

Project List: Saxilby and District MUGA

14/12/2023

Item No.	Tasks	Owner	Due date	Status	Progress	Comments
Lease						
13a	Lease put in place by Saxilby Recreation Ground Charity		TBC	In progress	10%	Critical project item and now a blocker. No timeline confirmed
Funding						
10	Secure sufficient funding	Clerk	30/04/2024	In progress	50%	Indicative quotes to be obtained to determine final budget required
Developing the Business Model						
18	Develop business plan	Clerk/WG	31/03/2024	To do	0%	
19	Determine maintenance costs	Clerk/WG	31/03/2024	In progress	5%	Model to be developed and included in business plan
20	Project income	Clerk/WG	31/03/2024	In progress	5%	Model to be developed and included in business plan
Tendering						
14	Develop specification & council agree	Clerk/WG/Architect	30/04/2024	In progress	25%	Agree surface, CCTV inc in build and signage, access road and path, entry gates, brickwork
15	Develop tender pack & council agree	Clerk/WG/Architect	30/04/2024	In progress	10%	
16	Develop/agree build contract & council agree	Clerk/WG/Architect	30/04/2024	To do	0%	
17	Tender and appoint contractor	Clerk/WG/Architect	TBC	To do	0%	Progress dependent on 13a
Managing the Build						
23	Management of build	Clerk/Architect	TBC	To do	0%	Progress dependent on 13a
Managing the facility						
21	Running of the facility - online, booking self-serve, management of bookings, safety inspections, RA, insurance	LH	TBC	In progress	10%	Model to be developed and included in business plan. Lincs FA to advise on suppliers

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Project Development						
1	Develop Project Brief	Clerk	20/10/2020	V2 18/03/21	100%	Project brief will continue to be reviewed and updated through the project.
2	Agree preferred location	WG/Council	18/12/2020	Complete Archived	100%	
3	Initial consultation/engagement - sports groups inc. other parishes/residents/school/ location - consultation	Clerk/ Comms	18/12/2020	Complete Archived	100%	
4	Contact Fields in Trust & Memorial Field Trustees	Clerk	31/07/2023	Complete Archived	100%	
5	Obtain architect quotes and appoint architect (specifically for fencing on new proposal)	Clerk	31/05/2023	Complete Archived	100%	
6	Consultation on proposed design with community and user groups	LH	21/05/2021	Complete Archived	100%	
7	Preliminary investigation - ground and light and acoustics	WG	21/07/2021	Complete Archived	100%	
8	Contact nearest householders regarding fencing before planning application is submitted	Clerk	31/05/2023	Complete Archived	100%	
9	Planning application for fencing	Architect/ Clerk/WG	30/06/2023	Complete Archived	100%	Approval received Nov 2023