

Report Title:	Vicus Way Car Park
Contains Confidential or Exempt Information?	YES: Appendix B and C Part II. Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Member reporting:	Councillor Evans Lead Member for Maidenhead Regeneration and Maidenhead.
Meeting and Date:	Cabinet 28 June 2018
Responsible Officer(s):	Russell O'Keefe, Executive Director
Wards affected:	All Wards

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REPORT SUMMARY

- 1 The report seeks approval for the construction of a new car park at Vicus Way, Maidenhead, creating 513 permanent car parking spaces for the use by local business, residents and commuters.
- 2 The construction of Vicus Way Car Park, will improve public parking provision in the town centre during and after the redevelopment of Broadway Car Park.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and approves :

- i) **The development of a permanent multi storey car park at Vicus Way.**
- ii) **Recommends to Council an additional capital budget of £3,687,249.**
- iii) **Delegate authority to the Executive Director with the Lead Member for Maidenhead Regeneration and Maidenhead to submit a planning application and appoint contractors.**

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The regeneration of Maidenhead will improve economic vitality, housing provision, connectivity and the Borough status as a major tourism destination.
- 2.2 The redevelopment of four Council owned sites, for mixed use, residential, retail and commercial as part of the regeneration of Maidenhead results in the removal of some existing surface town centre public car parking provision.
- 2.3 The Council's parking plan will ensure there is no overall loss of parking provision during the regeneration process and that once the regeneration is completed a significant increase in public parking exists.
- 2.4 On the 26 September 2017 Council agreed a budget of £12,344,600 for the construction of new temporary and permanent parking provision across the

Borough in line with the emerging parking plan. Delegated authority was provided to the executive director and lead member to finalise the parking plan and carry out procurement for temporary and permanent parking provision. During the period September 17 to date several options and locations have been explored for the provision of car parking. Including exploration on provision of additional permanent car parking, and reduction of the expenditure on temporary car parking, which does not deliver value for money.

- 2.5 Three locations have been confirmed for the provision of temporary car parking:
 - Clyde House warehouse -Reform Road - 60 spaces
 - Ten pin bowling site – St Clouds Way - 100 spaces
 - The landing site – Queen Street- 80 spaces
- 2.6 Vicus Way, known as 1&2 Stafferton Way, is a Council owned site. Vacant possession of the site recently has provided an opportunity for the provision of temporary car parking for council employees, and for longer term permanent parking.
- 2.7 Vicus Way, does have the ability to offer a potential site for mixed use retail and residential. However, due to the recently constructed 'Loftings' site next door, and the volume of planned redevelopment within the town centre, it has been determined that the location of this site close to the station is better suited to provision of permanent car parking. Initial feasibilities were carried out that confirmed that this use class would be appropriate.
- 2.8 The option for permanent car parking provision at Vicus Way, means the Council can significantly reduce its planned expenditure on temporary parking, which provides poor value for money, and instead invest capital in a permanent public parking solution for the long term benefit of residents, visitors, commuters and businesses, in addition to delivering a financial return to the Council.
- 2.9 The project would replace the proposal to add an additional deck of parking at Stafferton Way car park. The Council subsequently received Local Enterprise Partnership (LEP) funding to support the expansion of Stafferton Way car park. The LEP funding will be utilised towards the build cost of the car park at Vicus Way, providing a better value for money option.
- 2.10 The project delivers on the Council's plan to maintain parking capacity during the regeneration of the Town as the temporary parking and new permanent Vicus Way Car Park would be completed and open prior to the planned redevelopment of Broadway Car park commencing.
- 2.11 In addition to the temporary parking outlined in paragraph 2.5 and Vicus Way car park project, £1,248,000 has been set aside from the original parking budget for work on additional permanent parking at River Street Windsor and £250,000 to bring forward surface public parking provision early as part of the new Braywick Leisure Centre. This means the original £12,344,600 capital budget for parking would be allocated as set out in the table below:

Table 1: Allocation of original capital budget for parking

	Schemes	Spaces	Amount
1	Temporary Surface Parking	240	£2,846,600
2	Braywick Leisure Centre	250	£250,000
3	Vicus Way Car Park	513	£8,000,000
4	River Street Car Park	145	£1,248,000
	Totals	1148	£12,344,600

2.12 The Council will also explore with the Local Pensions Partnership (LPP) the potential for a joint venture for the funding of this scheme and the planned Broadway Car Park redevelopment.

