

MAGOR AND UNDY COMMUNITY HUB

DRAFT TERMS OF REFERENCE

SCOPE

- Prime focus – a range of community facilities established but limited to the 3 fields site
- Secondary focus – to complement facilities on the adjacent 'tennis' field, at Undy football club and other local halls

CONSTRAINTS

- Funding for planning and design will be limited to the sum allocated by MCC in March 2017
- Funding for the main building will be limited to a sum, yet to be agreed, from Section 106 / CIL associated with Magor and Undy Housing developments
- Ancillary costs needed for fitting and equipping the building and delivering outside facilities will be sought from other grant-aids
- Developments on the site will be complementary to and aid the proposed Magor and Undy Walkway station
- Design of buildings and site improvements will recognize the limitations as advised by MCC Planning, NRW and as constrained by any preservation orders associated with the site (e.g. the ancient orchard)
- Deliverables should be guided and shaped by the 'survey of residents' carried out in Spring 2016 and on-going liaison with all stake-holders via mechanisms yet to be defined
- Monmouthshire County Council will 'own' the project and approve the governance mechanism at the outset

OBJECTIVES

- To produce a set of building and site plans that at least meet the minimum criteria set out in the draft specifications drawn from the survey
- To put in place a governance regime, that should include some form of 'project board', and ensures that the project delivers within the stated parameters of cost, quality and timescale
- To establish a project plan that is signed off at the outset and is reported to the 'project board' in terms of progress, risks, issues and exceptions.

- To provide open and transparent communications to stake-holders and residents (including 'near-neighbours') - giving them the opportunity for feed-back
- To provide a range of inside, covered and outside community facilities that is used by and valued by all members of the community
- To support the delivery and establishment of Magor and Undy Walkway station
- To make sure that the planned facilities are viable and sustainable in the long term

DELIVERABLES

- Governance Structure
- Business Case
- Project Brief and Project Initiation Document
- Project delivery structure (including a project manager)
- Delivery Plan
- Communications Plan
- Operation and management plan
- Building with 'charged for use' facilities
- Grounds with 'free to use' and 'charged for use' facilities