

# **Havant Borough Liveability Capital Programme**

## **Project Initiation Document (P.I.D)**

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Version 1**

**26<sup>th</sup> May 2005**

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## **Purpose of PID**

The purpose of this Project Initiation Document is to define the project, form the basis for its management and provide a single point of reference for project information.

This document provides a statement of what the objectives for the Havant Borough Liveability Capital Project are, and how and when they will be achieved. It identifies responsibilities and the major activities and resources required on the project. It also provides the projects programme, costs and identifies the management stages and other major control points. It also sets out the criteria for evaluating the success of the project.

This document will be used by the Liveability Capital Projects Steering Group, the Delivery Team, individual Project Managers and the Community Board Projects Co-ordinator as a mechanism for delivering the project. It will also be used by the Project Manager as a baseline to monitor project progress and cost stage by stage. It will be the tool by which the Independent Review Panel will evaluate the project and its success.

# 1. Vision Statement

***The aim of the Havant Borough Liveability Capital Programme is based on the Council's aims for a cleaner, safer more prosperous environment. It aims to achieve the following through Liveability capital funding:***

- ***Creation of self-esteem and pride of place for those who live and work in the Borough***
- ***Building an identity for the Borough and its distinct Communities***
- ***A design strategy for future development that incorporates the different characteristics within each community and enhances the visual and physical amenity of the Borough in the most sustainable way.***
- ***Kick-start the new design philosophy with some strategically significant capital projects that have the support and enthusiasm of those who live and work in the Borough.***
- ***To address the Communities' own priorities for their outdoor environment including elements of lighting, crime prevention measures, artwork, play, de-cluttering and safety in the design of all of the capital projects where feasible.***

***The project will be delivered by means of an open dialogue between the Community and Havant Borough Council, in order to generate community ownership of both the process and the area as a whole.***

This vision statement has been devised by the Liveability Capital Projects Steering Group and approved by the Liveability Strategic Board as the core aim for this project.

## 2. Project Definition

### 2.1 Background

- In Feb 2004 the Office of the Deputy Prime Minister (ODPM) approved Havant Borough Council's for a *Liveability Fund* grant. The total Award was £3.7m.
- This consisted of £400,000 revenue funding to be spent on reforming the way the Borough Council delivers its services and **£3,325,000** capital funding to be spent on environmental improvements.
- The terms of the award specify that the money must be spent by 31<sup>st</sup> March 2006.
- The Borough Council undertook, as a first stage, to spend a small amount of the capital funding to appoint a design consultant to produce a Public

Realm Design Framework on which the capital projects would be based. This framework will guide and influence all future environmental improvements and developments in the Borough, including those funded by the Liveability capital programme. This will enable the delivery of a sustainable programme of development over a long period.

- In September 2004 Roger Evans Associates were appointed to produce this Framework.
- Between August and September 2004 the Borough Council established six Community Boards to engage with the community, on a range of issues under the umbrella of the Havant Community Partnership. It is intended that these Boards will guide the capital projects and ensure meaningful community participation.
- Each of these Community Boards was given £50k of the capital funding to spend on its own local initiatives.
- At a workshop held in December 2004 the Community Boards put forward over forty strategic projects and many more local initiatives.
- The strategic projects were reduced down to thirteen by means of a series of technical workshops and Strategic Board meetings.
- Some proposed schemes were discounted for technical reasons; others were combined to form larger more strategic schemes.
- The Liveability Strategic Board (the Strategic Board) agreed the list of schemes, shown below, on 26<sup>th</sup> January 2005.
- The Strategic Board also allocated an initial estimated proportion of the remaining capital money to each project.
- This list of schemes was approved by the Havant Borough Council Executive Committee on 8<sup>th</sup> February 2005.

### ***List of Approved Strategic Schemes***

No.	Project	Initial Budgetary Allocation
1	<b>Waterlooville Town Centre</b> - North precinct improvements to the north end of the precinct as a gateway to the town centre to include the underpass, art and a covered entertainment area.	£400,000
2	<b>Havant Town Centre</b> – improvements to East Street/North Street, Park Road South and North, Homewell and a gateway into Havant Park including play provision.	£300,000

No.	Project	Initial Budgetary Allocation
3	<b>Leigh Park</b> – a number of pilot off-street car parking schemes to set the scene for future development to improve the visual nature and useability of strategic through routes.	£250,000
4	<b>Hayling Island Seafront</b> - Improvements along the seafront and beach to incorporate a plaza at Eastoke corner.	£500,000
5	<b>Langstone Corridor</b> – a design including lighting, tree planting and other improvements to North Hayling.	£250,000
6	<b>Emsworth</b> – improvements to the main underpass at the roundabout.	£200,000
7	<b>Milton Road/Eagle Avenue Shops, Cowplain</b> - improvements to parking and shop fronts.	£200,000
8	<b>Greywell Toilets, Leigh Park</b> – New toilets at the Greywell shopping precinct and demolition of toilets at Front Lawn Recreation Ground.	£180,000
9	<b>Waterlooville Recreation Ground (Rowlands Avenue)</b> – a scheme to include drainage, converting the old allotment site, pathways, entrance features and play provision.	£200,000
10	<b>Play area improvements and new play provision</b> – to be agreed from list of priorities submitted by boards and supported by Parks and Open spaces audit.	£400,000
11	<b>Underpasses</b> – Art in underpasses project at a number of sites across the authority where practical, working with schools and artists.	£20,000

12	<b>Roundabouts Gateways</b> – Watering systems and design competition for a number of roundabouts across the Borough.	£5,000
13	<b>Signage</b> – A project to design and install a number of signs in key areas.	£30,000

It was agreed by the Strategic Board that some of these schemes may drop out at a later stage if further investigation reveals that they are unable to be delivered within the timeframe.

