

Garage Site Project

Project Plan

Members of the controlling group have undertaken a desktop review of all garage sites in Tamworth; this combined with their local knowledge and feedback from residents has resulted in a series of proposals for each site.

It is anticipated that initially there will be two distinct workstreams, each with a series of work packages that will be delivered over several financial years. It is likely that one or more additional projects will follow on from the second workstream.

Delivery of the two key workstreams will be dependent upon budgets being approved in February through the budget setting process.

Workstream One – Retained Garage Sites

Work Package	Package Title	Work Content	Delivery Mechanism	Timescales
1	Immediate Actions	<ul style="list-style-type: none"> Continuation of the replacement of doors to garages under properties Clearance of garage sites known to be in a potentially unsafe condition. Clearance of garage sites suffering from ASB 	Sites being delivered by Leasehold & Estate Manager with assistance from the Council's retained Structural Engineer with works being delivered through Wates	On site now and continuing until 31 st March 2020.
2	Appointment of Technical Project Management	Undertake procurement process to appoint a technical project manager (most likely to be a Building Surveying consultant) to manage the overall project delivery.	Procurement to be managed by Leasehold & Estate Manager with support from AD (Assets) and Procurement Officer.	Procurement to commence March 2020 with Appointment in April 2020.
3	Site Survey Work & Appointment of delivery Contractor	<ul style="list-style-type: none"> Complete survey of all sites. Produce drawings and specifications for works. Produce cost estimates 	<ul style="list-style-type: none"> Consultant to undertake all aspects with support and oversight from Leasehold & Estate Manager. 	<ul style="list-style-type: none"> To commence April 2020. Outline proposals to be in place August 2020
4	Member Consultation	<ul style="list-style-type: none"> Agree proposals with Members Agree cost estimates with Members Agree project timetable with Members 	<ul style="list-style-type: none"> Members to confirm proposals prior to proceeding to procurement phase of the project. Agree with controlling group Information to all Councillors on a Ward by Ward basis. Cabinet report on final programme. 	<ul style="list-style-type: none"> To be completed in September 2020 Cabinet report to set out programme.
5	Finalise delivery	<ul style="list-style-type: none"> Complete planning process. 	<ul style="list-style-type: none"> Submit planning applications where needed 	<ul style="list-style-type: none"> Sep/Oct 2020

	Programme	<ul style="list-style-type: none"> Oversee/Manage consultation process. 	<ul style="list-style-type: none"> Finalise programme for procurement Budget process for 2021 onwards Consultation process to be scaled to reflect level of impact on local community. 	
6	Appoint Delivery Contractor	<ul style="list-style-type: none"> Procure works contract(s). 	<ul style="list-style-type: none"> Support from Procurement Officer. Procure in a manner that can be flexible in delivery. 	<ul style="list-style-type: none"> Nov 2020
7	Delivery of Works	Completion of works in line with the delivery project plan produced by the technical consultant.	Works delivered by external contractor with project management by the technical consultant.	<p>It is anticipated that the works will be completed over 5 financial years commencing December 2020/January 2021.</p> <p>Year 1 – Likely to consist of those sites identified as being in urgent need of attention following full detailed survey work.</p> <p>Years 2 to 5 – Sites likely to be delivered on an area by area basis as this is generally the most cost-effective approach for contractors.</p>
8	Marketing & Lettings	<ul style="list-style-type: none"> Advertising of sites through web services. Consider other methods of advertising. Agreement on letting requirements. Letting process. Agree revised lettings policy. Geographical targeting of 	<p>Managed through the Landlord Team with support from the PR & Comms teams.</p> <p>Budgets will be required to fund any paid marketing campaigns.</p>	Detailed programme to be shared with those responsible for marketing and letting so that the process can commence for each site before the agreed handover date.

		advertising <ul style="list-style-type: none"> • Use of paid Social Media advertising 		
9	Stage Reviews	Upon completion of each tranche a review of project costs, demands and letting rates to be undertaken.	Project Team in conjunction with Members.	Review to be completed prior to year-end and used to inform following years programme.

Workstream Two – Options Appraisal

Work Package	Package Title	Work Content	Delivery Mechanism	Timescales
1	Appointment of Consultant	Undertake procurement process to appoint a Consultant to undertake a full options appraisal for each of the sites where Members were seeking to identify best use.	Procurement to be managed by Leasehold & Estate Manager with support from AD (Assets) and Procurement Officer.	Procurement to commence March 2020 with Appointment in April 2020.
2	Survey of each site.	Consultant to inspect all sites and identify a series of viable options for further consideration.	Consultant to undertake this element with limited support from Leasehold & Estate Manager and AD Assets.	Work to commence in April 2020 and be complete by August 2020.
3	Agree future projects	Review of the options identified by the Consultant with a decision on preferred option for each site.	Consultant to Lead with support from ED Communities, ED Finance, AD Assets. Members to be involved in decision making process.	August/September 2020.
4	Identify project plans and budgets	Identify projects and submit Policy Changes for 2021 budgets.	AD Assets	September/October 2020

Note:- it is likely that following stage 3 a number of sites may be returned to Workstream One as sites will only be suitable for retention.

The projects likely to arise from Workstream Two are:-

- Open market disposal of land
- In-house development of sites for non-housing purposes
- Allocation for self-build
- Partnership working for provision of housing