

**CALNE WITHOUT PARISH COUNCIL(CWPC)**

**PROJECT FUNDING REQUEST**

**PROPOSAL:**

**Calne Without Parish Council is requested to approve £[ ] expenditure to progress a feasibility study by [ ] aimed at identifying potential road safety improvement projects within the Parish that could be pursued by the Parish Council. And to note:**

**The feasibility study will be delivered by [date].**

**The Parish Councillor designated as the lead and responsible officer for the project is [insert name].**

**BACKGROUND**

1. The Parish Council approved at its meeting on [ ]<sup>1</sup> that the Budget Working Group seek costed proposals through [ ] to undertake a feasibility study aimed at identifying potential road safety improvement projects within the Parish that could be pursued by the Parish Council.
2. The council has identified Road Safety as a key priority for expenditure within 2019/20 reflecting community concerns, as highlighted to the council. The aim of the feasibility study is to ensure cost effective investment of council funds, either from Community Infrastructure Levy (CIL) or the precept, on a number of targeted projects aimed at improving road safety and the environment of the Parish.

**PROPOSALS**

3. [ ] contractors/consultants submitted proposals. These were [ ]. The proposals detailed the methodology to be adopted, the anticipated scope of the work, the timescale for the work, the cost and proposed output. The costs ranged from £[ ] to £[ ], with anticipated timescales from [ ] to [ ].
4. The proposals have been evaluated by [group designated by council] against the criteria set out in the request for proposals<sup>2</sup>, the supporting evidence, cost and proposed timescales. The [group designated by council] has concluded that [ ] offers best value for money in terms of output, cost and timescale. This was the [lowest bid]; details of bidders and costs are at Annex A – this information is commercial in confidence and should not be shared outside the council.

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<sup>1</sup> Reference Parish Council Minutes

<sup>2</sup> Reference original document seeking approval

## FUNDING

5. The Parish Council budget for 2019/20 made provision for road safety improvements. The budget for 2019/20 was £[ ]; with projected expenditure in the four year plan period of [ ]. In addition there is CIL provision totalling some £[ ] some of which might be utilised to facilitate improvements to address issues arising from development.
6. It is proposed that the cost of the proposed work is met from the Road Safety Budget £[amount] and CIL £[amount]; the CIL contribution being the proportion considered attributable to community growth.
7. The balance of provision remaining in the relevant budgets following this investment will be: Road Safety £[ ] and CIL £[ ].

## PROJECT MANAGEMENT AND OVERSIGHT

8. Day to day project management will be the responsibility of the contractor reporting in line with the requirements established in the contract. Specifically, [to be added]
9. In line with council policy on ensuring each project has a nominated lead and council 'champion', the responsible councillor for this project will be [ ]. They will be the liaison point for the contractor and provide periodic updates on progress to the council about delivery of the project. Financial oversight will be undertaken by the Finance Committee.