











Corporate Project Register

As at Quarter 3 (2018/19)

Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Plan	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
	Accommodation Project	Consideration of alternative accommodation for the Housing Service and additional accommodation for other service areas within the Council. The Housing Service currently operates across a number of sites with many of the service staff working from Rotterdam Road which is no longer fit for purpose. Other service areas have expressed opinion regarding additional spatial requirements which will be considered within the wider Accommodation Move Project.	Both	Andrew Jarvis	Enabling Communities; Economic Growth; Financial Self Sufficiency	Transformation Project	HOS Housing Services		Building works are in progress on the Housing Depot in Rotterdam Road to stabilise the building for ongoing use for next 2-3 years (maximum). Housing has documented requirements for accommodation in future, including Housing Depot, and this has been shared with Operations for consideration alongside needs elsewhere in the Council. Corporate project across all service areas commenced. Housing carried out fact finding and initial client requirements for their service area needs. Completed in October 2018. Wider Accommodation Project Board (county wide) agreed November 2018. Appointment of off Lead Consultant for preparation of 'Case of Change' along with supporting officer to be agreed Nov 2018. Asset Management have commissioned assessment of current requirements and future needs. Commenced December 2018. Project to follow the same structure as previous accommodation move projects to Riverside and East Suffolk House. Approach to be Council wide and driven by the Accommodation Project Board. No timeframe stipulated for delivery of an accommodation solution to date.	E3	Initial assessment of current Housing requirements and future needs completed October 2018. Wider Accommodation Project Board (Council wide) agreed November 2018. Appointment of off Lead Consultant for preparation of 'Case of Change' along with supporting officer agreed November 2018. Asset Management have commissioned assessment of current requirements and future needs. Commenced December 2018. Project to follow the same structure as previous accommodation move projects to Riverside and East Suffolk House. Approval to be Council wide and driven by the Accommodation Project Board. No timeframe stipulated for delivery of an accommodation solution to date.	New accommodation suitable for the needs of the Council to be provided through either acquisition, new build development or re-use of existing assets.	
	Redevelopment Programme	The redevelopment programme seeks to make best use of underutilised assets both within the council's ownership and in private ownership throughout the district. The programme looks at alternative housing uses and redevelopment opportunities for problematic properties within East Suffolk. The programme also looks for new opportunities for development which helps to provide affordable housing and contributes to the regeneration of identified areas within the district.	Both	Andrew Jarvis	Enabling Communities; Economic Growth; Financial Self Sufficiency	Operational Project	HOS Housing Services		Current Projects: <ul style="list-style-type: none"> Lowestoft Post Office (corporate project) - Design Team appointed and progressing proposals. Asset Management investigating commercial tenants. Proposals due for March 2019 Cabinet. Cleveland Road - Architects appointed for submission of Planning Application (January 2019). Agreement with third party support provider agreed in principle (Cabinet January 2019). Construction delivery 2019/2020. Harry Chamberlain Court - Review by specific Housing Advisor via LGA funding ongoing. Initial report due for completion March 2019. Recommendation to Cabinet to follow. White Lion Flats - Site assembly and consultation progressing. Purchase of part of the site agreed December 2018. Positive Pre App received. Planning to follow full site assembly, estimated Spring 2019. Staithe Road - Main building under construction. Recommendation for associated bungalows approved by Cabinet November 2018. Sale of house inclusive of bungalow annex estimated mid 2019. Avenue Mansion - Report outlining recommendation for future use proposed for Cabinet March 2019. 98 Park Road - Purchase agreed. Redevelopment to commence early 2019 for upgrade for inclusion as HRA stock. 	D4	Building capability within the council to facilitate the redevelopment programme. Recommendations made to SMT in September / October 2018. Redevelopment programme is a continuous programme which reacts to the housing need within East Suffolk. The programme operates a pipeline of projects which are brought forward for appraisal and selected for delivery based on an assessment of their financial, social and economic benefit. Redevelopment Strategy outlining project pipeline being drafted and will be available for review in January 2019.	The redevelopment programme is a continuous programme which reacts to the current housing need within East Suffolk.	
