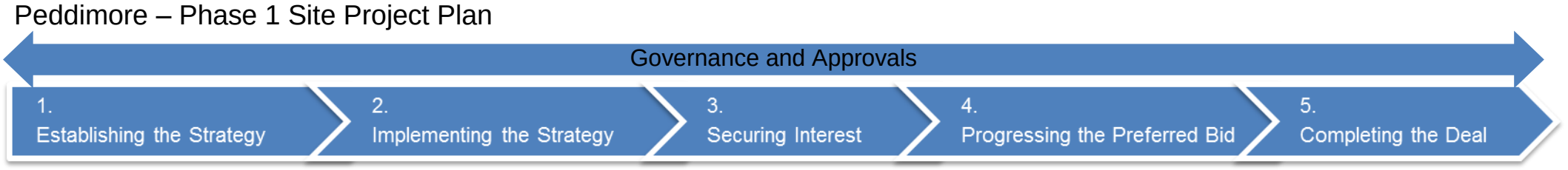
Peddimore – Phase 1 Site Project Plan



2016/2017	2016/2017	Spring/ Summer 2017	Autumn/ Winter 2017 (into 2018)	Spring 2018 onwards
Stage 1	**Stage 2**	**Stage 3**	**Stage 4**	**Stage 5**
Set up the project **1. Obtain Cabinet approval** • Report on agenda for Apr 2017 • Consultation with key members • Consultation with stakeholders • Scrutiny period **2. Establish preferred outcomes/objectives** • Reference to the approved recommendations from the Cabinet Report • Establish deal principles **3. Complete the Project Team** • Set up the governance regime • Nominate membership of the Project Executive • Establish the Terms of Reference for the Project Executive • Set up a programme of Project Executive meetings • Agree terms of appointment with consultants * Property consultant * Legal Adviser * Financial adviser * Tax **4. Project budget** • Set out a budget statement • Establish a mechanism for budget monitoring • Establish a standard budget monitoring report for Project Executive **5. Establish the project governance** • Produce a Project Definition Document (PDD) • Produce a Quality Control Document • Produce a Quality Plan • Review the outline programme • Establish a detailed programme and Critical Path • Establish a mechanism for project monitoring • Establish a standard project monitoring dashboard for Project Executive **6. Approvals process** • Clarify and set out approvals process for the deal • Establish requirements for future decision reports • Incorporate into the detailed project programme **7. Communications Strategy** • Establish the communications strategy • Nominate spokesperson(s) • Develop the collateral for media responses • Confidentiality • FOI impacts	**Develop the Business Case** **1. Clarify and set out the disposal structure** • Components included in the disposal • Infrastructure requirements • Property structure • Funding sources **2. Planning considerations** • BDP approval • SPD • Listed Buildings • Adjacent SUE **3. Agree the disposal process** • Open market procurement process • Any EU procurement requirements? • Special purchaser considerations • Timing of a disposal • Packaging **4. Identify and document disposal considerations** • Retention of phase 2 • Other strategic aspirations • Adjacent land eg Severn Trent **5. Infrastructure** • Highways/junction capacity • Utilities capacity • Drainage options • Strategic landscaping **6. Business Case Development** • Options appraisal • Financial appraisals • Funding strategies **7. Soft Marketing** • Consult stakeholders • Identify marketing opportunities • Identify potential target purchasers • Identify special purchasers	**Initiate the disposal** **1. Prepare and implement the marketing campaign** • Consult stakeholders • Confirm target audience • Commission marketing collateral • PR campaign to stimulate market interest • Run marketing campaign **2. Prepare ITT** • Legal Documents • Output Specifications • Activate the procurement tool • Validate the legal documentation • Validate supporting documentation • Collate evaluation matrix • Confidentiality agreements **3. Establish and populate the data room** • Identify system for holding data • Nominate Data Manager • Establish protocols for validation of data • Identify categories of information to be held • Identify sources of data **4. Receiving and evaluating bids** • Bids received • Compliance check • Evaluation • Covenant checks • Validation of tender process **5. Completing the Tender Report** • Complete Tender Report • Check against objectives and preferred outcomes • Check against Disposal Strategy • Complete risk appraisal **6. Risk Assessment/Tender Audit** • Re-run the risk assessment • Complete a Tender Audit **7. Approval of Preferred Bid** • Draft Cabinet Report • Consultation with key members and stakeholders • Cabinet approval • Confirm arrangement for delegations/approvals **8. Establish and populate the data room** • Identify system for holding data • Nominate Data Manager • Establish protocols for validation of data • Identify categories of information to be held • Identify sources of data • Commission I.T.	**Progressing the Preferred Bid** **1. Clarification of the Preferred Bid** • Discussions with preferred bidder • Resolution of any outstanding issues • Identify decision maker • Confirm purchaser's Board approval • Confirm purchaser's funding • Confirm timetable to completion • Confirm any due diligence requirements for purchaser • Potential for commitment fee **2. Heads of Terms** • Agree Heads of Terms with preferred bidder • Cabinet approval to heads of terms and transaction structure **3. Instruct lawyers** • Instruction package to lawyers **4. Agreement of legal documents** • Negotiate final issues • Agree contract documents • Check against approvals and Tender Report • Legal report received by BCC • Final procurement audit check • Final Risk Assessment	**Managing the sale process through to completion** **1. Exchange of contracts** • Contracts signed and exchanged • Developer submits planning application **2. Exchange to completion** • Prepare package of completion documents **3. Completion** • **Developer secures planning consent** • Transaction completed • Documents transferred • Any money paid **4. Process Review** • Review the disposal process • Secure documentation for audit checks
Outputs/Products	**Outputs/Products**	**Outputs/Products**	**Outputs/Products**	**Outputs/Products**
1.1 Project Definition Document (PDD) 1.2 Detailed Project Programme and Critical Path	2.1 OBC/Options Appraisal 2.2 Risk Assessment 2.3 Cabinet approval to market	3.1 ITT 3.2 Tender Report 3.3 Risk Assessment 3.4 Tender Audit Report 3.5 Cabinet approval to preferred bid	4.1 Final Heads of Terms 4.2 Cabinet report 4.3 Instruction to lawyers 4.4 Agreed contract documents for completion 4.5 Legal report 4.6 Final Risk Assessment	5.1 Exchange, completion and sale 5.2 Disposal Review Process & Cost