

HARTLEBURY PARISH COUNCIL

Date	3 October 2017
Agenda Item No	9
Title	Hartlebury Community Project
B a c k g r o u n d	<p>The Community Project Process:</p> <p>From the extensive Parish Planning consultation process carried out in 2015-2016 key priorities for improvement in the Parish were initially identified.</p> <p>One such area was the need to 'improve and increase parish amenities', including sport and recreation facilities; the play area and the surrounds to the Parish Hall.</p> <p>At a 'drop in' consultation event, attendees then prioritised the need to increase and improve Parish amenities and support the Parish Hall as a 'High' priority</p> <p>To progress the project, the Parish Council approved the formation of a Steering Group.</p> <p>The Community Project Steering Group was set up in August 2016: Membership was Parish Councillors; District Councillor; representatives from Parish Hall Management Committee and Community Volunteers.</p> <p>A series of consultation events were subsequently held to determine exactly what the community wanted. Funding applications were made to achieve the estimated cost of £375,000.</p> <p>A restricted tendering process was followed in April 2017 with delegated responsibility passed to an assessment committee to appoint a landscape architect/designer for the project.</p> <p>In June 2017 the appointment of a Landscape Designer (R Greenway representing Greenway LA Ltd) was ratified by the Parish Council. Appropriate ecology, topology and tree surveys were subsequently carried out. In July 2017 the designer met with both the Steering Group and the Parish Hall Management committee to clarify need.</p> <p>A design was presented to group of parish hall management committee and steering group members in August 2017. A modified design was presented to the community at a drop in event in September 2017. It has been recognised throughout that this is a joint project with the Parish Hall Management Committee.</p>
C o n s i d e r a t i o n s	<p>The results of Drop in Consultation event: See attached paper (1) These were considered at the Steering Group on 26 September 2017 and it was agreed that the modifications to the design had addressed the suggestions made as far as was possible. The Steering Group recommend that the Parish Council agree to now freeze the design and give approval for it to be submitted for planning approval. See attached PDF (2)</p> <p>Funding update: See attached paper (3) The applications have failed to achieve the estimated cost. This may mean that we cannot fulfill all aspects of the design. A small application is still pending and an appeal/complaint has been submitted to Sport England.</p> <p>Time line: See attached paper (4)</p> <p>Suspension of Steering Group: At the meeting of 26 September 2017 the Steering Group was officially suspended. Particular thanks should be given to the Community Volunteers: Mike Tooley; Glynis Rabin and Sharon Broomfield and to representatives Peter Holden; Radmila Mikhalovic and John Maughan who have all given up significant amounts of their time to support the project and have offered their advice, experience and encouragement throughout the process.</p> <p>The proposal is that this group is now replaced with a specific Project Management Team of 5/6 members representing both the Parish Council and the Parish Hall Management Committee.</p> <p>Project Management Team (PMT): The proposal is that a small representative group should now oversee the project through to successful completion; reporting regularly to Parish Council and submitting proposals to Council as necessary within the agreed delegated authorities. The Terms of Reference identify the tasks to be completed by this group. See attached paper (5)</p> <p>These are the major tasks remaining in actioning the project, some of which will have sub-tasks and some of which will depend upon the successful conclusion of a preceding task.</p> <p>For example, if tenders are higher than the available budget, time will be lost in negotiating reductions in the most favourable offers before selection of the contractor is made and the contract is awarded.</p> <p>Some tasks will rely upon professional input from team members, such as tasks 4, 5, 7 and 9 to 11. The Landscape Architect quoted an hourly rate for ad-hoc support to tasks 7 to 11.</p> <p>Delegating authority to this team to make decisions and to the RFO to make payments (within an approved budget) is necessary to keep the project on track within a realistic timeframe and also meet financial obligations and regulations. The proposal to identify an independent councillor to act as 'financial consultant' to oversee the payments is a safeguard to protect Council, the RFO and cheque signatories.</p>
P r o p o s a l	<p>1 To submit the design as a planning application to Wychavon.</p> <p>2 To agree in principle to form a Project Management Team.</p> <p>3 To nominate and approve 3 Councillors to be part of this group.</p> <p>4 To delegate authority to the Project Management Team as per the Terms of Reference.</p> <p>5 To nominate and approve a Councillor to be the 'financial consultant' to oversee agreed spending and reclaim.</p> <p>6 To approve delegated authority to the RFO to raise and pay invoices within approved overall budget and to reclaim VAT as appropriate.</p>
Risk	Medium
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