

Appendix C – Project Plan Public Conveniences review 2016/ 17

No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost & status(£)
Options Phase							
1.	Condition surveys & remedial works required to bring up to modern day standards, initial feasibility undertaken into semi- automatic toilets	Works and costs estimates identified	Completed	High level costs for refurbishment v provision of semi automatic toilets	Completed	David Blanchard	£5k Completed
2.	Public and stakeholder consultation to engage views of residents ,community ,businesses, access groups	Results of consultation/ engagement report received and put in report format	January 2016	March 2016	Responses from stakeholders	Sarah Evans & Sarah Stannage	Completed
3.	Expression of interest for LLEP grants- toilets & Wilton Road Car park	Grant funding secured for contribution towards project	Application submitted by end of March 2016	Not known	Other applications	Sarah Stannage	Conversation with LLEP required to see if there is anything we can do for

No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost & status(£)
							improvements to Wilton Road car park and toilets. Now considered unlikely.
4.	Public consultation results reported back to public conveniences working group members	Results of consultation/ engagement report discussed & decision on way forward/options/ direction of project	16 th March 2016	16 th March 2016	Members recommend way forward to appropriate committees	David Blanchard	Completed
5.	Report to CSA with consultation results, any comments recommendations from working group –indicative costs, wider options etc	Member decision on way forward including recommendations	Draft report 31 st May 2016	22 nd June 2016	Members instructed officers on way forward, to include commissioning consultants for detailed design, drawings ,planning, disposal, costing to report back to future CSA & PFA	David Blanchard	Completed

No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost & status(£)
6.	Report to PFA for approval of funds	Member decision on way forward including recommendations		12 th July 2016	Members approve CSA recommendations from 22 nd June 16	Dawn Garton	Completed
7.	Design Phase						
8.	Business case for semi automatic toilets- Instruct consultants WSM Saunders	Potentially fast track Business case due to previous involvement of WSM Saunders	12 th July after PFA	August 2016	Ability of Steve Saunders to deliver project within time constraints required Approval for Exemption request to appoint WSM Saunders	David Blanchard	£8,500 Completed
9.	Marketing report & evaluation / appraisal of Wilton Road toilets, including marketing plan	Up to date appraisal of capital value & disposal plan	June 2016- PFA Approval required 12 th July	August 2016	Members decision on how to proceed with design side, subject to further public consultation	Sally Turner	Partially completed – Wilton Road toilets Egerton Lodge Interested
10.	MBC toilets staff meeting with	Ensure staff are kept up to date	23/06/2016	Ongoing throughout	Staff attend briefings and	David Blanchard &	Completed

No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost & status(£)
	Manager & HR to update on project	Employment Law obligations are met		process	HR & Union support offered	Chris Morris	
11.	Notify FM Team & Rating section of closure of Park Lane	No more expenditure on maintenance, rates, legionella etc	23 rd June 2016	23 rd June 2016	None	David Blanchard	Completed
12.	Implement closure & commence process for disposal of Park Lane toilets, instruct architect and soft test market with local agents.	Obtain outline planning consent and generate some interest with local developers	July after PFA approval, 2-3 months to obtain planning	September 2016	Market conditions & availability of architect /whether new owners interested in toilets at Wilton Road will impact on business case	Sally Turner & external architects	£3850- HSSP instructed to obtain planning consent for Park Lane.
13.	Check project budget against committed expenditure (£10k) Approved by CSA 22/6/16	Project within budget		11/8/16	No other commitments until business case approved	David Blanchard	HSSP - Park Lane planning application £3.85k. William Saunders- instructed on business case £3k

No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost & status(£)
14.	William Saunders to consult with MBC conservation officer re colour and design options	Stakeholders consulted on project		11/8/16		Steve Saunders from William Saunders	Toby Ebbs Consulted. Completed
15.	Public conveniences internal officers meeting to prepare for task group	Team to review progress, work by William Saunders agree actions and preparation for task group	11/8/16	W/C 5 th September	Availability of project team	Kirsty Whelbourne	6 September 2016 Completed
16.	Consult with Committee Chairs on approach being taken by project team -3 design types, costed	Members aware of what they will be presented with in September	15/8/16	19/8/16	Responses from recipients	Dawn Garton	Meeting and approach agreed
17.	Send through design examples, comments from team and instructions to William Saunders	Consultants fully up to speed with what we are requesting	15/8/16	August 2016	Consultants deliver in accordance with instructions	David Blanchard	Completed
18.	Check operational appendix to report	Report accurately reflects findings	15/8/16	August 2016	Sarah E can get information	Sarah Evans	Report reviewed and checked

