

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): 14/Aug/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 October 2010]

3. Achievements since last highlight report:

- *Returned signed Viridor funding agreements and Entrust registration to Viridor and received written confirmation that Viridor have received Third Party contribution (£1023 from PDC), registered project with Entrust and are happy, for their part, for us to proceed and place order.*
- *Returned SITA Project Delivery plan and received Contracts for signing: Signed by Cllr Gracey and awaiting countersignature by LMPC before returning to SITA. SITA have also confirmed receipt of Third Party contribution (£2875 from PDC).*
- *LMPC have received the balance of £10k PCP grant minus 2x TPC payments = £6102. We plan to use this as part of the deposit when placing order.*
- *Received confirmation from SITA and Viridor that the deadline for commencement of works has been extended to allow for October completion.*
- *Received written confirmation from PCP that we can place order on the understanding that the Safeguarding Children and Vulnerable Adults policy and procedure will soon be finalised by LMPC.*
- *Prepared a draft of the wording to be displayed on the Park sign.*
- *Decision on colour scheme has been made.*
- *LMPC have approved the proposed equipment, spread and approx location within the overall space.*
- *Final quote for supply and installation of equipment received from Miracle Design and Play.*
- *Decision confirmed that no application to the Big Lottery will be submitted for this project.*
- *Notified other shortlisted suppliers that they have been unsuccessful.*
- *LMPC Clerk has advised that the council will take care of litter and dog bins for the area as they deem appropriate. Provision and maintenance to be funded by LMPC.*

4. Actions and outputs for the next period:

- *Inform PCP once LMPC have adopted a "Safeguarding Children and Vulnerable Adults Policy and Procedures".*
- *Receive countersigned SITA agreement from Cllr Cross and return to SITA. They will then sign agreement and send us a copy along with written approval to proceed.*
- *Formally advise Miracle Design and Play that we are ready to place the order, advise them of the deposit we propose to make, and request an invoice to be raised to LMPC.*
- *Collate written confirmation from all funding providers and order details to provide to LMPC Clerk so that the order can be placed.*

5. Risks and other issues:

- *Delivery and lead times from the play equipment provider and provision of installations dates in their schedule/diary with any additional delays may mean that the installation is in the Autumn to Winter of 2010/11, this having a knock-on effect of delays in progress and a longer installation period due to inclement weather which also has a bearing on the possibility of incurring additional costs.*
- *SITA and Viridor awards are reliant on Third Party Contribution which must come from PCP monies. To qualify for that grant, one of the requirements of PCP is that the Parish Council must have a Safeguarding Children and Vulnerable Adults policy.*
- *Delays in the project could still result in PCP withdrawing their funding offer, which is essential as this forms the TPC for gaining access to the other funding offers.*

6. Decisions required from the Parish Council:

- *Is the wording of the park sign (draft attached) acceptable? Note if this is not finalised when we place the order then it can be ordered separately nearer installation date but will cost around £200 which will need paying for by LMPC over and above the main Miracle invoice..*
- *Has LMPC adopted a Safeguarding Children and Vulnerable Adults Standards, Policy and Procedures?*
- *As a requirement of the funding applications, we are obliged to publicise the project. Please can LMPC consider placing an article in the next edition of Lytchett Link? Once install is almost complete we are required to submit press release to Daily Echo and free papers.*
- *SITA contract (Signed by Cllr Gracey) needs countersigning by Cllr Cross or other councillor and returning to us for submission to SITA asap.*
- *Confirmation that, once we have written confirmation from all funders, and when we provide full details of what to order, that LMPC will place the order along with deposit payment without further council meeting discussion.*