

## OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:  
AHWB.055.2017 Mere Lane  
Public Open Space  
Improvements

### Box 1

**DIRECTORATE:** AH&WB

**DATE:** 28 June 2017

**Contact Name:** David Ridge

**Tel. No.:** 735925

**Subject Matter:** Mere Lane Public Open Space Improvements – Section 106 Funded

### Box 2

#### DECISION TAKEN:

1. To approve the allocation of £41,573 Section 106 monies for the enhancement of Mere Lane Public Open Space, Edenthorpe as follows:
  - a) £39,120 Capital build estimated costs
  - b) £2,453 Revenue maintenance costs
2. To include the scheme in the Adults, Health & Well Being Capital Programme.
3. To seek tenders for the implementation of the scheme referred to in (1) above and on completion of a successful tender process, to award the contract and implement the scheme.

### Box 3

#### REASON FOR THE DECISION:

##### Give relevant background information

The scheme will be funded in full from the following Section 106 commuted sums:

Line Ref: 146 - **06/02242/FULM Lyndale Avenue, Edenthorpe** (Full £4,899.00 to be used for capital element from this commuted sum balance)

Line Ref: 190 - **14/00297/4FULM Athelstane Crescent, Edenthorpe** (£2,452 maintenance sum to come from this commuted sum. £34,222.00 to be used for capital element from this commuted sum balance)

The scheme will be managed by Doncaster Council with DMBCs architects being responsible for the design, contract/tender process, scheme management and payment of all invoices to contractors/suppliers.

The procurement process, including evaluation, award and management of contract(s) will be carried out in accordance with the Contract Procedure Rules. The award and implementation of the scheme will be subject to sufficient budget being in place **N.B.** The funding identified for this scheme and approval for its use also forms part of this ODR.

The improvements will include the following:

- 1) New MUGA ends
- 2) Springer play equipment item
- 3) Tarmac path
- 4) New goal post
- 5) Litter bin refurbishment
- 6) Seat

Actual costs will not be known until the tender process is complete. Should the total cost exceed the funding available the scheme will be refined accordingly. See Appendix A for breakdown of cost estimate details.

The site and equipment will be maintained by the Council's Street Scene service. Revenue maintenance costs are projected as follows:

Play equipment maintenance - £245.25 per year

Total (10 year period) – £2452.50

A Deed of Variation associated with the development agreement for the Athelstane Crescent development (14/00297/4FULM) is in the process of being approved via a separate ODR associated with a POS improvement scheme at Far Field, Edenthorpe.

The variation to the agreement allows for some of the Section 106 monies to be used to fund improvements for this scheme.

The Deed of Variation also allows for an element of the funding (up to a maximum of £75,000 in total for this and the Far Field scheme) to be used to cover maintenance costs for a 10 year period for this proposal as the original agreements were time limited to 5 years.

**Planning Case Officer Comments (N Elliott):**

The Mere Lane site is further away from the development and therefore a greater distance for children to walk, however it is still located within the Edenthorpe parish and would provide a wider community benefit for Edenthorpe, hence still meets with CIL.

**Box 4****OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

**If other options were considered, please specify and give reasons for recommended option**

**Overall Scheme**

There are no other suitable alternative options considered available. The proposed approach is considered the most appropriate and realistic route to follow to ensure the proposed enhancements are delivered.

**Box 5****LEGAL IMPLICATIONS:**

Two section 106 obligations have been identified to provide the sums required for this scheme. The Lyndale Avenue scheme allows for the commuted sum which has been paid to be spent on the provision/enhancement of public open space within the borough and the location of the proposed scheme in Edenthorpe would ensure that the impact of the development is mitigated within the area in which it is located.

In the case of the other agreement a recently concluded variation to the relevant agreement provides for the monies to be spent on this scheme together with a proportion of the funding to be set aside for maintenance purposes.

The procurement of the scheme should be in accordance with the Council's Contract Procedure Rules. Legal Services should be consulted in relation to the contractual document associated with the award of the contract.

**Name:** Karen Winnard **Signature:** By email **Date:** 10<sup>th</sup> July 2017  
**Signature of Assistant Director of Legal and Democratic Services (or representative)**

**Box 6****FINANCIAL IMPLICATIONS:****Capital**

The approved 2017/18 Adults, Health & Wellbeing Capital Programme does not currently include this project.

This scheme will be approved via approval route B.10 Relevant approval is required before a project can commence or commit to capital spend. This new addition to the A,H&WB capital programme will be approved by CFO and relevant Director, in consultation with the relevant Portfolio Holder. Any changes will then be reported to Cabinet on a quarterly basis.

The capital cost of the Mere Lane Improvement Scheme detailed in the report above will be funded from Section 106 monies and is estimated to be £39k. There is a 10% contingency of £3,000 included in this figure.

The site and equipment will be maintained by the Council's Street Scene service, this will be funded from section 106 monies of £245 per year for the maximum of 10 years, (2018-2028) total of £2,450.

