

London Britain Township OSRER Plan

Plan Advisory Committee Meeting #1

Wednesday, February 11, 2026 @ 5:30-7pm

ZOOM Link: <https://brandywine-org.zoom.us/j/86991898972?pwd=VpaQ78FEQgHI418Tvmx373g6CzLm1c.1>

Agenda

Welcome and Introductions

Steering Committee Members

Project Team: Brandywine Conservancy (BC) & Recreation and Parks Solutions (RPS)

Chester County

VPP Initial Briefing meeting: Chester County Vision Partnership Program: Grant Guidelines

Chris Patriarca and Luis Rodriguez

Election of Task Force Chair and municipal liaison

Project scope and timeline

Plan for Open Space, including greenways (BC)

Plan for Recreation Facilities (RPS)

Conceptual Trail Planning (BC)

Base map (BC)

Documents for background review

Identification of Key Stakeholder Interviewees

Public Engagement

Public Meetings (three in total)

Online Survey (review and approve content at next PAC meeting)

Other

Website – hosted by BC

Future PAC Meeting dates

VISION PARTNERSHIP PROGRAM GRANT CONTRACT

Between
LONDON BRITAIN TOWNSHIP
BRANDYWINE CONSERVANCY,
and the
COUNTY OF CHESTER
Contract No. 23261

08/13/2025
Contract Date
(to be completed by County)

PURPOSE

The purpose of the Vision Partnership Grant Program is to provide funding for municipal planning projects that support and implement the goals, objectives, recommendations, and map of ***Landscapes3: The Chester County Comprehensive Plan***.

TERMINOLOGY

For the purposes of this Contract, the term “Municipality” shall mean London Britain Township. The term “Consultant” shall mean Brandywine Conservancy. The term “County” shall mean the Chester County Board of Commissioners. The term “County Planning Commission” shall mean Chester County Planning Commission staff, including the project monitor assigned to the Project. The term “Cash Grant Manual” shall mean the ***Vision Partnership Program Cash Grant Manual***, January 2025. Unless otherwise noted, citations throughout this Contract correspond to sections of the Cash Grant Manual. The term “Project” shall mean the *London Britain Township Open Space, Recreation and Environmental Resources Plan (OSRER)*. The term “Contract” shall mean this Vision Partnership Program Grant Contract, including Appendix A - Standard Articles of Agreement, and Appendix B - Scope of Work which shall be attached and made part of this Contract.

GENERAL CONDITIONS

1. This Contract shall be between the Municipality, the Consultant, and the County for the completion of a planning program consisting of the Project.
2. All parties accept and are bound by the Standard Articles of Agreement, Appendix A, which is attached and made a part hereof.
3. The work program and final product shall be in accordance with the Scope of Work, Appendix B, dated March 6, 2025, which is attached and made a part hereof.
4. For this Project, the Lead Planner shall be Sarah Sharp. If the Project Lead changes during the term of this Contract, a project lead meeting the qualifications of Section 7.2 of the Cash Grant Manual shall be assigned to the Project as their replacement and approved by all parties.

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- 5. The Project shall achieve consistency with the goals, objectives, recommendations, and map of *Landscapes3* identified in the grant application and the Scope of Work contained herein.
- 6. The Municipality shall adopt the final product in accordance with Sections 8.5 and 8.6 of the Cash Grant Manual.

FUNDING

- 1. The total anticipated cost of the Project is sixty-five thousand dollars (\$65,000.00), funded as follows:

A.	Funds awarded by the County	60.00%	up to \$39,000.00
B.	Funds provided by the Municipality	40.00%	up to \$26,000.00
TOTAL:		100.00%	up to \$65,000.00

- 2. Reimbursement to the Municipality by the County shall occur in a single payment upon the completion and satisfaction of all conditions of this Contract.
- 3. Reimbursement to the Municipality will be 60.00% of the total project cost up to a maximum amount of \$39,000.00.
- 4. The Municipality understands that the reimbursement is to be made as set forth by this Contract and the Cash Grant Manual (Section 8.7).
- 5. Any work undertaken by the Consultant prior to or after the effective dates of this Contract, identified in the *Term of Contract* section below, shall not be eligible for funding under this Contract.

