

Project List: Saxilby and District MUGA
Dec-25

Item No.	Tasks	Owner	Due date	Status	Progress	Comments
Funding						
10	Secure sufficient funding	Clerk	31/03/2026	In progress	76%	
Tendering						
16	Develop/agree build contract & council agree	Clerk/WG/Architect	Feb-26	To do	0%	To consider at next WG meeting
17	Tender and appoint contractor	Clerk/WG/Architect	2025	Complete	100%	
Business Model						
18	Develop business plan	Clerk	2025	In progress	75%	Clerk actioned. Draft to go to next WG meeting
19	Determine maintenance costs	Clerk	2025	In progress	75%	Clerk actioned. Draft to go to next WG meeting
20	Project income	Clerk	2025	In progress	75%	Clerk actioned. Draft to go to next WG meeting
Managing the Build						
23	Management of build	Architect/Contractor	2026	To do	0%	
Managing the facility						
21	Running of the facility - online, booking self-serve, management of bookings, safety inspections, RA, insurance	WG Members	2026	In progress	10%	Model to be developed and included in business plan. Lincs FA to advise on suppliers
24	Add to insurance upon completion	Clerk	2026	To do		
Complete						
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
11	Remove trees and old fencing	WG/CB	30/06/2023	Complete Archived	100%	Can removed trees and bushes be replaced somewhere else in the village to offset their removal?
12	Organise site visits to local MUGA's to assess surfacing options.	WG	15/06/2023	Complete Archived	100%	
13	Consultation with user groups on planned use and costing structure	LH	31/01/2022	Complete Archived	100%	Consultation completed, results on council website
13a	Lease to be agreed with Saxilby Recreation Ground Charity	Clerk	31/07/2025	Complete	100%	Complete 22/07/25
14	Develop specification & council agree	Clerk/WG/Architect	03/09/2025	Complete	100%	
15	Develop tender pack & council agree	Clerk/WG/Architect	02/07/2025	Complete Archived	100%	Tender agreed FC25-07

*WG - Working Group