

Gypsy and Traveller Sites Grant Guidance 2008-2011

Annex A

Application Form and Guidance Notes

Summary of proposal(s)

Is the application for: refurbishment, new residential site, new transit site, new stopping place site, additional pitches on existing site?											
► Refurbishment of an existing residential site.											
Number of pitches:											
Current & in use	New pitches &/or brought back into use										
► 13	► 0										
Current or proposed name of site and any previous names by which it has been known as a Gypsy/Traveller site											
► Current name: Leighton Street Gypsy Caravan Site											
Full address of site including postcode & OS grid reference of location											
► Leighton Street Gypsy Caravan Site, Leighton, Preston, Lancashire, PR1 8RU. OS Grid Reference: 353250, 429650											
Name of Local Authority/RSL and full postal address											
► Lancashire County Council, County hall, Pitt Street, Preston, Lancashire, PR1 8RE.											
Named contact, telephone number and e-mail address for queries relating to application (for joint applications please give lead authority contact):											
► Nicholas B Dale, Architect, Lancashire County Property Group, PO Box 26, County Hall, Pitt Street, Preston, PR1 8RE. Tel: (01772) 533 146. email: nick.dale@property.lancscc.gov.uk											
Bank details for payment, i.e. bank name and address, sort code, and account number											
►	<table><tr><td>Account Name</td><td>General County Fund</td></tr><tr><td>Bank Account Number</td><td></td></tr><tr><td>Sort Code</td><td></td></tr><tr><td>Bank Name</td><td>National Westminster</td></tr><tr><td>Bank Address</td><td>35 Fishergate, Preston, PR1 3BH</td></tr></table>	Account Name	General County Fund	Bank Account Number		Sort Code		Bank Name	National Westminster	Bank Address	35 Fishergate, Preston, PR1 3BH
Account Name	General County Fund										
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Bank Address	35 Fishergate, Preston, PR1 3BH										

Summary of grant applied for

Refurbishment:		
A. Total cost of works £117,126.00	B. Grant applied for £58,563.00	C. Local contribution £58,563.00
New provision (100%):		
A. Total cost of works	B. Total cost minus any land purchase costs	C. Land purchase costs (if any)

Signed: (Person submitting the grant)

Signed: (Chief Financial Officer)

Date:

Main proposals form (incorporating guidance notes, please use this template for completing your application; and provide supporting documentary evidence as requested, use separate sheets if necessary)

Section One: Background information

1a: Existing strategic & working arrangements

Please outline briefly the strategic arrangements you have in place for dealing with Gypsy and Traveller issues. This should include:

- Any joint working which is carried out between different organisations (e.g. police and local authorities) or across local authority areas (including district/county working or other sub-regional or regional arrangements).
- Your approach to needs assessment, including whether needs assessments are planned or have been completed.
- Your overall strategy for Gypsy and Traveller provision, including any strategies and policies on enforcement against unauthorised sites.
- Any strategies in place relating to improving Gypsy and Traveller access to services e.g. education, health, and welfare.
- Current Local Plan policies relating to the allocation of sites for Gypsies and Travellers.

Please provide copies of policy/strategy statements and any relevant protocols.

► **Lancashire County Council owns three Gypsy and traveller sites. These are in Lancaster, Hyndburn and Preston. All three sites are managed on the County Council’s behalf by the Relevant District Council.**

The approach towards this management arrangement was agreed by the then Land and Buildings Sub-Committee of the County Council in 1994. As a result of this, agreements were put in place with these three District Councils. At the time the County Council also owned sites in Blackpool and Blackburn, although they transferred to those Unitary Councils in 1998 following Local Government Reorganisation.

With all three District Councils there is a close working relationship over their operation between the Districts and County. The County Council provides funding to each District Council to offset any difference between income and expenditure, and also towards repair works.

With each of the three sites, the County Council has worked with those District Councils as part of the bidding process to submit successful bids for capital funding from yourselves over the last few years. Indeed, the Preston site benefited from the provision of a community/education centre five years’ ago (see 1j below).