TERM OF CONTRACT

The Contract Term shall commence on September 1, 2025, and end on October 31, 2027. This Term shall include completion of the work program and adopting of the Project.

AMENDMENTS

- 1. This Contract may be amended only by written agreement of all parties.
- 2. This Contract may be amended for either revision to the scope of work or for an extension of the Contract Term when such amendment is in accordance with Section 8.3 of the Cash Grant Manual.

TERMINATION

- 1. Any party to this Contract, upon written thirty (30) day notice, may terminate this Contract in accordance with Section 8.4 of the Cash Grant Manual. When the Contract has been terminated prior to the completion of the Project as set forth in the Scope of Work (Appendix B), the County shall not be responsible for any grant reimbursement.
- 2. The County may terminate this Contract for noncompliance and deny grant reimbursement if the Municipality has not complied with the terms of this Contract. Examples of noncompliance include, but are not limited to:

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- A. Failure to adopt the final product;
- B. Adopting of a product which is clearly inconsistent with the goals, objectives, recommendations, and map of *Landscapes3*;
- C. Failure to complete the Project within the Contract Term, including any approved time extensions as specified in Section 8.3 of the Cash Grant Manual. Time extensions may not exceed two (2) years beyond the end date of the original contract as stated in Section 8.3 of the Cash Grant Manual; or
- D. Any other violation of this Contract or the provisions of the Cash Grant Manual (including but not limited to Section 8.7.C).

PAYMENT AND COMPENSATION

- 1. The Municipality shall be responsible for payment to the Consultant for submitted invoices **after approval of the invoices by the County.**
- 2. The Consultant shall simultaneously submit a copy of each invoice to the Grant Administrator or Grant Monitor and the Municipality. The invoice shall include a listing of work tasks to be completed, percentage of work completed on each task, fee per task to date, fee for that billing cycle, and outstanding fee per task. (Section 8.2.C)
- 3. Invoices shall not be paid by the Municipality until after the County has approved the invoice for payment with the following exceptions:
 - A. Electronic Submission - If the County has not issued an approval for payment to the Municipality within ten (10) days of electronic receipt of the invoice.
 - B. Postal Submission - If the County has not issued an approval for payment to the Municipality within fifteen (15) days of the postmarked date of invoices submitted via United States Postal Service. (Section 8.2.C)
- 4. All parties shall agree to the retention of ten (10) percent of the total project fee until such time the final project, meeting the terms of the scope of work as determined through the final Vision Partnership Program (VPP) Review, has been provided to the satisfaction of the County and the Municipality. (Section 8.2.C)
- 5. The County shall reimburse the Municipality upon satisfying all conditions of this Contract and the submission of the Request for Reimbursement packet and all other provisions of Section 8.7.

Right to Know Law

- 1. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, applies to this Contract.
- 2. Unless the Municipality and Consultant provides the County, in writing, with the name and contact information of another person, the agency shall notify the Municipality and Consultant using the Municipality and Consultant information provided by the Municipality and Consultant in SOW if the agency needs the Municipality and Consultant's assistance in any matter arising out of the Right to Know Law ("RTKL"). The Municipality and Consultant shall notify the agency in writing of any change in the name or the contact information within a reasonable time prior to the change.

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3. Upon notification from the County or the Right to Know Requestor that the County requires the Municipality and Consultant's assistance in responding to a RTKL request for records in the Municipality and Consultant's possession, the Municipality and Consultant shall provide the County, within ten (10) calendar days after receipt of such notification, access to, and copies of, any document or information in the Municipality and Consultant's possession which arises out of the Contract that the County requests ("Requested Information") in order to comply with the RTKL. If the Municipality and Consultant fails to provide the Requested Information within ten (10) calendar days after receipt of such request, the Municipality and Consultant shall indemnify and hold the County harmless for any damages, penalties, detriment or harm that the County may incur as a result of the Municipality and Consultant's failure, including any statutory damages assessed against the County.

4. The County's determination as to whether the Requested Information is a public record is dispositive of the question as between the parties. Municipality and Consultant agrees not to challenge the County's decision to deem the Requested Information a Public Record. If the Municipality and Consultant considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, the Municipality and Consultant will immediately notify the County, and will provide a written statement signed by a representative of the Municipality and Consultant explaining why the requested material is exempt from public disclosure under the RTKL within seven (7) calendar days of receiving the request. If, upon review of the Municipality and Consultant's written statement, the County still decides to provide the Requested Information, Municipality and Consultant will not challenge or in any way hold the County liable for such a decision.

