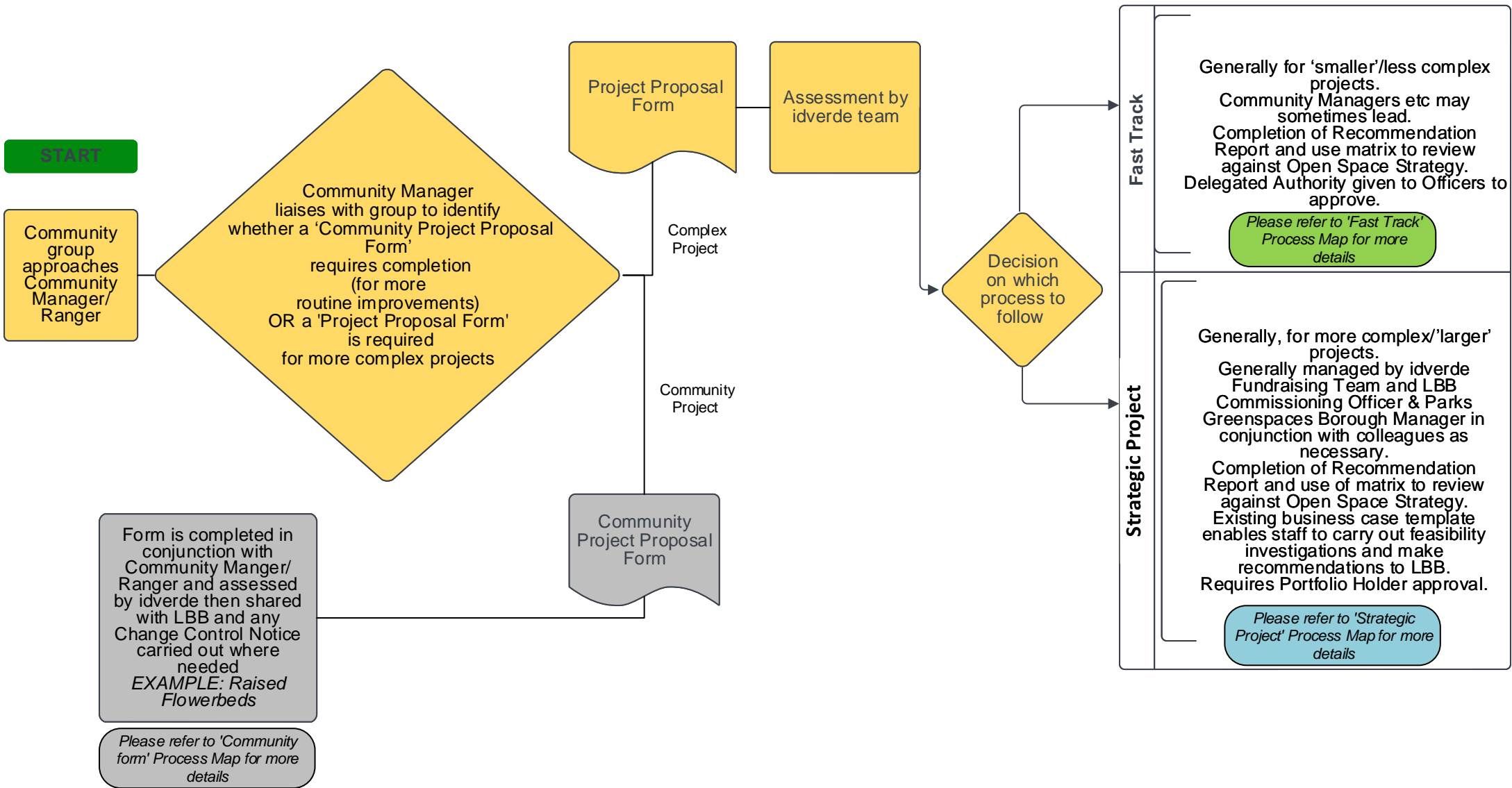


Open Space Projects Process Mapping November 2022 Process Overview



START

Community group approaches Community Manager/Ranger

Community Manager liaises with group to identify whether a 'Community Project Proposal Form' requires completion (for more routine improvements) OR a 'Project Proposal Form' is required for more complex projects