Table 2: Options

Option 1	Comments
Proceed with the delivery of a Multi-Storey split deck car park at Vicus Way, providing 513 permanent car parking spaces. Recommended	This maintains parking capacity during redevelopment of town centre regeneration sites and improved public parking provision for the long term.
Option 2	
Retain site for future redevelopment opportunities, which could include mix use, retail and residential. Not recommended	With the planned regeneration of the Town arrival of Crossrail, it is essential that we can deliver permanent car parking provision to meet current and future need and demand.

3 KEY IMPLICATIONS

- 3.1 The provision of permanent car parking at Vicus Way will increase permanent parking provision for commuters, local businesses and residents by 513 spaces.
- 3.2 The provision of Vicus Way, will ensure that during the redevelopment and regeneration of key town centre council owned sites including Broadway Car Park, parking capacity will never reduce for users below the current levels.

Table 3: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Planning Submission	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	June 2018
Planning Decision	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	September 2018
Vacant Possession of Site	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	September 2018

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Start on Site	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	October 2018
Practical Completion of Project	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	December 2019
Handover to Parking Team	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	January 2020
Demolition of Broadway Car Park.	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	January 2020

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The cost of the project is £13,207,249. The project costs have been 75% market tested through the SCAPE Framework, with Balfour Beatty. An investment case showing a positive Net Present Value (NPV) is included at Appendix B.
- 4.2 The project will be funded through utilisation of £8,000,000 of the car parking budget; £1,520,000 of LEP funding and the additional capital award of £3,687,249 from the Council's capital programme.

Table 4: Financial impact of report's recommendations

REVENUE	2018/19	2019/2020	2020/2021
Addition	£0	£0	0
Reduction	£0	£0	£615,600
Net impact	£0	£0	£0

CAPITAL			
Addition	£0	£3,687,249	£0
Reduction	0	0	£0
Net impact	£0	£0	£0

5 LEGAL IMPLICATIONS

- 5.1 The Council are the freeholder of this site, and the site is currently being used for the provision of temporary surface car parking for staff. The Council has the power to allocate capital spend, and deliver projects its own land, for the benefit of providing infrastructure requirements for the Borough.

6 RISK MANAGEMENT

6.1 Please see attached at appendix D, a full risk register for this project.

Risks	Uncontrolled Risk	Controls	Controlled Risk
The contractors do not have the necessary skills to progress the project	High	Robust specification and procurement process	Low
The projects exceed the cost envelope or planned timescales	High	Effective development management processes	Low

7 POTENTIAL IMPACTS

7.1 It is essential that Vicus Way Car Park is delivered before Broadway Car Park, can be demolished, and re-provided, in order to maintain parking provision numbers.

8 CONSULTATION

8.1 The proposal has been discussed with local stakeholders through the Partnership for the Rejuvenation of Maidenhead (PROM).

8.2 The report will be considered by the Overview and Scrutiny Panel, comments will be reported to Cabinet.

8.3 Additional consultation is planned with local residents and businesses as part of the planning process.

9 TIMETABLE FOR IMPLEMENTATION

9.1 The following table gives the planned programme for the delivery of this project, which is subject to planning, further site due diligence and investigation.

Table 5: Implementation timetable

Date	Details
June 2018	Submit Planning Application
September 2018	Resolution to Grant Planning
October 2018	Start on site
December 2019	Practical Completion
January 2020	Handover of project to Council's Parking Services

9.2 Implementation date if not called in: Immediately

10 APPENDICES

10.1 The Appendices that support this report are:

- Project Brief – Appendix A

- **Investment Case – Appendix B – Part II – Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**
- **Budget Analysis – Appendix C – Part II – Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**
- Project Risk Register – Appendix D
- Project Governance Arrangements – Appendix E

