



Three Rivers District Council

OUTDOOR FITNESS ZONES

PROJECT INITIATION DOCUMENT (P.I.D. Lite)

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Document Control

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Distribution

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Approval

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1 Introduction

1.1 Purpose of the document

The Project Initiation Document (Lite) consolidates information required regarding the fundamental aspects of the project and is the basis against which the project is evaluated and prioritised.

- Why is this project important
- What will the project do, what outcomes will be delivered, what are the success factors and risks
- How much will it cost, what resources are required

*** This document is a “lite” version of the full Project Initiation Document (PID) required when initiating the project fully. The full PID contains additional information.*

- How will the project be implemented, how will it be managed
- When will the project be implemented
- Who will be involved and who will be impacted

NOTE: When a PID is recommended to Council and approved as part of the budget setting process, the relevant Chief Officer will be deemed to have the necessary Delegated Authority to enter into any contract in respect of the project and within the budget agreed.

1.2 Executive Summary

This should outline the recommendations made in the body of section 2, the Business Case.

- 1.2.1 The last six months have seen increased inequalities around health and wellbeing, with many people more isolated and less active than ever in their life. Disadvantaged communities have been hit the hardest and likely have the most challenging journeys ahead of them.
- 1.2.2 The Government has recently announced a drive to tackle obesity and to increase physical activity levels. Freely accessible outdoor fitness zones will support those hardest hit and enable people who can afford, formal structured sport and physical activity sessions, somewhere to be active.
- 1.2.3 There are 4 key existing outdoor gym sites across the district: Ebury play area, Hayling Road, Leavesden Country Park and Barton Way. These gyms were installed between 2009 and 2011 and are now coming to the end of their life. In addition, parts and materials to fix any issues are very difficult to obtain due to manufacturing taking place in China.
- 1.2.4 Leisure have recently introduced a charging policy for hiring tennis courts by private coaches, which has proven to be successful. The recommendation would be to extend the charging policy for hiring the new outdoor equipment zones to personal trainers and exercise instructors for set periods and times throughout the week.
- 1.2.5 The first option would be to replace the 4 existing sites only with a different type of equipment, with limited moving parts, which would mean less maintenance and a longer shelf life.
- 1.2.6 The proposal includes removing the outdoor gym from within Ebury play area and installing it at a different location within the main Aquadrome site, to be determined. The original concept of having the gym within the play area was to enable adults to exercise, whilst their children play, however in reality this did not happen. By having it elsewhere within the Aquadrome, it opens up the user groups who would be able to use it.
- 1.2.7 In addition, the proposal would also include removing the outdoor gym equipment from next to Barton Way play area to a location within the main playing fields, to be determined. This is due to limited space where it is currently sited.
- 1.2.8 All other sites will remain in the same place.
- 1.2.9 The second option would be the same as above, but with the addition of a new site at King George V Playing Fields, Mill End.
- 1.2.10 The replacement of existing gym equipment could be delivered over three financial years, using the £20,000 Capital Health and Wellbeing Funds per

annum in each of those financial years. Sites would be prioritised based on life expectancy of equipment. This is detailed under Section 3: Project Costs.

1.3 Project Objectives

Option 1

1.3.1 Removal of 4 existing outdoor gym sites

1.3.2 Installation of 4 upgraded outdoor exercise zones

1.3.3 Successfully implement a hiring charge at set times and days for personal trainers and exercise instructors.

Option 2

1.3.4 Removal of 4 existing outdoor gym sites

1.3.5 Installation of 5 upgraded outdoor exercise zones

1.3.6 Successfully implement a hiring charge at set times and days for personal trainers and exercise instructors.

1.4 Current issues and priorities

The project will support the Council in achieving the following Corporate Framework Priority Themes:

- Housing and Thriving Communities
- Successful Environment
- High Performing, Financially Independent Council

The project will support the Council in achieving the following Corporate Objectives:

- We will work towards reducing inequalities, prevent homelessness and encourage healthy lifestyles
- We will seek to increase the number of Green Flag accredited parks and open spaces
- We will generate enough income to continue to provide services for the district

The project will support the Council in achieving the following KPIs:

- CP22 – Satisfaction with Parks and Open Space
- CP22 – Satisfaction with Sports and Leisure Facilities
- LL34 – To maintain accreditation for Green Flag
- LL31 – Number of attendances by adults at leisure venues and activities
- LL33 – Number of attendances by young people at leisure venues and activities

The project will support the Council in achieving the following Service PI:

- CP24 – No. of adults achieving at least 30 minutes of physical activity per week

1.4.1 The project will provide freely accessible outdoor fitness zones across 4 or 5 key sites within the district. On the whole, these will be free to use and will support people in having an active lifestyle, which will have a direct impact on their health and wellbeing.

1.4.2 Having a charging scheme in place for personal trainers and exercise instructors to hire the equipment, will generate income for the Council.

