

# Project Report



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## Pucklechurch Community Centre “Makeover” Project

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### Prepared By:

Document Owner(s)	Project/Organization Role
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### Project Status Report Version Control

Version	Date	Author	Change Description
1.0	06/01/2009	Clive Thomas	Document created

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## 1 PROJECT REPORT PURPOSE

This Project Report sets out progress of the project to date and looks ahead to the indicative future stages and timescales to allow key stakeholders and the wider community to engage and contribute as the project develops.

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## 2 PROJECT STATUS REPORT

### 2.1 Report Details

The following activities have been undertaken since the first meeting of the project group at the start of November 2008:-

#### ***Stage 1 Research, Analysis, Vision Development (Nov 2008: Jan 2009)***

- Establish Project Team with necessary experience and skills
- Prepare project plan of key activities (see appendix)
- Prepare draft vision and undertake structured consultations
- Complete site visits to three local examples of community facilities
- Collect information on their financial, management and governance
- Obtain copies of different models of community/village hall funding
- Establish the current governance arrangements
- Obtain copies of legal agreements, leases
- Obtain summary financial information for community centre (2004-2008)
- Prepare and distribute questionnaires to current and potential users

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## ***Activities remaining to be completed in Stage 1:***

- Explore funding strategies
- Receive, analyse draft vision consultation responses
- Publish revised vision
- Analyse community and stakeholder responses to future needs questions
- Receive detailed financial information for community centre for 2007/8 and 2008/9 to date

## ***Stage 2 Option Appraisal (Feb 2009: May 2009)***

- Develop ¾ strategic options and outline briefs
- Prepare schematic proposals for each option with recommendations
- Prepare public consultation material and event

## ***Progress beyond Stage 2***

The appendix sets out an indicative timescale for the project. There exists considerable uncertainty given there is no decision at this stage regarding the extent of upgrading or redevelopment. These will impact on amount of funding and length of time to implement.

The key risks to timescales are the length of time to raise funds (in challenging economic circumstances) and the time it may take to secure the necessary decisions and approvals. In particular securing funding could easily take two years as opposed to the six months indicated. While there may be the opportunity to consider phasing this will be part of the detailed work once a decision has been made on the option to pursue.

The project team appreciates the understandable impatience to make it happen straight away, this is not possible if we are going to achieve a new facility we are all proud of and use regularly.

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## APPENDIX

### KEY PROJECT STAGES & INDICATIVE TIMESCALES

Stage No	Description	Start Date	Finish Date
1	Research, Analysis, Vision Development	11/08	1/09
2	Option Appraisal	2/09	5/09
3	Option Report and Community Consultation	6/09	6/09
4	Decisions on way forward	7/09	8/09
5	Develop detail of agreed option	9/09	11/09
6	Decision to progress following detailed report	12/09	12/09
7	Secure funding, select development partner, commission scheme design, costing, statutory approvals	1/10	6/10
8	Secure statutory approvals	8/10	9/10
9	Sign off detailed scheme, new governance, funding and management arrangements	9/10	9/10
10	Appoint Development Partner	10/10	10/10
11	Scheme on site	1/11	Up to 15 months
12	Commission building, appoint suppliers and staff	Up to month1	Pre opening