11 BACKGROUND DOCUMENTS

12.1 None

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Evans	Lead Member	29/5/18	
Alison Alexander	Managing Director	29/5/18	30/05/18
Russell O’Keefe	Executive Director	29/5/18	
Andy Jeffs	Executive Director	29/5/18	
Rob Stubbs	Section 151 Officer	29/5/18	30/05/18
Nikki Craig	Head of HR and Corporate Projects	29/5/18	30/05/18
Louisa Dean	Communications and Marketing Manager	29/5/18	30/05/18
	Other e.g. external		

Report History

Decision type: Key decision May 2018 added to the Forward Plan as a Cabinet item.	Urgency item? No	To Follow item. Not Applicable
Report Author: Russell O’Keefe – Executive Director, 01628 796222		



Project Brief

RBWM Car Park Regeneration – Vicus Way MSCP



THE ROYAL BOROUGH OF
WINDSOR AND
MAIDENHEAD

Balfour Beatty



Civil Engineering
& Infrastructure

Document Status

Rev No	Prepared By	Reviewed By	Approved By	Status	Date
1	Liam O'Donovan (Balfour Beatty)	Farakh Bungish & James Cuckow	Tim Heather	Feasibility Draft	25/04/18
2	Liam O'Donovan (Balfour Beatty)	Farakh Bungish & James Cuckow	Tim Heather	Updated Pre- Construction	27/04/18

For Client's Approval:
Client's Signature Date

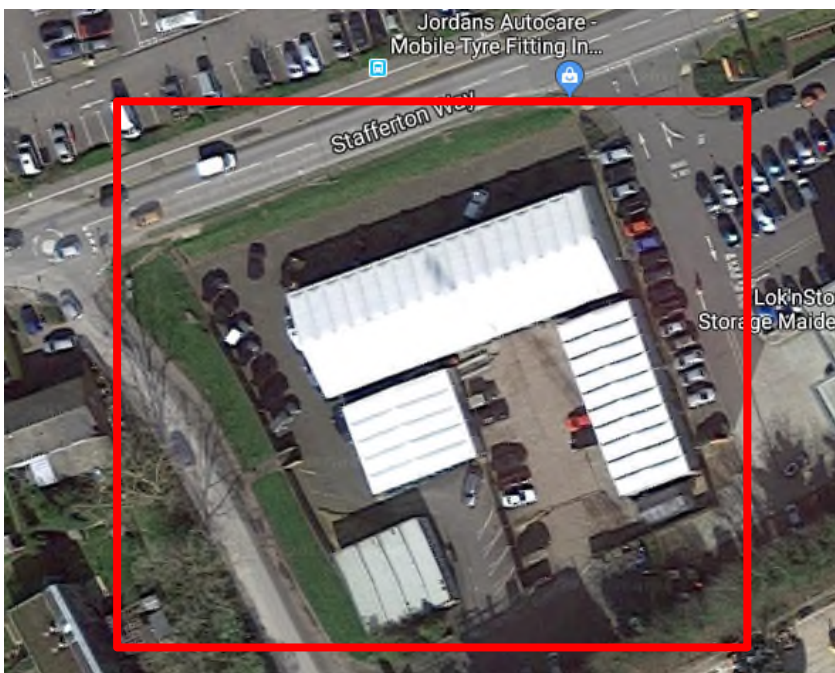
Project Brief

Scheme Background

The Royal Borough of Windsor and Maidenhead (RBWM) wish to undertake a feasibility study for the potential delivery of additional car parking spaces to support the overall Maidenhead Regeneration Programme.

With the new Broadway Car Park acting as the catalyst for this development, Vicus Way has been identified as an opportunity to provide additional spaces for the Borough during, and also after completion of the Broadway scheme.

Vicus Way Multi-Storey Car Park



Currently a level site on the corner of Staffordton Way and Vicus Way to the south of the town centre. The area shown in red on the plan above shows the site as a storage facility, however this has now been demolished since and the extent of the enabling works is to remove the existing structures in preparation to begin the main works.