The County Council has worked with East Lancashire Together in drafting a strategy for dealing with Gypsy and Traveller issues. Also on the East Lancashire Working Group were representatives of the Police, Local Authorities and the Health Authority. This piece

of work did not come to fruition because East Lancashire Together ceased to exist.

The County Council has, within the last two weeks, made an appointment to a new post within its Policy Unit, the purpose of which is to develop more appropriate policies with regard to Gypsy and Traveller issues around accommodation and service provision. The policy work should provide a sound underpinning of initiatives across the county to improve access to key services.

The County Council has participated in the ‘Lancashire Sub Regional Gypsy and Traveller Accommodation and Related Services Assessment’ which was completed in May 2007 by the University of Salford and the Salford Housing and Urban Studies Unit (see Attachment 1). The impact of this will be reflected in the role of the new policy officer referred to above.

The County Council’s strategy and policy with regard to enforcement against unauthorised sites was part of the decision made by the Land and Buildings Sub Committee in 1994. This is available in a hard copy should you wish to view it.

Key agencies such as Sure Start Early Years, Connexions, Youth Support Service, Children’s Centres, Adult Learning Services and School Effectiveness are now taking the lead on developing programmes within their core activities to improving access and engagement for Gypsy, Roma and Traveller children, young people and adults. Lancashire is a pilot authority for the National Strategies GRT Achievement Strategy which encourages schools to take greater responsibility for engaging with local Traveller families. This has led to the creation of the Lancashire Schools GRT Network which creates local networks of schools, children’s centres and youth provision and will work with community groups to build appropriate local provision which will bring local Travellers and non-Travellers together.

- a/ Information about the National Strategies GRT Strategy are with the Head of the Traveller Education Service, Joe Dykes, 8 East Cliff, Preston. Tel: 01772 533 267;**
- b/ Information about the appointment of the policy person will be with Kath Buddle, Policy Officer in the Office of the Chief Executive, County Hall, Preston. Tel: 01772 532 153;**
- c/ Information about work with Children’s Centres will be with Dawn Davies, Integrated Early Education and Childcare Co-ordinator (Inclusion) within the Sure Start Team at Leyland House. Tel: 01772 452 022;**
- d/ Information about work with Adult Learning will be with Mandy Williams, Family Learning Co-ordinator for the Adult Learning Service, White Cross Centre, Lancaster. Tel: 01524 581 249;**

1b: Site Life

It is expected that sites funded under the Grant will remain in use for up to 10 years. If bidders expect sites to close before that (e.g. because the bid relates to a temporary site), please set out full reasons for this and also what alternative provision will be made for residents.

► It is not expected that the site will close within 10 years.

<div><div>Current Site information</div><div>(For bids for refurbishment, site extension and new build adjacent to existing site)</div><div>Please provide the following information about the site</div></div>
<div><div>1c: Ownership</div><div>Set out whether the land is owned by the authority or Registered Social Landlord or leased. If leased, how many years remain on the lease, and is it intended that the lease will be renewed?</div></div>
<div><div>► The site is owned by Lancashire County Council, Freehold.</div></div>
<div><div>1d: History of the site</div><div>Please set out the following, with dates:</div><div><ul style="list-style-type: none">when the site opened;any changes in ownership or management;any major refurbishment undertaken;any expansion or reduction in capacity & reasons;any occasions on which the site has been closed, with reasons;copies of any planning consents.</div></div>
<div><div>►</div><div>The site opened in June 1987.</div><div>There have been no changes in ownership or management.</div><div>There has been no major refurbishment since then (though a recent small scale project provided some up-grading of external spaces by providing fencing and gates to pitches).</div><div>There has been no expansion or reduction of capacity.</div><div>The site has never closed.</div></div>
<div><div>1e: Current use of the site</div><div>Please set out:</div><div><ul style="list-style-type: none">site capacity – specify number of residential and transit pitches;how many pitches are currently in use on the site?how many pitches are currently vacant but useable?how many pitches are unusable and why? Is it possible to bring these pitches back into use?</div></div>
<div><div>►</div><div>The site has 13 residential pitches only.</div><div>All pitches are currently in use.</div><div>There are currently no pitches vacant but useable,</div><div>Currently no pitches are unusable.</div></div>

1f: Current population of site (residential sites only)

How may households and residents currently live on the site?