5. The County will not reimburse the Municipality and Consultant for any costs associated with complying with this provision.

6. Municipality and Consultant agrees to abide by any decision to release a record to the public made by the Office of Open Records, or by the Pennsylvania Courts. The Municipality and Consultant agrees to waive all rights or remedies that may be available to it as a result of the County's disclosure of Requested Information pursuant to the RTKL. Municipality and Consultant's duties relating to the RTKL are continuing duties that survive the expiration of this Contract and shall continue as long as the Municipality and Consultant has Requested Information in its possession.

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ENDORSEMENTS

The undersigned parties approve and agree to the conditions of this Agreement:

DATE: 07/08/2025

LONDON BRITAIN TOWNSHIP

ATTEST:

Signed by:
Carolyn Matalon, Township Secretary
7FCF361EEEE42473...
Carolyn Matalon, Township Secretary
Secretary

Signed by:
By: Aileen Parrish, Chair, Board of Supervisors
83341C684DF047C...
Aileen Parrish, Chair, Board of Supervisors
Chair, London Britain Township Board of Supervisors

Signed by:
Brian Sachs, Vice Chair, Board of Supervisors
08280218A73547F...
Brian Sachs, Vice Chair, Board of Supervisors
Board of Supervisors, Vice Chair

Signed by:
Bruce Yost, Member, Board of Supervisors
161044801AD343A...
Bruce Yost, Member, Board of Supervisors
Member, LBT BOS

*Vision Partnership Program – London Britain Township, Open Space, Recreation and Environmental
Resources Plan (OSRER)*

DATE: 07/08/2025

CONSULTANT: BRANDYWINE CONSERVANCY

Authorized Officer:

Signed by:


15549E9A778048D
Karl Malkin, CFO, Brandywine Conservancy
Chief Financial Officer

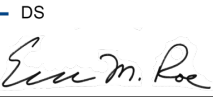
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DATE: 08/13/2025

COUNTY OF CHESTER

By:  _____
Chair, Chester County Board of Commissioners

 _____
Commissioner

 _____
Commissioner

ATTEST:  _____
Chief Clerk

County Contract # 23261

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Appendix A

**STANDARD ARTICLES OF AGREEMENT
for the
VISION PARTNERSHIP PROGRAM
CHESTER COUNTY, PENNSYLVANIA**

RESPONSIBILITIES OF PARTIES

MUNICIPALITY & MUNICIPAL RESPONSIBILITIES

The Municipality shall be responsible for the following items:

1. Work with the Consultant and the County Planning Commission to achieve consistency between the Scope of Work attached as Appendix B and goals, objectives, recommendations, and map of *Landscapes3*.
2. Comply with applicable provisions of the Cash Grant Manual.
3. Establish a Project Task Force for the purpose of guiding the Project and appoint a chairperson to lead the work program. The County Grant Monitor shall be a non-voting member of the Task Force. (Section 8.2.A)
4. Attend the *Initial Briefing Meeting* held at the start of the work program, concurrent with the first task force meeting. The purpose of the initial briefing meeting is to ensure that all parties, including the project task force, municipal administration, elected officials, and the project consultant, are fully aware of the project scope, administrative procedures as outlined in the contract, and project benchmarks. (Section 8.2.B)
5. Arrange and schedule a time and place for all work sessions dedicated to the work program, independent from regularly scheduled municipal meetings.
6. Review, comment, and reach consensus on draft materials presented by the Consultant.
7. Respond to comments made by the County Planning Commission as the result of the on-going policy and technical reviews.
8. Provide advance notice of a minimum of one (1) week to the County Planning Commission of any changes to the schedule of work sessions.
9. Meet as necessary with the Consultant and the County Planning Commission for *Interim Briefing Meetings* to assess the progress of the work program and to address any issues that may arise during the term of the contract. (Section 8.2.B)
10. Abide by the provisions for contract amendments to the scope of work or project term as outlined in Section 8.3 of the Cash Grant Manual, including those applicable to contract extensions and the maximum limits on such extensions.

