

S106 Monies for Offsite Play and Open Space – Project Delivery

In support of the planning system, following these steps and processes for the delivery of the s.106 contribution towards a project will ensure that it meets the needs as set out in the relevant Heads of Terms, benefits the local community as identified in the relevant evidence base for open space and play and is considered robust and fair in being compliant with planning obligation regulations as set out in the National Planning Policy Framework. As part of the audit process for s.106 contributions, the council’s Planning Obligations Manager will require assurance that these steps have been followed including details for each s.106 spend on project delivery for every relevant approved Planning Permission.

Service Area and Officer Key	
BNES Service Manager	
BNES Service Lead Officer	
PMO S106 Programme Manager	
PMO S106 Senior Project Manager	
PMO S106 Programme Coordinator	

Project Scoping			
Step	Service Area and Officer	Task	Notes
1.	BNES Service Lead Officer	<p>Engagement with Third Party / Facility Owner</p> <p>Project Initiation – Initial Email Contact</p> <ul style="list-style-type: none"> Set out parameters of S106 as agreed in the Heads of Terms Set out the amount of S106 available Set out parameters of project (if known) Provide copy of PMO Procurement and Governance check list and hi-light appropriate areas relevant to project type and S106 amount <p><u>Documents:</u></p> <ul style="list-style-type: none"> 2023_Delivery Information External PMO Direct Commission 2023_Delivery Information Third Party Assurance <ul style="list-style-type: none"> Copy in Talk Community Development Officer and Local Ward Member to relevant emails Seeks confirmation of Talk Community Development Officer for the project location 	<p>Local Ward Member:</p> <ul style="list-style-type: none"> Does not need to be involved unless they have requested to be <p>Facility Owners:</p> <ul style="list-style-type: none"> Sports and recreation grounds can be owned (freehold or leasehold) by a variety of organisations responsible for the ongoing running and maintenance of them. These include: <ul style="list-style-type: none"> Herefordshire Council : Parks Commissioning Manager and Balfour Beatty HC Grounds Maintenance Contractor

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				<ul style="list-style-type: none"> - Town And Parish Councils - Community Trusts / Associations - CICs – Community Investment Companies - Housing Associations - Sports Clubs <ul style="list-style-type: none"> • Approval / consent is required from the Facility Owners. This is commonly referred to as 'landlord consent' <p>Talk Community:</p> <ul style="list-style-type: none"> • Will support with community engagement and consultation and external funding if needed
2.	<p>BNES Service Lead Officer</p>	<p>Engagement with Third Party / Facility Owner</p> <p>Site Visit, Follow Ups and Actions</p>	<ul style="list-style-type: none"> • Setup a site visit to the facility with the Third Party / Facility Owner • Agree what the S106 can contribute to in accordance with the S106 Heads of Terms and the community objectives e.g. Parish Council priorities • Take 'before' photos • Follow up Key Actions to include: <ul style="list-style-type: none"> - Request details of how the project will meet the objectives of community consultation if undertaken - If no community consultation – agree process for undertaking community consultation - Details of project proposal e.g. play equipment, landscaping, etc. - Process of seeking contractors, suppliers, etc. - Statutory requirements e.g. Planning Permission - Confirmation of PMO procurement requirements – see documents above - Engagement with Talk Community Lead Officer, if support with community engagement and/or grant funding required. • Monitor progress and check in with Third Party / Facility Owner regularly 	<p>Local Ward Member:</p> <ul style="list-style-type: none"> • Does not need to be involved unless they have requested to be <p>Funding Opportunities:</p> <ul style="list-style-type: none"> • Talk Community web page and potential external funding options

