



Chedgrave Parish Council

New Project Protocol

Adopted: November 2021

Minute Ref: 17

Review: November 2024

Background: Chedgrave Parish Council currently provides a wide range of services to residents. Some are “day to day” and largely managed by the Clerk e.g., play area maintenance, grass cutting, streetlights, dog bins etc. The provision of other services can be regarded as “projects” such as installation of a new play area, significant events such as the Platinum Jubilee and the development of White Horse Plain. Most projects are managed by the Clerk but this is not really sustainable given other demands on Clerk time. This protocol is designed to help the council decide whether to proceed with new projects, define some of the practical aspects of any potential new project and outline how the project would proceed.

Protocol for New Projects:

1. Councillor has a new idea which he/she would like to progress
 - a. The first step is to raise this at a meeting, probably during their report.
2. Council agrees that this is an interesting proposal
 - a. The proposing Councillor is tasked with further investigation and finding out about key aspects such as approximate costings (is it in budget, is funding available, what grants are available etc.), stakeholders (who needs to be involved e.g. residents, Broads Authority, SNC, NCC etc.), timescales (how long is it likely to take, when will it happen), is planning permission needed? This list may not be exhaustive.
 - b. If there is a lot of enthusiasm for the project, a Working Group may be formed to help share the workload.
3. Proposing Councillor prepares a report presenting the case for the project, including who will be doing what, and presents it at a council meeting as a specific agenda item.
4. Councillors vote on the proposal and it progresses accordingly with the proposing councillor taking the lead role.
5. If the proposing Councillor loses interest or leaves the council half way through the project, the council needs to decide whether to continue with the project or shelve it due to lack of support. This will depend on the project and level of commitment (especially financial) already made.

Please note that the Clerk is willing and able to provide support and signposting and take on certain aspects of a project but the Clerk should not be regarded as the project lead and any project needs to be balanced with “day to day” clerical work.

Greater project involvement from councillors is important in terms of ensuring the project reflects the council's and local residents' aspirations as well as in relation to the Clerk's workload. If there is insufficient interest from councillors in leading a project, the question of “Why is the council doing this?” needs to be asked.