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11. Adopt the final product in accordance with the provisions of this Contract and Sections 8.5 and 8.6 of the Cash Grant Manual.
12. Abide by the financial responsibilities in *Payment and Compensation*, herein, and with Sections 8.2.C and 8.7 of the Cash Grant Manual.
13. Apply for reimbursement in accordance with Section 8.7 of the Cash Grant Manual by submitting to the County Planning Commission, within one hundred twenty (120) days of adopting of the Project, the *Request for Reimbursement* form and the corresponding documentation and project copies as outlined in Section 8.7 of the Cash Grant Manual.
14. Agree to adhere to all federal, state, and municipal laws, codes, and requirements. The Municipality further agrees to indemnify, defend, and save harmless the County, its agents, officers and employees from any and all claims arising out of the performance of this Contract caused by an error, omission, intentional or negligent act for which the Municipality is legally responsible.

CONSULTANT RESPONSIBILITIES

The Consultant and Project Lead shall be responsible for the following items:

1. Work with the Municipality and the County Planning Commission to achieve consistency between the Scope of Work attached as Appendix B and goals, objectives, recommendations, and map of *Landscapes3*.
2. Comply with applicable provisions of the Cash Grant Manual.
3. Attend the *Initial Briefing Meeting* held at the start of the work program, concurrent with the first task force meeting. The purpose of the initial briefing meeting is to ensure that all parties, including the project task force, municipal administration, elected officials, and the project consultant, are fully aware of the project scope, administrative procedures as outlined in the contract, and project benchmarks. (Section 8.2)
4. Complete the work tasks as outlined in Appendix B, Scope of Work. Inform Grant Monitor of any changes to the project schedule or proposed changes to the scope of work.
5. Submit draft materials to the Municipality and the Grant Monitor approximately one week prior to the scheduled work sessions at which they are to be discussed to provide adequate opportunity for review by Task Force members and the County prior to the meeting. (Section 8.2)
6. Attend scheduled Task Force work sessions, public meetings, and public hearings identified in Appendix B.
7. Meet as necessary with the Municipality and the County Planning Commission for *Interim Briefing Meetings* to assess the progress of the work program and to address any issues that may arise during the term of the contract. (Section 8.2)
8. Abide by the financial responsibilities in *Payment and Compensation*, herein, and with Sections 8.2.C and 8.7 of the Cash Grant Manual.

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COUNTY RESPONSIBILITIES

The County Planning Commission shall be responsible for the following items:

1. Work with the Municipality and the Consultant to achieve consistency between the Scope of Work attached as Appendix B and the goals, objectives, recommendations, and map of *Landscapes*³.
2. Comply with applicable provisions of the Cash Grant Manual.
3. Attend and facilitate the *Initial Briefing Meeting* held at the start of the work program, concurrent with the first task force meeting. The purpose of the initial briefing meeting is to ensure that all parties, including the project task force, municipal administration, elected officials, and the project consultant, are fully aware of the project scope, administrative procedures as outlined in the contract, and project benchmarks. (Section 8.2)
4. Monitor the progress of the Scope of Work and project schedule, review agendas and draft materials provided by the Consultant, and attend work sessions as necessary to provide input on the progress of the work program. The Grant Monitor shall be a non-voting task force member. (Section 8.2)
5. During the course of the project, provide periodic updates and reminders to all parties concerning Vision Partnership Program (VPP) requirements and procedures. (Section 8.2)
6. Make available to the Consultant appropriate County Planning Commission staff to answer questions and provide information applicable to the grant program or Contract.
7. When the Municipality has, to the satisfaction of the County Planning Commission, completed and adopted the project (Sections 8.5 and 8.6), the County Planning Commission shall review the final grant reimbursement request and release appropriate funds (Section 8.7).
8. Review and respond to any requests for amendments to the Contract Scope of Work or Contract Term (Section 8.3).
9. Abide by the financial responsibilities in Payment and Compensation, herein, and with Sections 8.2.C and 8.7 of the Cash Grant Manual.

