

## 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

Fox Hills Childrens' Play Area

### Project Sponsors

Lytchett Matravers Parish Council

1. **Date of this report (dd/mm/2010):** 02/01/2010

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

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

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

### 3. Achievements since last highlight report:

#### **This is our First Report to LMPC. Achievements to date:**

- Visited many parks locally and nationally to gather ideas and review equipment form different manufacturers. Attended trade show.*
- Weekly meetings of our committee.*
- Compile "wish lists" of equipment, and invite 9 companies to come to site and quote.*
- Receive quotes from 8 Co's (one pulled out).*
- Shortlist 3 Co's based on quality and appropriateness of quote, and appeal of equipment proposed. Shortlisted quotes ranging from £50k - £65K.*
- LMPC have agreed £25k funding towards the project with the proviso that 1) There is no zip-line and 2) that LMPC reviews the final plans before committing to installation.*
- Applied to PDC Purbeck Community Partnership for £10k (Closing date 30 Nov 2009). They have requested further info which we need to provide.*
- Applied to SITA Trust for Waste Management Fund grant of £25K (Closing date 24 Nov 2009). Decision expected end Mar 2010. They have contacted us end Dec for more info which Parish Clerk has provided 31 Dec 09*
- Prepared application for Viridor Waste Management Fund grant of £25K (Closing date 20 Jan 2010). Some info and details still need to be gathered before submission.*

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

- Post application form for Viridor by 18<sup>th</sup> January for delivery on or by 19<sup>th</sup> January.*
- Consider other funding sources with a view to applying, if the likely success rate and potential grant value makes them worthwhile.*
- Plan "Public consultation" event for village children, to ascertain childrens' and guardians' wish lists for equipment.*
- Respond to Viridor re section 106 query for grant application.*
- Post "Fox Hills Play Area Project – the story so far" letters to all Fox Hills residents (by hand) asap.*
- Cllr Cross on behalf of LMPC has agreed to complete and submit a Big Lottery fund grant application (no date deadline specified, although end of April has initially been agreed for the whole of the funding aspect).*

## **5. Risks and other issues:**

- *Securing funding is clearly critical to the project. Therefore successful grant applications are essential. We need to submit the best applications we can, by the closing dates, which means that any information we require, we need in time to collate into the application forms, and get them posted to meet the target date.*
- *A condition of securing funding from the Purbeck Community Partnership funding is that we need to provide a "Safeguarding Children and Vulnerable Adults" policy and procedures. Alex Clothier at PDC has offered to assist with this. We expect a decision on this application Feb/Mar 2010, and will need to have the policy before any funding offered will be released.*
- *Any grants from Waste Management providers (SITA and VIRIDOR are the two we are eligible to apply for) require a 10% "Third party contribution" payment back to them. Apparently LMPC funding does not qualify for being used for this purpose, so we need PCP funding, otherwise we will need to secure grant(s) from other sources to make this payment).*

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

- *"Safeguarding Children and Vulnerable Adults" policy and procedures required for any PCP funding to be granted. Needed Feb/Mar 2010.*
- *Approval from Cllr Cross/Cllr Miller of the proposed "Project Update" letter to Fox Hills residents.*
- *We hope to get the Viridor application form completed on Weds 13th January. Do the Parish Council wish/need to review the application before it is submitted? If so, we will need it returned by 16th in order that we can make any changes and submit it for receipt by the deadline date. (We provided the form to Cllrs Cross and Miller 15 December although we will need to make a few additions to the final form).*
- *Following a Parish Councillors meeting on Friday 11 December 2009, when the Purbeck Community Partnership Strategic Bid Form 2009 was to be discussed, the PCP committee needs, if appropriate, a note of any proposed amendments to the form, otherwise a signature from Cllr David Cross and return of the form to Paula Taylor, to allow second submission to PCP asap (deadline was 30 November 2009), any other feedback from this meeting. We are on "borrowed time" for this application.*
- *Whether marketing materials can be allowed to be given out at the public consultation.*