



SMART Action Plan Boness Road Play Area

S- Be **Specific** about what you want to achieve, do not be ambiguous, communicate clearly.

M- Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measurable (KPIs).

A- Make sure it is **Appropriate**. Is it an **Achievable** outcome?

R- Check that its **Realistic**, it must be possible taking account of time, ability and finances.

T- Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to check your progress.

Action	Specific	Measurable	Appropriate	Realistic	Time	Staff Responsible	Status
1. Survey site	Topographical and utilities survey required before Landscape Architect can produce designs.	Surveys Completed	Surveys required as this project will involve landscaping an existing site.	Yes	April 2019	Jodie	<u>29.03.19</u> Topographical survey complete. Utilities will be completed 2.04.19. <u>30.04.19</u> All Surveys complete.
2. Meet with Landscape Architect	Andrew Norris appointed as Landscape Architect to produce designs which will be used for public consultation.	Meeting held	This is a more natural/landscaping project.	Yes	April 2019	Jodie	<u>29.03.19</u> Meeting currently being arranged with wp members. <u>30.04.19</u> JS met with AN 16.04.19 AN confirmed drawings should be complete by end May.



3. Drawings received	Landscape Architect will produce draft designs.	Drawings produced	WP/Committee will need to review drafts.	Yes	May 2019 Moved to June 2019	Andrew Norris	<u>30.04.19</u> AN working on drawings – deadline end may. <u>14.06.19</u> AN confirm drawings produced by 28.06.19
4. Survey all Boness surrounding residents	Ensure close community is in favour of project	Surveys returned.	Public support will be necessary for grant funding and longevity of project.	Yes	End July	Jodie designed survey Katy publicise and arrange delivery.	
5. Public consultation Display drawings and survey results.	Ensure community is in favour of project	Public attendance/response	Public support will be necessary for grant funding and longevity of project.	Yes	End August	Jodie to arrange consultation. Katy to provide imagery and publicity material.	
6. Planning and Lease	Check with SBC whether lease amendments or planning permission required.	SBC approval	Approval (if necessary) will be essential for the project.	Yes	End August	Jodie	
7. Review of S106 receipts	Review available S106 and timescales for receipt.	Funds received/timescale.	Funds required to complete project.	Yes	End September	Jodie.	



8. Tender for works	As project over £25k will need to put out to tender.	Company sourced.	Required to install project.	Yes	Within 1 month of confirmation of funds	Jodie to prepare tender. Full Council to agree contract award.	
9. Start Project	Contractor to start installation.	Works begin.	Works begin.	Yes		Jodie to work closely with Contractor.	
10. Project sign off	Contractor completed. Safety inspection completed.	Works completed.	Works completed.	Yes		Jodie to work closely with contractor	
11. Publicity/grand opening	Publicise new installation and open play park.	Publicity usually condition of grant funding.	Via. Press releases and social media.	Yes		Jodie to draft press release. Katy to produce publicity material.	



Earmarked Funds

S106 Carite

Off site Formal Play Area: £6,144.34

Off site Local Open Space: £8,810.08

Off Site Outdoor Sports Facilities: £5,962.91

Total: £20,917.33

S106 Haskins

Off-site Outdoor Sports Facilities: £5,672.91

S106 Artis Farm

Off-site Locally Equipped Area for Play: £8,732.94

Off-site Local Open Space: £10,901.53



Off-site Playing Pitches (Outdoor Sport Contribution): £7,580.07

Total: £27,214.54

CIL Allocated
£15,000.00