## 2.2 Objectives

**The overall objective of this project is to use Liveability Capital Grant funding to select, design and deliver a number of strategically important and sustainable environmental improvement projects, and a number of smaller scale Community Board driven initiatives.**

**The process of developing the schemes will explore opportunities for innovative design that will deliver improvements in the quality of the public realm for the benefit of the communities of Havant Borough. This will be done in accordance with the Council's aims for a cleaner, safer more prosperous borough.**

The projects will be developed, in accordance with the aims of the ODPM's Liveability programme. One of the key aims of Liveability is establishing a link between service reforms and physical improvements. **Projects will therefore be selected to demonstrate the effectiveness of the reforms in making them, and any future improvements, sustainable.**

The capital programme is developed in a way that supports the aspirations of those who live and work in the Borough, and generates a genuine sense of community ownership. In order to do this, **the selection and design of the individual projects will be undertaken using robust and meaningful community participation at all stages of the process.**

**The six Community Boards will be the focus of all community participation on these schemes. The Boards will act as an interface between the design teams and the broader Community (including residents, businesses and other stakeholders).**

**The schemes will be designed in accordance with the Havant Borough Public Realm Framework that has been produced as part of the Liveability programme.**

**The projects will represent a broad range of different outdoor environments reflecting the diversity of the Borough.**

**In order to realise the maximum value from the Liveability the capital projects will be pilot schemes.** As such, their ongoing positive effects are at least as important as the projects themselves. In addition to achieving targeted environmental improvements that set high standards of quality and value, **the projects will also act as catalysts for future development in the immediate area.**

**In doing all of the above, the capital programme aims to improve perceptions of the Borough and foster a greater sense of civic pride.**



## 2.3 Scope

This project forms part of the broader Havant Borough Council Liveability Fund bid proposals. In addition to the Capital Programme, these include a range of service reforms, such as area based provision of services.

**This project is solely concerned with the Capital Programme.**

Each of the strategic capital projects must be delivered within the parameters of the Liveability programme.

**This project will be delivered by means of 6 key stages:**

- 1. Initiating the programme**
- 2. Agreeing the individual projects**
- 3. Designing the individual projects**
- 4. Implementing the individual projects**
- 5. Sign Off**
- 6. Reviewing the programme**

Each stage contains a number of actions. The end of each stage is a project milestone. These stages, actions and milestones are described in more detail in the Project Plan at the end of this document.

Community participation is an important element of each project. This will be an integral part of the whole programme rather than as an add-on. As such it is not shown as a separate stage. The individual elements of Community participation are shown in their relevant place in the programme.

The capital programme will be derived from strategic project ideas submitted by the Community Boards. These will be based on the original bid for Liveability funding and the recommendations of the Public Realm Design Framework.

The six Community Boards will be given resources, including £50,000 capital funding per board from Liveability for a Local Initiatives Fund. This project will include facilitating the Boards in the delivery of their own local schemes.

The development of the projects will be achieved by means of comprehensive community participation. In order to achieve the required levels of community participation, the project will utilise the six Community Boards to afford maximum accessibility to the community.

The process of agreeing and designing the projects will focus on exploring opportunities for improving the physical environment of each area in order to stimulate further physical improvements and development opportunities.

The capital funding available from Liveability for Capital project schemes, to include any associated professional fees is **£3,325,000**. The development of the projects will include seeking additional investment/funding/support (either monetary or in kind) to further enhance them and make more effective use of the Liveability resources.

The project will take into account other projects and initiatives covering similar issues within the same area. These include:

1. Sure Start
2. Excellence Cluster Monitor (formally Education Action Zones)
3. Single Regeneration Budget
4. Creating Quality Places
5. Healthy Living Centre
6. Area Investment Framework
7. Art at the Centre
8. Project Resolution In a Multi-agency Environment (PRIME's)
9. Crime Reduction Partnership

See Glossary for details.

- although the management of these is outside the scope of this project.

The programme will be substantially complete before 31<sup>st</sup> March 2006.

## 2.4 Exclusions

Service Reforms proposed as part of the broader Liveability programme are outside the scope of this programme.

This programme does not include the production of the Havant Borough Public Realm Design Framework.

This programme does not include any work of the Community Boards other than the Liveability Capital Programme.

This programme is a capital project and will not include work to the Council's, or another organisation's assets that would normally be undertaken as part of an existing day to day maintenance programme.

This programme will not include work to any space that is not freely accessible to the public or does not form part of the public realm.

Other Council projects and initiatives with similar aims and objectives will be taken account of, although their management is outside the scope of this programme.

## 2.5 Constraints

### **i. Time**

Part of the conditions for awarding Liveability Grant is that this money must be substantially spent by 31<sup>st</sup> March 2006.

### **This project is therefore time critical.**

In order to release the capital funding, the Liveability service reforms have to be delivered to the agreed liveability programme.

The programme must move at a pace that allows the community of the area to have an effective involvement in the process. If this does not happen the value of the community participation will be diminished. This will, in turn, have an adverse effect on the level of community ownership once any proposals are implemented.

### **ii. Cost**

This project is funded by means of a grant £3,325,000 from the Office of the Deputy Prime Minister (ODPM) under the Liveability Fund.

This money includes any professional fees and additional external resources required. Havant Borough Council will contribute additional funding to projects where their aims coincide with their own spending plans (e.g. footpath repairs budget).

Funding from other sources (e.g. Section 106 agreements, Green Transport Scheme) will be identified and used as part of the development of the projects where they fit within the project time scale.

### **iii. Resources**

#### **Money**

In addition to capital monies, there is a £400,000 Liveability revenue grant. This is predominantly for funding service reforms and Community Boards. Part of this revenue grant will resource elements of the Capital programme e.g. the Liveability Manager's post (who will be project managing the Capital Programme).

Other potential sources of funding include:

- Green Transport funding
- Section 106 agreements
- Contributions from Havant Borough Council's and Hampshire County Council's planned maintenance budgets

Whilst all attempts will be made to secure additional funding where possible, this cannot be done where it would jeopardise the time scale.