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**LONDON BRITAIN TOWNSHIP
OPEN SPACE, RECREATION, AND ENVIRONMENTAL RESOURCES PLAN
SCOPE OF WORK
Date: March 6, 2025**

London Britain Township will develop an Open Space, Recreation, and Environmental Resources Plan consistent with the 2019 London Britain Township Comprehensive Plan Update, the 2025 Mason Dixon Heritage Interpretation and Connectivity Plan, and Chester County’s adopted Comprehensive Plan, *Landscapes3*. The Board of Supervisors will appoint a task force (Plan Advisory Committee) to prepare the draft plan and utilize Brandywine Conservancy (BC), with Recreation and Parks Solutions (RPS) acting as a sub-consultant, for consulting assistance to the task force.

Together, the Plan Advisory Committee and BC/RPS team will perform the following tasks:

1.0 Project Tasks

1.1 Project Management

The consultant will prepare an initial project schedule of tasks, milestones, and target completion dates which will be refined with specific dates including a detailed schedule of Plan Advisory Committee (PAC; see description of under Task 2.1) and public meetings. The consultants’ Project Manager will monitor project progress and will submit monthly status reports and invoices to London Britain Township and the County’s assigned VPP staff coordinator.

Deliverables: Initial project schedule; monthly status reports and invoices; meeting agendas; meeting summaries.

1.2 Existing Conditions Inventory and Data Collection

The BC/RPS team will review and analyze the following readily available data to identify opportunities and constraints pertinent to the proposed project:

- Relevant Plans and Studies: Pertinent publicly available planning, open space, and recreation-related documents will be reviewed and summarized.
- Base Map: A map of the Township showing tax parcels, state and local roads, surface water features, township-owned lands, and township boundaries will be prepared and used for additional mapping work for the OSRER.
- Resource Mapping: The BC/RPS team will utilize BC’s Geographic Information System (GIS) capabilities to document existing land uses, environmental and cultural resources, protected lands, parks, trails, and other relevant features in the Township.
- Field Inventory: Consistent with recommendations identified in the 2019 Comprehensive Plan, BC will update the Township’s scenic resource mapping by conducting a windshield survey of properties visible from public roads and rights-of-way to identify potentially scenic areas (landscapes and vistas). BC will update the historic resources map contained in the 1992 OSRER if more recent historic site information is readily available. Field visits will also be conducted as necessary to verify resource mapping throughout the Township.
- Ordinance Review: BC will provide a summary of existing regulatory tools that provide protection to open space and environmental resources, as well as assess how parks, recreation, sidewalks, trails, and multi-modal transportation needs are secured through regulatory ordinances and development review procedures.
- RPS will develop an overview of the Township to include: the history of parks and recreation functions; a review of other plans and planning efforts that relate to parks and recreation, and demographic profiles using US Census, school district, and Chester County Planning Commission data on population, population trends, ethnicity, gender, income, and housing.
- RPS will develop an inventory of existing public and private parks, schools, and public and private recreation facilities, and tour the parks and schools in the Township and other sites of interest to gain insights into what opportunities exist and what recreation needs are being met.

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- RPS will also review the Township’s recreational programming; administration, personnel, maintenance efforts, and financing of parks and recreation programs will be evaluated.

Deliverables: Summaries of our existing conditions inventory, analyses, and field assessments in both written and map form.

1.3 Vision Statement, Goals and Objectives

The BC/RPS team will work closely with the PAC to prepare a draft vision statement, and goals and objectives for the OSRER covering the open space, environmental resources, parks and recreation, and trails components. These will be developed based on review and renewal of the goals and objectives set forth in the Township’s adopted planning documents and refined throughout the process based upon the results of the Public Meetings, Key Person Interviews and Internet Public Opinion Assessment (see Tasks 2.3-2.5). These goals and objectives will be focused on actionable directives, ensuring they are both practical and achievable.

Deliverables: Vision statement and a list of goals and objectives.

1.4 Plan for Open Space and Environmental Resources

Utilizing the result of the extensive inventory of environmental resources and open space in Task 1.2, the Plan for Open Space and Environmental Resources will combine the methodology of the 1992 OSRER Plan with guidance from the Comprehensive Plan and input from the PAC on conservation and environmental resource priorities.

- The Plan for Open Space and Environmental Resources will identify the highest priority areas that reflect those areas of environmental and community resources most vulnerable to change, perform critical environmental functions, link existing open space areas, and maintain London Britain’s sense of community.
- In addition, the Plan for Open Space and Environmental Resources will identify those natural greenways that: protect natural features; provide a buffer to development; enhance biodiversity and allow for wildlife migration. These will be evaluated and prioritized, relying on both regulatory and non-regulatory practices available to the Township and others.
- Additionally, the narrative will highlight the community benefits derived from protecting environmental resources and open space, provide general guidance on managing and restoring natural areas, and emphasize the importance of ongoing stewardship of the township’s environmental resources.

