

Magor & Undy Community Hub Project

Draft Project Plan (V2)

Project: Magor & Undy Community Hub

Date: 17 July 2017

Reference Document: MUCH Plan Summary 2016-19

Proposed Project Timeline (V2) (to meet Target Milestone D & I of above plan)

Action or Milestone (By who)	Activity/Task	Start Date	Target End Date	Duration (Days)	Date Achieved/Completed	Notes/Information/Comments
Project Start	Kick-off meeting with Paul Turner (PT)	22.05.2017	22.05.2017	1	22.05.2017	Discuss project plan and timeline
Action (BT)	Preparation of invitation to tender for architectural services tender documentation	13.06.2017	13.07.2017	30	13.07.2017	Tender documents and supporting information required for Sell2Wales Contract Notice
Action (BT)	Consider, tender and instruct technical surveys required to inform the site and to supplement the planning application. Seek competitive quotations and instruct successful supplier	13.06.2017	28.07.2017	52		Consider: Geotechnical survey (ground conditions), Geophysical survey (archaeology), Ecological surveys, Topographical & Tree survey
Action (BT)	Commencement of tender via Sell2Wales procurement portal	14.07.2017	03.08.2017	20	14.07.2017	To meet MCC procurement guidelines/regs (based on final contract tender price exceeding £25,000)
Action (Panel)	Pre-review of tenders (Possible clarification of tenders to be requested)	-	04.08.2017	1		MCC & MUCH to score tenders received based on cost & quality. Successful bid/architect to be appointed.
Action (Panel)	Review & score tenders (Possible tender clarification/presentations)	-	08.08.2017	1		MCC & MUCH to score tenders received based on cost & quality. Successful bid/architect to be appointed.
Milestone 1 (BT)	Appoint winning tender	09.08.2017	11.08.2017	3		Appointment to be made by 11 August
Action (Arch)	Draft scheme drawing prepared for formal pre-application discussions	14.08.2017	29.09.2017	53		To seek a view of proposals from a design perspective

Action (BT)	Submit Pre-application enquiry to LPA	04.09.2017	08.09.2017	5		Drawings to follow in readiness for meeting to be scheduled for early October. Early submission due to timescales involved in LPA confirming date of meeting
Action (Panel)	Formal Pre-application discussions/meeting with LPA (held within this week)	02.10.2017	06.10.2017	5		To seek a formal view/response of the proposals from the LPA. Receive a written response confirming what is required to be undertaken and further considered as part of the planning application. What planning policies and SPG need to be considered?
Action (MUCH)	MUCH public consultation of draft scheme design proposals	02.10.2017	13.10.2017	11		Co-ordinate dates/venues for consultation events
Action (MUCH)	Review feedback from public consultation	16.10.2017	20.10.2017	5		Consider comments and feedback to architect
Action (Arch)	Architect to prepare detailed drawings	06.10.2017	17.11.2017	40		In readiness for submission of planning application. Consider community feedback. Possible further consultation required?
Action (BT)	Preparation of planning application	06.11.2017	17.11.2017	11		Complete application and pull together supplementary/supporting information
Milestone 2 (BT)	Submit planning application	20.11.2017	20.11.2017	1		Proposed date of submission-
Action	Planning application – acknowledged, reviewed by C/O, made valid and registered, display of site notice	20.11.2017	01.12.2017	11		-
Action	Planning consultation period	04.12.2017	25.12.2017	21		Formal consultation
Action	Planning application considered	04.12.2017	23.02.2017	98		14 weeks allowed for – application to be decided at Planning Committee on Tuesday 06 March 2018
Milestone 3	Planning decision (target date)	06.03.2017	06.03.2018	1		Anticipated date if to be considered at committee. Could be decided earlier if does not need to go PC. Earliest decision date would be Monday 29 th January (based on 8 week target)
Project End	Phase 1 Design Works					Planning permission approved?