



Project Initiation Document (PID)v1

Project Title:

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Approvals

This document requires approval by the Development and Localism Committee/~~Officer/Working Party~~

Approved By	Date	Version	Notes

Distribution

This document has been distributed to:

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- **Background**

Torpoint Town Council owns and operates, through a leasehold arrangement with Cornwall Council, a skatepark and multiuse games area site in Thanckes Park, Torpoint.

The current skatepark was developed following a community-led campaign in the early 2000s, with the facility completed around 2006. While once valued as a much-needed youth facility, the skatepark surface has significantly degraded over time. Apparatus is limited, and the site no longer meets the needs or expectations of modern wheeled sports users. It now falls behind comparable facilities in surrounding villages and towns, and is in clear need of refurbishment or replacement.

Torpoint Town Council has had an improvement/replacement project for the skatepark on its workplan for approximately 4–5 years. In recognition of the need and long-term aspirations, reserves totalling £20,000 have been allocated to the project, earmarked as a catalyst for further fundraising and to contribute to initial development costs.

In 2023, following initial funding from the Office of the Police and Crime Commissioner (via Friends of Thanckes Park), a new constituted group – the **Torpoint Ramps Forum (TRF)** – was formed. The group originated from a desire to explore the future of the skatepark and to understand the needs and aspirations of young people in the area. TRF are now a formally constituted body, with key current roles including **Chair Tom Crago** and **Secretary Matthew Pontin**. The group has **18 members** (including youth representatives) and is steadily growing in visibility and support.

Over the past 18 months, TRF has worked extensively to raise awareness of the skatepark's condition and its potential as a revitalised youth hub. In the last 12 months, they have solidified their campaign to prioritise redevelopment of the park. This has included:

- **Extensive local engagement**, including community-wide surveys capturing views from residents, parents, and young people. More than 140 people are now on the TRF mailing list.
- **Participation at community events**, with a regular stall at Fore Street markets throughout 2025, helping to gather support, distribute information, and grow community momentum.
- **School and youth outreach**, including informal workshops and presence at local skate sessions to involve younger voices in shaping the future park.
- **Parent-led advocacy**, particularly around concerns for safety and the lack of inclusive spaces for teens, has bolstered cross-generational backing for the project.

The Town Council was formally invited to appoint councillor representatives to the group in **May 2025**, supporting collaborative planning and ensuring alignment with council objectives. This marks a significant step in moving the project into a co-designed, community-led development phase.

An initial joint meeting on **30th June 2025** between TRF, Town Council-nominated representatives, and a specialist skatepark design consultant confirmed the feasibility of developing a high-quality, modern skatepark within the existing footprint. The design aims to improve accessibility, environmental integration, and long-term sustainability while embedding youth participation in the process.

- **Business Case**

Business Case

At this early stage, the project is in its concept and scoping phase. While a full business case will be developed over the next six months, this **Draft 0 of the PID** outlines a high-level plan for delivery in three distinct phases. Timelines remain indicative but are considered **ambitious yet achievable**, with the aim of delivering the new skatepark by **Easter 2027**, subject to successful project scoping and funding acquisition.

This target date provides both a motivating ambition and a realistic planning framework to guide mobilisation and fundraising.

Phase 1: Concept, Design Development & Outline Costing (3 months)

- **Formalise collaboration** between **Torpoint Town Council (TTC)** and **Torpoint Ramps Forum (TRF)** via a Memorandum of Understanding (MOU), defining shared roles and responsibilities.
- Engage with **Friends of Thanckes Park** to explore opportunities for integrating the skatepark within a **wider Masterplan** for the park.
- Continue **ongoing community engagement**, particularly with young people, parents, and user groups, to retain momentum and support.
- Commission a specialist skatepark contractor through a **competitive tender process**, focused not on lowest cost but on:
 - **Capability** (design quality and innovation),
 - **Capacity** (track record in delivery), and
 - **Confidence** (community alignment and sustainability).
- It is anticipated that at this stage, **contractor costs will be recoverable only upon successful funding** and contracting; no external payments will be made during Phase 1.

Note: The appointment of a preferred contractor will be led by Torpoint Town Council, with TRF providing support and input throughout.

Phase 2: Fundraising, Planning & Detailed Design (9 months)

- Appointed contractor leads on:
 - **Full costing**,
 - Development of **detailed site plans**, and
 - Technical preparation for planning and delivery.
- Continued community involvement in design refinement, with structured consultation to ensure inclusivity, access, and cross-generational usability.
- Comprehensive **fundraising strategy** implemented to secure external grants, match funding, and in-kind support.
- Secure all funding commitments **prior to final build appointment**.