No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost & status(£)
	is completed and incorporates all relevant comments from project team	and views of team			together		
19.	Report to Town Area Committee	To consult on proposals for public conveniences	Paper needs to be in draft format after team meeting in early September	Thursday 22 September 2016	TAC are aware of proposals and consulted on design proposals	David Blanchard	Item included on agenda. Report send out 14/9/16
20.	Public conveniences task group	Members will be able to consider detailed drawings, design and costs and also operational issues	June 2016	Date in September agreed	Members make decision on the final design of toilets. Subject to committee approval and further public consultation	Kirsty Whelbourne	Arranged for 20 September 2016
21.	Consideration of operational issues for public conveniences in	Disabled access Night toilet Opening hours Cleaning provision	July 2016	Meeting on 4 th July 1pm Vale Room	Sufficient resources to deliver project	Project Team	Draft appendix to paper already prepared and circulated by

No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost & status(£)
	Melton by internal project team	–frequency MBC staff options PC charges Allocate actions					Sarah Evans on 14 th July.
22.	Internal Project Group meeting on 6/9/16	To consider TAC & TG reports Compile risk log Review Project Plan	7/9/16	Send out for TAC & TG - 14/9/16		David Blanchard to draft/ All to input	Draft report circulated on 9/9/16
23.	Equalities Impact Assessment	To demonstrate Equalities has been suitably considered throughout the project	September 2016	September 2016	Sufficient resources to deliver project	Project manager has referred issue to project sponsor for resources	09/09/2016
24.	Report to CSA and PFA with findings and detailed proposals	Update on grant funding & implications for project. Actual design for approval Decision on staffing, disposals, operational issues & programme for construction phase	Reports prepared and agreed for end of October 2016	16 th November CSA & 30 th November PFA	Direction from Public Conveniences Task Group on direction of project and preferred options for going forward from meeting on 20 th September	David Blanchard/ Sarah Stannage/ Sarah Evans	Appendix on operational issues prepared in draft and reports put on the forward plan

No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost & status(£)
					2016		
25.	Apply for planning permission and building control approval for both schemes.	Planning consent and building control approval	December 2016	January/ February 2017	Planning and building control approvals in good time	Steve Saunders of William Saunders	TBA
26.	Procurement advice on value of contract and benefits of using framework agreement	To ensure project team considers best route for procurement	September 2016	November 2016	Welland procurement advice	David Blanchard	Nil
27.	Develop drawings suitable for planning application and instruct professional advisors to proceed.	Professional consultancy works to deliver project	December 2016	January/ February 2017	William Saunders instructed to proceed	Steve Saunders of William Saunders	
28.	Tender package with drawings and specification advertise and select contractors	Professional consultancy works to deliver project	March 2017	Prices back mid-April 2017		Steve Saunders of William Saunders	
29.	Assess tenders	Professional	May/ June	Decision to		Steve	

No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost & status(£)
	and report findings to Members	consultancy works to deliver project	2017	proceed with scheme		Saunders of William Saunders	
30.	Commence procurement process for public convenience cleaning service	A cleaning contractor is appointed to enable cleaning to be in place in December 2017	May/ June 2017	November 2017		David Blanchard/ Property/ Welland Procurement	
31.	Staff consultation on project		July 2017	July 2017		David Blanchard	
32.	Award contract to build		July 2017	Complete contract August 2017		David Blanchard	
33.	Place statutory services order (electric, water etc)		July 2017	August 2017		Steve Saunders from William Saunders	
34.	Proceed with disposal negotiations of Wilton Road Toilets with Egerton Lodge	Ensure capital receipt is realised ASAP	September 2017	December 2017	Purchaser willing to pay market value for toilets	David Blanchard / Property	£40,000 Receipt
35.	Commence building of Wilton		August/ September	December 2017	Mobilisation lead in time for	Appointed contractor	TBA

No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost & status(£)
	Road		2017		project		
36.	HR issues – Staff at Wilton Road		December 2017	December 2017		David Blanchard/ Property	
37.	Commence demolition of St Marys Way		January 2018	February 2018		Appointed contractor	
38.	Construction of St Marys Way		February 2018	End March 2018		Appointed contractor	
39.	End of Project report	Project completion date target	April 2018	May 2018	Project delivered on time	David Blanchard	

- **Task:** What is the task that has to be completed to move the project on?
- **Possible Start Date:** When would you anticipate the task starting
- **Time to Complete:** How long will the task take to complete?
- **Dependencies:** If the task is 'Dependent' on other things happening, what other task needs to be completed first?
- **Responsible:** who is responsible for the task?
- **Cost:** What is the cost?