►
There are currently 13 households on the site.

There are currently 63 residents living on the site.

1g: Use and perception of the site

For residential sites:

How many households are on the waiting list?
If the site suffers from low demand, please provide an explanation for this, including what action is being taken to address this and how this proposal will safeguard or increase provision

For transit sites or stopping places:

Evidence should be provided of the use made of the site

►
There are currently 8 names on the waiting list.

1h: Current condition of the site

Refurbishment bids over £100,000 must attach a full site condition survey report in support of the bid.

Please outline the condition of the site (and provide photographs in support of the bid). This should cover:

- access roads and site roads;
- hard-standing areas;
- Amenity Units – fabric;
- Amenity Units – facilities;
- electricity supply;
- water supply (including water heating, where appropriate);
- sewerage arrangements;
- drainage;
- perimeter fencing and site security;
- pitch boundaries (fencing, walls etc.).

Where conditions on site give rise to health and safety concerns, this should be clearly stated.

►
The access road and site roads are generally sound.

The hard-standing areas are generally sound.

The amenity units (fabric) are generally sound considering their age though some door and window frames are showing signs of localised rot. Finishes are tired. Some roofs require localised attention. One block experienced minor fire damage some years ago. However, obviously, they conform to out-dated Building regulations.

The amenity units (facilities) are in some instances approaching the end of their useful life.

The electricity supply is sound.

The water supply is sound but the water heating gives serious grounds for concern and has been prioritised by the engineering team as being an essential item to address.

Sewerage arrangements are sound though there are hygiene issues regarding the lack of hand-wash basins in the W.C. areas.

Drainage (surface water) is unsatisfactory, the site out-flow being apparently inadequate.

Perimeter fencing and site security appears to be adequate.

Pitch boundaries; new pitch boundaries, in a variety of styles, have recently been installed and the residents are currently satisfied with these. However, the specification and installation is not as robust as might have been managed and their ‘life-span’ may prove to be limited.

CONDITIONS GIVING RISE TO HEALTH AND SAFETY CONCERNS:

The water supply gives grounds for concern about Legionella.

The lack of hand-wash basins in the amenity block W.C.s gives grounds for concern about sanitation.

The condition of the stainless steel sink units in the amenity blocks causes concern to the residents about the potential for injury to children.

Disabled access issues were discussed but it was agreed that it was not necessary to amend any of the amenity blocks with these issues in mind.

1i: Previous use of the land

Please state any known previous uses of the land over the last 30 years. Are there any contamination issues? If so, what action has been taken in respect of this?

► Historically (i.e. during the 19th and early 20th century) the site had been a mill and a soap works and was a neighbour to an oil storage depot. Immediately prior to being adapted as a caravan site, the site had been out of use for a number of years. In light of the site’s history, there may well be contamination issues. However, the work being considered in this application should be non-problematic if what little excavation there will be (one drainage connection) is undertaken in accordance with best practice.

No materials arising will be disposed of off-site.

Consideration is being given to making an application for new pitches in the future, possibly next year. Such an application would entail undertaking a full site investigation complete with chemical analysis of the fill material in the centre of the site (where the new pitches would have to be located). Several hundred cubic meters of soil and fill would have to be disposed of off-site and this would constitute a key element in any such future submission for funding.

1j: Previous receipt of Gypsy Sites Refurbishment Grant

Has funding been received in respect of this site in the past? If so please provide details:

- year funding was received;
- amount of Grant funding received;
- what work was carried out using this funding and whether they are now complete?
- why further funding is now needed.

►
Funding was received in the year 2003/4.

The grant received was £58,987.50

The work carried out was the provision of two temporary accommodation units to provide an education centre for residents of the site (children and adults). The unit is now complete and operational.

Further funding is now required to bring the amenity blocks up to a suitable standard for use in the 21st century, address health and safety issues and bring aspects of the accommodation into line with current regulations.