#### **Staff**

The project will employ a Liveability Manager who will act as the Project Manager for the Liveability Project. This post will be split between the capital programme and the revenue programme (service reforms).

The Manager of the HBC Urban Design and Implementation Team will act as Project Manager for the Liveability Capital Project. Four members of the HBC Urban Design and Implementation Team will act as project managers for a number of the strategic projects. These will be funded by Havant Borough Council as part of their normal duties.

The project will also make use of a number of other Havant Borough Council Officers, who will devote part of their time to this project as part of their workloads. These will be funded by Havant Borough Council and will include:

- Highways and Engineers staff
- Community Services Team (including Retail Support)
- Economic Development staff
- Planning including development control
- Parks and open spaces staff
- Communications group

Members of the various boards and groups responsible for the delivery of this project (including community members) will be involved on a voluntary basis, although reasonable expenses may be reimbursed where it is felt appropriate by the Steering Group.

As many of the strategic projects as possible will be managed in house. There is not, however, sufficient capacity to manage them all, and a number will need to be passed out to external consultants. These consultants will be paid for from the project budget.

### **Consultants**

The project will potentially employ a number of specialist professionals, including:

- Urban Design/Architectural consultants
- Highways consultants
- Arts co-ordinator and artists
- Clerk of works

These will be funded from the project budget.

A more detailed recommendation for engaging these specialists will be provided in a Project Resourcing Proposal Report (Document ref. HBC LIV 1.4)

### **iv. Quality**

There are a number of aspects of quality against which the success of this project will be measured. These will be:

#### **Quality of the completed schemes**

One of the aims of this project is to set a benchmark for the quality of future development. The quality of the finished schemes is therefore of the utmost importance. This work will be based on the Havant Borough Public Realm Design Framework, produced as part of the overall Liveability programme. Wherever the level of budgetary allocation constrains a scheme, rather than diluting the quality, a smaller area would be implemented to a higher standard and this be treated as a phase 1 (i.e. do less better).

#### **Community value**

In order for the project to be successful it must be valued by the community and seen as a catalyst for future change. Success will be measured by:

- An increase in numbers of people using the facilities
- An increase in the number of people valuing the facilities

- A reduction in vandalism of the facilities achieved through the above two points.

If the Community participation is meaningful and robust, it will have a worthwhile and positive effect on the process and outcomes. The sense of Community ownership will be enhanced.

### **Value for money**

The value of the project will be judged by how much it is able to:

- Release further development potential
- Draw in other pots of funding
- Adopt a strategic approach - High profile, visible schemes
- Change perceptions of the Borough
- Change community input into community ownership.
- Draw together a set of prioritised reserve schemes for future development

## **2.6 Outcomes**

This project will have eight main outcomes. These are:

1. A number of agreed strategic projects
2. A number of agreed Community Board Neighbourhood Initiatives
3. Sketch designs for the agreed projects including broader masterplans for future development
4. Design criteria for each scheme based on community participation
5. A prioritised list of the elements of each project based on community participation
6. Detailed designs for the deliverable elements of approved projects
7. Delivery of all of the agreed elements of projects
8. Evidence of additional development opportunities generated by the agreed schemes
9. Action plans for the delivery of future phases of each scheme

## **2.7 Products**

For the purposes of project management, a product is defined as something that can be held in your hand (typically, but not always, a document or report). The delivery of this project will call for the production of a number of such products. The benefit of listing these in advance is that their production and approval often marks a project milestone. Knowing what products should be produced at each stage of the project is an extremely useful aid to managing the programme.

A comprehensive list of the products that will be produced as part of the delivery of this project, including the dates that they will need to be produced and approved to keep to the programme, can be found in the Monitoring and Controls section of this document (section 6.3 on page 70).

The production of all of these products is also flagged up in the project programme.

## **2.8 Success Criteria**

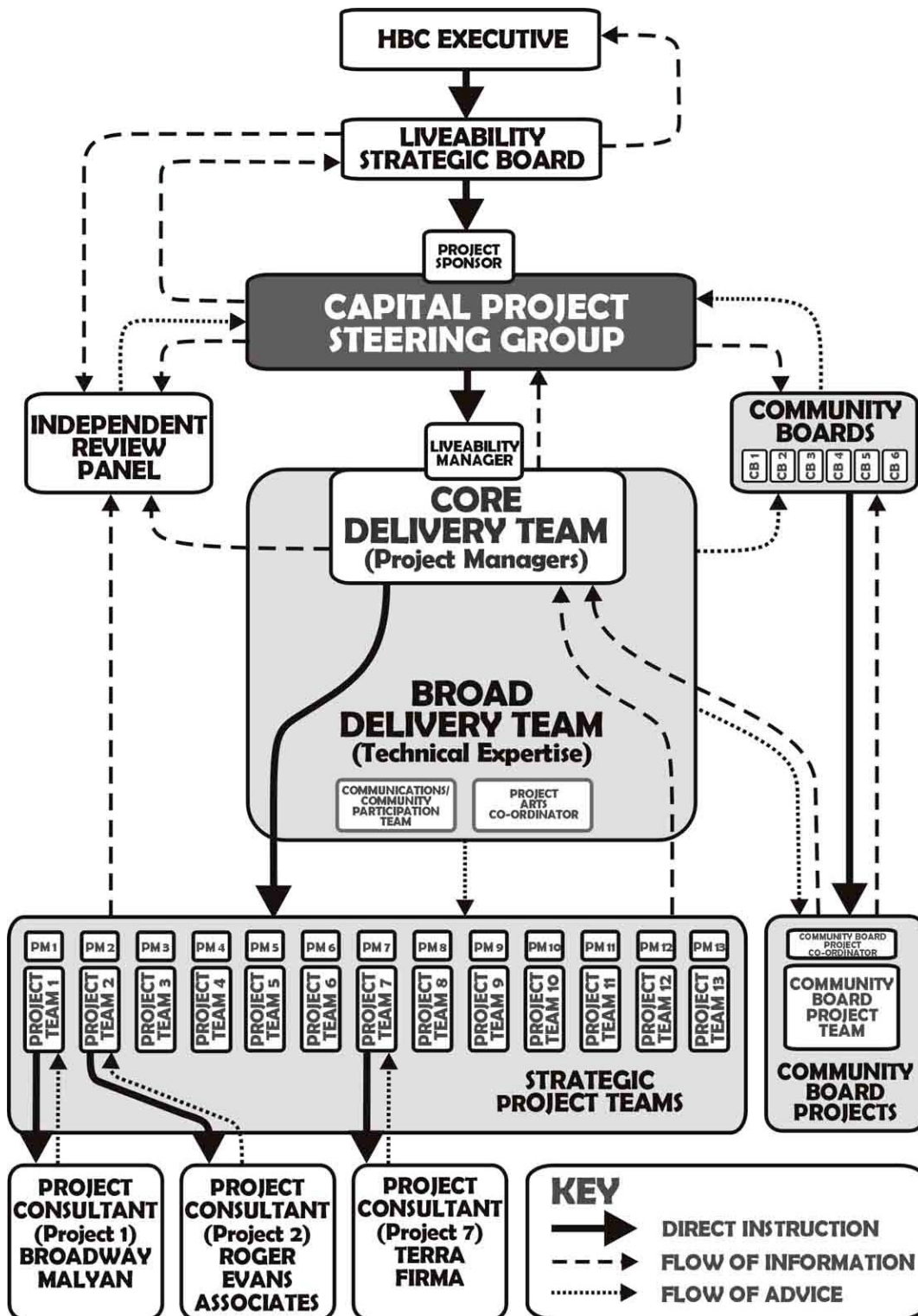
The success of the Liveability Capital Project will be judged against the following criteria:

