

Sheringham Leisure Centre: project update October 2019

The following table provides an overview of the Sheringham Leisure Centre project. If Members agree then this format is likely to be adopted for all routine briefings on the project's implementation now that it has entered the main construction phase. Detailed information relating to any aspect of the project can be obtained from Robert Young and clarification of any aspect of the table's content can be provided at or following the meeting.

	Forecast/ expected position	Current position	Notes/ comments
Time	Completion date: 29 th Aug 2021	Enabling works completed Aug 2019 Construction started 16 Sept 2019	No reasons for variation at this stage
Budget	£12,697,139	£12,697,139	Sport England Grant agreed (£1m) – discharge of conditions to draw down 97% of funds expected by end Nov 2019
Issues log	The project is considered, for planning purposes, to have the following phases: 'Construction Phase 1' (Skate Park Works) 'Construction Phase 2' (New Bell Mouth, access and Temporary Pedestrian Access Route) 'Construction Phase 3' (Proposed Leisure Centre Construction and Temporary Car Parking Spaces) 'Construction Phase 4' (First segment of permanent parking arrangement) 'Construction Phase 5' (Demolition of Existing Splash building and completion of permanent parking arrangements)	Detailed matters concerning traffic management and parking arrangements need to be resolved in order for all relevant planning conditions to be discharged prior to the next stage of development (link here). Signposting of the temporary car park needs to be improved.	The contractor's start on site appears to have been smooth and a good working relationship has been established. As the client we are involved in all key meetings and have access to the project progress reports.
Risk log	A risk log is being maintained, which classifies risk from 1 to 16,000. These are routinely monitored and revised and controls are introduced to manage/ mitigate risks and provide assurance	There are no 'red' risks identified but the highest risks currently identified include: Timing of utilities connections (4,000) Value engineering targets in revised design details (2,000)	The Portfolio Holder will have access to the Risk Log and will be notified of all risks. These will also be reported via GRAC in the usual manner.

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		Availability of supply chain to deliver services on time (4,000) Contractor ceases trading (1,000)	
Project Governance	<p>The Portfolio Holder (PH) is Cllr Virginia Gay, the Council’s Senior Reporting Officer (SRO) is Robert Young and the internal Project Manager is Kate Rawlings. Various other technical experts from within the Council are involved in the project in appropriate ways. The Council has procured the services of: an Employer’s Agent, Project Manager and Cost Consultant (all provided by REAL Consulting); a Technical Architect (Saunders Boston Architects); and a Mechanical, Electrical and Pool Filtration Consultant (Silcock Dawson)</p> <p>New governance procedures have been established for the main construction phase of the project. The previous member/officer board has been discontinued in favour of Portfolio, Cabinet and O&S briefings.</p>	<p>Arrangements established include: Project Progress Meetings (all consultants, contractors and client) - monthly Project (Board) Meetings NNDC staff and its consultants - monthly Internal project meetings (NNDC team only) - monthly Communications catch-ups (key NNDC staff) – weekly Portfolio holder briefings (PFH) with SRO – monthly Update reporting to Cabinet – monthly Update reports to O&S – monthly or as otherwise agreed</p>	<p>The new governance arrangements are currently being established and routine reporting to PH, Cabinet and O&S are proposed to take this format. Access to the contractor’s progress reports, the risk log and all other relevant information will be provided to the portfolio holder.</p>
Communications	<p>The Communications Plan covers:</p> <ul style="list-style-type: none"> • Planned activities at key milestones • Responses to issues and events as they occur • Routine communications to interested parties (including via the website) 	<p>The Communications Plan is being revised for the main construction phase of the project, however the next key media opportunity will be the official ‘spade in the ground’ ceremony in late October.</p>	<p>The revised communication plan will be shared with members once complete.</p>