Financial	Garden Waste Charging	To introduce a chargeable mixed organic waste collection service, starting at the beginning of the 2018/19 financial year.	Both	Kerry Blair	Enabling Communities	Operational Project	HOS Operations		Paid for collections commenced on 1 May. As at the end of June, 32,156 subscriptions had been placed, which equates to 55.35% of households within the Suffolk Coastal District. The roll out of the new larger capacity bins commenced on 1 October. The Project Team continues to meet monthly.	D4	To be completed by April 2019		
ES29	Civil Parking Enforcement	To implement Civil Parking Enforcement within both Districts, by 2019 (Suffolk Constabulary have no funding provision to enforce illegal parking, past March 2019).	Both	Kerry Blair	Enabling Communities	Operational Project	HOS Operations		Progress made on a number of items on the CPE implementation programme across the county. Key decisions will be required to be made at County and District levels throughout 2018 to finalise parking policy/strategies, local parking plans, agency agreements, traffic orders, implementation and operational procedures. The local parking strategy was approved by both Cabinets in June 2018. The results of the consultation carried out over the Summer will be presented to Cabinet in November 2018.	D4	To be completed by April 2019 (dependent on DfT).		

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GDPA	General Data Protection Regulation/Data Protection Act 2018	Prepare for the legal changes in the EU Directive over the Data Protection Act 1998.	Both	Siobhan Martin	Enabling Communities	Operational Project	HOS Audit		Data Protection legislation changed in May 2018. Embedding the changes in the legislation continues. Project workstreams - some completed and some work in progress as expected. Qualified officers in post. E-learning package and bespoke training taking place in operation and monitored. DPO part of local and national groups. Deputy DPO in post.	E3	Part completion. Ongoing compliance with the new laws now business as usual.	Correct application of the Law to support the workings of the Councils and its citizens.	
ES028	New Council Programme	The creation of one 'East Suffolk Council' including all Officer workstreams & Member Working Groups	Both	Stephen Baker	Financial Self Sufficiency; Enabling Communities	Transformation Project	HOS SMT/CMT		Officer-led Workstreams in place and Member Working Groups being held regularly. East Suffolk brand identity and logo for the new authority formally approved and revealed.	C2	1st April 2019		
	Increase affordable homes in Waveney and Suffolk Coastal DC's	The Housing Strategy identifies as a Housing Priority that there will be a growth of affordable housing of 150 units in Waveney and 100 units in Suffolk Coastal per annum for each of the next 6 years.	Both	Andrew Jarvis	Economic Growth; Financial Self Sufficiency	Operational Project	Housing Services		The yearly target of 250 is identified in the East Suffolk Housing Strategy. Quarterly targets are not set as they can be volatile and almost impossible to influence over such a short time period. Q1 delivery of 24 affordable units is considerably lower than the previous quarter (103). However, with an increase in the number of starts this quarter to 57 and the total under construction at the end of quarter 1 to circa 200 units, delivery figures are expected to increase over the year.	C3	The strategy considers a six year programme. First monitored delivery will be 2018 - 19 of housing completions.		
ES21	Digital Strategy Programme	Various improvements to online services being delivered by Digital Strategy Action Plan (includes single sign on, new eform, web functionality, etc)	Both	Ann Carey	Financial Self Sufficiency	Operational Project	HOS ICT Services		Various improvements to online services being delivered by Digital Strategy Action Plan (includes single sign on, new eforms, web functionality, etc)	D2	Ongoing		
	New E-Payments System	New E-Payments System - implementation	Both	Ann Carey	Financial Self Sufficiency	Transformation Project	HOS Finance		Implementation in progress including staff training	D4	Implementation will continue into New Year, agreement on final project close down will be made on completion of all operational testing.		