1. The projects being substantially completed within the Liveability time
2. The community of Havant Borough feels that it was able to play a part in influencing the designs and projects.
3. The community of Havant Borough feels that the projects have contributed towards an improved quality of life in the area.
4. The projects help to develop a sense of place and appreciation of the different character areas in the Borough.
5. The completed projects demonstrate sustainability in social, economic, and environmental terms.
6. The projects are able to act as a catalyst for future development potential
7. The Office of the Deputy Prime Minister signs off the project

## **3. Project Delivery**

### **3.1 Organisational Structure**

The diagram on page 18 shows all the different groups that will be involved in this project. It illustrates how they will interact and what the flow of information and advice will be.



The Project organisational structure consists of the following:

- HBC Executive** – The Executive of Havant Borough has delegated approval to the Strategic Board for strategic or budgetary changes. It will offer advice to, and receive information from the Capital Programmes Project Board.

- **Liveability Strategic Board** – The Strategic Board is **the decision making group**. It will review progress of the project against plans, within the scope of the broader Liveability programme. It will directly instruct, and receive information from the Capital Programmes Project Board.
- **Capital Programmes Steering Group** – This board has ownership of the capital programme project. The project sponsor sits on this group. This group will make day to day decisions on the running of the programme, although major strategic or budgetary decisions will be referred to the Liveability Strategic Board
- **Community Boards** – The Boards will be consulted on strategic projects in their area. Boards should attempt to increase participation by acting as an interface between the project and the broader community. They can do this by inviting the general public to their meetings and where possible soliciting the views of those living in the area.
- **Core Delivery Team** – This team will manage the project and report to the Project Steering Group on progress at regular intervals. It will ensure the project milestones and outcomes are met. The Liveability Manager (Project Manager) will lead the Project Group and report on their behalf to the Project Steering Group.
- **Broad Delivery Team**
  - **Technical Support** – Technical support will be provided to the Core Delivery Team and to the Strategic and Community board project teams from HBC, HCC and external professionals.
  - **Communications/Community Participation group** – this Group will determine the communication process for engaging with the community on project design and implementation. They will be responsible for all community participation activity for all of the projects. They will also be responsible for issuing appropriate press releases.
  - **Project Arts Co-ordinator**  
This person will be responsible for working with the individual project artists in guiding the integration of public art within each of the projects. They will also seek additional opportunities for the inclusion of art into the projects (including the Community Board projects).
- **Individual Strategic Project Teams**  
Each of these teams will have responsibility for delivering one of the strategic projects. Each team will include a project manager who will also be a member of the core delivery team. These teams will manage the projects on a day to day basis under the direction of the Liveability Manager and the Core Delivery Team.

- **Community Board Project Team** The project group will be lead the Community Board project co-ordinator (Suzanne Chisnell) and will co-ordinate and facilitate the projects being developed for the Community Boards
- **Independent Review Panel** – This panel will review the project at key stages and report its findings to the Steering Group.
- **Project Consultants**  
Three of the strategic projects will be run by design consultants. These are:
  - Project 1. Waterlooville Town Centre – Broadway Malyan**
  - Project 2. Havant Town Centre – Roger Evans Associates**
  - Project 7. Milton Road Shops – Terra Firma**

These consultants will undertake most of the same duties as the other individual Project Teams under the direct direction of the HBC Project Manager and the broader direction of the Liveability Manager and Core Delivery Group.

- **Project Artists**

## Community Boards

### Role

To represent the community in the board area and put forward concerns and ideas representative of that community. To feed back ideas and views on projects designs. To put forward ideas for strategic projects. To agree a programme of work for £50,000 Community initiatives.

### Membership

Membership of the Boards is drawn from the community.

