

**Saxilby MUGA Project Plan**

**26/11/2021**

Tasks	Subitems	Owner	Due date	Brief	Progress	Comments
Develop a Project Brief		LH RC	20/10/2020	V1 20/10/20. V2 18/03/21	100%	Project brief will continue to be reviewed and updated through the project.
Agree preferred location		WG	18/12/2020	Complete	100%	The working group with the architect identified a preferred location.
Initial consultation/engagement - sports groups inc. other parishes/residents/school/ location - consultation		LH	18/12/2020	Complete	100%	05/12/20 Consultation Plan and survey agreed. Survey live. Consultation Closed 31st December. Results analysed and report available online.
Contact Fields in Trust & Memorial Field Trustees		LH	11/01/2021	Complete	100%	Full Council (Jan) approved contact. FIT and MFT contacted 04/02/2021 and are reviewing. FIT have confirmed the development is acceptable to them and MFT pledged in writing £8,200 to the scheme 06/01/2021
Obtain architect quotes and appoint architect		LH	31/01/2021	Complete	100%	February FC approved an architect
Consultation on proposed design with community and user groups		LH	21/05/2021	Complete	100%	Consultation shared with June MUGA meeting and available online
Preliminary investigation - ground and light and acoustics		WG	21/07/2021	Complete	100%	Ground investigation report received July 2021. Initial lighting information received July 2021. Acoustic report commissioned and site visit took place at start of July. Acoustic report received July. Lighting information received and sufficient for planning submission.

Planning application	Prepare draft planning application, Submit to full council for approval, Submit planning application, Planning approval	LH	31/12/2021	In progress	95%	Plans have been updated based on consultation and Football Foundation feedback. <a href="#">Submitted for planning permission 14 September. Consultee responses received and further information has been requested by Highways and environmental protection via WLDC planning.</a>
Funding	Identify funders, develop funding bids and submit for council approval and apply for funding	LH/AT	31/03/2022	In progress	50%	20/10/20 Some initial funders have been identified and bids can be prepared in 2020. 28/10/20 Initial funding drafts for Lincolnshire Co-op approved and submitted. (One Stop no longer does a relevant scheme we can apply for, Waitrose scheme currently on pause due to covid) Tesco have to have planning permission. Memorial field trustees have pledged £8,200 towards the project. WLDC match funding grant - £8,000 applied for 12/02/2021 Lincolnshire Playing Field Trust have a funding scheme - up to £500 apply? Fields in Trust sometimes have funding, but none currently. Initial contact made with Football Foundation via Lincs FA in July. Indicative quotes shared with Lincs FA and meeting planned with the football foundation for Sep. <a href="#">Meeting held with Lincs FA and Football Foundation and grant application stage one initiated.</a>
Consultation with user groups on planned use and costing structure		LH	31/01/2022	In progress	50%	<a href="#">In progress, initial consultation successfully completed Oct 2021</a>
Develop specification & council agree	CCTV inc in build and signage, bollards for across grass, as access will be needed to overflow car park, access road and path	LK2/LH	28/02/2021	In progress	20%	<a href="#">Initial meeting held with architect. Specification to be developed following planning permission being granted</a>

Develop tender pack & council agree		LK2/LH	31/03/2021	In progress	20%	Initial meeting held with architect. Specification to be developed following planning permission being granted
Develop/agree build contract & council agree		LK2/LH	31/03/2021	In progress	20%	Initial meeting held with architect. Specification to be developed following planning permission being granted
Obtain 3+ MUGA tender quotes	LK2 to review and report to Full Council for consideration and approval, appoint contractor	LK2/LH	21/05/2021	To do	0%	
Maintenance Costs		LH		In progress	5%	Model to be developed and included in business plan
Income projection		LH		In progress	5%	Model to be developed and included in business plan
Running of the facility - online, booking self-serve, management of bookings, safety inspections		LH		In progress	10%	Model to be developed and included in business plan. Architects and Lincs FA to advise on suppliers
MUGA signage, insurance, and Risk Assessment		LH	30/06/2022	To do	0%	
Management of build		LH/LK2	Summer/ Autumn 2022	To do	0%	

\*WG - Working Group