

<b>Project Brief</b>	
<p>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</p>	
<b>Project Name</b>	Toilet Refurbishment at Scout H.Q. Firtree Crescent, Tadcaster
<b>Project Manager</b>	John Swift
<b>Document Author</b> (if different from Project Manager)	John Swift - Group Scout Leader
<b>Organisation Name</b>	1st. Tadcaster Scout Group



### Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

The Scout Hut was built in 1994 with a limited budget. The majority of the money was spent on completing the building and the main Hall. Although the toilets were finished it was to a very basic standard. The toilets have remained the same for 24 years and are therefore desperately in need of modernisation to address health and safety issues as well as the fact that there are insufficient facilities for the number of people using the Hut on a regular basis. Plus, the disabled toilet doubles up as the Ladies cubicle, which is inadequate for present needs. Two separate cubicles are required. When the Hut was built in 1994 the facilities catered for approximately 50 young people from the local community per week. We now have around 200 local young people on our register who attend on a weekly basis. Recently we have made the Scout Hut available to the local community during the day (ie Stutton Playgroup) who utilise the facility 5 days a week during term time. The toilets are in desperate need of an upgrade in terms of health and safety. The floor is covered with smooth quarry tiles which are slippery when wet: there is no heating or hot water: there is only one cubicle in each toilet: there is poor lighting; ventilation is inadequate; no satisfactory hand drying facilities. The proposed changes will benefit the community by providing a modern, safe and healthy facility for all users, young people and adults alike and especially the under 5's.

### Details of the Project

Please list the details of your project.

1. Strip out old toilets completely
2. New lighting and extractor fans
3. New cubicles including a dedicated disabled cubicle
4. Water heaters
5. Redecoration and new flooring to both male and female toilets
6. Heating to be installed
7. hand dryers are to be installed

### Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

**Theme 3 - Community leisure, culture and education** - The project will deliver a facility that is more desirable for Community use. It will widen the potential use of the Scout Hut as a community venue as well as supporting the ongoing development of both the Scouts and the Stutton playgroup. The active inclusion of senior citizens in activities at the playgroup to promote community cohesion and understanding is progressing. The Scout Group has a waiting list for those wishing to attend our voluntary and community group run entirely by unpaid volunteers,

with Scouting providing an active leisure and educational role within the community. The recent expansion of numbers of children and of organisations using the Scout Hut demonstrates the increasing community accessibility to this community facility.

#### **Theme 4 - Community safety, health and well-being.**

Scouting is a constructive, creative and fun leisure activity that increasing numbers of children from Tadcaster and the surrounding villages are becoming involved with. Tadcaster Scout group actively supports young people to take a more active role in civic society as they grow up, for example: attending the annual Remembrance Parade and Service; attending the annual St George's Day Service; entertaining the whole of Tadcaster and Stutton by Santas sleigh visiting the young and old alike; running stalls at the Christmas market and Magnets Bonfire night; participating in Tadcaster Carnival by entering a float and running a stall/activity; encouraging our young people to take part in Tadcaster's Young Peoples Council; taking care of our community environment by litter picking and planting bulbs in common areas around the Scout Hut for the benefit of the local elderly population; entertaining the residents in the local care home; by asking the local police, fire brigade, St Johns Ambulance, Guide dogs for the blind and York Rescue boat and local churches to explain their role and presence in the Community.

### **Benefits**

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community. The Scout Hut is in the centre of the "Tadcaster and Villages" CEF area. Attendees are drawn from the whole of this area. The modernised, clean, hygienic and safe facility to be offered provides an excellent meeting place for a developing and widening community.

### **Project Approach / Delivery Options**

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

Community labour and local businesses will be used to deliver the project. The Executive Committee of the Scout group has many skills within its membership to be able to secure a high standard value for money project. These skills involve business management, accountancy, financial managers as well as solicitors whose input will be well used to ensure a successful project completion.

### **Project Timescales (Milestones)**

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

The timescale for project completion is 6 months, aiming for full completion by the end of the financial year, ie March 31st 2018.

### **Project Resources (people and money)**

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

- **Costs** – Strip out old toilets and dispose of rubbish - £500 (skip and parental help)
  - New lighting and extraction - £700 (local qualified contractors)
  - New cubicles and boxing in of pipe work - £4000 (local contractors)
  - New plumbing and sanitary ware - £4000 (local contractors)
  - New water heaters - £200 (local contractors)
  - Redecorations - £200 (parents and Committee members)
  - New flooring - £400 (local contractors)
  - Heating - £850 (local contractors)
  - Hand driers - £300 (local contractors)

TOTAL COSTS: £11,150

## **Funding**

*Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.*

*The Scouts have been actively fundraising over the last 18 months, organising various activities. These have included sponsored walks, sponsored 100km cycle ride, Santas sleigh, stalls at local events including the Tour de Yorkshire, bag-packing and the collection of Gift Aid on Scouting subscriptions. Plus potential CEF funding.*

## **Risks / Issues**

*Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.*

*We do not consider there to be any risks or concerns at present.*

## **Links and Dependencies**

*Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?*

*Not Applicable*