Community Board	Link Officer	Chairman
Emsworth	Zita Hobbs 02392 446606	Cllr V Wilson-Smith
Havant and Bedhampton (Includes Langstone)	Sarah Woods 02392446589	Cllr K Smith
Hayling Island	Richard Taylor 02392446279	Cllr A Lenaghan
Leigh Park	Martyn Pettifer 02392 446570	Cllr B Gardner
Waterlooville North (Cowplain and Hartplain)	Nikki Levett 02392 4461378	Cllr Mrs M Smallcorn
Waterlooville South (Purbrook and Stakes)	Helen Chan 02392 446378	Cllr K Moss

## **Core Delivery Team**

### **Role**

The Delivery Team is a group of experts consisting of Council officers and consultants appointed to produce the design options based on the community aspirations and design criteria. Their brief will be to explore the full range of opportunities and present these along with a feasibility statement and implementation plan.

To manage implementation stages

To review/evaluate Masterplan options

To make recommendations to the Project Board

## **Community Participation Group**

### **Role**

To be inserted

## **Individual Project Teams**

## **Independent Review Panel**

### **Role**

To independently scrutinise the progress of the Liveability Project on behalf of the Council.

To produce reports, at intervals relating to key project milestones, on the robustness of the process.

To produce a final review of the project.

## **3.2 Relationships**

The project is directed by the Steering Group.

The Review Panel will maintain an independent status and will have access to all areas of the project. It will have the power to make recommendations for amendments to the process, although these recommendations will need to be considered and approved by the Steering Group before being implemented.

The Delivery Team will be run by the Liveability Project Manager under the direction of the Steering Group.

## **3.3 Reporting**

The Steering Group will report to the Council's Strategic Board on all matters and to the Council's Executive on matters of significance.

The Delivery Team will report to the Steering Group

Each Project Team and the Community Board Project Co-ordinator will report to the Delivery Team

### **3.4 Communication Plan**

The minutes of each Steering Group meeting will be circulated to the following groups:

- The Strategic Board
- The Delivery Team
- The Community Board Management Group
- The 13 Strategic Project Groups
- The Community Boards
- The independent review panel

The minutes of the Delivery Team meetings will be circulated to the following groups:

- The Steering Group
- The independent review panel

## 4. Individual Strategic Project Delivery

This section contains detailed definitions of all the Strategic Projects. It also shows the makeup of each Project Team, including the responsibilities and contact details of each team member.

### 4.1 Individual Strategic Project Definitions

<b>Project ID:</b>	<b>HBC LIV 1</b>
<b>Project Name:</b>	<b>Waterlooville Precinct</b>
<b>CONTACT</b>	<b>MARTIN PEACOCK - 02392446537</b>

#### Project Definition:

This project will produce:

- 1) The design of a broad masterplan for improvements to the northern end of the pedestrianised precinct in Waterlooville Town Centre, including:
  - a) The creation of a gateway to the north, opening up views into the Town Centre from the A3
  - b) Environmental enhancements to the precinct to create a lively space that encourages activity.
  - c) Improving access to the precinct, including the existing underpass
  - d) Provision of an entertainment space
  - e) The integration of public art into the streetscape
  - f) The use of creative lighting
  - g) The provision of possibilities for play
  - h) A clear demonstration of how the scheme integrates with and compliments other improvements already planned for the area
- 2) The strategic prioritisation for elements of the broad masterplan based on community participation.
- 3) A suggested phasing plan for all the elements of the broad masterplan
- 4) The detailed design of the identified key elements of the plan.
- 5) The implementation of a number of the identified key elements of the design within the constraints of the project budget.
- 6) An action plan suggesting mechanisms for the realisation of future phases of the broad masterplan and a demonstration of how this project releases further potential for improvement in the immediate area.

<b>Project ID:</b>	<b>HBC LIV 2</b>
<b>Project Name:</b>	<b>Havant Town Centre</b>
CONTACT	JULIE BOSCHI - 02392446536

**Project Definition:**

This project will produce:

- 1) The design of a broad masterplan for improvements Havant Town Centre, including:
  - a) Environmental enhancements to Park Road North and South, West Street, East Street and North Street, that enhance the pedestrian experience and create suitable impressions of the town.
  - b) Improvements to Havant Park and its setting, including relocating/enhancing entrance points/play provision; and addressing the park's edge treatment and how it interacts with its surroundings.
  - c) The integration of public art into the streetscape
  - d) The use of creative lighting
  - e) A clear demonstration of how the scheme integrates with and compliments other improvements already planned for the area (including the Homewell public art project).
- 2) The strategic prioritisation for elements of the broad masterplan based on community participation.
- 3) A suggested phasing plan for all the elements of the broad masterplan
- 4) The detailed design of the identified key elements of the plan.
- 5) The implementation of a number of the identified key elements of the design within the constraints of the project budget.
- 6) An action plan suggesting mechanisms for the realisation of future phases of the broad masterplan and a demonstration of how this project releases further potential for improvement in the immediate area.

<b>Project ID:</b>	<b>HBC LIV 3</b>
<b>Project Name:</b>	Leigh Park Parking Pilot
CONTACT	LOUISE WARD - 02392446537

**Project Definition:**

This project will produce:

- 1) A study of parking issues within Leigh Park, including:
  - a) Character types (e.g. on street, parking courts).
  - b) A hierarchy of roads.
  - c) A number of suggested solutions to suit each situation. (In addition to solving the immediate problem, these solutions should be based on improving the quality of the built environment).
  - d) The selection of a number of sites that could act as demonstration projects for each situation
  - e) A clear demonstration of how the scheme integrates with and compliments other improvements already planned for the area (including Creating Quality Places).
- 2) The strategic prioritisation for elements of the study based on community participation.
- 3) A suggested phasing plan for all the elements of the study
- 4) The detailed design of the identified key pilot projects.
- 5) The implementation of a number of the identified key pilot projects within the constraints of the project budget.
- 6) An action plan suggesting mechanisms for the realisation of future phases of the study and a demonstration of how this project releases further potential for improvement in the immediate area.

