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SOUTH CROXTON PLAY A PART PROJECT

Project Plan & Costings

1st May 2019 (Revised 18th October 2019)

1. Introduction

- 1.1. Based on an initial discussion with the Parish Council regarding the future development of their playing field, the subsequent support with an Awards for All application and a project inception meeting held on 15th April 2019, this document sets out a project plan and associated costs for professional consultancy support to undertake a programme of consultation and engagement activity and produce a feasibility report on the future development of the playing field (Play a Part Project).

2. Context

- 2.1. The Play a Part Project is being developed by South Croxton Parish Council with a Steering Group made up of volunteer residents of South Croxton parish and parish councilors. The Parish Council has been successful with their initial application to Awards for All with the full grant being approved.

3. About the RCC

- 3.1. Formed in 1924, the RCC is a registered charity working to support and represent rural communities across Leicestershire and Rutland.
- 3.2. We provide a wide range of community development, engagement and capacity building services to local authorities, parish councils, village hall committees and many other community organisations based within rural areas.
- 3.3. We are a member of ACRE (Action for Communities in Rural England) and a member of the NCVO (National Council for Voluntary Organisations). As members of ACRE and the NCVO, we are well connected across England and can draw on experience and support from a network of national partners.

4. Project Plan & Timescales

4.1. Role of the Play a Part Steering Group

Working with the support of the RCC, the members of the Play a Part Steering Group (PAPSG) will retain responsibility for coordinating and managing the process including distributing surveys and promoting the project locally.

4.2. Role of the RCC

Our role is to provide professional guidance and support to help the PAPSG undertake initial consultation and engagement including a survey of the community, to bring together the initial findings and enable respondents to indicate their preferences on a series of possible options for improvements to the playing field and provide a feasibility report. We will also utilise our extensive experience and connections to ensure the best use of available funding and resources.

4.3. Data Protection

All data processing, we complete on behalf of South Croxton Parish Council will be undertaken in full compliance with the Data Protection Act. All data will be processed within secure, fully backed up systems and will only be held for the purposes and duration of this contracted work.

4.4. Document Sharing

The RCC will provide PAPSG with access to a designated folder on our SharePoint through which we will edit and share all documentation relevant to the project.

4.5. Project Aims

The overall aims of the project are to:

- a) Engage the community within the parish of South Croxton and key stakeholders in prioritising a series of defined issues and options to help develop the playing field.
- b) Ensure that all sections of the community are provided with an open, equal, and appropriate opportunity to participate and respond.
- c) Produce a feasibility report outlining the results of the consultation including what the local priorities are for the development of the playing field and proposals regarding future funding.

4.6. Project Objectives

To successfully deliver the project and achieve the aims set out above, we will work with the PAPSG to:

	Rural CC	PAPSG
a) Ascertain the demographic make-up of the community in South Croxton by providing an OCSI Rural Settlement Profile.	✓	
b) Hold up to 6 meetings to oversee the project, review emerging evidence/options, and develop appropriately structured engagement events and a survey	✓	✓
c) Produce clear information to inform the community of the scope, purpose, and practicalities for engaging in all consultation activity including the survey, and what will be done with the results/information provided and ensure this is reflected in all publicity.	✓	✓
d) Develop plan and facilitate a public drop-in session to engage with residents and any stakeholders to promote the project, recruit potential volunteers and identify initial feedback on the future development of the playing field.	✓	✓
e) Develop the survey using SNAP software and publish a test version of the survey online.	✓	

i) Promote consultation activity																			
	11 th Nov	18 th Nov	25 th Nov	2 nd Dec	9 th Dec	16 th Dec	23 rd Dec	30 th Dec	6 th Jan	13 th Jan	20 Jan	27 Jan	3 rd Feb	10 th Feb	17 th Feb	24 th Feb	2 nd Mar	9 th Mar	16 th Mar
j) Collate survey results/work up options																			
Project meeting																			
k) Drop-in session 2																			
Promote consultation activity																			
l) Feasibility report																			



5. Costs

5.1. A total cost of £3,400.00 will apply to cover the support we have detailed within this document (excluding items detailed in section 6).

6. Survey, Printing, Distribution, & Data Entry

6.1. Printing

The RCC can source and submit to PAPSG a quotation from known printing companies to produce the survey. The PAPSG can independently source a comparative quote from a known local supplier and will take responsibility for instructing the agreed printer to undertake the work.

6.2. Distribution

Volunteers from the PAPSG will take responsibility for the distribution and collection of hard copy surveys.

6.3. Data Entry

The PAPSG will use their own volunteer resource to input all returned hard copy surveys via an online portal data entry



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