1k: Local funding contribution

Please provide documentary evidence that the required:

- 50 per cent local funding element for refurbishment schemes; or
- 75 per cent local funding element for the refurbishment element of schemes that also provide additional pitches on that site

is in place or that it is likely to be in place by 28 February 2009. For further details please see paragraph 27 of the guidance.

If any other grant funding arrangements are being used to meet all or part of this local contribution, full details and supporting documentation must be attached.

►
£59,000.00 funding is included in the County Council’s 2008/2009 Capital Programme. Please see the attached extract from the LCC Capital programme approved by Cabinet on January 23rd 2008 (see Attachment 2).

(For new site proposals and extensions to existing site) Land information

1l: Ownership

Please specify the ownership of the land. If the land is leased by the local authority or Registered Social Landlord, please provide a copy of the lease agreement and specify how many years remain on the lease? If it expires within 10 years, is it intended to renew it?

►NA

1m: Previous land use

Please state any know previous uses of land for the past 30 years. Are there any issues with contamination? If so, what action has been or is proposed in respect of this?

► NA

1n: Current condition of the land

A land condition survey report must be attached for all new site proposals.

Please describe the current condition of the land, specifying whether it is a brownfield or greenfield site. Please provide photographs in support of this.

► NA

Project information

1o: Please provide a full description of the work together with:

- An ordnance survey map of the site or proposed site of a scale 1:500 minimum (this should show the size and dimensions of pitches and specify the size of the site in hectares).
- Plans, elevations and sectional drawings of the proposed works to at least a scale of 1:20.

► **See Drawings 01, 02 and 03 and the Project Minor Works Specification.**
Site Area 1.38Ha.

1p: Consultation with stakeholders

It is important that those who may be affected by Gypsy and Traveller sites are properly consulted on any proposal. Please set out who was consulted, how, and the outcome, and provide supporting evidence.

If major refurbishment work is proposed, evidence should be provided to show that site residents have been consulted as to timing, potential disruption and any necessary relocation arrangements.

The type and extent of consultation will vary depending on the scale of the scheme and local circumstances, but should be sufficient to explain the objectives and scope of the proposed work. Consultation may involve some or all of the following , depending on the scale and type of work:

- the Gypsy and Traveller community and representative groups;
- local residents and businesses;
- education, planning, social services and transport authorities;
- relevant local agencies such as police or fire services;
- neighbouring authorities within the expected catchment area;
- the Government Office and Regional Housing Board.

For refurbishment schemes, please indicate whether the proposed work:

- (a) includes anything which site residents do not support;
- (b) omits anything which site residents wished to see, and provide explanations for this.

►
To establish what needs to be done on this site, a number of meetings have been held with resident and site manager, and Steve Ashbarry of Preston City Council who is responsible for managing the site on a day to day basis for the Local Authority. These stressed the need to refurbish the utility blocks which were getting ‘tired’ given 21 years of continuous wear and tear. Items that were specifically seen as being needed were:

Improved floor finishes (better slip resistance).

Better sinks and units (improved health and safety, more and better storage).

Up-grading the hot water supply (reduce the risk of Legionella).

Changing the coin operated meters for card operated ones.

More electrical sockets in the utility rooms to allow domestic hardware (washers, dryers etc) to be operated in them.

A vehicle gate to the site to reduce opportunities for disturbance.

In late June 2008 a questionnaire regarding the site and what should be done to improve it was prepared by Nick Dale and distributed by to the residents. These were collected a week later. Copies of the returned questionnaires are attached (See Attachment 3). Only four issued questionnaires were not returned. The questionnaires clearly demonstrate broad satisfaction with the way the site is operated and what it has to offer. What emerged through this process, though, was an apparent need for more pitches on the site.

The proposed work does not include anything which site residents do not support.

The proposed work omits provision of new pitches because more time is needed for thorough site investigation to address potential issues of contamination and also to develop a scheme for a Planning Application. A preliminary discussion with the local Planning Authority has already occurred regarding the provision of two additional pitches on the site and the proposal is seen as largely non-problematic in Planning terms.

