

## 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):** 16/Sept/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:

- *Received countersigned SITA agreement from LMPC and returned to SITA. SITA have since signed and returned the agreement.*
- *Formally advised Miracle Design and Play that we are ready to place the order, they have confirmed that the deposit we propose to pay (£18715.37+VAT) is acceptable and we have received an invoice for this amount.*
- *Received written confirmation from all funding providers that prerequisites have been fulfilled and that we have authority to place the order.*
- *Prepared "pack" for LMPC of all order details etc so that the order can be placed.*
- *Confirmation from Miracle that if inclement weather prolongs installation, we will not incur additional charges*
- *Contacted SITA, PCP and Viridor re ongoing monitoring requirements:*
  - *SITA require the play area to be in place for 10 years, but require an update/status report upon completion of installation.*
  - *Viridor will wish to see that the play area is still in place 5 years after installation.*
  - *PCP require monitoring of usage of the play area on a couple of occasions within 6 months of opening.*
  - *No other specific usage monitoring has been requested from any of the funders.*
  - *Entrust may select the project for random audit of usage at any time.*
- *Finalise wording of the sign.*
- *Received confirmation from the funders that the level of publicity proposed at last LMPC full council meeting is acceptable to all parties.*

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

- *LMPC to place order with Miracle.*
- *Inform PCP once LMPC have adopted a "Safeguarding Children and Vulnerable Adults Policy and Procedures".*
- *Prepare and pass order "pack" to LMPC Parish Clerk so that order can be placed, along with deposit payment.*
- *Schedule site installation meeting with Miracle installation Leader, Working group, LMPC.*
- *Inform the funders that we have placed the order.*

## **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.*
- *If project delays beyond 2010, prices will rise, as will VAT.*

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

- *Has LMPC adopted a Safeguarding Children and Vulnerable Adults Standards, Policy and Procedures?*
- *What, if any, documentation do LMPC require from the working group regarding this project, that we have not already provided?*
- *The installation Co require that, prior to the site visit shortly before installation, the grass will need to be cut short so the safety grass can properly laid and so that any imperfections in the ground can be assessed. This may be after the last "routine" cut of the season. Can LMPC confirm that this will be arranged?*