

EAST SUFFOLK COUNCIL
PROJECT HIGHLIGHT REPORT

Project Name: The Ness	Project Lead: Paul Wood Project Manager: Client side, Annett Thompson, Concertus Richard Best, Project Manager ESC	Status (RAG)
Report Date: 19/07/2019	Report originator: Richard Best	

Timescales

Milestone name	Original planned date	Current agreed planned date	Latest Estimated date	Status/Comment	RAG
Procurement of client-side Project Manager and QS	July 2018	July 2018	July 2018	Complete	
Groups set up (Working Group, Steering group, Board)	July 2018	July 2018	July 2018	Complete	
Procurement of Landscape Architect	August 2018	August 2018	August 2018	Complete	
Stakeholder Workshop for Design undertaken	Nov 2018	Nov 2018	Oct 2018	Complete	
Design complete	Dec 2018	Dec 2018	Dec 2018	Complete	
Contractors appointed	March 2019	March 2019	May 2019	Complete	
On site works start	April 2019	April 2019	May 2019	On going	
All on site (contractors) work complete	Nov 2019	Nov 2019	Nov 2019	On going	
Procurement of Audience Development Plan Services	Oct 2018	Oct 2018	Oct 2018	Complete	
Audience Development Plan complete	April 2019	April 2019	Dec 2019	On going	
Procurement of Events and Marketing Services	Oct 2018	Oct 2018	Oct 2018	Complete	
Calendar of Events Plan in place	Nov 2018	Nov 2018	April 2019	On going	
Launch event delivered	April 2019	April 2019	Nov 2019	On going	
Succession Plan for events and marketing agreed, April 2019	April 2019	April 2019	June 2019	On going	
Maintenance Plan agreed	Nov 2019	Nov 2019	Nov 2019	On going	
Project Evaluation	Dec 2019	Dec 2019	Dec 2019	On going	
Lesson learnt report	Dec 2019	Dec 2019	Dec 2019	On going	
Project Closure	Dec 2019	Dec 2019	Dec 2019	On going	

Progress:

July	<p>Client Side Project Management - Urgent discussions have continued between ESC and LTC legal representatives and project leads, to sign off the Occupancy Agreement, for ESC to take occupancy of the site for pending construction works. Alistair Bissett forwarded eight documents as requested and agreed for sign off by LTC. Final adjustments to wording have now been submitted to LTC for their approval and now final agreement. Discussions and are still. This issue has been escalated on the risk register. A further risk has been raised in terms of additional charges for contract extension by Concertus.</p> <p>It is proposed that once the contract has been officially awarded to the preferred contractor Blakedown, Annett Thompson will continue the value engineering process with them and firm up final design proposals for the Steering Group to consider and LTC to sign off.</p> <p>HLF Heritage Bid - The tender evaluation panel met 10 July and selected Immersive Creative to deliver the augmented digital work and Poetry People the heritage activity. It was agreed the two companies would be awarded the respective contracts subject to successful Our Heritage funding applications. Initial discussions are scheduled late July with both companies to discuss the details of their proposals and to prepare for delivery.</p> <p>A number of initial variation orders are also awaiting issue once the occupancy agreement has been signed by LTC e.g. re-design works relating to the gas main position, which has now been located and marked by Cadent and possible changes to footpath positions and design.</p> <p>Rights of Way - Annett Thompson has progressed the RoW closure notices as far as possible without the signed occupancy agreement in place. SCC RoW officer is awaiting instruction to proceed. Richard Best has also notified the ESC RoW officer in readiness to provide further assistance of required.</p> <p>Audience Development Plan - The monthly Working Group meeting with Jo Leverett took place on the 1st July. Two documents were issued including activity plan and an analysis of social media presence to date. All work is on track. Next meeting scheduled for the 29th July</p> <p>Planned events included: Enchanted Cinema 10 July with The Greatest Showman at Sparrows Nest Garden, East Anglia Transport Museum Wheels and Waves event with the venue as Ting Denes Christmas Fair, 24 November</p> <p>Marketing and Activity Coordinator role - Two documents were issued including activity plan and an analysis of social media presence to date. There were several asks to the Working Group on the appropriateness of venues and dates for some of the events. All to feed back to Jo Leverett.</p> <p>Forthcoming events include: To be detailed at the Steering Group meeting</p> <p>Artwork - Further to the presentation provided to the Steering Group earlier this year, listing the options to develop this aspect of the works, the item is again scheduled for the Steering Group to discuss at the 29 July meeting and agree the most appropriate way forward.</p> <p>Works outside the main contract</p> <ul style="list-style-type: none"> • Decision awaited from LTC re public toilets feasibility study • Progression of vehicle crossing to Sparrows Nest
August	

September	
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Next Steps:

Key steps in July / August:

1. Sign off outstanding agreements e.g. Occupancy Agreement
2. Consider Pedestrian crossing at Whapload Road
3. Agree possible funding support by Anglian Water

Changes:

	Approved by (name)	Approval date
Additional fee for Reptile survey to Suffolk Wildlife Trust	RB	15/05/2019

Costs:

Item name:	Original planned cost	Current agreed planned cost	Latest Estimated cost	Status/comment	RAG
Project Management and QS	£28,800 £13,500	£51,050	£51,050	Payments to date £41,296.88	
Landscape Architect	£75,000	£75,000	£75,000	Payments to date £52,500	
Audience Development Plan Services	£25,000	£19,950	£19,950	Payments to date £19,950	
Events and Marketing Coordinator Service	£35,500	£28,880	£28,800	Payments to date £14,400	
Events and Marketing costs	£16,500	£16,500	£16,500	Payments to date £7,002.20	

Key Risks:

	Required asap	On going
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Targets

Performance Indicator	2018/19 Target	Achieved to date	Overall Target	RAG
Land Regenerated (m2)	130,000	0	0	
External Funding Attracted		88,176	88,176	