1.4.3 The leisure development team will also be able to provide instructors and run classes at a reduced rate for those suffering from health issues or who cannot afford regular gym memberships or exercise classes. These sessions will have the aim of introducing people to how they can use the equipment independently.

1.4.4 Green Flag assessment takes into account the inclusion of community leisure facilities as a way of enhancing sites and encouraging people to use the space in different ways. These will therefore be included in future Green Flag submissions.

1.4.5 There are significant health benefits of being physically active. It boosts self-esteem and mood, increases sleep quality and energy, builds immunity, reduces the risk of developing many diseases, and promotes quality of life.

1.5 Implications of project not being complete

1.5.1 There are both health implication and maintenance/financial implications to the Council if this project is not completed.

1.5.2 There are significant health benefits of being physically active as detailed above.

1.5.3 Various studies have been released in the last few months stating that being obese or overweight puts you at greater risk of serious illness or death from Covid-19 (as well as from many other life-threatening diseases). The review of evidence by Public Health England found excess weight put people at greater risk of needing hospital admission or intensive care and the risk grew substantially as weight increased.

1.5.4 The government has acknowledged this in new measures to curb obesity. Losing weight can bring huge benefits for health - and may also help protect against the health risks of Covid-19.

1.5.5 The existing gym equipment is coming to the end of life, having being installed between 2009 and 2011. Parts are very difficult to get hold of in order to

maintain the equipment and to make any repairs, due to the manufacturing taking place in China.

- 1.5.6 Environmental Protection have reported commissioning specialist manufacturing companies to produce the parts, which results in them paying a premium price. This cannot be sustained. Within the next year, individual items of equipment will need to be removed and will not be replaced.

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2 Business Case

The business case for the project is about supporting strategic objectives relating to organisational efficiency and effectiveness and use of resources.

Why should this project be undertaken?

- Existing items of equipment are coming to the end of life, with parts and materials difficult to obtain due to manufacturing taking place in China.
- There are increasing costs to the Council for maintaining the equipment due to using specialist companies to make parts as they cannot be sourced quickly enough.
- Within the next year, existing equipment will need to be removed and will not be replaced.
- The project will support those to be more physically active without a financial burden of taking out a membership or paying for exercise classes. This is especially significant for those living in deprived areas or who may have been hit financially due to COVID-19 as a way of tackling health inequalities.
- The project will also enable an element of income generation, through hiring the equipment at set times to personal trainers and exercise instructors.
- Evidence shows that on the whole, COVID-19 has a greater impact if people are obese or physically inactive. This project will help to encourage people to be more active without having to commit to the costs associated with structured exercise sessions.
- Providing new, accessible equipment will support the Council's application to Green Flag and increase the public's satisfaction with parks and open spaces and with sports and leisure facilities.
- The equipment being considered is shown below, or equivalent:
 - <https://www.kompan.co.uk/fitness/outdoor-fitness/cross-training>
 - <https://www.kompan.co.uk/projects/sport-fitness>

How will project success be measured?

- Environmental Protection will be able to maintain the new equipment without having to source parts from China or specialist manufacturers.
- Income received through the hiring of the outdoor fitness zones to exercise instructors and personal trainers.
- Ad-hoc and informal feedback from people using the parks and open spaces and grounds staff on site.
- Comments received through the satisfaction surveys
- Option 1: successful procurement and installation of 4 new outdoor fitness zones or Option 2: successful procurement and installation of 5 new outdoor fitness zones.

2.1 Project Definition

2.2 Outputs and Outcomes

Outputs

- Removal of 4 existing outdoor gym sites
- Advertising the hiring of the outdoor fitness zones once installed
- Securing income from hires
- Option 1: Installation of 4 new outdoor fitness zones:
 - Aquadrome
 - Leavesden Country Park
 - Hayling Road
 - Barton Way
- Option 2: Installation of 5 new outdoor fitness zones
 - Aquadrome
 - Leavesden Country Park
 - Hayling Road
 - Barton Way
 - King George V Playing Fields

Outcomes

- Environmental Protection successfully maintain the outdoor fitness zones quickly and efficiently
- Income generation
- Increased satisfaction with parks and open spaces and sports and leisure facilities
- Supporting achieving Green Flag status at Aquadrome, Leavesden Country Park and South Oxhey Playing Fields
- Increased physical activity levels – particularly in the most deprived wards
- Reduced health inequalities due to the benefits that outdoor physical activity has on health and wellbeing.

