

Adults, Leisure & Culture Select Committee

Date: 27/03/06

Review Title: Preston Hall & Park/Museum Strategy

Scrutiny Chair/Project Manager: Cllr J Fletcher	Contact details: 01642 787652 John.fletcher@stockton.gov.uk
Scrutiny Officer: Sarah Connolly	Contact details: 01642 528159 Sarah.connolly@stockton.gov.uk
Lead Service Officer: TBC	Contact details:
1. Which of our strategic corporate objectives does this topic address? See Business Case	
2. What are the main issues? To inform Council policy on redevelopment of Preston Hall & Park Re-orientation of museum service in line with the Museum Strategy	
3. The Thematic Select Committee's overall AIM in doing this work is: Ensuring facilities are developed appropriately as a broadly based public amenity and facility of historical significance.	
4. The main OBJECTIVES are: Set the main items for consideration in strategy master plan & policy framework within which park is developed.	
5. The possible OUTPUTS (changes in service delivery) are: Policy steer on issues relating to : Competing demands for space; more joined up thinking and working; greater liaison with local community & park users	
6. The desirable OUTCOMES (benefits to the community) are: Fullest range of people enjoying the park, with no detrimental impact on the residents adjacent to the park. Maximising opportunities for residents and visitors.	
7. What specific value can scrutiny add to this topic? Provides a cross disciplinary view , whilst appreciating the needs of 'ordinary' residents	

and park users. Can take a long term view for development, and appreciate the sense of history of the hall & park.

8. Whom will the panel be trying to influence as part of their work?

SBC, British Waterways, RDA, Tees Valley Partnership, HLF, English Heritage, CPRA, DCMS, NEMLAC

9. Duration of enquiry?

6 months

10. What category does the review fall into?

Policy Review	<input checked="" type="checkbox"/>	Policy Development	<input checked="" type="checkbox"/>
External Partnership	<input type="checkbox"/>	Performance Management	<input type="checkbox"/>
Holding Executive to Account	<input type="checkbox"/>		

11. Extra Resources needed? Who is the nominated Democratic Services Officer?

DSO to be arranged, further resources to be arranged as appropriate

12. What secondary/existing information do we need? (include here background information, existing reports, updated reports, legislation, central government documents, etc.)

Casella-Sanger Report, Upstream report, Local Plan, Tees Navigation Strategy, Legal info on restrictions, Spense Bequest, Building Conditions Report, Summary of Collections, Museum Strategy, Valuation on collection items, Regional Cultural Strategy, Tees Valley Cultural Strategy, Open Space/Parks Strategy, Marriages/Weddings Strategy, Transport Policy & Strategy, Hashagen-Reynolds Report

13. What primary/new evidence/information do we need?

Best Practice (to be identified), Viewpoint survey results, Corporate Communications Strategy, User Profile, accessibility considerations

14. In what form do you want this evidence/information to be presented? (short presentation, executive summary, e-mail brief)

Introductory presentation by Reuben Kench
Briefing notes on relevant parts of strategies

15. Who can provide us with further relevant evidence? (Cabinet Member/portfolio holder, officer, service user, general public, expert witness, etc.)

Head of Leisure & Culture, Parks & Countryside Officer, Events Manager/team, Rangers, Cabinet Member, Friends of the Park, Preston Parish Council

16. What specific areas do we want them to cover when they give evidence? (for exact questioning framework, see form ?)

See 12 & 13

17. Where will evidence be taken and how?

To be arranged

18. Would the investigation benefit from the co-option of an 'expert' or service user, for the duration of the major review? If so, who?

To be confirmed

19. What other processes can we use to feed into the review? (site visits/observations, face-to-face questioning, telephones survey, written questionnaire, etc.)

Site visit, mystery shopping, questionnaires

20. In what ways can we involve the public and at what stages? (consider whole range of consultative mechanisms, local committees and local ward mechanisms)

See above

22. How will tasks be divided between Members/Officers? (Please give name of each member or officer or other stakeholder when detailing each task)

To be confirmed

23. How will we monitor progress and measure the success of the review?

Project planning

Monitoring report

Success of project development funding application to HLF

Now Produce a Project Plan

Project Plan Proforma

Scrutiny Chair/Project Manager		Contact Details	
Scrutiny Officer		Contact Details	
Departmental Link Officer		Contact Details	
KEY TASK	DETAILS/ACTIVITIES	TIMESCALES	RESPONSIBILITY
Scoping of Review			
Agree Project Plan			
Obtaining Evidence:			
Written evidence			
Oral Evidence			
Other type of evidence (e.g. questionnaire, focus group, public meeting)			
Publicity of Review			
Analysis of evidence/information			
Members decide recommendations and findings			
Initial considerations of draft report.		Circulate draft report to Members for consideration.	

KEY TASK	DETAILS/ACTIVITES	TIMESCALES	RESPONSIBILITY
Final agreement of draft report			
Circulate draft report to stakeholders & appropriate Cabinet Members			
Final agreement			All Members of the Committee
Report to Cabinet	Present final report with recommendations and findings		