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3.	BNES Service Lead Officer	<p>Supporting Information for Project Commissioning Brief Checklist</p>	<ul style="list-style-type: none"> • Project Details: <ul style="list-style-type: none"> - As agreed with the Third Party / Facility Owner - Parameters as detailed in the Heads of Terms • Details of Third Party / Facility Owner • Details of Key Stakeholders • Community Benefits: <ul style="list-style-type: none"> - Community consultation - Details of project proposal e.g. play equipment. Landscaping etc. • Statutory Requirements: <ul style="list-style-type: none"> - Planning Approval / Planning Permission sought - Community Asset Transfer - Building Regs etc. • Best Value (PMO): <ul style="list-style-type: none"> - Estimated costs provided - Evidence of quotes - Tender process required • Funding: <ul style="list-style-type: none"> - S106 total award - Grants sought / approved via Talk Community (Awards for All etc.) 	<p>Planning Permission:</p> <ul style="list-style-type: none"> • Check with HC DM Officers if not sure <p>Community Asset Transfer:</p> <ul style="list-style-type: none"> • Liaise with HC Estates Team if required
4.	BNES Service Lead Officer	<p>Project Request Form (PMO Commission)</p>	<ul style="list-style-type: none"> • Prepare Project Commissioning Brief and supporting information once project fully scoped – date and sign • Pass to BNES Service Manager to date and sign 	<p>S106 Monies:</p> <ul style="list-style-type: none"> • BNES Service Manager; <ul style="list-style-type: none"> - Will pass to Service Director Highways and Transport, if value of S106 £50k or more • PMO Programme Manager: <ul style="list-style-type: none"> - To prepare RoOD for S106 value of £50k or more

Project Scoping – If Project Brief Commission requests PMO to undertake Scoping – *Not all Project Briefs will require this.*

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Step	Service Area and Officer	Task		Notes
1.	PMO S106 Senior Project Manager	Engagement with Third Party / Facility Owner Follow BNES Service Lead Steps 1-3	<ul style="list-style-type: none"> • As set out above • Monitor all steps with BNES Service Lead Officer 	PMO Introduction Date: <ul style="list-style-type: none"> • Within 1 working week of confirmation date. PMO Senior Project Manager: <ul style="list-style-type: none"> • May be asked to “Scope” a simple project with the Third Party / Facility Owner to help speed up Delivery of S106 monies where BNES Service Lead has identified via the Project Commissioning Brief
2.	PMO S106 Senior Project Manager	Project Proposal / Design Agree Project Proposal / Design	<ul style="list-style-type: none"> • Agree Project Proposal / Design with: <ul style="list-style-type: none"> - Third Party / Facility Owner - BNES Service Lead • Provide evidence of: <ul style="list-style-type: none"> - Community engagement / consultation - Funding package - Statutory consents (Planning Permission) - Suppliers and quotes / procurement • Preferred design, materials, planting etc. 	BNES Service: <ul style="list-style-type: none"> • Will need to ensure it meets the agreed Heads of Terms / requirements for the community, and that it can be delivered

Project Commissioning				
Step	Service Area and Officer	Task		Notes
1.	BNES Service Manager	Project Request Form Commissioning Brief (PRF) PMO Commission	<ul style="list-style-type: none"> • Emails signed and dated PRF and supporting information to PMO S106 Senior Project Manager and PMO S106 Programme Coordinator 	Commission Request Date: <ul style="list-style-type: none"> • Usually the same date as the signed PRF Brief

