

POLICY OVERVIEW COMMITTEE

Policy Overview Committee Recommendations on the Review of Sittingbourne Town Centre Regeneration

Scrutiny Committee Recommendations	Cabinet Response	Portfolio Holders	Lead Officer
<p>R1: Establishes clear project and risk management procedures. If it has not already done so, a fully edited and accessible risk register dedicated to the Sittingbourne Town Centre project should be produced without delay.</p>	<p>A formal risk register has been completed using the corporate template and this has been stored in the project files with copies circulated to the project team , Spirit of Sittingbourne, the ECS technical Team, the Leader and Cabinet member for Regeneration and the corporate policy team for comments. This is now a working document that is revised and updated on a regular basis as the risk profile changes and the register is an item that is considered at the project board meetings. As the project progresses the risks will be split into more defined risks and management plans will be put into place where necessary to ensure that risks are reduced or eliminated wherever possible.</p>	<p>Councillor John Wright, Cabinet Member for Regeneration</p>	<p>Pete Raine, Regeneration Director</p>
<p>R2: Establishes a formal project team with clear structures, role definitions and budgets.</p>	<p>The project to date has been managed by a small number of in house staff in ECS and an external consultant on a part time basis. The external consultant is completely flexible and reacts to workloads as the project progresses and</p>	<p>Councillor John Wright, Cabinet Member for Regeneration</p>	<p>Pete Raine, Regeneration Director</p>

	<p>reports to the ECS Technical group, Cabinet and SMT through the Regeneration Director. This has sufficed to date and the project now has a project board comprising the external consultant, the Regeneration Director, The Leader and Cabinet member for Regeneration and it is being managed through prince 2 on the corporate system. The project is now at a stage where the board can assess the future project management required to manage the project and if this can be provided in house with external support, through outsourcing or by recruitment. Once the board has met and decided the next stage of the project a new staff chart with defined roles and responsibilities will be placed into the project files and distributed.</p>		
<p>R3: Recognises the long term nature of the STC project by establishing clear succession planning for the Project Team.</p>	<p>This matter has been recognised by the project team and is being resolved through rationalisation of all of the existing project files and correspondence and setting the project up on the corporate system under prince 2. This process has been overseen by the Corporate Policy Unit and is on-going and provides robust information allowing for the project to be managed by new staff if for any reason the existing staff become unavailable.</p> <p>There have also been monthly Technical Group meetings that are minuted and</p>	<p>Councillor John Wright, Cabinet Member for Regeneration</p>	<p>Pete Raine, Regeneration Director</p>

	<p>these keep the ECS team fully informed on progress with the project. This group includes the Regeneration and Finance Directors and reports to SMT and the project board.</p> <p>As the project develops and grows additional resource will be requested through the project board and this may be provided in-house , through external consultants or recruitment of experienced staff onto fixed term contracts</p>		
<p>R4: Establishes clear and regular monitoring procedures for key project areas, such as land requisition, legal liability and financial position including an external independent construction and development monitor.</p>	<p>These procedures have been in place for some time and regular reports have been made to the Technical Group, SMT, Chief Executive and Cabinet. The project is not yet at a stage where a construction monitor is required and an independent development monitor is in place with the current external consultant.</p>	<p>Councillor John Wright, Cabinet Member for Regeneration</p>	<p>Pete Raine, Regeneration Director</p>
<p>R5: Proactively reports on each stage of the project to provide reassurance, to all members of the Council, to local business leaders and to residents.</p>	<p>Reports are in place for all stages of the project to date to cabinet and members and this will be extended to include all members through briefing and update documents at key stages in line with the principles of prince 2 project management processes.</p> <p>The project is on the agenda for the next POC meeting where the committee will discuss how best to engage and inform members, retailers and highway users as the project gains momentum.</p>	<p>Councillor John Wright, Cabinet Member for Regeneration</p>	<p>Pete Raine, Regeneration Director</p>

	<p>It has not been considered appropriate to fully engage with local businesses and residents during the negotiation stages of the Development Agreement and a communication strategy is on the agenda and discussed at each High Level meeting to consider how to engage and consult with residents and local traders.</p> <p>It is recognised that this will become an important part of the project when Spirit start the master planning process.</p>		
<p>R6: Recognises the importance to the project of the business partners, both the Spirit of Sittingbourne and Tesco, and takes positive steps to establish stronger lines of communication, at both political and management levels, to ensure that momentum is maintained.</p>	<p>The team has always recognised the importance of business partners and in addition to High Level meetings with Spirit has held a number of Round Table meetings that have included Tesco. These meetings have all been minuted but with the advent of the recession and Tesco problems obtaining Highways Agency consent for their scheme North of The Railway they have failed to attend Round Table meetings and to engage in worthwhile discussion. The project board will take this matter forwards and try to re-engage with them but they are currently not willing to engage in useful dialogue that we believe is due to the current global economic circumstances that are affecting their business.</p> <p>To date regular meetings have been held with KCC and Network Rail and plans are under development for Spirit to attend</p>	<p>Councillor John Wright, Cabinet Member for Regeneration</p>	<p>Pete Raine, Regeneration Director</p>

	meetings with Southeastern trains, network rail and local bus and taxi operators.		
R7: Accepts the principle that the Project Team is responsible for minimising the adverse impact of regeneration / development / construction on Sittingbourne residents and businesses.	<p>The project team, project board and Spirit all fully understand this point. Specific requirements have been included in the Development Agreement that Spirit is to minimise disruption to the town centre and the residents of Sittingbourne during the construction and development phases. SBC also have landlord approval provisions in the development agreement where they approve plans, method statements and temporary parking so as to minimise the effect upon residents and businesses.</p> <p>The team are also aware that KCC highways and the SBC Planning Committee will have the ultimate approval of any physical developments and they will fully engage with the planning process to ensure that any difficulties are dealt with as quickly as possible.</p>	Councillor John Wright, Cabinet Member for Regeneration	Pete Raine, Regeneration Director
That the project team arranges to visit other developments carried out or underway by Cathedral Group. Additionally the committee recommended that the Regeneration Director should contact colleagues in other local authorities to obtain references.	The team including members of the POC visited three of Cathedral Groups projects. The group visited Clapham, a completed project, Greenwich a project that is in the early stages of development and Bromley a project that was under construction. The Regeneration Director has also spoken to his counterpart at Bromley and received favourable references.	Councillor John Wright, Cabinet Member for Regeneration	Pete Raine, Regeneration Director