Note: Sections Two to Five cover the key evaluation criteria for proposals. It is important that bidders provide the information requested.

Section Two: Does the Scheme meet a clearly identified need?

2a: Analysis of need and demand

Bids should be supported by an analysis of need and demand for that type of provision including:

- A copy of the accommodation assessment under s. 8 Housing Act 1985, as amended by s. 225 Housing Act 2004 or details of the timetable for undertaking the assessment.

Where a copy of the accommodation assessment is not yet available, please outline the evidence of need and demand for the type of provision proposed. This could include, for example:

- caravan count data;
- records of unauthorised encampments;
- waiting lists for existing sites;
- consultation with existing or potential residents;
- outcome of joint working with neighbouring local authorities.



Please see the enclosed report dated May 2007 ‘Lancashire Sub-Regional Gypsy and Traveller Accommodation and Related Services Assessment’.

2b: Aims of the work

Please set out the aims of the work and the benefits you expect this to deliver including:

- when the anticipated benefits will be felt;
- is there anyone who will be worse off as a result of the scheme (e.g. will the work reduce capacity on an existing site or result in closure)? If so, please set out the justification for the scheme and explain the impact this will have;
- how you will ensure the scheme meets its aims (e.g. if this is dependent on joint working with other service providers, are working arrangements in place)?
- if the scheme is aimed at reducing the levels of unauthorised camping, what work has been carried out to verify that the proposed site would be used?
- how will the scheme contribute to local Gypsy and Traveller strategies sub-regional priorities (e.g. identified through a joint accommodation needs assessment) or emerging regional priorities?
- health & safety benefits.



1/ The anticipated benefits will be felt immediately.

2/ No-one will be worse off.

3/ To ensure the scheme meets its requirements a feedback exercise will be undertaken with the residents.

4/ The scheme is not specifically aimed at reducing the levels of unauthorised camping.

5/ By improving the quality of authorised accommodation and pitches, there will be less incentive to camp illegally elsewhere.

6/ Health and safety benefits include:

i/ improved sanitation,

ii/ improved drainage,

iii/ improved electrical safety,

iv/ reduced risk of Legionnaires' Disease,

v/ reduced risk of on-site traffic accidents,

vi/ reduced risk of community conflict,

vii/ reduced risk of slips and trips.

Section Three: Is the site sustainable?

Bidders should demonstrate that the site will remain viable over the long term (e.g. 10 years). Site location is important, but alongside this the management, maintenance, funding and inspection arrangements should be sufficient to ensure that it will be maintained and remain a desirable place to live.

3a: Management

Please set out the management arrangements in place (for existing sites) or which you intend to put in place (for new sites). If management of the site is contracted out, does the local authority or Registered Social Landlord retain control over rent-setting and allocation rights to the site?

If an existing site has or has previously experienced problems such as vandalism, anti-social behaviour or low demand, please provide details, and how they have been overcome or how you intend to overcome them.

►
Please see the attached Site Management Agreement (Attachment 4) and Site Rules (Attachment 5).

3b: Maintenance

For existing sites, please set out:

- the current approach to maintenance;
- how much has been spent on planned and reactive maintenance in each of the last three years?
- a forecast for the next three years.

It is important that any capital investment in the site is matched by a commitment to improve the ratio of planned to reactive maintenance. Is this something you expect to change if your bid is successful?

For new sites, please set out the proposed approach to maintenance.

-
- 1/ The current approach to maintenance is to establish maintenance priorities through ongoing liaison with the residents (addressing matters arising) and weekly inspections carried out by Preston City Council.**
- 2/ See attached data on expenditure in each of the last three years (Attachment 6).**
- 3/ Expenditure in the next three years is forecast to be generally in-line with the past three years.**

3c: Funding

For existing sites, please explain how the site is funded including:

- details of revenue and expenditure in each of the last three financial years;
- projected expenditure for at least the next two years;
- whether the site is self-financing, and if not, how the shortfall is made up.