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2.	PMO S106 Programme Coordinator	Project Request Form Processed and Commission Started	<ul style="list-style-type: none"> • Logs and numbers PRF • Emails confirmation of receipt and logged details to BNES Service Manager, BNES Service Lead, Planning Obligation Manager and Planning Support Officer • Emails confirmation of receipt and logged details to PMO S106 Senior Project Manager 	<p>Logged Date:</p> <ul style="list-style-type: none"> • Within 2-3 working days request submission from BNES Service Manager • Starts the clock for PMO S106 Project Delivery
3.	BNES Service Lead Officer	PRF Commission Notifications	<ul style="list-style-type: none"> • Notifies Local Ward Member of PRF and date of commission and copies in PMO S106 Senior Project Manager • Notifies Talk Community Development Manager and Talk Community Development Officer of PRF • Notifies Third Parties / Facility Owners of PRF and date of commission • Copies in PMO S106 Senior Project Manager to all notifications 	<p>Notification Date:</p> <ul style="list-style-type: none"> • Within 2-3 working days of PRF Date
4.	PMO S106 Senior Project Manager	PRF Commission Review / Data – Information Check	<ul style="list-style-type: none"> • Review PRF and supporting Information documents • Confirm with BNES Service Lead if any outstanding information required such as consents as necessary • Identify any queries on supplied information and agree any changes with BNES Service Lead such as planning requirements • Confirm with BNES Service Lead if there is anything that is not clear 	<p>Review Date:</p> <ul style="list-style-type: none"> • Within 1 working week of confirmation date and seek confirmation of anything from BNES Service Lead <ul style="list-style-type: none"> - <i>This step in the process will act as useful checks</i> <p>Statutory consents:</p> <ul style="list-style-type: none"> • If seeking confirmation, check with PMO Programme Manager, BNES Service Lead Officer or HC Parks Commissioning Manager


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Project Delivery			
Step	Service Area and Officer	Task	Notes
1	PMO S106 Senior Project Manager	<p>Engagement with Third Party / Facility Owner / Sports Club</p> <p>PMO S106 Senior Project Manager Introduction</p> <ul style="list-style-type: none"> • Email Introduction to confirm with Third Party / Facility Owner that PMO will be supporting them with the delivery and S106 spend on their project • Copy in BNES Service Lead • Copy in Talk Community Development Officer for the project area if appropriate • Notify Local Ward Member 	<p>PMO Introduction Date:</p> <ul style="list-style-type: none"> • Within 1 working week of confirmation date
2	PMO S106 Senior Project Manager	<p>Engagement with Third Party / Facility Owner / Sports Club</p> <p>Site Visit, Follow Ups and Actions</p> <ul style="list-style-type: none"> • Agree a date with the Third Party / Facility Owner and other key stakeholders if required to visit the project site. The PRF will include the names and contact details of all • Hold formal inception meeting either on-site or via MS Teams, covering the following items: <ul style="list-style-type: none"> - Introduction – you and your role in delivery - Give overview of PRF and S106 monies allocated - Project discussion / development advice including procurement / statutory requirements - H&S considerations – CDM and Asbestos Management - Identify if any additional PMO support or external advice is required e.g. if expert guidance is needed to seek out the best solutions for improvements to the fabric of buildings etc. - Outline a clear list of actions / next steps • If any changes are required to the project, please confirm this in writing via the BNES Service Lead Officer • Monitor progress and check in with Third Party / Facility Owner / Key Stakeholders regularly 	<p>Key Stakeholders:</p> <ul style="list-style-type: none"> • Third Party / Facility Owner / Local Members / Parish Councillors / Talk Community • PRF will include details of which ones need to be involved in the project. <p>Community Relationship:</p> <ul style="list-style-type: none"> • PMO should be familiar with project and community they are working with. A site visit will help to build a good understanding of both. <i>Teams meetings can also be helpful but there is nothing quite like going out on-site and understanding the location / project</i>