ES21	Self Service Portal & Fully Transactional Website	Website single sign on portal linked to Capita Connect Full Transactional website External funding received from the LGA	Both	Ann Carey	Financial Self Sufficiency	Transformation Project	HOS ICT Services		Single sign on complete for WDC, technical dependency means single sign on for SCC cannot complete until after creation of new East Suffolk Council.	D4	To be completed by the 31st March 2019		
	Gypsy and Traveller Short Stay Stopping Place for East Suffolk	In 2010 Suffolk Public Sector (SPSL) sponsored a project aimed at identifying 3 short term transit sites (STTS). The sites would enable police to direct unauthorised encampments to one of the three sites, where they could remain for a period of up to 12 wks. SPSL members agreed to contribute equally to the cost of implementing the sites irrespective of their location. The sites will provide a hard standing area and access to a water supply. Project seeks to identify and deliver 1 STTS within East Suffolk. WDC identified potential sites and are reviewing these with assistance from SCC and WDC Housing Team.	Both	Andrew Jarvis	Enabling Communities	Operational Project	HOS Housing Services		<ul style="list-style-type: none"> 2010 Suffolk Public Sector Leaders sponsored a project aimed at identifying 3 short term transit sites. 2017 - Dedicated resource was agreed and appointed. 2018 May - Dedicated officer terminated the employment contract. 2018 July - Recommendation to SCOLT for WDC host a replacement position, funded by SCC, to bring forward a site within Suffolk. 2018 Nov - Unsuccessful recruitment of dedicated officers. 2018 - December - Decision to seek internal secondment for the role agreed. <p>A number of sites were identified by WDC with potential opportunities being researched further before a live project is</p>	C3	Seeking appointment of dedicated officer to be hosted by WDC. Recruitment approved by SCOLT. Initial recruitment process was unsuccessful. Internal WDC secondment to be pursued January 2019. Appraisal of potential sites currently being undertaken by Housing Team. Project completion March 2020.	Successful delivery and operation of 1 STTS for East Suffolk which can be used by the districts within the Norfolk and Suffolk Partnership Agreement.	
	New Legal Case Management System for Democratic Services	New Legal Case Management System for Democratic Services.	Both	Hilary Slater	Financial Self Sufficiency	Operational Project	HOS Legal and Democratic Services		System purchased and training undertaken by the Democratic Services team. Live data being added to configure the sites ready for use. Planning to go live in stages. First stage is Democratic Services staff using the system for managing committees. This will have low impact on senior officers and report writers initially. Will need to liaise with report writers/senior officers about using the report writing facility in due course, in 2019. So, a phased implementation-Phase 1 (Suffolk Coastal and Waveney) from September 2018. Phase 2 (East Suffolk) from April 2019.	D4	Implemented September 2018		
S10	Suffolk Coastal@ Martello P Tower	Future options appraisal and consultation on Martello P	SCDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration		Q4 - March 2018 options Appraisal document was completed in 2017. Currently exploring options within the context of the South Seafront Development and potential CRF bid. Q1 (2018/19) - Tender released for expressions of interest. Q3 (2018/19) - Successful application to CRF £30k to develop interpretation and ideas for an active seafront. Also contributing to a CCF Bid for South Seafront with January deadline.	E4	First stage of CCF Application successfully met - second stage now being worked up. Martello P within this bid, along with a café on the site. Second stage application submission early 2019	I café site and related employment. Interpretation boards at Martello P - brought back into public use.	

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S17	PHILIS / PHILIS Online further software development	PHILIS / PHILIS Online further software development	SCDC	Phil Gore	Financial Self Sufficiency	Operational Project	HOS Environmental Services and Port Health	On Target 	Consulting with DEFRA on implications for PHILIS from Brexit. Currently exploring the possibility of licensing PHILIS and Dover PHA with support from the FSA, in preparation for Brexit. Further development work on PHILIS online is underway as a contingency measure for Brexit.	D2	Completion April 2019		
S17	Hardware Refresh at Port Health	Provides better Port Health ICT disaster recovery solutions and efficiency of service for PHILIS and includes ICT security issues.	SCDC	Phil Gore	Financial Self Sufficiency	Operational Project	HOS Environmental Services and Port Health	On Target 	Cabinet approved procurement 2 January 2018. Contract awarded and work on new servers is underway.	D4	To be completed by end of December 2018		
	North Felixstowe masterplan and New Leisure Centre incl. redevelopment of existing sites	Promotion of the Council's land and assets in Felixstowe under the Local Plan review for allocation for housing, new leisure centre and leisure based seafront uses	SCDC	Andrew Jarvis	Economic Growth; Financial Self Sufficiency	Corporate Project	HoS Operations	On Target 	Submission of masterplan framework in September 2018. Regulation 19 consultation response to be taken to Cabinet Briefing in February. Landowner negotiation ongoing. Public engagement undertaken on 6th July.		Stage 1 - Issues and Options submission completed Oct 2017. Stage 2 - Preferred Options submission due 14th Sept 2018 Local Plan examination and adoption late 2019	New Leisure centre delivered. North Felixstowe and Brackenbury land allocated for housing - Housing delivered by Council or sold for development. Seafront Leisure Centre site demolished and redeveloped for leisure based uses.	
