

STREET PARISH COUNCIL

PROCEDURE FOR CONSIDERATION OF A NEW PROJECT

Agreed by the Council on 21st September 2006

REVIEWED 21st February 2023

NEXT REVIEW February 2025

1. ESTABLISH NEED/DESIRE FOR PROJECT

Collect evidence of need or desire for the initiative eg. survey findings, public consultation and meetings, petition, problems highlighted to Council which could be alleviated by the scheme.

Consideration of the project through the **SMART** concept -
Specific - Measurable - Achievable - Realistic - Timescale

Council to agree that sufficient need has been established and that a feasibility study should be produced and by whom.

2. PREPARE FEASIBILITY STUDY WITH COSTINGS

Produce a written report setting out the aim of the project, proposals for its operation, timescales, draft risk management policy addressing legal and financial liabilities, costs - short term and long term, budget arrangements - use of other allocations or delay until next financial year and potential sources of funding. Explain who will run the scheme and how and, whether a trial period is proposed. Consideration of the project through the **SMART** concept -
Specific - Measurable - Achievable - Realistic - Timescale

3. CONSULT RESIDENTS

Newspaper article on feasibility study and then public exhibition and/or meeting to gather views of residents on proposals.

4. COUNCIL MAKES FINAL DECISION

Council considers feasibility study, financial and staffing implications and representations from residents and other interested parties and makes a decision on the proposed project. Consideration of the project through the SWOT concept -
Strengths - Weaknesses - Opportunities - Threats.