Project Brief

Key Requirements:

- c513 Total number of new spaces
- Car parking bay size 2.5x5m
- Proposed as a 4 upper floors in split deck arrangement and ground level surface parking
- Minimum 2.2m clear head height with 3.2m storey height
- 5% target DDA spaces at Ground Floor
- Assumed piled foundations required
- Assumed car park to be traditional construction with steel frame
- Proximity sensors required for deck lighting
- 2nr. lifts required with BT lines to each lift also required
- Entrance / exit barriers required
- Ticket machines to be pay on return with 1nr. required p/core + 1 additional on GF level
- CCTV required to stair cores & decks
- ANPR not required
- 5nr. electric charging points required with requirement for a future 5nr. – charging points to be 7-11k/w 3/4hr charge time
- Sprinkler system not required
- Full fire alarm system required
- Landlord's meter enclosure required
- Anti-graffiti paint required to stair cores
- Cladding required to main car park, allowed for hit & miss, and cladding to cores required
- No suicide protection measures required
- Disabled refuge points required at each level of each core

Programme Requirements

The anticipated programme for the delivery will be;

Feasibility Report submission	23 February 2018 (Actual)
Appointment for Pre-Construction Work	30 April 2018
RIBA Stage 1-3 commence	16 April 2018 – 29 June 2018
Planning Submission / Approval	25 June 2018 – 24 September 2018
Subcontractor Design and Mobilisation	4 September 2018 – 12 November 2018
Onsite works complete by	January 2020 (Approximate)

The forecast project budget is £13,207,249 inclusive of Contractor's pre-construction services, all planning fees, demolition costs, and project contingencies.

Vicous Way Car Park – Risk Register

		Date of Update:			May 2018			Days to End Date		575	
		Provided by:			Shared Building Services			Overall Programme RAG Status			
Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead	
Legals											
L01	Ownership & Title (MSCP)	3	3	9	- Satisfactory Title	- Report On Title Completed (SLS)	- Most title issues should be able to be resolved, but could add to costs.	- Review of costs added to project contingency.	-	RL	
L02	Right of Way (Adjoining Property)	3	3	9	- Satisfactory Title during Construction and Post-Construction Phases	- Report on Title Completed (SLS) - Make an additional allowance during construction phase	- Discussion with relevant Parties required	- Contingency for costs needs to be clear on any costs associated with provision of right of way during construction	- Check Construction Phase Plan – location of contractors area and access	RL	
L03	Existing users within the land ownership, or development area of MSCP.	3	3	9	- Continuation of provision of adequate parking for RBWM Staff	- Staff parking to be relocated prior to site hand over	- Confirmation of site possession date - to agree	- Working date of Site Possession is 01 October 2018	- Firm up the date	RH/NW	

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Planning										
PO1	Design upto planning stage (RIBA Stage 3)	3	3	9	- Pre-Application imminent	- Discussions with LPA ongoing.	- Professional team to consider LPA comments and solutions.	-	-	RH/AB
PO2	Planning Submission Target Date – June 2018	3	3	9	- Increased bay sizes this will require a reduction in number of spaces.	- Review once design layout is firmed up.	-	- 513 spaces now available as evolving design.	-	RH/AB
PO3	Location & Relationship to neighbouring buildings.	3	3	9	- Effect of height & massing on neighbouring buildings.	-	- Coordinate with LPA	-	- Consultation with Key Stakeholders and local residents.	RH/AB
P04	Proposed Highways Works	3	3	9	- Access and egress to coordinate with the proposed design	- Review once design is firmed up	- Coordinate with LPA	-	-	RH/AB
P05	LPA requirements	3	4	12	- Specific LPA requirements such as FRA and AQA may have an impact on overall cost and	- Review once planning decision is secured	- Coordinate with LPA	-	-	RH/AB

P06	Off site Highways Works	3	4	12	time - Traffic modelling may require some off site Highways improvement which may increase the overall cost	- Review once planning decision is secured	- Coordinate with LPA	-	-	RH/AB
P07	Planning conditions	4	3	12	- Number of conditions and time taken to discharge	- Pre-application meetings with the planning team	-	- Seek to minimise amount of pre commencement conditions.	-	AM/BB
P08	Planning permission denied	2	4	8	- Significant delay to project which will impact other projects in the Borough	- Pre-application meetings with the planning team	-	- Ongoing discussions with planners, currently supportive of concept.	-	AB/AM
P09	20% electrical charging points	5	3	15	- Loss of car parking spaces	- Currently reviewing the option to issue annual permits which may help free up charging bays.	- Client internal coordination	-	-	AM