On approval of the report, the Capital Programme will be updated to include this project and a capital sub cost centre will be created and allocated for the projects use.

**Name:** Cheryl Slade **Signature:** C Slade/FM-AHWB **Date:** 04/07/2017  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

### **Section 106**

#### **(06/02242/FULM) Lyndale Avenue Edenthorpe**

There is currently a balance of £4,899 on the above planning reference, a commuted sum in relation to S106 monies. This project is seeking to use the remaining monies, for the enhancement of Mere Lane Public Open Space, Edenthorpe, leaving a nil balance on the commuted sum.

#### **(14/00297/4FULM) Athelstance Crescent Edenthorpe**

There is currently a balance of £303,038, including accumulated interest, on the above planning reference, a commuted sum in relation to S106 monies. This project is seeking to use £34,222 Capital monies of the available balance for the enhancement of Mere Lane Public Open Space, Edenthorpe and a maintenance revenue sum of £2,453. This will leave a balance of £266,364, however there is also a sum of £263,801 awaiting commitment by separate ODR approval; if this is sanctioned, the remaining balance would be £2,563 to be utilised on other projects.

  
**Name:** D Fisher **Signature:**  **Date:** 30/06/17  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

### **Box 7**

#### **HUMAN RESOURCE IMPLICATIONS:**

There are no Human Resources Implications

**Name:** Kelly Wilks **Signature:** By Email **Date:** 30<sup>th</sup> June 2017  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

**Box 8****PROCUREMENT IMPLICATIONS:**

The proposed alterations and enhancements to the aforementioned site will need to be carried out in line with the Councils Contract Procedure Rules and where possible, delivered by the Councils in House team.

Where this is not possible, then suitable quotations must be sought with at least one quotation from a local business (where possible).

Prior to publishing of tenders a suitable form of contract must be drafted and submitted with any tender and design documents issued to bidders.

Upon award of the works, the service area is reminded to complete a contract award notice, recording the contractor delivering the project and enabling the SPT to update the contract register.

**Name: S Duffield**   **Signature:**    **Date: 03/07/17**  
**Signature of Assistant Director of Finance & Performance**  
**(or representative)**

**Box 9****ICT IMPLICATIONS:**

There are no ICT implications associated with this decision.

**Name: Peter Ward (ICT Strategy Programme Manager)**

**Signature:**    **Date: 05/07/17**

**Signature of Assistant Director of Customers, Digital & ICT (or representative)**

**Box 10****ASSET IMPLICATIONS:**

The Public Open Space at Mere Lane, Edenthorpe is owned by Doncaster Council. The proposal as outlined therefore represents investment in a council owned asset that will enhance its appeal and promote increased use, hence ensuring the Council is meeting the on-going needs of service users. As such, the proposal is fully supported from an assets perspective.

**Name: Gillian Fairbrother (Assets Manager, Project Co-ordinator)**

**Signature: By email**   **Date: 3<sup>rd</sup> July, 2017**

**Signature of Assistant Director of Trading Services and Assets**  
**(or representative)**

**Box 11****RISK IMPLICATIONS:**

Should the decision not be taken to release the Section 106 monies the project will not progress as there are no alternative funding resources identified.

This could potentially result in community dissatisfaction as there is a clear desire from local members, the parish council and local community for the scheme to progress.

**(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)**

**Box 12****EQUALITY IMPLICATIONS:**

**To be completed by the report author**

The Council has a duty within the Equality legislation to show 'Due Regard' within its decision making process.

Following the Corporate Due Regard process it has been identified that this decision would have no specific impact relating to Equality, Diversity or Inclusion.

**Name:** D W Ridge **Signature:** Electronic **Date:** 25 April 2017  
**(Report author)**

**Box 13****CONSULTATION****Officers**

**(In addition to Finance, Legal and Human Resource implications and Procurement implications where necessary, please list below any other teams consulted on this decision, together with their comments)**

A Pre-Scheme Site Assessment document has been completed for this location containing observations from the following:

Planning/PROW  
Corporate Health & Safety  
Street Scene  
Public Health  
Programmes  
Assets & Properties  
Pollution Control  
Flood Risk Engineer  
South Yorkshire Police

Specific service comments can be viewed on request within the Pre-Scheme Site Assessment document.

Consultation has taken place with Legal Services, Programmes Team (Section 106), Planning and Harron Homes in respect of the Deed of Variation.

The parish council of Edenthorpe has been consulted on the proposals and who are supportive.

Public feedback has been received via the Parish Council and the Far Field POS scheme public consultation.

### **Members**

**Under the Scheme of delegation, officers are responsible for day to day operational matters as well as implementing decisions that have been taken by Council, Cabinet, Committee or individual Cabinet members. Further consultation with Members is not ordinarily required. However, where an ODR relates to a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member before exercising the delegated powers. In appropriate cases, officers will also need to consult with the Chair of Council, Committee Chairs or the Chair of an Overview and Scrutiny Panel as required. Officers shall also ensure that local Members are kept informed of matters affecting their Wards.**

**Please list any comments from Members below:**

Cllr C McGuinness as portfolio holder has been notified regarding the proposed scheme.

