developing existing play strategy group).

Key tasks:

- Develop promotional material for consultation
- Advise consultation web page development
- Advise consultation techniques
- Help with assessments
- Help devise, manage and evaluate overall process / progress
- Central to procurement decisions

Stage 3: Complete an individual assessment of each play area to determine whether basic / advanced participation process needed.

Assessment questions:

- ? What previous consultation / evaluation has been undertaken?
- ? Is it traditionally a local or destination play space?
- ? How many 8-13's can we reach in the area (schools/ youth centres / community groups etc)
- ? What is the timeframe for completion?
- ? What is the level of community interest in the playground? (user groups / residents associations etc)
- ? What age range does the space currently cater for? (what younger / older equipment will remain).

Stage 4: Develop consultation framework based on this (look at waves of development to enable grouping of playgrounds if in similar area to develop joined up locality consultation – or adding a play space that has Borough wide use). It may be that if two or more spaces identified for basic consultation are in the same wave and located close to each other they can be considered for 'advanced participation' as a joint project.

Stage 5:

Stage 5: Individual play area consultation carried out – assessment determines if basic or advanced.

Appendix 1

Both basic and advanced consultation will use participatory techniques and draw on those utilised for the Hamworthy Park consultation (2008/09) following an evaluation of that process and advice from the 8-13's steering group.

Basic Consultation:

- Involve existing groups identified in area (including Lottery-funded play projects)
- Seek views of up to 100 8-13 year olds
- Main aim will be to get an indication of the types of play experience young people enjoy & how the space is currently used.

Advanced Participation:

- Involve existing groups identified in area
- Actively encourage the involvement of all local schools serving 8-13's age group
- Set up specific sessions to recruit an area-based focus group to meet at least every 6 weeks until project completion
- Seek views of up to 500 8-13 year olds
- Young people's voice to be gathered throughout process

Stage 6: Evaluation:

Ongoing as each phase ends and drawing on the experience of the 8-13's Steering group to inform evaluation of overall process.

Resources:

To be identified from:

- Playbuilder Budget
- Stakeholders

This will then determine the level of participation activity for 8-13 year olds.

RISK ASSESSMENT

Objective	Risk Category	Gross Risk	Gross Risk			Mitigation So Far	Residual Risk	Residual Risk			Action Required	Owner	Completion / Review Date (DD/MM/YYYY)
			I	L	S			I	L	S			
Develop 22 existing play areas for 8-13 years age group over a two year period	Political	Failure to comply with DCSF requirements leading to	3	2	6	Member approval for play area selection criteria, cross service Officer Working Group established	Minor Member involvement at local level	1	1	1	Continued dialogue with Members	Sarah Austin/ Richard Nicholson	
	Customers/ Community	New play schemes not located in areas of need for 8-13 years	2	3	6	Population age distribution one of the selection criteria	None			0	Use up-to-date figures	Annie Draper	
	Financial	Projects overrun and fail to qualify for DCSF payments: BoP liable for overrun costs	3	2	6	Timeline planning, project planning and project management by Officer Working Group and Project Plan agreed with Play England	No risk in year 1 and longer to plan for year 2 delivery	1	1	1	Maintain records and drive project in accordance with Project Plan	Richard Nicholson/ Mike Gotobed	

Appendix 2

	Reputational	Risk of public expectations not being met	1	2	2	CYPS Participation Strategy identifies stakeholder engagement	Hard to reach groups need to be reached	1	1	1	Early identification of community and other groups for each site	CYPS	
	Legal	DDA issues not addressed	1	1	1	DDA built into design and layout as a matter of priority	None			0		Mike Gotobed/ Sarah Austin	
	Environmental	Damage to protected sites by play activity or construction process	1	3	3	Environmental Impact Assessment of all sites once selected to flag up issues and address mitigation	No risk to sites	1	1	1	Nature Conservation Officer to carry out EIA's on identified sites	Mike Gotobed/ Jez Martin	
	People/ Professional	Skills and experience not available to deliver projects	2	1	2	Officer Working Group membership should provide all the necessary skills; also some revenue funding available for external expertise	None			0	Project planning	Officer working Group/ Mike Gotobed	

	Contractual	Failure of contractors to deliver on time leading to uncompleted projects	3	2	6	Early discussion with Procurement, Financial Services and the play industry	Small industry might over commit itself	1	2	2	Look to use local contractors and designers and use the larger companies for supply only	Richard Nicholson/ Mike Gotobed/ Sarah Austin	
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Key:

I = Impact (1 - 4)

L = Likelihood (1 - 4)

S = Score (I x L)

BoP = Borough of Poole

CYPS = Children and Young People's Services (BoP)

DCSF = Department of Children, Schools & Families