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
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Construction										
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CO1	Procurement of Professional Team	2	2	4	- OJEU Compliance required.	- Crown Commercial Services Framework	- Procurement Team Sign off - Shared Legal Services Team sign off.	-	-	RH
CO2	Procurement of Contractor	2	3	6	- OJEU Compliance required.	- Scape Framework is available to call off, however, this may be more expensive. - OJEU tender process will push the delivery timescale beyond the RBWM requirement date	- Pre-construction Agreement agreed with Balfour Beatty - Construction Agreement will be agreed in November/December 2018	-	-	RH/AB
CO3	Contract Type	3	3	9	- Selection of the appropriate contract to mitigate cost over-runs is essential	- SCAPE Framework uses NEC Option A (LumpSum) Form of Contract	-	-	-	RH/AB
CO4	Risk of contamination (existing land)	3	4	12	- LQA can not be undertaken until the existing slab is removed	- Establish if the slab can be removed before agreeing the Construction Price	- Target October 2018	-	-	RH/AB

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CO5	Disruption and management of site and impact on existing retail and residents	3	3	9	- Shut downs of local business and noise and dust to neighbours.	- Full construction plan to be developed with stage 3 report and design.	-	-	-	AM/BB
CO6	Asbestos located	3	3	9	- Delays to demolition impact on design.	- Full R&D Survey to be carried out	-	-	-	AM
CO7	Construction Period & Process	3	3	9	- Impact on users and Broadway project	- Programme to be monitored against key milestones	-	-	-	AM/BB
C08	Noise	3	2	6	- Complaints from residence and adjacent businesses	- As part of the design development the contractor will advise noise mitigation measures	-	-	-	BB
C09	Design sign off	2	2	4	- Unavailability of client staff delays sign off	- Schedule of design sign off meetings to be established so client can plan resources	-	-	-	AM
C10	Agreement and sign off of PSA	3	3	9	- If internal sign off is prolonged it could cause extension to programme.	- Project order raised for initial engagement of resources	-	-	-	F+G / BB / AM
C11	Weather	4	3	12	- Contractor risk unless abnormal	- Project Management team to monitor any significant weather events	-	-	-	AM
C12	Ground obstructions	3	3	9	- Obstructions could delay piling which will impact the programme	- Ground penetration radar to be undertaken once ground slab removed	-	-	-	AM / F+G
C13	Utility connections/supplies	3	3	9	- Local supplier may not be adequate for power demand of car park	- Early assessment of demand and early engagement with supplier	-	-	-	AM / F+G
C14	Flooding of site	3	3	9	- Flood risk zone 1 site. Flooding of site will delay works	- Construction to avoid winter months	-	-	-	AM
C15	Unknown Services beneath slab	5	3	15	- Service will need diverting or building over both of which will require agreement from utility providers	- Ground penetration radar to be undertaken once slab removed - Early engagement with utilities provider	-	-	-	BB