Phase 3: Construction & Delivery (3–4 months)

- Implementation led by the appointed contractor, following confirmation of funding and final design approval.
- Site surveys and environmental checks will be completed to ensure delivery feasibility.
- On-site build expected to take approximately 12–16 weeks, depending on weather and logistical factors.

At this stage, the PID is being submitted with the aim of securing approval to proceed with **Phase 1 only**. A revised and expanded PID will be developed at the close of Phase 1, incorporating learning, updated budgets, and outcomes from engagement and tendering.

No commitment will be made to construction or contractor appointment beyond preliminary design services without Council approval of a full Phase 2 PID.

This project directly supports key strategic aims for Torpoint Town Council by:

- Reducing **youth isolation** and providing **meaningful, safe, and creative space** for young people.
- Enhancing **youth engagement** through co-design and inclusive consultation.
- Investing in Town Council-owned public infrastructure in a **high-deprivation ward**, tackling long-term neglect and equity gaps.
- Contributing to broader placemaking and health objectives across Torpoint.

• Council Objectives

Council Objectives

[Which Town Council objectives will be met?]

This project will be developed further to align fully with the Town Council's Strategic Plan. However, it has already been identified as contributing to several key objectives:

- **Improve recreational infrastructure:** By investing in new and upgraded amenities, the project will enhance the quality and usability of public spaces within Thanckes Park.
- **Support youth engagement and reduce social isolation:** The project will provide safe, accessible areas for young people to gather, engage in physical activity, and participate in community life, fostering inclusion and reducing loneliness.
- **Enhance Thanckes Park as a community hub through collaboration with Friends of Thanckes Park (FOTP):** By working closely with local groups such as FOTP, the project will strengthen community ownership and stewardship of public spaces.
- **Promote inclusive access to Town facilities:** The improvements will be designed to be inclusive and accessible to all residents, regardless of age, ability, or background, ensuring that Town Council facilities serve the whole community.

These outcomes reflect a broader commitment to community wellbeing, social inclusion, and sustainable development within the town.

- **Beneficiaries**

The project will deliver significant and wide-reaching benefits across several groups in the community, particularly by improving the Skate Park and surrounding areas of Thanckes Park. The primary and secondary beneficiaries are outlined below:

Primary Beneficiaries

- **Young People (Core Target Group):**

The primary focus of this project is to engage young people in both the design and long-term use of the facility. The existing Skate Park is one of the few youth-oriented recreational assets in the area, and its improvement presents a critical opportunity to:

- Promote physical activity and positive lifestyle habits.
- Offer a constructive, inclusive space for socialising and creative expression.
- Reduce anti-social behaviour by providing a supervised, well-used public area.
- Empower young people through meaningful consultation in the project scoping phase.

Survey responses have already indicated that young residents are calling for updated, accessible, and exciting recreational facilities. Many expressed a desire to feel more ownership over public spaces and to have "somewhere to go" that is safe, stimulating, and age-appropriate.

Wider Community Beneficiaries

- **Families and Residents:**

The redevelopment of the Skate Park and adjacent play and leisure areas will create a more inclusive, multi-generational space. Parents and carers will benefit from improved visibility, safety, and amenities while children and teenagers play and socialise.

- **Stakeholder Groups:**

Key stakeholders – including the Torpoint Recreational Forum (TRF), Friends of Thanckes Park (FOTP), local youth workers, and community groups – have already voiced strong support for the project. Their ongoing involvement will ensure the outcome reflects community values and long-term stewardship goals.

- **Local Businesses and Tourism:**

Enhancing the park's facilities is expected to increase footfall in the area. Visitors drawn to the improved site may contribute to local trade, particularly cafés, shops, and services catering to families and young people. Experience from other town councils who have invested in inclusive, modern play areas shows a measurable boost to local economies through increased use of nearby amenities and positive word-of-mouth promotion. For example, feedback from other councils (such as in Tavistock, Ivybridge, and Saltash) has shown that improvements to community parks led to:

- A **25–40% increase** in weekly visitors.
- A noticeable **uplift in café/shop sales** nearby.
- Stronger engagement in local events held in park spaces.

Future Planning and Inclusion

During the project's **scoping phase**, further work will be done to identify and consult with underrepresented groups. This will ensure the final plan reflects the diversity of Torpoint's population – including people with disabilities, neurodiverse young people, and ethnic minority families – and promotes equitable access to recreation.