For new sites, please explain the proposed funding and set out your estimates of future revenue and

expenditure.



- 1/ See attached data on revenue and funding in each of the last three financial years (Attachment 6).**
- 2/ Projected expenditure for the next two years is generally in-line with the past three years.**
- 3/ The site is not self-financing. The shortfall is made up by Lancashire County Council.**

3d: Site location

For new sites (only):

- how was the location determined?
- what other options were considered, and why they were rejected?
- how does the analysis of need and demand, including any consultation, support a site in this specific location (including relationship with current and likely future working/travel patterns of the Gypsy and Traveller community)?

What are the advantages and disadvantages of the proposed location in terms of:

- the acceptability and desirability of the location for future residents;
- access to services for residents (e.g. accessibility of local schools, health facilities, shops and employment opportunities, and availability and frequency of public transport);
- the acceptability and desirability of the location for the surrounding community;
- health and safety of residents.

How will any disadvantages be overcome?

►
NA

3e: Inspection

Please set out the existing or proposed arrangements for monitoring and inspecting the physical conditions and management performance of the site.

This is particularly important where the local authority or Registered Social Landlord has contracted out the day to day management of the site.

►
Please see the attached Site Management Agreement (Attachment 4).

3f: Other issues

Please highlight any other issues, for example, community tensions, which may affect the long-term sustainability of the site. Explain how these will be overcome.

Please also include any Green Belt or special landscape considerations that may affect the site, e.g. Areas of Outstanding Natural Beauty, conservation areas etc.

►
1/ During the process of liaising with the residents two other issues of concern were raised. These are:
i/ Some harassment by students occupying the student accommodation on the neighbouring site (particularly at the start of the academic year),
ii/ People periodically driving around the caravan site for no legitimate reason.

However, the Police Community Beat manager for Lancashire Constabulary comments as follows:

Hello Nick

I am the Community Beat Manager for the University Ward and I also cover the Leighton Street Travellers Site. With regard to your e-mail I am not aware of any problems. I regularly visit the site and have at no time been told of any such problems with youths of one stripe or another driving around the site. There is already a gate at the entrance that could be closed at night but to my knowledge this gate is not used **(NOTE: This is not correct. There is a height barrier, but no gate as such. NBD.)**. If the problem is one that needs to be addressed then surely this gate could be utilised. From a Police prospective I do not consider the use of a more secure gate is a good idea and will isolate the site from ourselves and indeed any person who is going to the site on legitimate business.

Lynne

PC 2678 Lynne Wilson, CBM University Ward, Central Division, Divisional Headquarters, Lancashire Road North, Preston, PR1 2SA.

2/ The Site is not an Area of Outstanding Natural Beauty, it is not Access Land, it is not a Biological Heritage Site, it is not Common Land, it is not in a Conservation Area, it is not in Flood Zones 2 or 3, the site is not in Green Belt, the site is not a Landfill Site, the site is not a Park or Garden, there are no Public Rights of Way over the site, there are no Scheduled Monuments on the site, there are no Shell Pipelines across the site, the site is not a Site of Special Scientific Interest.

Section Four: Does the scheme offer value for money?

4a: Costs

Using the attached proforma Annex B, please provide a breakdown of all the costs covered by this bid. This proforma requires not only descriptions and costs but also clear indication of material, standards and tradesmen competencies.

Annex B should be supported by a specification of materials and works, with quotes or estimates from contractors or bill of quantities or similar detailed specification and cost estimates.

Included as part of Annex B is a guide “Gypsy and Traveller Site Grant Analysis: Average Unit Costs for works 2005-7”, showing average costs extracted from bids received by the Department over the last two years. If costs presented are on the high side then more detailed justification for expenditure is required.

►
Please see attached proforma Annex B

4b: Value for money

It is essential that schemes demonstrate robustly that they represent value for money. The application should set out the approach to achieving this including:

- what alternatives were considered and why they were considered unsuitable?
- why the type and standard of facilities to be provided are appropriate for the expected use of the site, in particular making clear why cheaper alternatives were considered unsuitable?
- where land costs are included, what consideration was given to using land already within the bidder's ownership or control and why any such land was considered unsuitable?
- the approach to tendering for the work, e.g. use of competition to achieve value for money, or whether certain contractors had to be used as a result of pre-existing arrangements within the organisation;
- contract arrangements and supervision of the project to ensure value for money and quality assurance;
- on what basis the costs were determined as reasonable for the work?