C16	Blocked drains	3	3	9	- May require relay of existing drains	- CCTV survey drains during the design phase	-	-	-	AM
C17	Unforeseen ground conditions	3	3	9	- Impact of foundation design which could impact programme and cost	-	- Project Contingency £250k	-	-	AM
C18	Car park displacement	2	2	4	- Existing users of the car park need alternative parking location	- Client currently reviewing potential locations	- Staff car parking can return to Hines Meadow, prior to handover of site.	-	-	AM
C19	Relocating meter housing	3	2	6	- Time taken for utility supplier to move services	- Early engagement with the utilities provider	-	-	-	BB
C20	Right of access	5	3	15	- Temporary site compound needs to be constructed on this road	- Client to engage with tenant to agree temporary use of road as compound	-	-	-	F+G / AM
C21	Services crossing site - build over agreements	5	3	15	- Time taken for utility supplier to agree diversion/build-over agreement	- Early engagement with utility supplier	-	-	-	F+G /AM
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Strategic										
SO1	Stakeholder Engagement	3	3	9	- Poor Communication	- Presentation to be made to: PRoM, Friends of Maidenhead, Maidenhead Town Forum, Maidenhead Developers Forum. - Public Consultation as part of planning application. - Communication with Lead Member & Deputy Lead Member for Regeneration. - Communication with wider Cllrs	- Regular update briefings with PR & Communications Team in Royal Borough. - Regular update at Parking Project Board Meetings.	- Arranged for Presentation to PRoM, 12 th June 2018. - Arranged initial public consultation for 7 th June 2018.	-	RH/S J
SO2	Relocation of Temporary Car Parking	3	4	12	- All users to be relocated by September 2018	-	-	-	-	RH/N W
SO3	Ultimate number of new car parking spaces provided for the retail offer in the Town Centre.	2	3	6	- Assumes G+4, for 500 spaces.	- Professional team appointed to deal with any questions raised by planners.	- Project Brief required 500-520 spaces, LPA requires wider bays and 20% future proofing of EV charging bays	- Design delivery currently 513 spaces.	-	RH/F +G

S04	Client changes	2	3	6	- Client change could impact programme and cost	- Freeze design brief early in the design phase	-	-	-	AM
S05	Change in personnel	2	2	4	- Disruption that could lead to delay	- Early commitment from the contractor through a resource plan	-	-	-	BB
S06	Public relations	4	2	8	- Complaints from residence due to works	- Engagement via residence meeting and contractor to operate under CCS	-	-	-	BB / F+G
S07	Timely response to BB queries/design submissions	2	2	4	- Any delay responding to submissions could impact programme	- Single point of contact to be identified by client to coordinate response from key personnel	-	-	-	F+G / AM
S08	Bird nesting season	4	3	12	- Works on site to commence on site prior to nesting season	- Early advice from specialist to mitigate any impact	-	-	-	AM / BB
S09	Client clarification on MEP requirements	3	3	9	- Timely advice from client to avoid delay	- Early design freeze by client	-	-	-	AM
S10	Daylight and sunlight impact on residents	3	3	9	- Unacceptable impact on residence	- Undertake assessment with a view to minimising impact	-	-	-	AM / F+G
S11	Air quality/acoustic impact on residents	2	2	4	- Potential planning issues	- Assessments to be undertaken which will inform mitigating measures	-	-	-	F+G

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Financial										
FO1	Budget of TSC to stay within £13.8m, in order to achieve appropriate financial returns, and cost effective car parking provision.	3	4	12	<ul style="list-style-type: none"> - Any unknown costs associated with contamination - Any unknown costs associated with re-provision of users - Contingency for build - Funds already committed of £200k to get to RIBA Stage 2 (planning) and £650K (pre-construction) 	<ul style="list-style-type: none"> - Monitor risks and changes 	<ul style="list-style-type: none"> - Faithful & Gould appointed as Quantity Surveyor and Employers Agents. - Project Board to oversee and receive regular updates on financial spend, and commitment. 	-	-	RH/F & G
FO2	Construction cost changes	3	4	12	<ul style="list-style-type: none"> - SCAPE is a 2 stage process so the construction cost will be firmed up in November/December 18 based on the current BB programme, fluctuations in market and material prices remain a risk 	<ul style="list-style-type: none"> - Monitor Construction cost build up 	<ul style="list-style-type: none"> - Faithful & Gould appointed as Quantity Surveyor and Employers Agents. - Project Board to oversee and receive regular updates on financial spend, and commitment. 	-	-	RH/F & G

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
					-	-	-	-	-	
					-	-	-	-	-	

Quantum of Risk (May 2018)

Extrem

5. Catastrophic					
4. Major		P08	P05,P06,P07,C04,S02,F01,F02		
3. Moderate		C02,S03,S04	L01,L02,L03,P01,P02,P03,P04,C03,C05,C06,C07,C10,C12,C13,C14,C16,C17,S01,S09,S10	C11,S08	P09,C15,C20,C21
2. Minor		C01,C09,C18,S05,S07,S11	C,08,C19	S06	
1. Insignificant					
<i>Insignificant</i>	1. Rare	2. Unlikely	3. Possible	4. Likely	5. Very Likely