2.3 Benefits

The benefits to be realised as a result of this project and how they will be measured are detailed below:

- Successful procurement of a contractor, with parts manufactured in the UK and / or easily obtained within 1 week of a request
 - Measured during the procurement phased and scored as part of the overall tender assessment
- Successful removal of 4 existing outdoor gym sites, which are currently difficult to maintain as described previously.
 - Measured during the installation phase
- Option 1: successful installation of 4 new outdoor fitness zones
 - Measured during the installation phase
- Option 2: successful installation of 5 new outdoor fitness zones
 - Measured during the installation phase

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- Satisfaction with parks and open spaces and sports and leisure facilities
 - Measured through the annual Omnibus survey
- Income received through the hiring of the outdoor fitness zones
 - Measured through the online booking system and financial/budget monitoring

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3 Project Costs

3.1 One off project costs

Include summary of all expected project costs – total project budget required to complete all activities. These are currently estimated and prices will be confirmed prior to the final decision.

Option 1

Removal of the existing equipment: £1,000
 Installation of new equipment and associated safety surfacing: £25,000
 Project Management and Principal Designer Costs (based on the TRDC Project Management Framework): £1,200
 TOTAL for 1 site: £27,200

TOTAL for 4 sites: £108,800

Option 2

Removal of the existing equipment: £1,000
 Installation of new equipment and associated safety surfacing: £25,000
 Project Management and Principal Designer Costs (based on the TRDC Project Management Framework): £1,200
 TOTAL for 1 site: £27,200

TOTAL for 5 sites: £136,000

Options for Consideration

The replacement of existing gym equipment could be delivered over three financial years, using the £20,000 Capital Health and Wellbeing Funds in each of those financial years. Sites would be prioritised based on life expectancy of equipment.

Year	Sites	Capital Health and Wellbeing Funds	TRDC Capital Funds
Year 1 2021/22	Aquadrome and Leavesden Country Park	£20,000	£34,400
Year 2 2022/23	Hayling Road and Barton Way	£20,000	£34,400
Year 3 2023/24	King George V Playing Fields	£20,000	£7,200

The project will still be procured for all of the sites in order to gain economies of scale but delivered over a 3 year period.

Please note there are no S106 funding pots available to support the project.

Should items of equipment be damaged or irreplaceable due to obtaining parts etc. then that item of equipment will be removed by Environmental Protection and will not be replaced.

3.2 Financial viability

By spreading the costs to the Council over a 3 year period it makes it a more financially viable option, prioritising those sites due to come to the end of life first. Once the equipment has been installed and handed back to the Council, the public will be able to immediately gain the benefits of having a freely accessible, local outdoor fitness zone.

3.3 Resources and skills

3.3.1 The project will be managed by the Landscapes and Leisure Development Manager and the Project Development Officer within Leisure Development.

3.3.2 The Project Manager and Principal Designer role will be procured using the Council's Project Management Framework 2020-2024.

3.3.3 Environmental Protection will be involved throughout the process.

Has the project been agreed by the Head of ICT?

Yes	<input type="checkbox"/>	N/A
No	<input type="checkbox"/>	

3.4 Equalities

Is this project responding to an Equality Impact Assessment?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If yes, please provide brief details of the EIA...

Has an [Equality Impact Assessment](#) been undertaken for this project?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

If yes, what are the outcomes and how do these link to the project?

Outdoor Fitness Zones are freely accessible for all and consideration will be given to those with a disability and how they will be able to use the equipment as part of the procurement process.

3.5 Data Protection Impact Assessment (DPIA)

Has a [Data Protection Impact Assessment](#) be completed for this project?

Yes	<input type="checkbox"/>	N/A
No	<input type="checkbox"/>	

If yes, please attach a copy

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If no, why not?

3.6 Risks

Risk Management Strategy

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Increased costs to Environmental Protection for maintaining existing outdoor gym equipment	Financial implications to the Council	Replace existing equipment	treat	4
Members of the public injuring themselves on equipment that is coming to the end of life	Financial Implications Reputational Risk Injury to a member of the public	Environmental Protection perform weekly and monthly checks Replace, remove or take out of action damaged equipment	treat	4
Members of the public not using the new equipment correctly	Financial Implications Reputational Risk Injury to a member of the public	Procure equipment that comes with a supported app Offer instructor led sessions Signage displayed on site on how to use the equipment	treat	4
Vandalism / damage / graffiti to new or existing equipment	Financial implications	Remove offensive graffiti and report ASB issues to the Community Safety Partnership and 111. Work closely with the	treat	4

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		<p>PCSOs to monitor the area</p> <p>Deliver sessions for young people</p> <p>Proposed new equipment more appealing to young people</p>		
Existing equipment at end of life	<p>Financial implications</p> <p>Reputational Risk</p> <p>Impact on KPIs and Corporate Objectives</p>	Equipment will be removed and not replaced should the project not proceed	treat	4

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Very Likely ----- Likelihood ----- Remote	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
Impact Low -----> Unacceptable				

Likelihood Score

- Impact Score**
- 4 (Catastrophic)
 - 3 (Critical)
 - 2 (Significant)
 - 1 (Marginal)

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