	Felixstowe South Seafrost Regeneration	Deliver Martello Park café/restaurant. Regenerate Sea Road promenade gardens and enhance public realm and connectivity of south seafront attractions and assets. Deliver a 'container park' market/ business units/ pop up shops. Delivery of new beach huts.	SCDC	Andrew Jarvis	Economic Growth; Financial Self Sufficiency; Enabling Communities	Corporate Project	HoS Operations	On Target 	CCF EOI submitted to first stage - now successful. Currently business case being developed for second stage bid.	D4	Planning granted Sept 2018. First stage of bid passed and second stage due to be submitted in early 2019 now that this has been approved by Cabinet. Delivery of café within 2 years.	Café/restaurant delivered and open for business. Sea Road gardens regenerated and a new attractive destination = economic growth and wider regeneration of south seafront area. Facilitation of improved viable use for Martello Tower.	
	Station Road Car Park, Woodbridge	Extension of existing carpark and creation of new link carpark, providing circa 67 additional spaces	SCDC	Kerry Blair	Economic Growth / Financial Self Sufficiency	Operational Project	HOS Operations	On Target 	Planning permission granted. Contract about to be signed through SCAPE agreement.	D4	Building work expected to start November 2018.		
	The Dip – Beach Hut and Club Facility	Creation of additional 17 beach hut sites at the Dip in Felixstowe	SCDC	Kerry Blair	Economic Growth / Financial Self Sufficiency	Operational Project	HOS Operations	On Target 	Planning permission applied for and business case written and agreed.	TBA	Work expected to start early 2019.		
	Redevelopment of Felixstowe Leisure Facilities	As part of Suffolk Coastal Leisure Redevelopment Programme, the future of Felixstowe Leisure Centres, Felixstowe Leisure Centre and Brackenbury Leisure Centre, need to be reviewed to enable the provision of a quality, destination facility for Felixstowe.	SCDC	Andrew Jarvis	Financial Self-sufficiency; Enabling Communities	Transformation Project	HoS Operations	On Target 	Work on design and profit and loss is being completed and a report is due to be taken to Cabinet in November/December 2018 on the options identified and the officers recommendation. Pulse Design and Build are producing the design work using data provided by the work undertaken by the Sports Consultancy on needs and financial sustainability required for community and as destination facility.	C4	Business case and options to Cabinet November/December 2018. Implementation to be confirmed (circa 2021/2022)	Destination leisure facility to provide the next 20 plus years.	
	Leiston Leisure Centre	Redevelopment of Leiston Leisure	SCDC	Andrew Jarvis	Financial Self-sufficiency; Enabling Communities	Operational Project	HOS Operations	On Target 	Work commenced on site on 3rd September and the demolition aspect is almost complete. Additional asbestos was found and removed at no cost to the Council and the swimming pool areas are due to open in the second week of March 2019, with the remainder in June/July 2019. The Project Agreement is almost complete.	D4	Commencing 1 September 2018 Completion Summer 2019	Increased participation in health and wellbeing activities. Provision of quality fit for purpose leisure facilities for next 20 plus years. Improved financial sustainability.	
W07	Southwold Harbour	To transfer the Harbour undertaking, to a Local Authority Trading Company	WDC	Kerry Blair	Enabling Communities	Operational Project	HOS Operations	On Target 	Consultation sessions have taken place with the public and Harbour users. The feedback from this is being collated. Some legal objections have been raised which we are discussing with Winckworth Sherwood. A public meeting of the joint committee is being arranged for November 2018.	TBA	Consultation sessions have taken place with public and Harbour users - feedback is being collated. Some legal objections have been raised which we are discussing with Winckworth Sherwood. We are intending to have a public meeting of the joint committee in the next couple of months, to approve the new model.		
W04	Heritage Action Zone	The aim of the North Lowestoft Heritage Action Zone is to regenerate the area, instil local pride, and remove the North Lowestoft Conservation Area from Historic England's Heritage at Risk Register. This is a 5 year scheme with funding and support from Historic England.	WDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration	On Target 	HAZ Programme Manager started 24/09/18, therefore project will now pushing ahead. Historic England has started research work that forms basis of project, WDC working on project baseline data, work commencing to apply to HE for the PSICA grant scheme. WDC team worked on Heritage Open Days to launch project to public at the Town Hall. A huge success with approx. 500 people attending. Have secured £42k in emergency repairs for town hall from HE, we are now looking to submit a bid for feasibility work ahead of a large bid to HLF.	E3	May 2018 - March 2023 (Research, listing, baseline, conservation area appraisal, all commenced in 2018) PSICA scheme will commence in April 2019.	1,000 sqm commercial floor space, 10 new businesses, 50 new houses, 40 housing units brought back into use, Conservation Area removed from at Risk Register.	