LIKELIHOOD

Significant/Extreme Risks:	
P09	20% Electrical Charging Points - due to the size allocation of bays for this provision, it may not be possible to delivery full compliance without reducing overall car parking spaces.
C15	Unknow Services Beneath Slab - early engagement with utilities, and ground penetration radar to be undertaken - this could increase project costs.
C20	Right of Access - negotiations and consultation with adjoining tenant required.
C21	Build over licences may be required - early engagement with utility suppliers required.

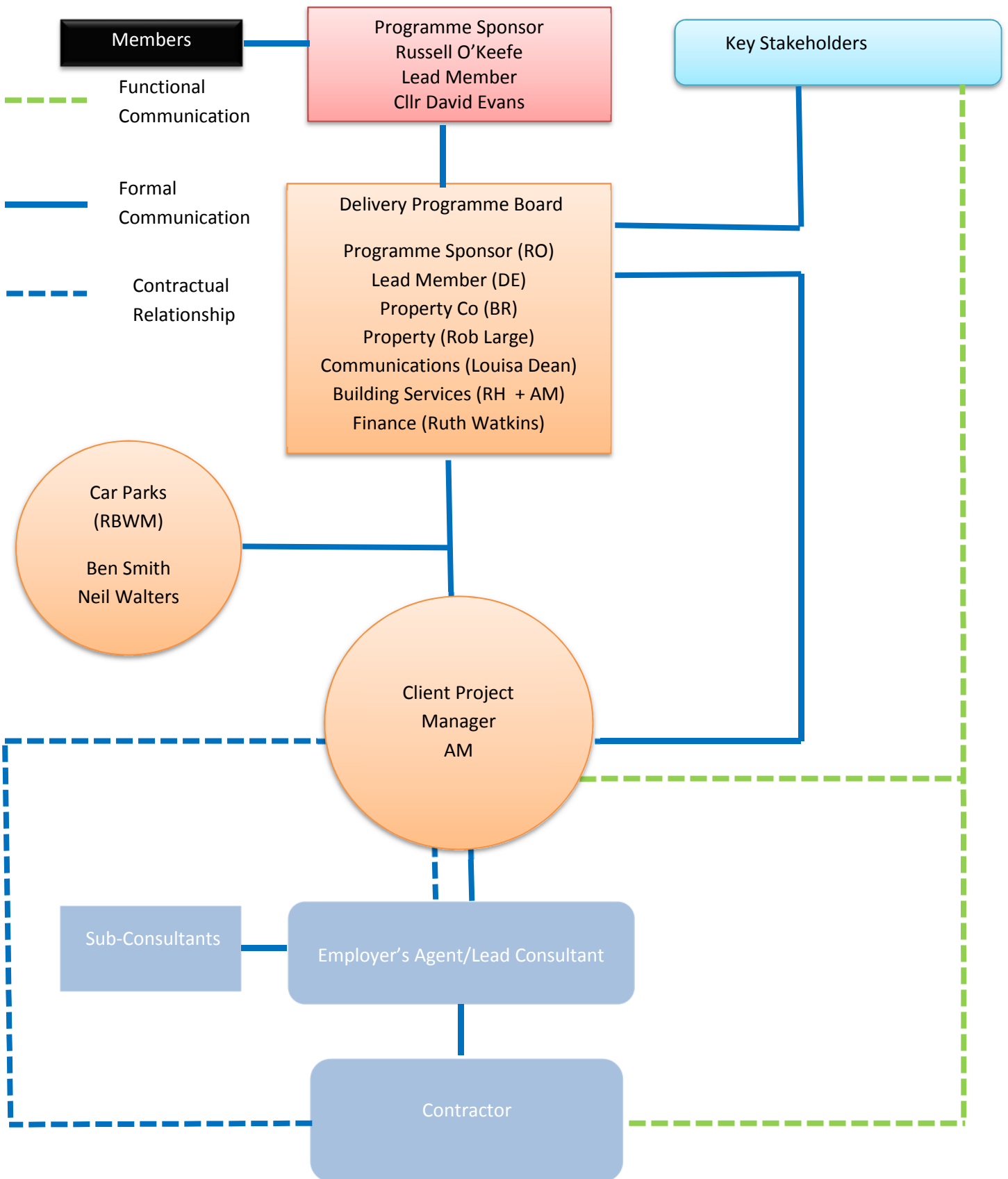
Key to Risk Ref Codes:
<p>Risk ref starts with L = Legal' s</p> <p>Risk ref starts with P = Planning</p> <p>Risk ref starts with C = Construction</p> <p>Risk ref starts with S = Strategic risk</p> <p>Risk ref starts with F = Financial risk</p>

