

Southwold Station Road Project Board – report of meeting of

25th March 2021 at 2pm

1) Business case review (BCR) and update

Cllr Bradbury advised that STC had received the Business Case Review (BCR) on Monday night and advised the Project Board of the resolutions passed by STC at that meeting.

Resolutions were as follows;

- From BCR page 38 - conclusions - Re STC procuring an operator to manage the project - This was agreed.
- Re BCR page 39 - design review - The Resolution that was passed was “to understand the market demand and to then have a design review based on this to establish the style and optimal mix of accommodation “
- Re BCR page 40. - providing a link between the buildings - no proposal came on this
- Re BCR page 40 - if a shop is included - The resolution that was passed stated “STC will incorporate a convenience store on the corner of the development and will seek this to be pre let”.
- Re the budget of £61740 that is needed to progress matters the resolution that was passed stated; “STC approve a budget of £61,700 in relation to the costs as detailed on the (supporting) paper “

Uttings advised that the Design review may have time implications and they were advised that the review should consist of tweaks – not a complete redesign of the whole building. It was suggested that there would be a need to speak to 2 / 3 operators/ providers to see what/ if any changes they suggest.

Uttings advised that the timing of the review should be fine – will have small costs and timing impact but the Budget already has a level of redesign incorporated within it. However, in view of reduced total capital sum available to the project, the redesign may need to create greater cost reductions than previously anticipated. The design brief will go out and will advise applicants that it is based on the new business case and new budget. The architects will be asked for their ideas on this. Brief will include confirmation that courtyard would like to be retained as part of the scheme.

The demolition and remediation preliminary budgets were approved by STC, but Board noted that this does not include cost of Demolition or cost of Remediation.

The capacity of the ESC system means that ESC can undertake the e portal procurement process on behalf of the Project Board and STC. The demolition works to be scoped and tendered.

2) Grant availability

ESC advised that once work starts and there is kit on site doing something then grant may be accessed. ESC advised the job numbers within the original business case and advised that there is a tourism aspect to this too from the revenue grant. The original business case advised of 39

direct FTE and 50 safeguarded jobs (40 from hub and 10 from supply chain) – The Board noted that diversifying employment in the town is part of the project and the need to have jobs at all levels. The original project was also about safeguarding jobs in the wider area and has a remit wider than the site.

3) Expressions of interest

The Board was advised that there had been an expression of interest for accommodation at the site – as a workplace employing several people– and considered whether this would be in accordance with the outputs required. The business case is for an enterprise hub and this might deviate from the brief - further advice will be required if it is to be advertised as a blended offer of enterprise/ business centre. In the BCR some operators advised that the site was sub optimal and therefore their thoughts on this suggestion might need to be considered.

4) Project Programme

Start on site for main build might be delayed by couple of months – to March 2022.

The main contractor scoping briefs- will explain that the work is on a constrained site and on a constrained budget. Social value will be included as social value is part of the project and is important part of the procurement. Demolition likely to take place July/ Aug 2021.

IRB attended Risk workshop. 2 main risks are capital budget and ground contamination.

5) Other matters

Decision making – STC to consider processes.

Comms – Needs to start asap. STC to consider via Comms working grp and outside sources. ESC Phil Harris might be able to advise.

ESC Ward Cllr Beavan resigned from Board with immediate effect.