

# Shipley Toilets Highlight Report

4<sup>th</sup> December 2023 V0.1

## Project Summary

Provision of much needed town centre public toilets to be managed, maintained and delivered by Shipley Town Council

## 7 Keys Project Dashboard

Work & Schedule are Predictable	Stakeholders are Committed	Resources are understood & sufficient	Budget is understood and sufficient	Risks are being Mitigated	Business Benefits are being Realised	Scope is Realistic and Managed	OVERALL
Green	Green	Green	Green	Green	Green	Green	Green

### Activity Update

The scope of the project is agreed as follows:-

- (i) The redevelopment of the Public Toilets on Market Square, Shipley on behalf of Shipley Town Council and
- (ii) The creation of storage facilities for Market Services in the same location (an extension)

The Council's Built Environment is to undertake all technical project management and oversee procurement of a contractor and delivery of the scheme. This will include all the technical appointments such as QS, structural engineers, M&E engineers etc.

A cost plan has been issued which confirmed that the project can be delivered within the budget envelope. A draft project plan has been received and will be circulated as soon as outstanding queries have been answered.

All required surveys have been undertaken.

The external architect has now submitted a full planning application (01/12/23) and consent should be expected within 8-10 weeks. Please refer to attached plan.

### Assumptions:

- The entire toilet block will be transferred to Shipley Town Council.
- Extension building to be a solid construction. 2 design options being considered for roof layout and use of solar panels.
- The works are expected to be carried out by a third party contractor however discussions have been held with the Council's Built Environment Team (BRY to deliver this construction in-house).
- Coordination with the Market Square Redevelopment team is taking place in view of the interdependencies of these 2 projects.

Risks are being managed.

A budget is in place and agreed.

Dependencies with the wider market square redevelopment are being managed to understand the phasing of works and apportionment of costings of elements required for both projects.

## Milestones

Activity	Milestone Date	Responsible	Status	Comments
Undertake initial meetings with all stakeholders	July 23	Client Services	Complete	
Obtain clarity on architects' initial appointment	July 23	Client Services	Complete	
6 weekly progress meetings scheduled with Town Council	17/07/23	Client Services	Complete	
Agree scope of Feasibility Study	Aug 23	Angela Blake	Complete	
Appoint external architect and agree brief	23/08/23	Client Services	Complete	
Obtain costs for surveys	23/08/23	Architect	Complete	
Brief Portfolio Holder	01/09/23	Client Services	Complete	
Obtain confirmation of budget for extension	Sept 23	Client Services / R Panesar	Complete	
Agree budget for extension at Towns Fund Programme Board	07/09/23	Client Services / R Panesar	Complete	Towns Fund Board confirmed budget for toilet block and extension £330k will be taken from existing Towns Fund budget.
Instruct surveys	14/09/23	Architect	Complete	Drainage; services; Ecology and bat
Complete Feasibility Study	Sept 23	Architect	Complete	
Management Decision on Scope inc ownership of extension	w/c 11/09/23	A Blake / R Hollinson	Complete	
Present feasibility study and plans to Shipley Town Council	13/09/23	Client Services	Complete	
Sign off Option Town Council Management Committee	w/c 18/09/23	STC Management Committee	Complete	Option B agreed and signed off by STC.
Instruct architect / design team	14/09/23	Client Services	Complete	
Design Development (RIBA 3) + Planning	14/09/23	Submitted on 1-12-23	Complete	Awaiting validation letter confirming that the application is going through the process
Contractor Procurement	TBC	TBC		
Technical Design (RIBA 4)	TBC	TBC		
Construction (RIBA 5)	TBC	TBC		
Handover & Close (RIBA 6)	TBC	TBC		

## Issues

All works to be completed before Summer 24.  
 Shipley Town Centre and Infrastructure Improvements – coordination of wider market scheme including levels of the building and market square.

## Risks

Risk	Likelihood	Impact	Mitigation	Who will lead on this
Economic - recession in the construction industry.	High	High	Inflation allowances included in project cost analysis contingency sum.	Project Team
Social - lack of public support/engagement in the project.	Medium	High	Established dialogue with community partners/stakeholders is developed throughout the project. Co-design opportunities.	Project Team
Management - Co-ordination of overlapping Towns Fund projects fails	Low	High	Clearly defined project interdependencies are managed	Towns Fund Board
Technical - lack of suitably skilled consultants or contractors.	Low	High	Robust procurement strategies that explore all market options. Project cost analysis contingency sum.	Project Team
Environmental - during the works unforeseen issues occur that increase costs, e.g. buried hazards	Medium	High	Robust site evaluation prior to detailed design. Project cost analysis contingency sum.	Project Team
Environmental - during the works unforeseen issues occur that delay progress, e.g. supply chain failures	Medium	High	Project cost analysis contingency sum. Risk averse cash flow analysis assessment. Regular reporting to Towns Fund Board. Regular monitoring of progress.	Project Team
Organisational - poor performance of the contractors or suppliers.	Medium	High	Robust procurement strategies minimise risk of appointing poor performing contractors or suppliers. Contract terms that effectively manage poor performance.	Project Team

## Budget

£330k from Towns Fund Shipley Toilets (includes provision for extension as agreed by Shipley Towns Fund Programme Board)  
 The budget for delivery of the project has been agreed and a cost plan has been received confirming that the project is deliverable.

## Dependencies

Shipley Town Centre and Infrastructure Improvements – co-ordination of wider market scheme  
 Provision of Markets Service Storage & Shipley Outdoor Market  
 Shipley Town have agreed that external finishes would need to align with the colour palette of the wider market development scheme.

## Lessons Learned

Visit to Bingley Toilets held 27<sup>th</sup> November and lessons learned have been shared.