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	Making Waves Together (Great Places)	The Council was successful in its bid to the 'Great Place Scheme' for its 'Making Waves Together - Reimagining the Seaside Towns of Lowestoft and Great Yarmouth' project.	WDC	Paul Wood	Enabling Communities; Economic Growth	Transformation Project	HOS Economic Development and Regeneration	On Target 	Programme is progressing well, although there have been some issues with resourcing and support which need to be resolved with GYBC. The external evaluator procured. The Cultural Capacity Officer post to bring Great Yarmouth and Lowestoft LCEP closer together is now in post. School workshops linked to Watertight Words and Untold Stories are taking place in local schools. The inaugural meeting of the Marina Creative Forum took place on 23/02/18 and Seachange Arts held their first Circulate on 09/02/18.	E3	3 year programme, started in 2017		
	Lowestoft Flood Management Project	Deliver flood risk management measures, including a tidal gate to reduce Lowestoft's vulnerability to flooding.	WDC	Bill Parker	Economic Growth; Enabling Communities	Transformation Project	HOS Planning and Coastal Management	On Target 	Lowestoft Flood Risk Management Project is progressing towards Outline Business Case, with submission in September for meeting in November. This will present case to begin works on fluvial/pluvial elements and advance works (flood walls) for tidal element. Planning applications will be submitted for this work in September. If granted and OBC successful, construction should start in March 2019. The Transport Works Act Order is being progressed for tidal barrier and we are awaiting EIA scoping opinion from Defra's TWAO unit. Detailed design is in progress and should be completed by end of the year. This will enable us to better assess and to cap costs. Funding challenges for the tidal barrier are being addressed. We continue to work closely with all stakeholders and community.	TBC	Delivery 2022/23 but may be sooner subject to resolving delivery challenges.	Significantly increased flood protection from all sources of flooding. This is expected to enable an increase in GVA for Lowestoft from £499m to £694m and many homes and businesses protected from flooding.	
W09	Waveney: East of England Park (SSP4)	To deliver the East of England Park project by creating a large scale, self sustaining visitor attraction which transforms a currently unappealing semi-derelict green space and promenade into an events and cultural heritage space.	WDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Development and Regeneration	On Target 	Concertus, Client side Project Manager have completed all survey work associated to ground investigation. The Landscape Architect, Allen Scott, has had the concept design agreed, 19th December, and will now work on the detailed design with costings. Tricolor appointed as the Audience Development Plan company has successfully completed the ADP Workshop, 3rd December. Jo and Louis won the competitive tender for the Events and Marketing services. £88,000 – Additional external money levered in from CIL. An Expression of Interest was submitted to HLF Our Heritage funding stream for additional funds for physical interpretation work (boards, sound posts), augmented reality app and activity to support learning about the history of the site. The EOI was positively received. The next step is to submit a full application by 18th January 2019. If successful this will lever in £95k additional funding for the overall project. All project milestones are on track.	C3	Stakeholder Workshop on Concept Design, Oct 2018 Concept Design complete, Dec 2018 Detailed design and costing, Jan 2019 Tender process for contractors, Jan Contractors appointed, March 2019 On site works start, April 2019	Total number of indirect jobs - 130 Total number of jobs safeguarded - 50 No of business supported - 66 Amount of land regeneration - 13ha Total number of training places - 2 intern positions. Total amount of external funding levered in - £983,225	
	Tenant Services Change Programme	A change programme is being implemented through our Tenants Service. This will: <ul style="list-style-type: none"> Invest in information technology to: <ul style="list-style-type: none"> improve performance and efficiency through a range of operational processes deliver a web portal for tenants, allowing self-service 24 hours a day mobilise our housing Maintenance workforce explore the use of innovative software to manage rental income and arrears. Strengthen data management and reporting to support decision making in Housing Secure alternative office Accommodation for our teams delivering services to our Tenants Build the capabilities necessary to contribute to an effective Housing Development programme. Facilitate cultural change and development so the workforce is resilient and able to adapt to the emerging needs of Housing in the medium term. 	WDC	Andrew Jarvis	Enabling Communities; Financial Self Sufficiency	Operational Project	Tenancy Services	On Target 	We have written a high level Plan which captures all the big themes required to transform the operational process and technology used in Tenant Services. These themes build on the existing technology base (our Orchard Housing database) and add new functionality. Key deliverables will include innovative predictive software for income management, a Tenants web portal, field service software for Repairs and maintenance, automated work flows in the 'back office' and stronger data management and reporting. There are numerous smaller innovations such as text messaging with Tenants and new Orchard modules for resident involvement etc. This Plan will take 3-5 years to implement, in order to balance budgets and human resources. This 'Landlord's Digital Plan' was shared with Waveney Cabinet and approved on 12/12/18. We have carried out some enabling work for the Digital plan, including work on the Orchard server and migrating Maintenance operatives to rugged smartphones. All paper records at the Housing Depot have been examined, and moved to off-site deep storage or disposed off. We are recruiting additional Fixed Term staff to 'ramp up' scanning work and transfer Tenant and Property records from paper to Digital systems. We have completed a sequence of 6 Team Development workshops for Maintenance Supervisors and Managers to improve performance and drive cultural change.	C3	The various tasks within the overall project will have different time frames with some being quite challenging. To balance resources and manage costs a 5 year programme of change is being developed.		