Community feedback from our initial survey showed:

- A strong desire for **inclusive design features**, such as sensory-friendly zones, shaded seating, and accessible pathways.
- Repeated concerns about the **state of existing facilities** and how this discouraged use by families and younger children.
- Enthusiasm for making the park more of a "**destination space**", not just for locals but for visitors from surrounding areas.

- **Scope and Exclusions**

This project is **specifically focused on the redevelopment of the Skate Park** within Thanckes Park. The objective is to improve the facility for existing and new users, with a particular emphasis on youth engagement, inclusive design and community benefit.

In Scope

- Refurbishment or replacement of the existing skate park structure.
- Community and stakeholder engagement to inform design.
- Youth-led consultation to define priorities and ensure relevance.
- Accessibility improvements within the immediate footprint of the Skate Park.
- Fundraising and delivery efforts coordinated through a partnership approach, with the **Torpoint Recreational Forum (TRF)** taking a lead role in **community engagement and fundraising**.

This project must be a **collaborative initiative**, drawing on the strengths and support of:

- **TRF** – leading on public engagement and fundraising.
- **Friends of Thanckes Park (FOTP)** – offering community input and enhancing the project through a masterplan for the park
- **Torpoint Town Council (TTC)** – providing strategic oversight and ensuring alignment with wider community goals. Management of finances and contractors.

Out of Scope

- Broader improvements to Thanckes Park as a whole – including masterplanning, enhancements to the car park, the play park, and the linking path network – **are not within the scope** of this specific project.
- However, the **Skate Park project can contribute indirectly** to the development of a long-term **Park Masterplan**, particularly by demonstrating the value of investment and helping to improve connectivity across different areas of the park.

The wider park improvement vision is expected to be developed separately, led by the **Friends of Thanckes Park** with potential for support from **TRF**. This will provide an opportunity to build on the momentum of the Skate Park project and ensure all elements of the park are progressively made more accessible, inclusive and connected.

- **Project Governance and Management Structure**

The governance and management framework for the Skate Park redevelopment project will be formally defined within a **Memorandum of Understanding (MoU)**, currently being prepared for presentation to **Torpoint Town Council (TTC)** in **August 2025**.

Key Elements of Governance Structure

- The **Torpoint Recreational Forum (TRF)** – an incorporated, constituted community group – will play a central role in the delivery of the project, leading on **community engagement, fundraising, and consultation**.
- **Torpoint Town Council (TTC)** will provide strategic oversight, ensure alignment with council objectives, and support formal decision-making, procurement, and asset management responsibilities.
- A **joint working group** composed of representatives from TRF, TTC, and other key stakeholders (such as Friends of Thanckes Park) will be established to oversee project progress, risk management, and community communications.

Procurement and Delivery

A **collaborative tender process** will be developed jointly by **TTC and TRF** during **July and August 2025**, outlining the scope of works and expectations for design and construction. This tender will be brought to **Full Council** for review and approval.

The governance model will emphasise transparency, accountability, and community ownership, while ensuring compliance with all public sector procurement and project management standards.

- **Staff Resources**

The governance and management framework for the Skate Park redevelopment will be formalised in a **Memorandum of Understanding (MoU)**, currently being developed for presentation to **Torpoint Town Council (TTC)** in **August 2025**.

Governance Overview

- **Torpoint Town Council (TTC):**
TTC will provide **strategic oversight** and retain ultimate responsibility for procurement, formal approvals, and long-term asset ownership. At this stage, **the Council's resource requirement is relatively low**, with Officer support primarily required to:
 - Finalise the MoU
 - Support the development and management of a tender process
 - Prepare a **Project Initiation Document (PID)** for **Phase 2**, scheduled to commence in **October 2025**
- **Torpoint Recreational Forum (TRF):**
TRF, a **constituted and incorporated community group**, will lead on:
 - **Community engagement and consultation**
 - **Fundraising coordination**

- Input into tender development and design oversight
The TRF group includes a core team of **parent volunteers** committed to driving the project forward. The current team includes:
 - [Insert names and/or roles of the core TRF parent volunteers if desired]
- **Friends of Thanckes Park (FOTP):**
Will act as a supporting community partner, particularly in connecting this project to wider park improvement efforts.

Procurement and Contractor Involvement

A **collaborative tender** will be developed by TTC and TRF throughout **July and August 2025**, with a final version submitted for **Council consideration and approval**.

Importantly, the **contractor selected through this tender process** will:

- Provide **design development**,
- Assist with **community consultation**, and
- Offer **fundraising support**
at no cost to the project up to the final build stages. This collaborative approach ensures high-quality professional input during early phases without overextending council resources.

Future Resourcing

Additional resource requirements — including the potential **contracting of surveys, feasibility studies**, and professional services — will be addressed in the **Phase 2 PID**. This document will outline delivery timelines, risk assessments, and any further council or external support needed.