Project Proposal Form

Assessment by idverde team

Complex Project

Community Project

Decision on which process to follow

Fast Track	<p>Generally for 'smaller'/less complex projects. Community Managers etc may sometimes lead. Completion of Recommendation Report and use matrix to review against Open Space Strategy. Delegated Authority given to Officers to approve.</p> <p style="text-align: center;"><i>Please refer to 'Fast Track' Process Map for more details</i></p>
Strategic Project	<p>Generally, for more complex/'larger' projects. Generally managed by idverde Fundraising Team and LBB Commissioning Officer & Parks Greenspaces Borough Manager in conjunction with colleagues as necessary. Completion of Recommendation Report and use of matrix to review against Open Space Strategy. Existing business case template enables staff to carry out feasibility investigations and make recommendations to LBB. Requires Portfolio Holder approval.</p> <p style="text-align: center;"><i>Please refer to 'Strategic Project' Process Map for more details</i></p>

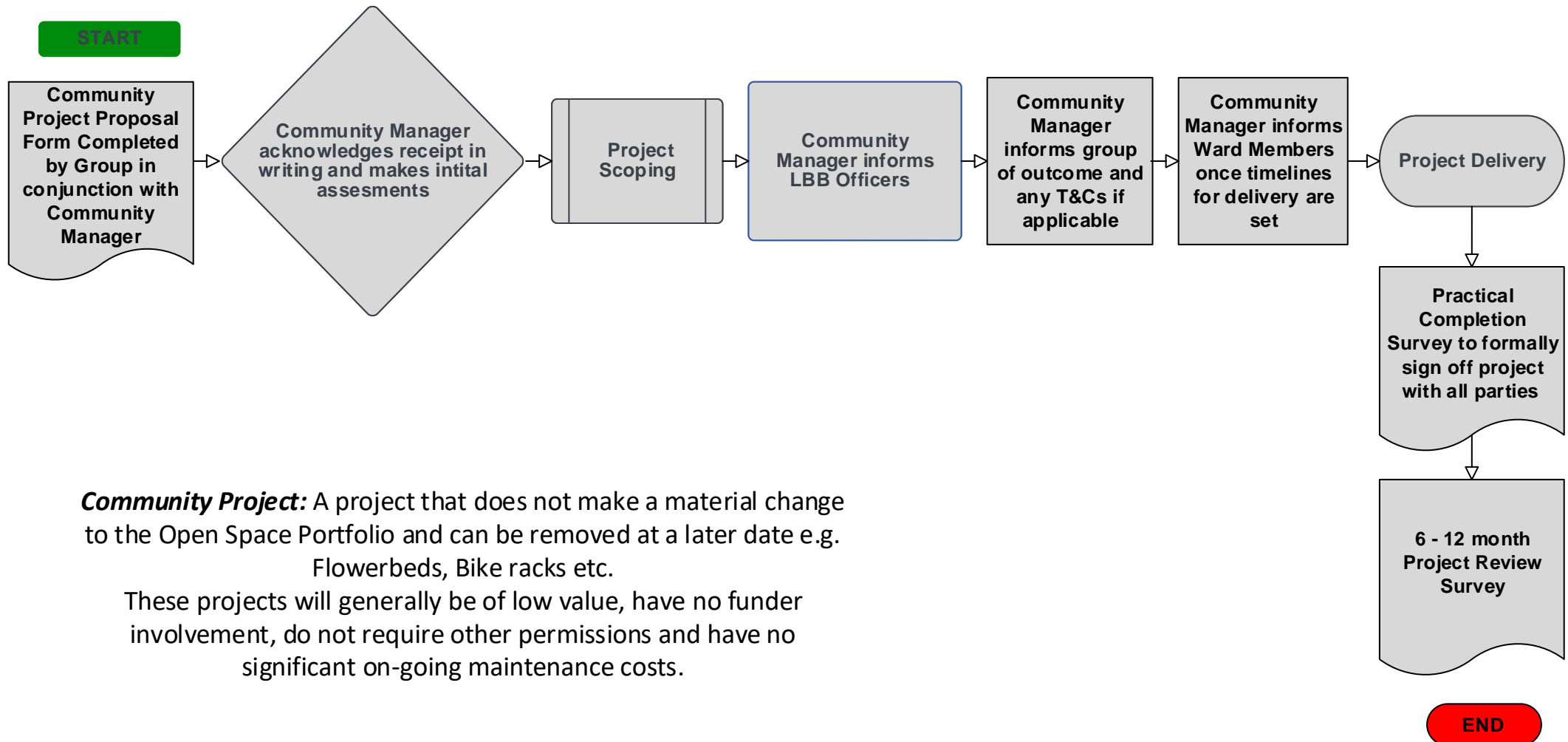
Form is completed in conjunction with Community Manger/Ranger and assessed by idverde then shared with LBB and any Change Control Notice carried out where needed
EXAMPLE: Raised Flowerbeds