<b>Project ID:</b>	<b>HBC LIV 4</b>
<b>Project Name:</b>	<b>Eastoke Corner</b>
<b>CONTACT</b>	<b>PAUL RAMSHAW 02392446174</b>

**Project Definition:**

This project will produce:

- 1) The design of a broad masterplan for improvements to the entire Hayling Beachfront, including:
  - a) Identifying the structure of the place including:
    - (i) Key activity nodes
    - (ii) Links
    - (iii) Barriers to movement
    - (iv) Landmarks
    - (v) Character areas
    - (vi) Important views
  - b) Strategic improvements along the beachfront.
  - c) A more detailed design for the area around Eastoke Corner including:
  - d) The relocation of some beachfront parking to allow the creation of a plaza
  - e) The reconfiguration of the carriageway on the corner to reduce traffic speeds and allow greater pedestrian movement between the shops and the beach
  - f) The treatment of the shop forecourts
  - g) The potential release of HBC land for development.
  - h) The integration of public art into the streetscape
  - i) The use of creative lighting
  - j) A clear demonstration of how the scheme integrates with and compliments any other improvements already planned for the area.
- 2) The strategic prioritisation for elements of the broad masterplan based on community participation.
- 3) A suggested phasing plan for all the elements of the broad masterplan
- 4) The detailed design of the identified key elements of the plan.
- 5) The implementation of a number of the identified key elements of the design within the constraints of the project budget.
- 6) An action plan suggesting mechanisms for the realisation of future phases of the broad masterplan and a demonstration of how this project releases further potential for improvement in the immediate area.



<b>Project ID:</b>	<b>HBC LIV 5</b>
<b>Project Name:</b>	<b>Langstone Corridor</b>
<b>CONTACT</b>	<b>Julie Boschi - 02392446536</b>

**Project Definition:**

This project will produce:

- 1) The design of a broad masterplan for improvements to the Langstone Corridor (from the A27 Roundabout to Hayling bridge), including:
  - a) Replacing street furniture with a type that complements the existing Hayling Bridge lights.
  - b) Improving tree planting through the area.
  - c) The potential for creating a significant gateway (possibly including a major public art work)
  - d) The use of creative lighting
  - e) The enhancement of existing cycleways.
  - f) A clear demonstration of how the scheme integrates with and complements other improvements already planned for the area.
- 2) The strategic prioritisation for elements of the broad masterplan based on community participation.
- 3) A suggested phasing plan for all the elements of the broad masterplan
- 4) The detailed design of the identified key elements of the plan.
- 5) The implementation of a number of the identified key elements of the design within the constraints of the project budget.
- 6) An action plan suggesting mechanisms for the realisation of future phases of the broad masterplan and a demonstration of how this project releases further potential for improvement in the immediate area.

<b>Project ID:</b>	<b>HBC LIV 6</b>
<b>Project Name:</b>	<b>Emsworth</b>
<b>CONTACT</b>	Tony Cailes 02392446462

**Project Definition:**

This project will produce:

- 1) The design of a broad masterplan for improvements to the underpass and surrounding area at the main Emsworth crossing site, including:
  - a) Environmental enhancements to the underpass
  - b) Suitable surfacing and lighting.
  - c) The directing of people towards a safe crossing
  - d) The use of creative lighting
  - e) A clear demonstration of how the scheme integrates with and compliments future improvements in the area
- 2) The strategic prioritisation for elements of the broad masterplan based on community participation.
- 3) A suggested phasing plan for all the elements of the broad masterplan
- 4) The detailed design of the identified key elements of the plan.
- 5) The implementation of a number of the identified key elements of the design within the constraints of the project budget.
- 6) An action plan suggesting mechanisms for the realisation of future phases of the broad masterplan and a demonstration of how this project releases further potential for improvement in the immediate area.

<b>Project ID:</b>	<b>HBC LIV 7</b>
<b>Project Name:</b>	<b>Milton Road Shops</b>
CONTACT	PAUL RAMSHAW 02392446174

**Project Definition:**

This project will produce:

- 1) The design of a broad masterplan for improvements to the area around the shopping parade on Milton Road (close to the junction with Eagle Avenue), including:
  - a) Environmental enhancements to the area immediately in front of the shops to provide a pleasant, high quality environment for shoppers.
  - b) Improvements to layout and appearance of existing parking for shoppers, with particular emphasis on safety.
  - c) The more effective use of the land to the rear of the shops up to Huntsman Close.
  - d) The integration of public art into the streetscape
  - e) The use of creative lighting
  - f) A clear demonstration of how the scheme integrates with and compliments other improvements already planned for the area.
- 2) The strategic prioritisation for elements of the broad masterplan based on community participation.
- 3) A suggested phasing plan for all the elements of the broad masterplan
- 4) The detailed design of the identified key elements of the plan.
- 5) The implementation of a number of the identified key elements of the design within the constraints of the project budget.
- 6) An action plan suggesting mechanisms for the realisation of future phases of the broad masterplan and a demonstration of how this project releases further potential for improvement in the immediate area.

<b>Project ID:</b>	<b>HBC LIV 8</b>
<b>Project Name:</b>	<b>Greywell Toilets</b>
CONTACT	Tim Lawman - 02392446405

**Project Definition:**

This project will produce:

- 1) The design of a broad masterplan for new toilets at Greywell Shopping Precinct, including:
  - a) Future maintenance responsibility
  - b) Demolition of toilets at Front Lawn Recreation Ground
  - c) Any associated environmental improvements
- 2) The detailed design.