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	Southern Lake Lothing Regeneration Programme	Cross departmental urban regeneration programme including land assembly, landowner negotiations and master planning of a large scale mixed use development in Lowestoft	WDC	Paul Wood	Economic Growth; Enabling Communities; Financial Self Sufficiency	Operational Project	HOS Economic Development and Regeneration	On Target 	Land acquisitions is progressing well and master planning activities are due to commence in early 2019. The regeneration team have recruited two new project managers (starting in January 2019) who will be providing additional capacity to progress this project. Discussions are currently being held with the owner of the former Jeld Wen site regarding a major mixed use development on that site.	TBA	Development phased for delivery over 15 - 25 year cycle.		
	Normanston Rail Crossing Project	Construction of a pedestrian and cycle bridge to replace the existing Network Rail provision and connect the cycle and pedestrian path through Normanston Park to Harbour Road and on into Oulton Broad.	WDC	Paul Wood	Enabling Communities; Economic Growth	Operational Project	HOS Economic Development and Regeneration	On Target 	Initial feasibility has been completed and a layout and location has been identified. Engagement with the private landowner has been positive. Engagement with ABP had stalled but is now underway (Sep 2018). The contract for the detailed design stage has been awarded to Sustrans. This contract involves negotiations with all landowners and will identify potential funding for the construction stage. The detailed design stage will be completed in March 2019.	A2	Design phase was due to start late in 2017 but delayed until summer 2018. Now underway. Construction expected mid 2019 if funding secured.		
	Post Office Lowestoft High Street	Project is a joint development project between Housing & Asset Management. The property and surrounding site was purchased in 2018. The project scope includes the design and delivery of a town centre regeneration development which seeks to provide a mixed use scheme with commercial accommodation accessed from London Road North and Residential accommodation to the remainder of the site. Demolition of some structures to rear of the site will be required. Proposed development will require an element of conversion and new build construction. Commercial use and residential tenure to be confirmed. The project seeks to commission the relevant skills and capabilities to deliver the scheme as described and will rely on both internal and external resourcing for its delivery.	WDC	Andrew Jarvis	Economic Growth; Enabling Communities	Operational Project	HOS Housing Services	On Target 	Project team established and approval of proposed project structure and programme have been agreed. Asset Management are progressing opportunities for commercial tenant. Housing Team have appointed the Design Team and obtain relevant surveys and the delivery of initial design ideas. Proposed scheme March 2019 Cabinet.	E4	Design team appointment September / October 2018 Planning Process February / March 2019 Construction delivery 2019/20	Successful delivery of a mixed use redevelopment scheme to provide affordable residential accommodation alongside a ground floor commercial use. The proposed project will assist the economic regeneration of Lowestoft High Street and Town Centre Vision.	
	Lowestoft Fibre to the premises	A project to provide world leading digital connectivity to every residential and business property in Lowestoft by ensuring all such premises have Fibre To The Premises (FTTP)	WDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration	On Target 	Discussion have been held with SCC regarding the Suffolk Cloud project which will provide FTTP to 37 locations in Lowestoft. The intention is to use this infrastructure as a stepping stone to provide FTTP to all premises within the town. The contract for the Suffolk Cloud project will be awarded in September after which work will begin with the contractor to progress the Lowestoft FTTP project.	TBC	A complete project timeline is still tbc but the first key milestone is to scope out a project plan with the contractor for the Suffolk Cloud project. This is due to take place in Sept/ Oct 2018.	Specific outputs still tbc, however key outcome is to ensure Lowestoft has world leading digital connectivity which benefits businesses & residents alike. Intention is to transform Lowestoft into an aspirational place to live and work and encourage significant inward investment. It will address the issue of geographic peripherally as the cutting edge connectivity will overcome this barrier.	