Cllrs David Nevett and Andrea Robinson are both supportive of the scheme.

### **Box 14**

#### **INFORMATION NOT FOR PUBLICATION:**

In accordance to the Freedom of Information Act 2000, it is in the Public's interests for this decision to be published in full, redacting only the signatures.

**Name: Gillian Parker    Signature:     Date: 19/07/2017\_**  
**Signature of FOI Lead Officer for service area where ODR originates**

Box 15

Signed: \_\_\_\_\_

Director Damian Allen

Date: 20/07/2017

Signed: \_\_\_\_\_

Additional Signature of Chief Financial Officer or nominated representative for Capital decisions. *Steve Mawson*

Date: 24/7/17

Signed: \_\_\_\_\_

Signature of Mayor or relevant Cabinet Member consulted on the above decision (if required).

Date: \_\_\_\_\_

- This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.
- A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.
- A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.
- A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox

#### Appendix 1

Item	Quantity	Unit	Rate (£)	Cost (£)
Preliminaries	10	%		3,000
Remove existing basketball posts	2	no.	200	400
Make good tarmac	1	Item	200	200
Remove existing timber edgings	1	Item	600	600
Paint existing litter bins	2	no.	100	200
Supply & install MUGA ends - Vancouver HAGS/SMP	2	no.	6,867	13,734
Supply & install springer - Bob HAGS/SMP	1	no.	736	736
Reinstate surfacing	6	m <sup>2</sup>	65	390

Supply & install line markings	2	no.	250	500
Supply & install tarmac path 2m wide (including pcc edgings)	70	m <sup>2</sup>	80	5,600
Supply & install additional tarmac to MUGA (including pcc edgings)	29	m <sup>2</sup>	80	2,320
Supply & install steel seat onto tarmac pad	1	Item	500	500
Supply rugby goal	1	no.	1,246	1,246
Install rugby goal	1	no.	1,071	1,071
Carriage	1	Item	125	125
Reinstatement	1	Item	500	500
Total build cost				31,122
<b>Contingency</b>	<b>0.1</b>	<b>%</b>	<b>31,122</b>	<b>3,112</b>
Maintenance costs	10	years	245	2,453
Design Fees	0.15	%	30,000	4,500
Planning Fees	1	Item	385	385
<b>Total fees</b>				<b>7,338</b>
<b>GRAND TOTAL</b>				<b>41,572</b>



**CAPITAL 1 FORM****PLEASE COMPLETE THIS FORM IF:**

(click the box to identify which is relevant)

☐ A capital scheme or funding allocation needs including in the Capital Programme, including leases, and be approved as a change through the quarterly Finance and Performance Improvement Report (please note that schemes **cannot** start incurring or commit to spend until an ODR or scheme specific report has been approved);

☐ A budget proposal is being made as part of the Capital Budget setting process (ODR not required for Budget Bids).

**Scheme Title:** Mere Lane Playing Field Improvements, Edenthorpe

**Reference Number:**

**Project Manager:** David Ridge **Tel:** 735925

**Brief Scheme Description:**

The scheme will involve a range of improvements and refurbishment to the existing open space which will be funded in full from the following Section 106 resources:

Line Ref: 146 Lyndale Ave, Edenthorpe & Line Ref: 190 Athelstane Crescent, Edenthorpe

Current estimated capital cost: £39,120.00

The scheme will include the following:

1. New MUGA goal ends
2. Replacement play equipment item
3. Tarmac link path to play area
4. New combi goal post
5. Litter bin refurbishment
6. Seat

There will also be a maintenance element associated with the scheme to be funded from Line Ref: 190 – A Deed of Variation is currently being agreed with the developer to extend the agreement time limit period for the maintenance element only from 5 yrs to 15 yrs.

**CAPITAL COST**

Year	2015/16	2016/17	2017/18	2018/19	Later Years	Total
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's
Estimated Expenditure (Please give a category by category breakdown if known i.e. contractor payments, fees and contingency)			39			

Confirmed Specific Funding Section 106 Resources (subject to ODR approval)			39			
Confirmed Corporate Resources						
Additional Specific Funding Required						
Additional Corporate Resources Required						
<b>Total Funding</b>			<b>39</b>			

Estimate Prepared By: Simone Gorton, Landscape Architect

#### Additional Information

The scheme will include a 10 years maintenance sum which will be drawn down on an annual basis. The current total estimate is £2,453.00. The scheme cost will be managed within the available budget.

#### Development costs (including feasibility and procurement cost)

Cost Type	Value	Year	Funding	Cost Centre

#### Revenue costs (when asset is in operation)

Cost Type	Value	Year	Funding	Cost Centre
Maintenance of equipment	£245.25 per yr x 10 yr period  Total £2,452.50	Estimated start/end: 2018 to 2028	Section 106 for 10 years. Then ongoing revenue contributions from a budget to be confirmed.	