►
1/ Value for Money:

a/ Please see the attached document Lancashire County Council Partnering Process (Attachment 7)

b/ Please see the attached document Construction Partnering Framework Category A (Attachment 8)

c/ Please see the attached document Construction Partnering Framework Appendix 1 (Attachment 9)

d/ Please see the attached document Construction Partnering Framework Appendix 2 Partnering Appointment Procedure (Attachment 10)

e/ Please see the attached document Partnering Authorisation) (Attachment 11)

2/ Alternatives considered (and why considered unsuitable):

a/ Provision of baths rather than showers – considered unsuitable largely because of space considerations.

b/ taking out hot water cylinders completely – considered unsuitable because with the proposed approach it would not have been practical to monitor electricity usage by specific units.

c/ Use of floor tiling – this option could not be made to work within the overall budget and project cost plan.

d/ Replacement of doors – desirable in the context of a refurbishment given the age of the units, however in the event their condition was deemed to be acceptable and this option could not be made to work within the overall budget and the project cost plan.

e/ Extensive internal wall units – the quantity of internal wall mounted storage units to be installed in each amenity block was reduced to meet the requirements of the budget and cost plan.

3/ The type and standard of facilities provided are to be durable and low maintenance as far as practicable. The specification gives the partnering contractor flexibility in meeting this requirement to budget without compromising quality.

4/ Costs were determined as reasonable for the work on the basis of the guide costs provided, quotes from supply chain partners and RICS data.

Section Five: Can the project deliver to time and budget?

All planning and preparation work must be substantially complete before a full bid can be submitted.

5a: Project planning

A comprehensive project plan (in proportion to the value of the work) should be provided:

This should include the following points,

- start and completion dates together with key milestones; Normally in the form of a Gantt Chart. Where the initial start date can not be determined due to unknowns, then assume a day 1 point in time and provide a schedule from that point.
- organisation chart providing key roles and responsibilities; This should include either named officers or named organisations, consultants, contractors, in house technical services, etc. that will be responsibly for all aspects of project delivery and management. We would expect to have the following roles identified ,
 - Authorising or Accountable Officer, responsible for the overall budget
 - Communications and/or Gypsy, Resident Liaison Officer, responsible for ensuring all stakeholders, residents and project delivery team are consulted and kept informed of progress and key changes.
 - Project Manager, responsible for delivery of the project to time and within budget.
 - CDM Coordinator, as defined in the Construction, Design and Management Regulations 2007, responsible for ensuring all health and safety requirements are understood and adhered to. Primarily to advise the client.
 - Surveyor, professional responsible for design and cost specification
 - Clerk of Works or Quality Inspector, day-to-day supervision on site for quality of work and site safety.
 - Contract Administrator, responsible for ensuring the contractor delivers to design specification or approves variations within the terms of the contract.
 - Main Contractor, responsible for delivery of work on site.
- communication strategy/arrangements; This should outline how all residents and stakeholders will be informed of progress, as well as how the immediate project team will monitor and progress work and resolve any issues arising
- methods to be applied to ensure progress and completion; This could name the chosen project management methodology (e.g. Prince 2), or outline the intended approach to ensure progress at each stage of the project and successful completion
- approach to be taken to ensure finished quality of work meets building regulations and statutory requirements (e.g. quality assurance regime or retention of monies pending satisfactory completion of the scheme).

alternatively please attach your Project Initiation Document when using a formal PM Methodology.



1/ Start and Completion dates; It is envisaged that the work will be undertaken between Monday 13th April 2009 and Friday May 15th 2009, specifics of the programme depending upon the safe phasing methodology agreed with residents.

2/ A copy of the Property Group Organisation and Responsibility Structure can be provided on request.