<b>Project ID:</b>	<b>HBC LIV 9</b>
<b>Project Name:</b>	<b>Waterlooville Recreation Ground (Rowlands Avenue)</b>
<b>CONTACT</b>	<b>PAUL RAMSHAW - 02392446174</b>

**Project Definition:**

This project will produce:

- 1) The design of a broad masterplan for improvements to Waterlooville Recreation Ground including:
  - a) Recognising future development opportunities
  - b) Drainage scheme
  - c) Footpath improvements
  - d) Entrances
  - e) Resiting of allotments and pavilion
  - f) Play equipment
- 2) The strategic prioritisation for elements of the broad masterplan based on community participation.
- 3) A suggested phasing plan for all the elements of the broad masterplan
- 4) The detailed design of the identified key elements of the plan.
- 5) The implementation of a number of the identified key elements of the design within the constraints of the project budget.
- 6) An action plan suggesting mechanisms for the realisation of future phases of the broad masterplan and a demonstration of how this project releases further potential for improvement in the immediate area.



<b>Project ID:</b>	<b>HBC LIV 10</b>
<b>Project Name:</b>	<b>Parks and Recreation Grounds</b>
CONTACT	Paul Hurst - 02392446423

**Project Definition:**

This project will produce:

- 1) The design of a broad masterplan for improvements to Parks and recreation grounds across the Borough including improvement of open spaces and shelters.
- 2) The schemes will be selected using list of priorities submitted by Community Boards and supported by the Parks and Open Spaces Audit. For each project there will be:
- 3) A consultation with the community on the draft design elements of each project.
- 4) A detailed design of the identified key elements each project.
- 5) The implementation of a number of the identified key elements of the design within the constraints of the project budget.
- 6) An action plan suggesting mechanisms for the realisation of future phases of the broad masterplan and a demonstration of how this project releases further potential for improvement in the immediate area.

<b>Project ID:</b>	<b>HBC LIV 11</b>
<b>Project Name:</b>	<b>Art in Underpasses</b>
Contact	Elaine Clark - 02392446421

**Project Definition:**

This project will produce:

- 1) The design of a broad masterplan for improvements to all underpasses and identifying those underpasses for suitable Art Projects with young people. The master plan should include:
  - a) Preliminary works required
  - b) The integration of public art into the streetscape
  - c) Use of creative lighting
  - d) A clear demonstration of how the scheme integrates with and compliments other improvements already planned for the area
  - e) The strategic prioritisation for elements of the broad masterplan based on community participation.
- 2) An assessment of the condition and status of each underpass and their suitability for art projects.
- 3) This project will resource the artist work which will include working with young people in a workshop environment.

**Projects Put Forward :**

Ref	Project	Stage	Put Forward By	Other Funding
a.	Netto – mural wall		Leigh Park Community Board	Leigh Park Community Board funding £6,000
b.	Greywell		Leigh Park Community Board	Leigh Park Community Board funding £6,000
c.	Eagle Avenue Underpass		Waterlooville North Community Board	Waterlooville North Community Board funding of £8,000
d.	Langstone underpass alongside stream on west side of roundabout.		Havant and Bedhampton Community Board	
e.	Warblington underpass between Emsworth Road and Havant Road on old A27		Havant and Bedhampton Community Board.	

	Emsworth underpasses – see project 6 Emsworth Underpass above.			
	Waterlooville North Precinct underpass – see project 1 above Waterloooville North precinct.			

<b>Project ID:</b>	<b>HBC LIV 12</b>
<b>Project Name:</b>	<b>Roundabouts</b>
<b>Contact</b>	Rob Hill - 02392466482

**Project Definition:**

This project will produce:

- 1) The design of a broad masterplan for improvements to Roundabouts in the Borough showing all the roundabouts suitable for soft landscaping and how watering systems can be utilised to assist with future maintenance and sponsorship programmes. The project is split into two parts:
  - i) Water supply
  - ii) A design competition to raise the profile of Liveability scheme and enhance and create ownership.

Water supply to Roundabouts

Project description: To construct a brick built pit and manhole, which will house a water meter, tap and connections at the following roundabouts (subject to budget).

Ref	Project	Estimated Cost	Stage
a.	Purbrook Way/Hulbert Road, Bedhampton	2,700	Quotation
b.	London Road/Forest End, Waterlooville	1,900	Quotation
c.	Hambledon Road/Milton Road, Waterlooville	2,900	Quotation

The above roundabouts have no safe/satisfactory means of watering the displays and are too small to get a vehicle and bowser onto them. Although some roundabouts in the Borough already have watering points these three do not but are close enough to a mains supply to run a connection, whereas the others are not. The installation of the water meters at these sites will assist with the future safe maintenance of the beds and improve the quality of the sponsorship programmes.

The summer bedding is ready for planting middle of May 2005. Any works need to be complete prior to the planting of the bedding.

Design Competition

Project Description: To promote a design competition in order to raise the profile of the Liveability Scheme that will enhance and promote the gateways and corridors of the Borough and improved sponsorship.

There are a number of roundabouts that have been selected for the design competition:

Ref	Project	Funding Source
	To be agreed	

Latest Position with Project:

The competition roundabouts still require approval from the Strategic Board for selection as Liveability schemes.

The Borough Council is consulting with Hampshire County Council regarding the parameters within which the designs can be set so that designs are submitted in a manner that is acceptable to highway standards.

The Borough Council will have to seek sponsorship to secure funding to make the winning schemes a reality.

<b>Project ID:</b>	<b>HBC LIV 13</b>
<b>Project Name:</b>	<b>Signage</b>
Contact:	Tony Cailes - 02392446462
	Jo Humphreys - 02392446491

**Project Definition:**

This project will produce:

- 1) A strategy for signage and wayfinding within Havant Borough, including:
  - a) Devising an identity for both the Borough and the districts within it, i.e.:
    - i) Havant Town
    - ii) Waterlooville
    - iii) Emsworth
    - iv) Leigh Park
    - v) Cowplain
    - vi) Purbrook
    - vii) Widley
    - viii) Bedhampton
    - ix) Langstone
    - x) Hayling Island
      - Mengham
      - West Town
  - b) Highway signage at key gateways into the borough and at transition points between the districts.
  - c) A rationalisation of the number of signs and their locations
  - d) Pedestrian signage
    - a) Signage for key attractions and places of interest
    - b) Information signs – and boards
    - c) Street Name Plates
    - d) Guidance on styles and formats
  - e) A clear demonstration of how the scheme integrates with and compliments other signage in the Borough
- 2) The strategic prioritisation for elements of the strategy based on community participation.
- 3) A suggested phasing plan for all the elements of the strategy
- 4) The detailed design of the identified key elements of the strategy.
- 5) The implementation of a number of the identified key elements of the strategy within the constraints of the project budget.

