



Project Information Document

Name: EMR - Skate Park

Project Objectives

The contractor will tender for the design and build of a concrete skate park in Wendover including the design, supply, and installation of all equipment with a total value not exceeding £120,000 ex Vat.

Budget Code 9108/357
Crnt Budget £ 120,000
Org Budget 120,000

Committee Amenities/Council
Project Lead MS/AS

Project Scope

works shall include:

- a) Design and Build of a concrete skate park according to the design brief
- b) Full design including designs for presentation purposes.
- c) Full site clearance, construction, site supervision and project management
- d) Supply and installation of appropriate drainage
- e) Supply and installation of appropriate signage
- f) Supply and installation of all equipment and site furniture
- g) Hard and soft landscaping works as included in the design
- h) Site access and reinstatement works
- i) Provision of necessary CDM regulations provisions

What is not in scope and why

Project Outcomes

A skatepark designed and built in Ashbrook Park

Original Project Milestones

Agree of design
Completed planning permission
Completed funding
Build and sign over to WPC

Resources required (other than budget)

WPC will need to support the fundraising and engage with the public. The Parish Council has secured £40,000 so far and it is expected that with the assistance of the winning tender that the remainder will be secured through various grants and funding streams.

Risk Assessment - key points

Reputational issues around skate parks need to be addressed in the design brief. Need and location will be challenged and the open spaces survey should be referenced in any public communication.

BS EN 14974:2019 (Skate parks - safety requirements and test methods) shall be adhered to during the design process and the scheme will need to pass the appropriate ROSPA inspection upon completion. Any non-conformities to the standards must be highlighted to the client for consideration and approval. The independent post installation inspection will be arranged by the contractor and the cost met by them.

Project Notes

Skate park Design Brief

- a) The skate park is intended to be for use by all abilities with a particular focus on beginners.
- b) The skate park is to incorporate both transition features (small bowl/miniramp, undulations, etc.) and street features (low rails, many pads, etc.)
- c) General fencing around the skate park is not required however transit barriers will be permitted where the tenderer feels that there is a need for a barrier to be installed for safety reasons i.e. to protect pedestrians or prevent users of the skate park conflicting with other users.
- d) The design must cater for skateboard and scooters.
- e) Skate park design incorporating features constructed below ground will be permitted but must take into account any buried services or features.
- f) The maximum height above the existing ground level for any feature included in the skate park design is 1.5 metres.
- g) The skate park must have some unique terrain to make the skate park stand out from others in the local area whilst offering many of the expected features of a great skate park.
- h) Extend existing path to skate park.
- i) Other desirable facilities include:
 - o External shelter
 - o Litter bins and seating

Project Tracking

changes of scope, milestones and budget

BUDGET

PROJECT UPDATES AND CHANGES TO SCOPE

Date	Minute	Action	New Budget	Notes
??	0	Open Spaces Survey produced and discussed. Agreed from the responses that a skatepark is required and the best location is Ashbrook	-	Amenities
01/11/2021	F21.062	Proposal that Wendover Parish Council sets up an EMR of £15000 for the 22/23 budget	15,000.00	Finance
08/01/2022	0	Community Board awards grant of £25,000	-	Office
??	0	LAST Grant of £10000	-	Office
??	0	Heart of England Grant of	-	Office
01/08/2022	PC22/226	A tender document is reviewed and approved to publish for potential suppliers to make their bids	120,000.00	Council
24/01/2023	0	Offer for tenders to project manage skatepark works put on contract finder	-	Offer closed on 28/2/2023 - no tenders received through this service
07/03/2023	PC22/422	Two tenders have been received - but one was late and had not been scored. RESOLVED to authorise Amenities Committee to confirm the award of the tender	120,000.00	Council
21/03/2023	A22.129	Tender one was approved and Canvas was awarded the project management, design and build work subject to supporting WPC to raise the additional funds	-	Amenities
01/11/2023	0	Notification received that Community Board funds at risk. Agreed to apply for planning permission early as that opens the opportunity to apply for other funding pots not accessible at the moment	-	Office
??	0	Meeting with chair of Community Board to extend the deadline for the use of the funds - agreed to keep funds open until Dec 23. Asked if we could pay up front for works completed and draw down the fund but that was not an option.	-	Office
07/11/2023	PC23/177	Planning permission applied for and agreed not to make an official comment on the planning portal as the Parish Council	-	Council
09/01/2024	PC23/241	The planning team need additional information which requires an acoustic survey and Biodiversity Net Gain Assessment. Council Awards Clear Acoustic Design at £1400 and ArbTech at £1378	-	Council
08/02/2024	0	Notification from project management company that the additional works for planning are more complex than thought and additional works and contractors are required. Go ahead given from the office based	-	Office
02/03/2024	0	Additional reports now submitted to Bucks Planning Team	-	Council
02/03/2024	0	Letter received from Community Board - lost the bid for £25k as the money has not been used but invited to reapply	-	Office
20/02/2024	F23/89	Transfer fundraised money F23/89 It was RESOLVED to transfer the following monies: £2922.17 from 1262 Fundraising Income to EMR 357 – Skatepark, £1601 from 1214 Christmas Trees to EMR 357 – Skatepark. This is a total of £4523.17 transfer into EMR 357 Skatepark F23/90 It was RESOLVED to authorise the Clerk to transfer any outstanding monies to EMR 357 when they are all collected.	-	Finance
18/05/2024	0	Application submitted for £60k to national lottery	-	Office
01/05/2024	0	Meeting with local business who expressed interest in funding	-	Office
23/09/2024	0	Reach out to funding consultant for proposal to fundraise for the project	-	Office
03/12/2024	PC24/295	Approval to increase skate park EMR to £40k at the end of the financial year 24/25	40,000.00	Parish Council

19/03/2025	0	Application for HS2 CEF £40k granted	-	Office	
06/05/2025	PC25/061	Request for tree removal to allow access from Purssell Path rejected by Parish Council	-	Parish Council	It seems this was a backup route for construction anyhow and main entrance will be primary access
06/05/2025	PC25/062	Finance Committee were authorised to approve Final costs, design plans, construction schedule and updated risks for the project before commencing construction.	-	Parish Council	