



## SMART Action Plan Thorney Park 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 measureable (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. Confirm site	Confirm with Stonewater what rent will be required. If unachievable find alternative site.	Site confirmed.	Site required before project can progress.	Yes	End May 2019  End June 2019	Jodie	Awaiting Stonewater to confirm rental a) possible b) cost <u>29.03.19</u> Comms with Stonewater requesting example of works etc. JS respond 21.03 with sample plan and lease. Vicky Reynolds (Stonewater) out of office until 01.04.19. <u>30.04.19</u> Comms from VR 24.04.19 awaiting discussion with her mgr currently on leave – diarised to chase 6.05.19  <u>14.06.19</u> Stonewater requested quotations for legal fees to



							arrange lease to WPC. Will provide when received. Diarised to chase 21.06.19
2. Survey all TP residents	Ensure community is in favour of project – confirm target customer and equipment requirements	Surveys returned.	Public support will be necessary for grant funding and longevity of project.	Yes	End June	Jodie designed survey Katy publicise and arrange delivery.	Survey to be approved by OS on 4 March. <u>29.03.19</u> Survey approved (with small amends) and will be issued after land approved by Stonewater and agreed by PAWP.
3. Apply for grant funding	Need to fund project minus £15k from CIL.	Funds received.	Funds required to complete project.	Yes	End July (grant deadline dependent)	Jodie.	Grants to be investigated and applications prepared. <u>29.03.19</u> List of potential grant funders currently underway.
4. Tender for works	As project over £25k will need to put out to tender.	Company sourced.	Required to install project.	Yes	End September.	Jodie to prepare tender. Full Council to agree contract award.	Tender document needs drafting.
5. Community Consultation	Full Consultation on design of installation.	Public event at site (weather permitting)	Public support and justification.	Yes	End October	Jodie to arrange with Play Area WP.	
6. Start Project	Contractor to start installation.	Works begin.	Works begin.	Yes	End November.	Jodie to work closely with Contractor.	



7. Project sign off	Contractor completed. Safety inspection completed.	Works completed.	Works completed.	Yes	End February.	Jodie to work closely with contractor	
8. Publicity/grand opening	Publicise new installation and open play park.	Publicity usually condition of grant funding.	Via. Press releases and social media.	Yes	End February.	Jodie to draft press release.	