- 6) An action plan suggesting mechanisms for the realisation of future phases of the strategy and a demonstration of how this project releases further potential for improvement in the immediate area.

## **4.2 Community Participation**

Due to the diverse nature of the liveability capital projects, each will require a different level of community participation. Each project will have its own participation plan as part of the individual project plan. The level of participation within each project will be appropriate to its scale and nature.

Due to the tight time scale of this project, it is important that the participation is done in a structured and controlled way that allows it to meet the success criteria set by the steering group and Community Boards without having an adverse effect on the programme.

The following is a template for the largest projects. Others will be scaled down and omit elements where they do not apply. It is not envisaged that any project will have no community participation.

Community involvement on strategic Liveability capital projects will be done in three main stages.

- 1) Understanding Issues**
- 2) Prioritising elements and selecting preferred options**
- 3) Information and feedback**

### **Stage 1 - Understanding Issues**

This stage is included so that the design team can gain a proper understanding of the area and the issues that most concern the community.

It will need detailed information from a relatively small section of the community. For this reason it should take the form of a half-day workshop for an invited group of less than 50 community members. This workshop will inform the project design brief and produce a set of design criteria.

Due to the short time scale, site analysis and sketch ideas will be produced before the workshop.

The first part of the workshop will be an introduction to the project and the site. This will be followed by a short (5mins) group discussion on some of the main issues. The design team will then table the analysis and sketch ideas for discussion.

The workshop will then divide into small groups (no more than six) to undertake a SWOT type analysis. After this the small groups will be asked to

come up with a small number of key design criteria (dos and don'ts). The workshop will then regroup for feedback.

The workshop will end with a free discussion on the issues arising.

Workshop members will be given a feedback form and prepaid envelope to take away. They will be encouraged to continue the discussion with family, friends and neighbours after the workshop and record anything that arises, or anything they felt they would have liked to say at the workshop, but didn't for any reason. They will be given 1 week to return their form.

The work arising from this exercise will be collated and interpreted by the design team to form the community brief and design criteria. This will then be used to produce a series of detailed design options.

### **Stage 2 - Prioritising Elements and Selecting Preferred Options**

This stage is designed to select from the various options and prioritise the elements of the design. It will require a less intensive level of input from a greater number of people.

The event will be set up in a location to capture the greatest number and broadest cross section of community members as possible. For this reason it may be necessary to hold this event on more than one occasion and at different locations. Due to the tight time scale of the project, it will not be practical to hold more than two or three of this type of event.

The elements of the design and options will be presented in a simple and accessible format. Forms will be designed to record the responses of members of the community. They will be asked to look at the options and choose one. They will be asked to look at the elements and place them in order of priority. There will be space on the form for them to record any other comments that they have on the design.

This exercise will be designed to be simple and take no more than five or ten minutes to complete.

The feedback from this exercise will be collated and used to determine the finished (fully worked up) design and the elements that will be delivered using Liveability money.

### **Stage 3 - Information and Feedback**

It is important to keep the community fully informed of the process and progress within it at every stage of the project. A live exhibition/information board will be permanently erected in a prominent location on or close to the site. This will be regularly updated. It will contain accurate information on the Liveability programme and the specific project, including:

- Drawings and sketches for the project (in an accessible format)
- a timeline for the project (with an indication of where in the programme the project is at every stage and what the next stage is likely to be)
- any delays or deviations from the timeline
- information on any likely disruption
- expected date of completion/key milestones
- information on the opening ceremony/event
- information on how people are able to comment on/have an input to the process
- feedback from community participation exercises
- contact details for members of the project team

The display will be visually attractive and eye catching. The display and all the information on it will be presented in an accessible way (i.e. no jargon or drawings that are either too technical or too abstract).

The display will be erected at the earliest possible opportunity and will remain in place until after the final completion and opening of the scheme.

This stage also includes information that will be given to the community via other means. This includes:

- newsletters
- press releases
- flyers

Information given out in these (and other) formats will be clear, accurate and tie in with the permanent site display. It will include reference to the site display and contact details for the design team.

Using these three stages of community participation it will be possible to engage in a positive and meaningful dialogue with the community. This will enable the community to have a direct input into the design and execution of the scheme. This will allow the community to own the scheme. If managed in an open, but firm way, this process will facilitate sound and robust community participation with no detrimental effect to the project programme.

## 5. Delivery of Community Board Projects

<b>Project ID:</b>	<b>HBC LIV CB</b>
<b>Project Name:</b>	<b>Community Initiatives Projects</b>
Contact	Joanne Penney - 02392446481

### Project Definition:

The Community Board projects will produce:

- A list of smaller scale, local projects, generated by each of the six Community Boards.
- A technical appraisal for each project, demonstrating that it is deliverable.
- An appraisal of the projects that in relation to the strategic capital projects. This will highlight any overlap, draw out any potential efficiencies/added value and ensure that there are no conflicts between the two parts of the capital programme.
- Designs for each project, produced with the support of the Community Board Project Co-ordinator
- Implementation plans for the projects that allow them to be delivered within the Liveability time frame.
- Costings for each project.
- A final prioritised list for implementation
- The implementation of as many of the projects as possible within the constraints of the Community Boards' budgetary allocation.

### Community Participation

The level and type of community involvement on these projects is at the discretion of the Community Boards themselves. Due to the smaller scale, and more local nature of these projects, participation exercises may be less formal.

In terms of publicity for the schemes, where there is overlap, many of them may be linked to the strategic projects.