Deliverables: Plan for Open Space and Environmental Resources including narrative and supportive mapping; prioritized list of potential parcels to protect; available strategies for preservation and protection of open space and environmental resources.

1.5 Plan for Recreation Facilities

RPS will complete a Strengths, Challenges, and Opportunities Analysis of all parks and recreation related topics explored in the existing conditions inventory in Task 1.2. With guidance obtained from the PAC, RPS will develop comprehensive recommendations, implementation strategies, and an action plan for the Township’s parks and recreation facilities, programming, and personnel, including financial strategies to achieve these outcomes.

This work will include:

- Providing a detailed park and facility improvement plan and a related capital improvement program.
- Update the Nichol Park master plan.

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- Addressing accessibility requirements, safety improvements, new and improved recreation facilities and overall park enhancements to address recreation value, aesthetics, function, and convenience of using the parks.
- Identifying strategies for addressing recreational needs and future demands.
- Exploring options for sustainable improvements, materials, and solutions.
- Recommending changes for administration, personnel, and maintenance to maximize the recreation benefits to residents.
- Recommending enhancements and additions to the existing program offerings to meet the needs of all ages, interests, and abilities year-round.
- Providing financial strategies to align with the administrative, personnel, maintenance, and programming recommendations.
- Summarize the above functional areas in a cohesive 10-year Plan for Recreation Facilities. Develop a multi-year capital improvement program with estimated costs for facilities and recommended projects.

Deliverables: Plan for Recreation Facilities, including appropriate mapping and cost estimate tables.

1.6 Conceptual Trail Planning

BC will prepare a conceptual trail map and supporting text that identifies existing local and regional trails and village sidewalks of relevance to the Township and proposed future trail alignments. This conceptual trail map will be consistent and supportive of ongoing trail mapping efforts.

- BC staff will begin with an inventory and assessment of current bicycle and pedestrian connections, trail recommendations of the 2019 London Britain Comprehensive Plan Update, the Mason Dixon Heritage Interpretation and Connectivity Plan, ongoing Township trail mapping efforts and other relevant studies for the county and region.
- Input will be sought from the public through our proposed public participation strategy.

Deliverables: A draft and final conceptual trail map and plan that reflects a preferred trails and sidewalk network alignment, phasing plan, and proposed local and regional connections.

1.7 Phased Implementation Plan

The BC/RPS team will summarize the various recommendations and outcomes from Tasks 1.2 through 1.6 and prepare a Phased Implementation Plan that will provide the Township with guidance to implement the recommendations.

- The recommendations will be a) consistent with existing Township and regional planning documents, b) limited to achievable tasks, prioritizing 3 to 5 for each section and c) prioritized as specific short-term, medium-term, and longer-term actions including estimated costs, potential funding opportunities, and key partnerships.
- The recommendations will be divided and prioritized between open space, environmental resources, parks and recreation, and trails.

Deliverables: A draft and final Implementation Plan with supporting tables and charts.

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2.0 Public Participation, Meetings, and Hearings

2.1 Plan Advisory Committee

A Plan Advisory Committee (PAC) will be established by the London Britain Township Board of Supervisors, consistent with the project task force requirements of the County's VPP grant agreement. BC will coordinate nine (9) PAC meetings with one additional meeting if needed to occur at key stages during the planning process. These meetings will be approximately 1-2 hours and will be hosted both in person at the Township meeting room and virtually (hybrid). Additional meetings may be scheduled as required to complete the project. BC will make all meeting materials available for the PAC to review prior to the scheduled meetings and all materials will be provided to the Township for record retention. The PAC will be comprised of at least one member from the Board of Supervisors, Planning Commission, Open Space and Trails Commission, Land Trust, and Parks and Recreation Commission. Additional municipal staff, representatives from local stakeholders and interested London Britain residents will comprise the remainder of a Project Advisory Committee of no more than eleven members, that is of an odd number.

