

**WINSFORD TOWN COUNCIL  
WHARTON ALLOTMENTS – PROJECT PLAN  
DECEMBER 2020**

**OVERALL AIM/VISION**

To develop and improve the Wharton Allotments site located at the corner of Station Road and Greville Drive in Winsford.

**OBJECTIVES**

1. To decide to do the above – this will be proposed to the Open Spaces Committee at its meeting on 3<sup>rd</sup> December 2020
2. To consult/work with key organisations and groups on what needs to be done (some proposals have already come forward)
3. To identify a budget for the project, based on indicative costs and to allow sufficient flexibility in that budget to meet changes in cost
4. To identify, if necessary, additional funding for the project via grants/loans from outside bodies
5. To identify and liaise with suppliers/contractors in the purchase, installation, maintenance and insurance of any changes and improvements
6. To engage with the community as to feedback on the site
7. To deliver the project before 31<sup>st</sup> March 2021
8. Establish project structure

**KEY TASKS (BASED ON OBJECTIVES)**

1. To request that the Open Spaces Committee takes a decision on 3<sup>rd</sup> December 2020 to undertake this project (December 2020)
2. Consultation/engagement with key groups and organisations (December 2020 – February 2021)
  - a. Wharton Allotment tenants
  - b. CWAC
  - c. General Public
  - d. Contractors/Suppliers/WTC Staff
3. Costs for the project (November 2020)

<b>SPEND AREA</b>	<b>COSTS (INDICATIVE)</b>
Equipment (new gates; new entrance; landscaping and drainage)	£10,000

Installation/Maintenance	£3,000
Other areas (insurance/inspection)	£1,500
<b>TOTAL</b>	<b>£14,500</b>

## Budgets (December 2020-March 2021)

<b>FUNDING BODY</b>	<b>BUDGET CONTRIBUTION</b>
Winsford Town Council	£5,000 (from Business Rates rebates)  £1,000 (CIL monies)  £4,000 (general reserves/underspends)  <i>£10,000 (Total)</i>
CWAC (Members Budgets)	£2,000  <i>£2,000 (Total)</i>
Other Sources of Funding	£500 National Allotment Gardens Trust - this needs to come from the association (when established)  £1,000 Local company funds  £1,000 WTC Grant  <i>£2,500</i>
<b>TOTAL</b>	<b>£14,500</b>

4. Funding from Outside Bodies – see details above (December 2020-March 2021)
5. To liaise with suppliers/contractors with regard to improvements/developments
  - a. Establish position with CWAC in terms of planning and highways (December 2020-March 2021)
  - b. Review project – WTC Open Spaces Committee – January 2021
  - c. Once cleared, scope out location and draw up plans (January-March 2021)

- d. Contact contractors for quotes on drainage work; gates; entrance; landscaping; and work on bottom area of the site (including pond) (February 2021-March 2021)
  - e. Carry out work (March 2021)
  - f. Add to inspection/maintenance schedule (WTC)
6. Engagement with community – at regular intervals, WTC to inform public of the process and request feedback (December 2020-January 2021); engage with stakeholders as above (December 2020); co-create with stakeholders (January/February 2021). Feedback from users and others – ongoing.
7. Deliver project before March 31<sup>st</sup> 2021 – key aim for the project (March 2021)

**TIMELINE FOR PROJECT**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DEADLINE</b>	<b>STATUS</b>
Decision by Open Spaces Committee	OS Committee	December 2020	OPEN
Consultation with key stakeholders	<ul style="list-style-type: none"> <li>• Wharton Allotment tenants</li> <li>• CWAC</li> <li>• General Public</li> <li>• Contractors/Suppliers</li> <li>• WTC Staff</li> </ul>	December 2020-February 2021	OPEN
Costs/Budget	Establish costs of project via quotes  Agree budgets  Identify funding streams  Agree WTC funding  Apply for funding from outside bodies	December 2020-February 2021	OPEN
Liaise with Contractors/Suppliers	Contact contractors for quotes on drainage work; gates; entrance; landscaping; and work on bottom area of the site (including pond)	February - March 2021	OPEN

Engagement/Consultation with community and stakeholders	Information/Feedback with public – SB  Engagement with key stakeholders – SB/DJ/LB  Co-creation with key stakeholders – WTC/key stakeholders	December 2020- March 2021	OPEN
Project Delivery	To deliver project by end of March 2021	March 2021	OPEN

**PROJECT STRUCTURE**

Key roles and responsibilities

*Governance*

WTC (Project Board)

OS Committee (Project Committee)

Project Team

- MB – Project Manager
- SB – Project Support
- Senior User – Allotments tenants
- Senior Supplier – Contractor(s)

Issues to be escalated as per the above – tolerances +/- 10%