

## Project Highlight Report.

*The highlight report updates the Parish Council as sponsors about the project's progress to date. It also provides an opportunity to raise concerns and issues with the Council, and alert them to any changes that may affect the project.*

### Project Title

Foxhills Childrens' Play Area

### Project Sponsors

Lytchett Matravers Parish Council

**1. Date of this report (dd/mm/2010):** 26/Oct/2010

### 2. Objective(s) of this Project:

To design and install a children's play area on the Foxhills development public open space on land adjacent to Fosters Spring.

The aim is to secure funding by end April 2010, and place order for installation Summer 2010.

[Revised target for completion End of 2010]

### 3. Achievements since last highlight report:

- *Received countersigned copy of SITA funding agreement which we currently hold.*
- *Order placed with Miracle Design and Play, by the Parish Clerk, 8<sup>th</sup> Oct.*
- *Agreement has been made between LMPC and PCP regarding wording of a "Safeguarding Children Policy and Procedure". PCP have agreed that the policy need not include Vulnerable Adults.*
- *Informed the funders that we have placed the order.*

### 4. Actions and outputs for the next period:

- *Schedule site installation meeting with Miracle installation Leader, Working group, LMPC once contacted by Miracle.*
- *Prepare invitation to Opening Event for LM Primary School pupils to be circulated (one per pupil). Opening date to be inserted once known.*
- *Prepare "Press releases" and seek approval from funders re the wording, for the opening event.*
- *Complete SITA and Viridor paperwork once installation complete and final invoice received to enable final payments from SITA and Viridor to be authorised and released promptly.*
- *Request that grass is cut short in area once site visit date is known.*

### 5. Risks and other issues:

### 6. Decisions required from the Parish Council:

- *Has LMPC actually adopted a Safeguarding Children Policy and Procedures?*
- *In addition to the following is there anyone else who you feel we should formally invite via email to the opening event, once the date is known: Sue Bellamy (PCP), Alex Clothier (PDC), SITA representative, Viridor Representative, Brian Evans-Johnson (DCA Community Play and Recreation officer), DCC Publicist, Representative from Miracle Design and Play, PC Jon Stuart and PCSO Jason Newall (Police), LMPC Parish Councillors (all), Daily Echo, Stour and Avon Magazine.*
- *Agree wording of copy of invitation for School Pupils.*
- *Who, from LMPC will be intending on attending the site visit with Miracle prior to installation? Will the Clerk request their attendance once the date/time is known?*
- *Was the Viridor signed agreement retrieved from David Cross?*