The BC/RPS team will facilitate the PAC meetings, and a more detailed schedule of tasks and meeting dates will be prepared and reviewed at the first PAC meeting to confirm the planning process and timeline. Generally, the nine PAC meetings are proposed as follows:

- Meeting 1 - Project kick-off. The VPP Initial Briefing meeting will be held at the start of Meeting 1. Meet the BC/RPS team; review project scope and timeline; identify future study committee meeting dates and public meeting dates; review and provide input to proposed key project milestones; identify no more than eleven (11) key stakeholders to be interviewed; review/confirm base map content and appearance.
- Meeting 2 – BC will report on planning documents and other studies relative to the OSRER; review BC/RPS team inventory maps, analyses, and field assessments; begin drafting OSRER vision, goals and objectives; discuss and approve the general content of the Internet Public Opinion Assessment; discuss the format for Public Meeting #1.
- Meeting 3 - Discuss comments obtained at Public Meeting #1; reach consensus on the draft OSRER vision, goals and objectives; review and decide upon the format for the draft Plan for Open Space and Environmental Resources.
- Meeting 4 - Review input from key person interviews; review Public Opinion Assessment results; review and discuss the preliminary draft of the Plan for Open Space and Environmental Resources and related objectives.
- Meeting 5 - Reach consensus regarding the draft Plan for Open Space and Environmental Resources; review the parks, recreation, and open space analyses; discuss parks and recreation organization, management, and financing strategies; review and discuss the format for the draft Plan for Recreation Facilities.
- Meeting 6 - Review and discuss the preliminary draft of the Plan for Recreation Facilities; engage with representatives from neighboring municipalities and the local School District regarding trail connections; review and discuss the Conceptual Trails Plan component.
- Meeting 7 - Reach consensus regarding the draft Plan for Recreation Facilities and proposed Conceptual Trails Plan component.
- Meeting 8 - Review and discuss overall OSRER recommendations and a phased implementation plan and matrix; recommend draft OSRER for presentation at Public Meeting #2.

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- Meeting 9 - Discuss comments/feedback obtained through Public Meeting #2 and revise final draft OSRER as appropriate; forward PAC recommendation regarding adoption of OSRER as an addendum to the Township Comprehensive Plan.
- Meeting 10 (optional)- If substantial comments are received, discuss comments/ feedback received during the public review period, prior to the final plan adoption.

2.2 Public Participation

The BC/RPS team will facilitate the stakeholder and public meetings outlined below, which will occur throughout the study process. The BC/RPS team will prepare agendas, boards, presentations, and meeting flyers, as necessary. In addition, to preparing the meeting materials, BC will summarize the public involvement activities in the final report.

Deliverables: Meeting agendas, flyers, meeting materials, summary of public participation.

2.3 Public Meetings

Three public meetings will be advertised and held to allow enough opportunity for public comment and feedback during the OSRER process. The three public input meetings are proposed as follows:

- Public Meeting 1 - The first public meeting is proposed early in the planning process. At the first public meeting the BC/RPS team will present the existing conditions inventory, data collection, and draft vision, goals, and objectives. The public will also be invited to provide input regarding the plan for open space preservation and environmental resource protection, recreation facilities, community trails, and opportunities for existing municipal lands through a hands-on public engagement community design session.
- Public Meeting 2 - The second public meeting is proposed to be held at a regularly scheduled Planning Commission meeting after PAC Meeting #8 and after the draft report is complete. The BC/RPS team will present the draft report and will invite comments, questions, and suggestions. Following the presentation, the Planning Commission will recommend the plan, contingent on specified edits, to be sent to the Board to initiate the Act 247 Review process.
- Public Meeting 3/ Public Hearing- The purpose of the third public meeting is to present all components of the final plan at a Board of Supervisors-initiated Public Hearing held pursuant to the requirements of the Pennsylvania Municipalities Planning Code.

The London Britain Planning Commission will review the draft plan and make recommendations for approval at a regularly scheduled Planning Commission meeting. BC will attend the meeting to answer any questions the Planning Commission may have regarding the plan.

2.4 Key Person Interviews

BC/RPS will conduct up to ten (10) key stakeholder interviews, in person, by telephone, video call or by email regarding open space, environmental resources, parks and recreational needs. A list of stakeholders will be determined with the PAC early in the planning process. This list may include the London Britain Land Trust, White Clay Creek Preserve, the Friends of the White Clay Creek, White Clay Creek Wild & Scenic River and others involved in open space, environmental resources and recreational activities in the township.