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3	PMO S106 Senior Project Manager	Engagement with Third Party / Facility Owner / Sports Club Procurement and Governance Process	<ul style="list-style-type: none"> • Identify and issue a clear project plan including Third Party requirements, giving consideration to: <ul style="list-style-type: none"> - Technical aspects of proposed works - Consider the Management Contract – JCT / NEC / FMB. Regardless of the project type, a project must have a formal contract in place between the client and supplier - Procurement / tendering requirements based on CPR Rules, NB – if formal tendering is required submit ‘Procurement Support Form’ via intranet - Building contract preparation – if building contract required issue requirements to legal: PracticeManagement@herefordshire.gov.uk - Issue relevant PMO Procurement and Governance information as necessary - Include clear responsibility matrix i.e. who is responsible for what - Provide outline programme information for overall delivery (make assessment of potential seasonal impacts) • Monitor progress and check in with Third Party / Facility Owner regularly • Update PMO Project Management System (Verto) • Copy in BNES Service Lead where appropriate 	Third Party / Facility Owners / Sports Clubs / Key Stakeholders <ul style="list-style-type: none"> • Communication is KEY to successful delivery. • Confirm with stakeholders understand what is required especially in regards to best value, quotes and tender requirements (based on the value of the S106 monies). • Make sure this is agreed early on to maintain good relationships / communication • Procurement advice is available from Commercial Services
4	PMO S106 Senior Project Manager	Prepare Tender	<ul style="list-style-type: none"> • If the S106 value exceed £25k and the project is funded entirely by S106 contributions, a formal tendering process is required • Prepare tender documents to include: <ul style="list-style-type: none"> - ITT – Invitation to Tender - Specification - Drawings & Location Plan - Pre-Construction information (PCI) - Draft Contract • Tender pack submission via HCC e-portal to agreed contractors • Update Third Party Stakeholders and BNES Service Lead Officer of return timescales • Please allow 2 weeks after return date for formal evaluation process 	<ul style="list-style-type: none"> • Procurement advice is available from Commercial Services • Legal advice on contract preparation is available from: PracticeManagement@herefordshire.gov.uk <p>Contract Procedure Rules:</p> <ul style="list-style-type: none"> • Commercial and Procurement Toolkit • Less than <£25k – best value. Aiming for 4 quotes and good levels of cost comparison • Value £25k > £75k – E-Portal Tender. Must go out to four contractors. Aiming for 4 quote return if possible

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				<ul style="list-style-type: none"> Value £75 > E-Portal Tender. Open Tendering
5	PMO S106 Senior Project Manager	Contract Administration	<ul style="list-style-type: none"> Notify Third Party / Facility Owner / Sports Club / BNES Service Lead Officer of evaluation outcomes & intention to award to nominated contractor Notify Procurement / Legal of intention to award and seek advice on contract preparation. Notify Local Ward Member Notify Planning Obligations Manager and Planning Obligations Support Officer Submit RoOD if necessary and relevant sealing authority for contract. All approvals and publication to be arranged via PMO S106 Programme Coordinator 	
6	PMO S106 Senior Project Manager	Delivery Management	<ul style="list-style-type: none"> Arrange formal pre-start meeting with contractor including relevant Third Party / Facility Owner / Sports Club The purpose of a pre-start meeting is to ensure that everyone is clear on expectations and requirements Prior to starting on-site S106 PMO will require: <ul style="list-style-type: none"> - Copy of contractor insurances - RAMS (Risk Assessment & Method Statement) - Delivery Programme - Construction H&S Plan - Signed building contract Update BNES Service Lead Officer of proposed commencement date and planned programme, via Working Groups, programme Projects Boards, and facilitate regular meetings. Update PMO Project Management System (Verto) Attend relevant Progress Meetings and on-site inspections as necessary 	<p>Pre-Start Meeting:</p>  <p>Pre Start_Meeting_Temp</p> <p>Contracts register</p> <ul style="list-style-type: none"> Any let contracts must be added to HCC's Contract Register