Please refer to 'Community form' Process Map for more details

Community Project Proposal Form

Please refer to 'Strategic Project' Process Map for more details

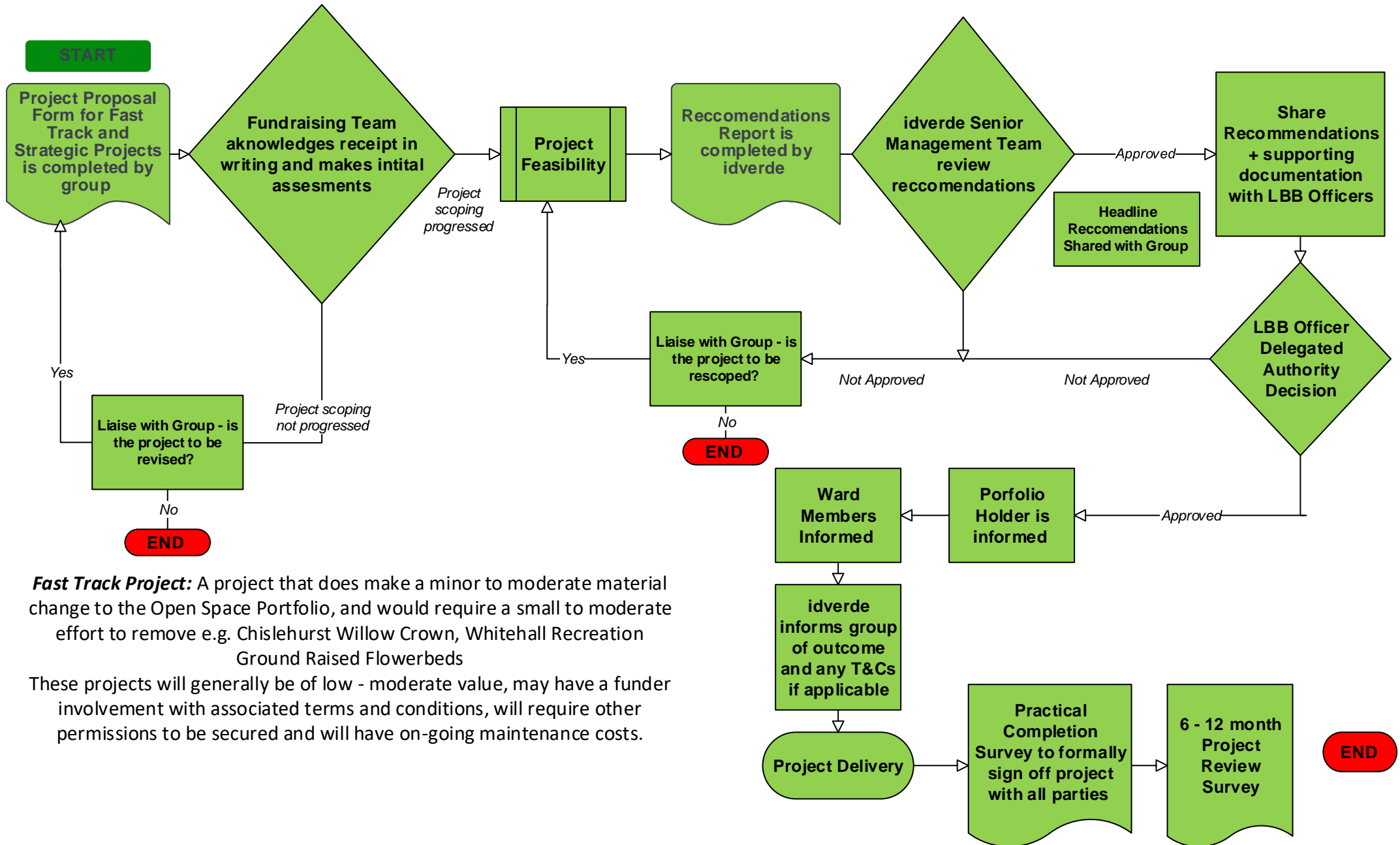
Community Project Process



Community Project: A project that does not make a material change to the Open Space Portfolio and can be removed at a later date e.g. Flowerbeds, Bike racks etc.

These projects will generally be of low value, have no funder involvement, do not require other permissions and have no significant on-going maintenance costs.