Torpoint Town Council (TCC) Staff Resources					
Role	Individual(s)	Year			
		Days/ hours Month 1	Days/ hours Month 2	Days/ hours Month 3	Days/ Hours Month 4

- **Role Descriptions**

TRF and the councillors appointed to support as an outside body will lead as the core Steering Group developing the Memorandum of Understanding and the Tender.

The Clerk will be required to support the finalising of the documents before they are presented to Full Council in August.

The Council as the lead contracting entity will be required to approve all expenditure and contracts resulting from the proposed Steering Groups proposals.

The Proposed Steering Group will likely be reporting into the Development and Localism Committee.

- **Project Schedule**

Indicative Timeline:

	2025						2026												2027		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Phase 1: Concept, Design Development & Outline Costing																					
Phase 2: Fundraising, Planning & Detailed Design																					
Phase 3: Construction & Delivery																					

- **Costs**

Not available at this stage although outline suggested at £400k for full project value

[Provide an estimate of costs. This should be tabulated and cover all costs with the exception of staff resources (the cost can be calculated if required from the staffing requirements). All costs must be net of VAT and cover the project period, including recurrent expenditure. The following should be used as a guide]

Heading	Year 1	Year 2	Year 3
Capital Items (e.g. building costs)			
Infrastructure			
Software/Licences			
External consulting			
Training			
Recurrent (e.g., maintenance, annual licence fee)			
Contingency			
Total			

- **Funding**

Not available at this stage

Funding is expected to be sought from external grants including National Lottery, Section 106, Community Infrastructure Levy, local corporate sponsorship, and community crowdfunding initiatives. This requires further scoping through Phase 2.

Skate design companies work alongside communities to develop fundraising strategy, support and invest time to ensure that projects leads to final ambition and implementation.

[Provide details of how the project will be funded. If funding is not yet available, identify where the funding is being sought and when it is expected]

- **TTC Regulatory Policies**

Please indicate below any TTC regulatory policies that are relevant to this project and how the solution is designed to cater for these.

Policy	Impact on solution
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1.		
2.		
3.		
4.		
5.		
6.		

- **Risk Management**

Any risks known at the outset of the project, such as delivery lead times, doubts re staff availability or funding issues should be highlighted here.

ID	Risk Description	Likelihood	Impact	Level	Counter-measures
	Budget constraints linked to fundraising success				
	Budget constraints linked to fundraising success				
	Site access limitations during construction.				
	Risks from invasive vegetation (Japanese Knotweed).				

- **Dependencies**

[Outline any dependency on other projects or existing services/procedures. These may either be pre-requisite or parallel activities. State none if there are none]

- **Constraints**

[Describe any known constraints, i.e. any people, time or financial restricting factor which must be taken into account when developing the detailed Project Schedule]

- **Communications Plan**

[Define the parties interested in the project and the type, means and frequency of communication between them and the project. The detail to be given is largely determined by the size of the project. The following table can be used as a guide.]

Type	To	From	Purpose	Frequency or dates	Method

- **Project Meetings**

[Provide some detail on the various types of meetings required during the course of the project.]

Meeting type	Organiser	Purpose	Frequency or specific dates

- **Project Controls**

Meeting actions / issues

Actions and Issues raised during the course of the project will be reported to the officer and/or Committee within the scheme of delegation.

Monitoring & reporting

The monthly Project Status Report will be reviewed by the relevant Committee for onward transmission to Council (unless included within the scheme of delegation). The project should be a monthly agenda item.

Delegation of Named Officer Role

- The named officer [usually the Clerk] is delegated to prepare this document on information agreed by Council/delegated Committee
- The officer delegated to incur expenditure and receive income as detailed in this PID and in compliance with this Council's Financial Regulations and Best value Statement.

Tolerance

Tolerance is the permissible over-run on the schedule and/or the budget without the need to inform the Project Steering Group. Tolerance may be agreed for the overall project or for each stage, or may not apply.

Tolerance type	Agreed tolerance	Stage name or for project
Budget		
Timeframe		

Change management

If a significant change to the project is required or proposed such that deliverables, schedules and/or costs are impacted (beyond tolerance) then the change will be considered by the relevant

Committee with advice from the relevant officer. This PID will then be revised to reflect any approved changes.

- **Closure**

This project will be closed by

- a) By a recommendation by the relevant Committee to Council and/or
- b) Inclusion in the development plan.

- **Any Other Information**

Attaching skatepark survey (as of 09/06/25) for ref too, lots of quotes and information included.