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			<ul style="list-style-type: none"> • Manage on-site variations and all project communications • Management of technical queries, workmanship and quality control • Update BNES Service Lead Officer / Local Ward Member/Talk Community Development Officer as necessary 	
7	PMO S106 Senior Project Manager	S106 Delivery of Spend	<ul style="list-style-type: none"> • Manage the delivery of approved spend • Review and approve invoices received and arrange payments via PMO s.106 Programme Coordinator • Keep financial records and payment log • Manage cost variation through change control 	Payment Log – Example:  Payment Log_Ross Rugby Club 1109202
8	PMO S106 Programme Coordinator	Engagement with Third Party / Facility Owner / Sports Club S106 Payments	<ul style="list-style-type: none"> • Process Payments • Notifies Third Party / Facility Owner / Key Stakeholders • Notify BNES Service Lead of S106 spend (all payments) • Notify Planning Obligations Manager and Planning Obligations Support Officer of S106 spend (all payments) • Updates PMO S106 Verto • Updates PMO Delivery Logs 	Working Group <ul style="list-style-type: none"> • BNES Service Lead will monitor payments and delivery

Project Issues and Escalation			
Step	Service Area and Officer	Task	Notes
1.	PMO S106 Senior Project Manager	Project Issues <ul style="list-style-type: none"> • Alert BNES Service Lead Officer via Working Groups • Escalate to programme Projects Boards as necessary if resolution required. • Escalate to planning Delivery Board as necessary if resolution required. 	

Project Monitoring				
Step	Service Area and Officer	Task		Notes
1.	PMO S106 Senior Project Manager	<p>Working Groups</p> <p>Programme Projects Boards</p>	<p>Working Group</p> <ul style="list-style-type: none"> PMO S106 Senior Project Manager: <ul style="list-style-type: none"> Working Group PMO S106 Programme Coordinator: <ul style="list-style-type: none"> Prepares notes/actions to be agreed by all Report progress of individual projects based on agreed timelines for: <ul style="list-style-type: none"> Project introduction to Third Party / Facility Owner / Club / Key Stakeholders Site Visit and follow up – Agreed action / timelines and monitoring progress Confirmation of procurement / specification / tender requirements Scheduled delivery of S106 spend (including part payments) Payment of S106 spend Project completion Discuss any issues you have and seek support where necessary <p>Programme Projects Board</p> <ul style="list-style-type: none"> PMO S106 Senior Project Manager reports to the Programme Projects Board (Chaired by Service Manager) PMO S106 Programme Coordinator: <ul style="list-style-type: none"> Prepares notes/actions to be agreed by all Monitors delivery progress and raises any issues Agrees if any issues require intervention and escalation to the Planning Delivery Board or S106 Programme Manager (Delivery) 	<p>Working Group:</p> <ul style="list-style-type: none"> BNES Service Lead, Parks Commissioning Manager <p>Programme Project Board:</p> <ul style="list-style-type: none"> BNES Service Manager and Head of Highways and Traffic <p>RAG rating:</p> <ul style="list-style-type: none"> Update Verto as programme develops PMO S106 Senior Project Manager to report using RAG (RED, AMBER, GREEN) rating based on the reporting steps and agreed timelines
2.	PMO S106 Senior Project Manager	Notification updates	<ul style="list-style-type: none"> Provide updates of progress where appropriate to: <ul style="list-style-type: none"> Local Ward Members Talk Community Key Stakeholders 	<p>Communications:</p> <ul style="list-style-type: none"> Will help those on the ground and supporting the local community to be kept up to date

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Project Completion				
Step	Service Area and Officer	Task		Notes
1.	PMO S106 Senior Project Manager	Project Sign Off	<ul style="list-style-type: none"> • Undertake final site visit and prepare snagging list (if required) • Take completion photos • Notify BNES Service Manager and Service Lead of Project Completion • Notify Planning Obligations Manager of Project Completion • Updates PMO S106 Programme Coordinator 	
2.	PMO S106 Programme Manager	Communications	<ul style="list-style-type: none"> • Prepare Comms report (standard template) • Consult with BNES Service Manager and Service Lead Officer and agree report before publishing 	Partnership Acknowledgement <ul style="list-style-type: none"> • Ensure that the Comms report acknowledges that the delivery of the S106 project spend has been undertaken by a partnership of Herefordshire Council Officers and the Third Party / Facility Owner