

TO: THE MONITORING OFFICER
(TOM CLARK, SOLICITOR TO THE COUNCIL)

RECORD OF ACTION TAKEN BY A CABINET MEMBER
UNDER DELEGATED POWERS

Subject: Scaynes Hill Millennium Village Hall Car Park Extension	
Cabinet Member: Cllr. Jonathan Ash-Edwards , Deputy Leader and Cabinet Member for Resources and Economic Growth	
Has the Cabinet Member received a report prior to making the decision?	Yes
In the case of a key decision where the Cabinet Member has received a report, please state the date a copy of the report was made available to the Chair of the relevant Scrutiny Committee and placed in the public domain:	N/A
Record of decision taken: To authorise the funding of this project from S106 Local Community Infrastructure Fund. This will be reported in the next Budget Management Report to Cabinet 9th July 18	
Statement of reasons for making the decision: To Increase the capacity of this well used car park	
Alternative options considered and rejected: Alternative option is to leave as it is and cause possible parking on the A272	
Code of Conduct Interest of Cabinet Members? N/A	
Is the decision to be protected from call-in? (i.e if any delay would seriously prejudice the Council's or the public's interest) - see Scrutiny Procedure Rule 14 (M)	No
If so, please state: N/A	
Date of decision: 22 nd May 2018	

Signed: 
Cabinet Member

This record must be forwarded immediately to the Monitoring Officer (TC) and copied to the relevant Cabinet Member.

For Monitoring Officer

Date of publication of Member Information Service Bulletin	
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Date of decision can be implemented (on the Thursday after publication of the Member Information Service Bulletin, unless already protected from call-in)	
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Capital Project Justification Form

Scaynes Hill Millennium Village Hall Car Park Extension

Purpose of project: These premises are owned by MSDC and are let to the Parish Council in return for an annual rent. MSDC also has responsibility for the maintenance of the village hall car park.

This is a great opportunity for MSDC, working in conjunction with Lindfield Rural Parish Council and the Millennium Village Hall to increase the car parking capacity, thereby improving access to the recreation ground and to the hall. These facilities are very popular with local residents and for visitors who use the sports grounds, playground and hall.

Costs:

Maximum Amount : £25,000

Capitalised Salaries included in the project total : None

Source of funding : £25,000 using S106 contribution

Agreement ref.	Development to which agreement relates	Sum
PL3-000199	Land to the East of Gravelye Lane and North of Lyoth Lane	£25,000
Total		£25,000

Revenue implications:

There is no impact on revenue. Only basic maintenance will be necessary in the future.

Value for money assessment:

The S106 funds were provided to develop local infrastructure and increase capacity to meet the needs of the growing population. This is a good use of these funds and this investment in the existing facilities will enable more local residents to participate in activities at the pavilion and recreation ground. This will ensure they remain well used and sustainable in the future.

Failure to do nothing to alleviate the situation may cause a decrease in users able to access the facilities and possibly cause hazardous parking on the main A272.

MSDC went out to tender and have obtained competitive quotes for the work.

Business Unit/Service: Corporate Estates and Facilities

Head of Service: Peter Stuart

Project Manager: Mark Hayler

Cabinet Member: Jonathan Ash-Edwards

Ward Members: Cllr Christopher Hersey, Cllr Linda Stockwell

This project contributes to achieving the Corporate Plan in the following ways:

Enhancing and improving this well used local facility.
Reducing health and safety issues.
Providing facilities which are of quality, safe and fit for purpose.

Summary of discussions with Cabinet Member:

The Cabinet Member and Ward Councillor are both happy with the plans shown to them. There was discussion regarding the parking bays with Cllr Hersey as to whether we could increase the numbers. This is a possibility but relies on the access required by UK Power Networks.

Risk Analysis:

The main risks of the project and the likelihood, severity and financial impact (rated low, medium, high) of each of these risks are:

Risk	Likelihood	Severity	Financial impact
1. Incidents during construction	low	low	low
2. incident following construction	low	low	low

Mitigation actions: Qualified contractors, Risk Assessments, Method Statements.

Project Title –Part 2 Responsibility of the Project Manager

Responsibility of Project Manager declaration:

In relation to the following project:

Name of Project: Scaynes Hill Millennium Village Hall Car Park Extension

I certify to say I understand my responsibility as the Project/Budget Manager for the project, and that I have read and that I understand I must comply with both the Council's Financial Procedure rules and contract procedure rules throughout the entity of this capital project. I understand my responsibility to deliver the project as approved by Council as set out in Part 1 of this Project Justification Form.

I also understand that I should use the MSDC project and risk management methodology and covalent to scope, plan, risk assess and monitor progress in delivering this project. I understand my responsibility to report regularly on progress with the project to my head of service and to indicate as soon as possible if the project is likely to be over/underspent; or likely to fail to achieve key milestones; or, is no longer likely to achieve the benefits that were originally envisaged for it.

Signed by Project Manager:



Name of Project Manager : Mark Hayler

Dated:

22/5/18