2.5 Internet Public Opinion Assessment

BC/RPS will work with the Township to conduct an assessment on the internet of public opinion about local and regional open space, environmental resources, trails, parks and recreation. BC/RPS will work with the PAC to define the best means to inform residents about the on-line survey and promote participation.

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Deliverables: Summary of public meetings and general findings of the interviews and surveys will be presented in the draft and final plan. Full survey results will be compiled and included as an appendix to the Plan.

2.6 Project Website

BC will host a project webpage that the public can access to find information about the project, public meetings, the survey and project materials such as the draft plan. The Township will be encouraged to provide a link to the website on the Township website.

3.0 Products

The consultant will prepare a Draft and Final Report with text, pictures, maps, conceptual plans, and tables to summarize tasks 1.2-2.5 as listed below. The Draft and Final Report will be concise and focused on presenting a blueprint for the implementation of the recommendations. The consultant will circulate the Draft Report to the Plan Advisory Committee, post the Draft Report for public comment and review (either on the BC or London Britain website), and present the Draft Report at a public meeting. The consultant will revise the Draft Report based on Plan Advisory Committee and public comments and produce a Final Report for municipal adoption.

Task 1.1 Deliverables: Initial project schedule; monthly status reports and invoices; meeting agendas; meeting sign-in sheets; meeting summaries.

Task 1.2 Deliverables: Summaries of our existing conditions inventory, analyses, and field assessments in both written and map form.

Task 1.3 Deliverables: Vision statement and a list of goals and objectives.

Task 1.4 Deliverables: Plan for Open Space and Environmental Resources including narrative and supportive mapping; prioritized list of potential parcels to protect; available strategies for preservation and protection.

Task 1.5 Deliverables: Plan for Recreation Facilities, including appropriate mapping and cost estimate tables.

Task 1.6 Deliverables: A conceptual trail map and plan that reflects a preferred trails and sidewalk network alignment, phasing plan, and proposed local and regional connections.

Task 1.7 Deliverables: A draft and final Implementation Plan with supporting tables and charts.

Task 2.3-2.5 Deliverables: Prepared meeting materials; summary of public meetings and general findings of the interviews and public surveys. Full survey results will be compiled and included as an appendix to the Plan.

Final Project Deliverables: PDF of the Draft Plan for the Plan Advisory Committee and public review; ten hard copies, and one digital PDF version of the Final Plan and Appendices.

4.0 Timetable for Completion of Tasks

The timeline involves an estimated 15 months, culminating in Board of Supervisors adoption of the Plan, most likely as an amendment to their 2020 Comprehensive Plan Update. PAC meeting cadence represented on this timeline is subject to change based on PAC input.

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London Britain Township Open Space, Recreation and Environmental Resources Plan Proposed Timeline															
Tasks	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15
Project Tasks															
1. Project Management															
2. Existing Conditions Inventory and Data Collection															
3. Vision, Goals, and Objectives															
4. Plan for Open Space															
5. Plan for Recreation Facilities															
6. Conceptual Trail Planning															
7. Phased Implementation Plan															
Public Participation															
Plan-Advisory Committee Meetings	PAC 1		PAC 2		PAC 3	PAC 4		PAC 5	PAC 6		PAC 7	PAC 8		PAC 9	
Public Meetings				PM 1									PM 2		PM 3
Public Survey															
Key Person Interviews															
Deliverables															
Draft Report															
Final Report															
Formal Plan Adoption															
Act 247 Review															

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5.0 Cost Summary

Task 1.1 – Project Management	\$3,050
Task 1.2 – Existing Conditions	\$15,130
Task 1.3 – Vision, Goals, Objectives	\$3,230
Task 1.4 – Open Space and Environmental Resources Plan	\$4,625
Task 1.5 – Recreation Plan	\$10,000
Task 1.6 – Conceptual Trails Plan	\$3,120
Task 1.7 – Implementation Strategies	\$3,385
Task 2.0 – Public Participation	\$12,735
Final Written Products	\$8,945
Expenses	\$780
Total	\$65,000

Invoicing on the project will be provided on a monthly basis for the duration of the project.