

PROJECT BRIEF

Bruton Multi Use Games Area (MUGA) Project

Project Name:	Bruton MUGA Project		
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Owner:	Bruton Town Council		
Client:	Bruton Town Council		
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1.0 Background

The MUGA Project is part of the wider Jubilee Park Development Programme (JPDP) the mandate for which was approved by Bruton Town Council (BTC) on 27 October 2015¹. The JPDP currently consists of the following projects:

- The Community Hall Project;
- The Skate Park (known as the “Bru Bowl”) Upgrade Project;
- The MUGA Project;
- The Lower Pitch Upgrade Project;
- The Play Park Upgrade Project;
- The Car Park Upgrade Project.

The **JPDP vision** is to provide modern and innovative sports and leisure facilities to inspire the people of Bruton and the surrounding villages to be active, healthy and enjoy life.

The SSDC Senior Play and Youth Facilities Officer has confirmed that he is content with the MUGA Project Brief² and it was approved by BTC on 29 November 2016.

¹ JPDP Mandate, v0.1, dated 27 October 2015.

² Email from the SSDC Senior Play and Youth Facilities Officer dated 29 November 2016.

2.0 Project Definition

2.1 Project aim. The aim of the MUGA project is to provide an all-weather floodlit and fenced games area for a variety of sporting activities.

2.2 Project objectives.

- Provide a free open access facility that encourages the people of Bruton and surrounding areas to participate in sport and leisure activities. Including a facility for disabled access.
- Enable Bruton United Football Club to train in the evenings and in all-weather conditions during the winter periods.
- Provide the Netball club a facility to host home matches, tournaments and a suitable facility to train.
- Provide a facility to play 5 aside football.
- Provide a facility to play tennis.
- Provide a facility to play basketball.

2.3 Project scope and exclusions. The Project will encompass community engagement, design, a costing process, a mobilisation and then execution phase.

2.4 Outline project deliverables and/or desired outcomes.

- The MUGA design should be in accordance with EN15312, the standard for free access multi-sports equipment.
- The floodlight system for the MUGA should be to a SSDC approved and accredited standard and “fitted for” future utility for the Bru Bowl.
- The fencing system for the MUGA must be a product that has a test certificate from an independent test house such as British Standards that confirms the product adheres to EN15312.
- Increase sport and leisure opportunities.
- Increase activities for young people.
- Improved sport and leisure facilities for the disabled.
- Improved access to healthy lifestyle services.
- Promotion of Bruton as an attractive and welcoming town to visit.

2.5 Constraints and assumptions.

- The MUGA must not interfere with or prevent the development of other projects within the wider Jubilee Park Development Programme. Known constraints and assumptions are:
 - The footprint of the MUGA must not prevent the upgrade of the skate park in the future.
 - BUFC must be able to continue to train and play matches on the lower pitches during the construction of the MUGA.
 - The MUGA floodlight design will take into account the requirement to support the future lighting of the upgraded skate park.
- The minimum dimensions for the MUGA are to be 120ft (36.6m) x 70ft (21.35m) to enable official netball competitions to take place.
- The MUGA design will resolve the incompatibility between netball and a basketball backboard.
- It is assumed that planning permission will be required and the lead BTC Councillor will conduct pre-planning application consultation with the identified planning officer.
- The extension of the Jubilee Park Lease past 2031 is being managed by the JPDP Programme Board.
- The Visitors of Sexey's Hospital will be briefed and kept informed by the JPDP Programme Board.
- Detailed costs will not be known until responses have received from contractors which on current timelines is assumed to be 28 February 2017. SSDC advice³ is to assume a cost of £80,000.
- Funding sources have yet to be confirmed but SSDC have advised⁴ that this project is affordable.
- There is insufficient capacity and capability within SSDC and BTC to conduct the day to day management of the MUGA Project, and therefore the services of a professional project manager will be required. The funding for these services must be included within the overall project costs.
- The SSDC Equalities Officer will facilitate the conduct of an independent access audit via the Service Level Agreement (SLA) between SSDC and "Access for All"⁵.

³ BTC meeting with SSDC Senior Play and Youth Facilities Officer dated 17 October 2016.

⁴ BTC meeting with SSDC Senior Play and Youth Facilities Officer and SSDC Neighbourhood Development Officer dated 14 November 2016.

⁵ <http://www.accessforall.solutions/> - Registered Charity No: 1091404.

2.6 The user(s) and any other known interested parties. The priority use of the MUGA will be for free open access use by the general public. In addition, the MUGA will be used by the Bruton United Football Club (BUFC) and the Bruton Robins Netball Club both of which are formally constituted clubs and are affiliated to the Football Association (FA) and England Netball respectively. The Netball Club will use the MUGA to host home matches in the Somerset winter league, tournaments and to train. Currently training takes place from September to April on Tuesday evening from 7.30 – 9 pm. BUFC will use the MUGA to train in the evenings and in all-weather conditions during the winter periods.

3.0 Outline Business Case

The MUGA project aligns with the Bruton Vision statement developed in 2006, renewed by the Bruton Community Partnership (BCP) Action Plan in 2014 and re-confirmed in the 2016 Bruton Town Survey. Its aims and objectives align with the wider JPDP, with the aim to provide modern and innovative sports and leisure facilities to the Town.

4.0 Project Product Description

Initial costing's and timelines are being developed. This Project Brief provides sufficient information for the SSDC Senior Play and Youth Facilities Officer to produce 3 draft design briefs to enable contractors to quote against, one each for: the construction of the surface; the installation of the equipment and the installation of the floodlights. Current timelines are:

- 31 December 2016 – draft design briefs produced.
- 31 January 2017 - Invitation to Quote issued.
- 28 February 2017 – responses from contractors received.
- 31 March 2017 – responses evaluated and a preferred bidder selected.

5.0 Project Risks

- There is a risk that the project might stall caused by an inability of potential users to agree the design resulting in a delay, or possibly cancellation, of the project. This risk will be mitigated by open, transparent and regular communication to all stakeholders and users.
- There is a risk that the project is unaffordable caused by the quotes from the contractors being higher than assumed resulting in a delay, or possibly cancellation, of the project. This risk will be mitigated by a BCP led fundraising event in March 2017 combined with increasing the funding sought in the bid applications.

6.0 Project Management Team Structure

MUGA Project Organisation