Risk Definitions & Action

1-2 Insignificant	3-6 Low	8-12 Moderate	15-20 Significant	25 Extreme
Control measures are in place. Risk is monitored however considered insignificant to day to day work and the ongoing future of the function	The majority of control measures are in place. Risk subject to regular review and should be reduced as part of directorate long term goals	There is moderate probability of major harm or high probability of minor harm, if control measures are not implemented. Prioritised action plan required with timescales. To be monitored and reviewed six-monthly	Significant probability that major harm will occur if control measures are not implemented. Urgent action is required. Consider stopping procedures. Actions to be monitored until in control. Review monthly	Where appropriate stop all action IMMEDIATELY. Controls to be implemented immediately and monitored until risk score reduced. Review weekly

Vicus Way New MSCP

Governance Arrangements - Communication Lines



Vicus Way New MSCP

Roles

Project Sponsor (Russell O’Keefe), Lead Member (Cllr David Evans)

- Setting strategic vision and direction, ensuring organisational fit
- Releasing required resources
- Ensuring project stability
- Representing Member interests

Commissioning Service RBWM Property Company Ltd (Barbara Richardson)

- Representing Commissioning Service
- Coordinating transformation between existing facilities and proposed facilities
- Ensuring adequacy and sufficiency of deliverables
- Acting as the “business change” manager

Car Parks (Ben Smith/Neil Walters)

- Facilitating project interdependencies with existing provisions
- Sourcing and managing operator provisions
- Facilitating shut down of existing provisions and switch to new provisions

Property (Rob Large)

- Acting as Corporate Landlord
- Dealing with Land/Asset requisition, tenancy, CPO etc.
- Dealing with all aspects of Vacant Possession

Communications (Louisa Dean)

- Acting as the corporate focal point for all external and Member comms
- Leading public consultation events
- Formulate and management of Comms Plan

Building Services (RH/AM)

- Acting as the Delivery Manager, taking instructions from the Board
- Reporting progress, issues and risks to the Board
- Overall risk management
- Managing the key parameters of change, time and cost

Finance (Ruth Watkins)

- Ensuring funding release

Vicus Way New MSCP

- Internal cost monitoring and reporting directly to Board and internal systems

Client Project Manager (AM)

- Undertake the Duties of Client as defined under the CDM 2015 Regulations and ensure obligations of the legislation are met
- Liaison with the key stakeholders and professional team to develop Employer's Requirements and the tender documentation
- Instigate, lead and manage the tendering process for the selection of main Contractor including the OJEU process
- Appoint Contractor ensuring legal and statutory obligations are met
- Lead and manage the delivery process including coordination and liaison with the key stakeholders
- Control the change process
- Ensure reporting mechanisms are met for internal governance including preparing Project Board reports
- Oversee the payment mechanisms for the professional team and the Contractor including ensuring audit requirements are satisfied
- Lead and manage the two key risks of cost and time.
- Accept the completed development once the practical completion certification and other completion documentation is in place.
- Manage the Defects period
- Ensure BIM compliance requirements as required under the current legislations are satisfied

Next steps

1. Form and initiate Project Board
2. Review and Sign off Budget, Delivery Brief and outline programme by the Board
3. Review and Sign off delivery strategy by the Board
4. Stakeholder – mapping and management
5. Continue to proceed with planning submission preparation