

# Project Brief

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## Project Details

Project: Burwell Hall Changing Rooms Upgrade

Project Sponsor: Witney Town Council

Project Manager: Nicky Cayley

Start Date:TBC

Completion Date: Start of Season – August 2023 (even if just lockers)?

## Document Details

Version	Modifications	Author	Date
1		Nicky Cayley	02.05.23

## Approvals

This document requires the following approvals:

Name	Role	Signature	Date	Version
Adam Clapton	Deputy Town Clerk	A. Clapton	17/05/23	1

## Distribution

This document has been distributed to:

Name	Role	Date of Issue	Version
Adam Clapton	Deputy Town Clerk	19/05/23	1
Angus Whitburn	Operations Officer	19/05/23	1
Tom Smith	Venue and Events Officer	19/05/23	1
Mark Lewis	Head of Estates and Operation	19/05/23	1

## Project Definition

### Background

The Town Council is unable to fund a changing room extension at the current time. Therefore, the Council has decided to refurbish the existing changing rooms. NOTE: the existing changing rooms cannot be made F.A compliant (no shower and toilet for ref, not large enough, no DDA compliancy for showers/toilets, only 2 shower head per changing room).

## Objectives

To provide refurbished changing rooms and lockable storage facilities for the teams which use the Burwell Recreation Ground football pitches.

## Project Scope

Project will include removal of tiling to walls and floor by works team or contractor, hire of skip, re-tiling of wall by external contractors, new flooring (tiles or non-slip flooring), installation of new showers. Installation of lockers (coin operated) externally (possibly with canopy?). Installation of new sanitary ware in changing rooms (1 toilet per changing room and sink) and re-tiling of referee's room. New tiling to walls and floor in entrance areas and repainting of all non-tiled areas,

## Outcomes

Easy to clean, tiled changing rooms with new sanitary ware, showers, and lockable storage.

## Constraints

Budget – max budget of £75,000.

## Assumptions

Availability/capability of Works Team – to

## *Business Case*

Changing rooms are dated and dirty and there is no storage. As there is no possibility of providing new facilities this is the best option for all.

## *Project Management Team Structure and Role Descriptions*

Name	Role	Role Description	Email	Number
Nicky Cayley	Project Co Ordinator	Co Ordinating delivery of the project	nicky.cayley@witney-tc.gov.uk	
Angus Whitburn	Operations Officer	Commissioning the works team to remove tiles, assist with locker provision and overseeing suitability of products	angus.whitburn@witney-tc.gov.uk	
Mark Lewis	Head of Estates and Operations	Project Officer reports to HEO.	mark.lewis@witney-tc.gov.uk	
Works Team	Tile removal/Prep		works@witney-tc.gov.uk	
Tom Smith	Venue and Events Officer	Assisting with access to building	tomas.smith@witney-tc.gov.uk	