

# TOWNSHIP PROJECT BRIEF AND COMMISSIONING FORM


**ROCHDALE**  
BOROUGH COUNCIL

Township Ref

Service Ref

<b>Township</b>	Heywood	HTC/01/20	
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<b>Name of Request Originator</b>	Heywood Township Chair and Churches Together in Heywood		
<b>Project Manager &amp; Ext</b>	John McAuley – 0161 770 3646		
<b>Completed by</b>	Garry Brown	<b>Date Completed</b>	04/06/2020

## A. DETAILS OF SCHEME

<b>Scheme Name &amp; Location</b>	Nativity – Heywood Town Centre		
<b>Scheme Description (include as much information as possible)</b>	<p>The existing nativity that forms part of Heywood Town Centre's Christmas light display are currently stand-alone illuminated features that have been used for several years and are susceptible to damage and can fall over in adverse weather conditions, they are also currently in poor condition and at risk of becoming beyond economical repair.</p> <p>The proposal is to install a crib in front of the main Christmas tree on the green in front of St Luke's Church with a modular wooden frame with viewing panels on three sides (please see attached) and 11 figures with the tallest 600mm, to include internal low voltage display lighting.</p>		
<b>Scheme comments from Highways</b>	The scheme will reduce the potential risk to the public of the current features falling over and vandalism.		
<b>Desired Outcome (what is required by the scheme)</b>	To enhance the Christmas lighting display and reduce future maintenance costs.		
<b>Township Priorities Met</b>	Place		

<b>Land Owner</b>	Rochdale Council
<b>Public Consultation</b>	No
<b>Proposed Source of Funding</b>	Township Capital

## B. ESTIMATE

### Assumptions made during preparation of estimate

Access to the green in front of St Luke's Church

### Risks that may change estimate


Limited access to the green in front of St Luke's Church

<b>Total Estimated Fees</b>	N/A		
<b>Total Estimated Works Costs</b>	£2,197.50 (supply) + £500 (to install and remove) = <u>£2,697.50 +vat</u>		
<b>**Total Cost Estimate valid for a 6 month period</b>	£2,697.50		
<b>Amount Approved by Township</b>		<b>Cost Code</b>	

### C. TIMESCALES

<b>Estimated Start Date</b>	July 2020 – To manufacture crib		
<i>(start date subject to commissioning within three months of application)</i>			
<b>Evidence</b>			
<i>eg start within two months of receiving commission. Evidence: fees being expended on system.</i>			
<b>Completion Date</b>	October / November 2020 – installed during the Christmas light installation programme		
<b>Evidence</b>			
<i>eg completion within six months of start date. Evidence: completion of works on site and settlement of final account</i>			

### D. AUTHORISATION

I have read the terms and conditions provided with this form and agree to the funds being allocated as approved at Committee			
<b>Date Committee Approved Scheme</b>			
<b>Signature of Head of Service</b>		<b>Date</b>	04/06/2020
<b>Signature of Townships &amp; Communities Manager</b>		<b>Date</b>	
<b>Signature of Township Chair</b>		<b>Date</b>	

### E. BENEFITS/OUTCOMES (FOR COMPLETION BY HIGHWAYS & ENGINEERING SERVICE ONLY)

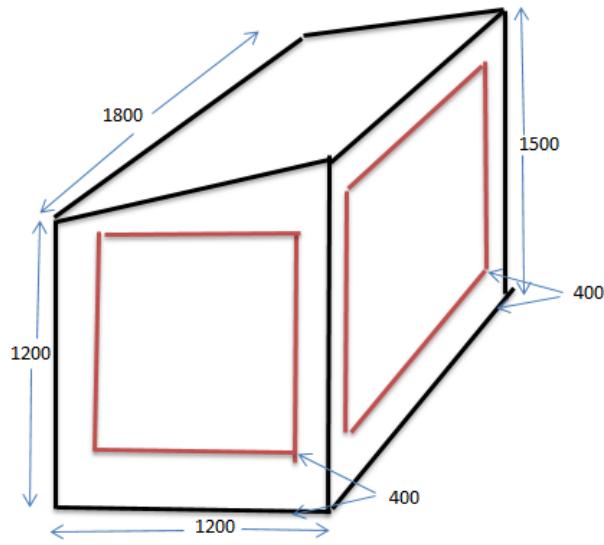
TAMP Objectives		LTP Criteria	
		Improve Safety	
Accessibility		Accident Reduction	
Condition		Reduce Congestion	
Township Priority		Improve Network	

\*\* Based on decision to proceed given in (timescale) and including scope/assumptions are correct.

#### KEY

	To be completed by whoever receives the original proposal
	To be completed by Service/Provider after discussion with the Township Office
	To be completed by Township Councillor/Officer

Outdoor Crib



Perspex to 3 sides to give maximum viewing area

False floor to be fitted @ approx 4 from ground level

measurements in millimetres and approx.