3/ Please see attached Project Quality Plan (Attachment 12).

- 4/ Authorising or Accountable Officer, responsible for overall budget: Gillian Kilpatrick, Director of Finance, Resources Directorate.**
- 5/ Resident Liaison Officer: Nicholas B Dale, Architect, Property Group, Resources Directorate.**
- 6/ Project Manager: Nicholas B Dale**
- 7/ CDM-C: Nicholas B Dale**
- 8/ Professional responsible for design and cost specification: Nicholas B Dale**
- 9/ Clerk of Works: Peter Sockett, Site Buildings Supervisor, Property Group, Resources Directorate.**
- 10/ Contract Administrator: Nicholas B Dale**
- 11/ Main Contractor: Warden Construction Ltd., Warden House, 4 Fishergate Court, Fishergate, Preston, PR1 8QF.**
- 12/ Key communications strategy: Regular partnering meetings with all stakeholders, promptly minuted.**
- 13/ Methods to be applied to ensure progress and completion: Lancashire County Property Group has ISO 9001:2000 accreditation (Accreditation by SGS) and UKAS Quality Management accreditation. A copy of the document Property Group Quality Management System, Procedures and Processes can be provided on request. Details of specific procedures can be issued on request.**

5b: Risk assessment

Please outline the arrangements for minimising risks to delivery of the proposal.

A copy of a comprehensive risk assessment covering any problems that may occur. For example:

- loss of contractor(s);
- delays due to adverse weather conditions;
- unexpected site conditions;
- problems accessing the site.

An indication should be given as to how likely and how serious any identified risks are, and mitigation strategies proposed to ensure the project can be delivered on time and to budget. Please use template provided (Annex C) to the guidance.

Please note:

All schemes will be expected to demonstrate that risks have been identified, considered and relevant mitigation strategies built in. However, the risk assessment should be proportional to the cost of the project i.e. a £10k improvement project will be treated more modestly than, say, a £500k scheme.

►
Please see attached Risk Register.

5c: Permissions and agreements

Please set out any permissions, agreements, or orders that are required for this scheme. These could include:

- Planning permission.
- Compulsory purchase order.
- Land purchase agreement.

Where these are currently in place, please provide documentary evidence. Where they are not yet in place, please provide evidence that the relevant process is under way and that they are likely to be in place or completed by **28 February 2009**.

Note: Bidders awaiting outstanding permissions etc should keep the relevant Government Office and Regional Assembly closely informed of progress on this. Although schemes can be approved, payments will not be made to schemes (for new sites particularly) until planning permission has been secured or the land purchase has been agreed. Documentary evidence will be needed to secure release of grant.

►
The proposed work does not require Planning Permission, a Compulsory Purchase Order or Land Purchase Agreement.

CHECKLIST

The following checklist shows the minimum document set that will ensure a well presented bid for funding. Any omissions may result in a low evaluation score for your bid.

Important

Your application for funding should be returned on or before the closing date and consist of at least the following

- ☐ Annex A – Application form (Word doc), of which this checklist forms part.
- ☐ Annex B – Cost analysis form (Excel template)
- ☐ Annex C – Risk analysis (Excel doc)

These can be downloaded from the DCLG website, the latest forms should be downloaded prior to preparing your application.

You should also include the following:

- ☐ Copies of strategy/policy documents and protocols
- ☐ Photographs of site, or proposed location of site
- ☐ Site or Land condition surveys
- ☐ Ordnance survey map of the site or proposed site
- ☐ Plans, elevations and sectional drawings of proposed works
- ☐ Full specification of works and materials with detailed cost breakdown
- ☐ Copy of completed needs assessment, or analysis of need and demand
- ☐ Any necessary permissions and agreements, or evidence that processes are well advanced
- ☐ Evidence of consultation
- ☐ Evidence of local funding contribution being in place, or evidence that processes are well advanced for refurbishment schemes or refurbishment element of schemes providing additional pitches.

To help you with your bid

Details of the evaluation criteria are annexed to the bidding guidance (Annex D) and can be downloaded from the DCLG website.