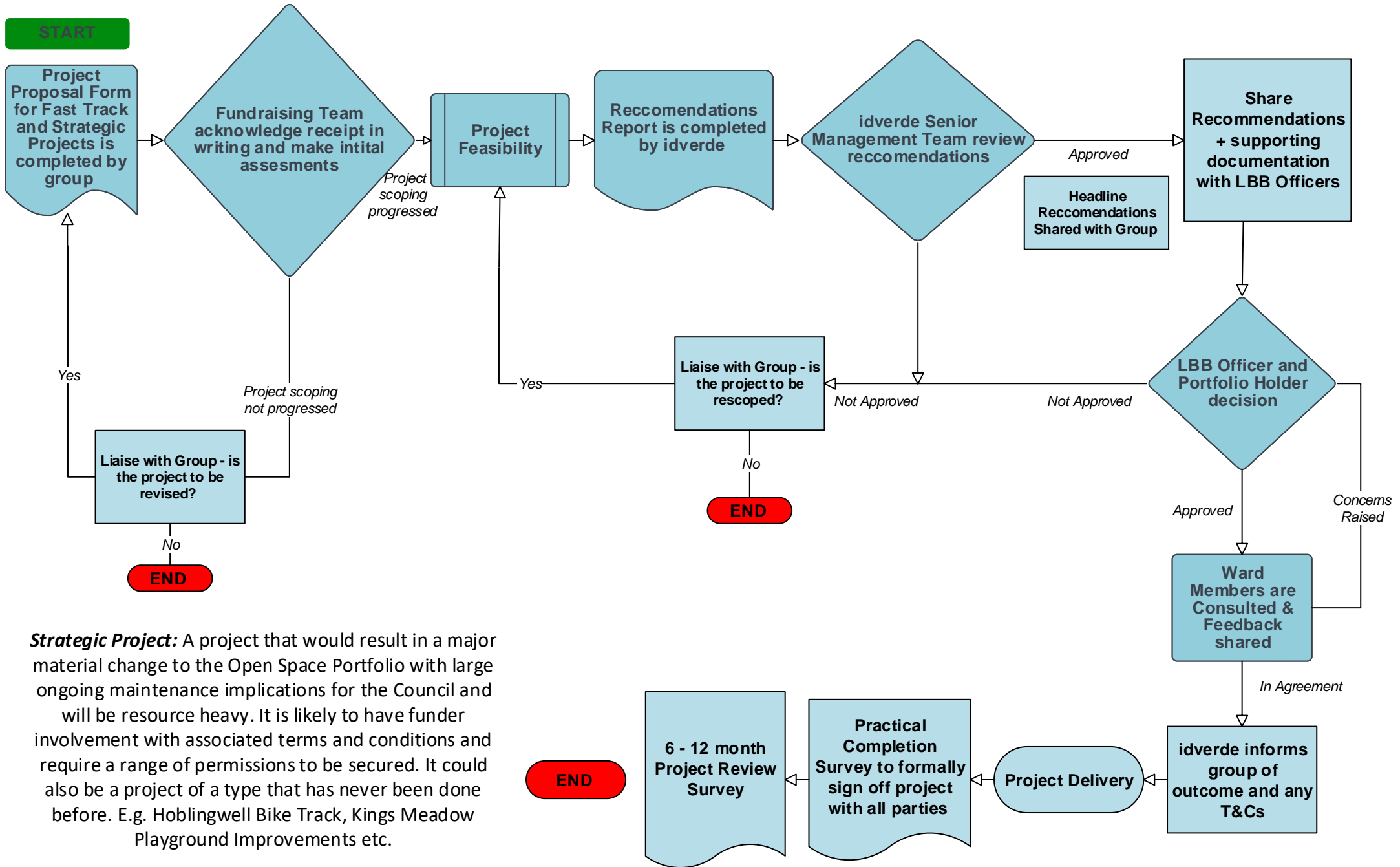
Fast Track Project Process



Fast Track Project: A project that does make a minor to moderate material change to the Open Space Portfolio, and would require a small to moderate effort to remove e.g. Chislehurst Willow Crown, Whitehall Recreation Ground Raised Flowerbeds

These projects will generally be of low - moderate value, may have a funder involvement with associated terms and conditions, will require other permissions to be secured and will have on-going maintenance costs.

Strategic Project Process



Strategic Project: A project that would result in a major material change to the Open Space Portfolio with large ongoing maintenance implications for the Council and will be resource heavy. It is likely to have funder involvement with associated terms and conditions and require a range of permissions to be secured. It could also be a project of a type that has never been done before. E.g. Hoblingwell Bike Track, Kings Meadow Playground Improvements etc.