W02	Waveney: Minor improvements to existing traffic pinch points in Lowestoft	Minor improvements to existing pinch points adversely affecting traffic flow within Lowestoft.	WDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Development and Regeneration	On Target 	AECOM report being considered by Highways England and Suffolk County Council. Latest update: those improvements down to SCC have not been progressed due to other commitments (Lake Lothing Third Crossing (LLTC)). SCC need to revisit – costs, available budgets etc. The improvements down to Highways England – Katwijk Way/Station Square and Suffolk Road are to be trialled and if successful will be progressed to look for funding. October LTIP: GM updated on progress stating that both SCC and HE were keen to understand traffic flows following the anticipated changes from the 3rd Crossing. It was agreed that the AECOM study was to be added to the next LTIP Agenda (December 2018) to discuss improvements to traffic circulation around the town. SCC to ensure HE presence given their role in commissioning and part funding the study. However the meeting was cancelled and next one is 22/3/19.	TBC	Part of the short term proposals (1-5 years) as specified in LTIP	Improve the performance and resilience of existing road networks in Lowestoft. To remove bottlenecks in existing pinch points which are impeding growth and restricting the movement of goods and people around the town.	
W02	Waveney: Support improvements to the A12 - A47	Support improvements to the A47 between Lowestoft and Great Yarmouth to facilitate better connectivity to the west and north	WDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Development and Regeneration	On Target 	The renumbering of the A12 (between Great Yarmouth and Lowestoft) to A47 was completed during 2017. HE's Batch E proposals included junction and resurfacing improvements in the area but are not currently being progressed as benefits not deemed enough.	TBA	Part of the short term proposals (1-5 years) as specified in LTIP	Improve connectivity to Lowestoft via Gt Yarmouth and A11 to the north and Ipswich and A14 to the south. Reduce journey times, improve reliability and protect & enhance the environment along key routes serving Lowestoft. Improve performance and resilience of existing road networks serving Lowestoft.	

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Appendix C

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	COMPLETED												
	East Suffolk:												
ES21	Web Alignment Project	Create a single East Suffolk website	Both	Ann Carey	Enabling Communities; Financial Self Sufficiency	Transformation Project	HOS ICT Services	Completed	See 'achievements and outcomes'		Website launched June 2016	Website launched June 2016	14/06/2016
	Car park traffic order amendments	Variations to tariffs, terms and conditions and car park locations are required.	Both	Kerry Blair	Financial Self Sufficiency	Operational Project	HOS Operations	Completed	See 'achievements and outcomes'		Cabinet decision Jan 2018 Notice of Making 9 February 2018 Operational 1 April 2018 Start date Feb'15 - Nov'16	Increase number of car parks Revised tariffs for SCDC car parks. Projected additional revenue (£250k) for full year Project created 6.6 direct FTE jobs, 140 indirect jobs & safeguard 0.7 FTE jobs, also: 1. Recruit & coordinate local network of volunteer greeters providing all season experience. 2. Est'd environ volunteering holiday scheme providing opportunities for visitors to engage in environ conservation projects. 3. Enhanced membership package for Suffolk Coast DMO to stimulate new/existing member businesses, enhance profitability & growth. 4. Enhance section of Suffolk Coast Path Network, between Southwold & Covehithe. 5. Develop 2 key products to assist growth/expansion of food tourism. Create a Future Foods Generations Gp, targeted towards SMEs with start-up support, capacity building, improve trading & marketing opps. Create food trails to highlight strengths of food on Suffolk Coast. 6. Installed sculptural viewing platform Snape	01/04/2018
ES18, ES17	Joint: Developing prospects on the Suffolk Coast: Economy, People, Environment	Project aimed to build a more robust tourism economy along the Suffolk Coast, developing key assets, delivering events and expanding activities to attract visitors during the shoulder and off-seasons. Project built upon strong, cross-sector tourism collaboration that had developed along Suffolk Coast. All organisations involved had a common goal of developing new opportunities, building on existing strengths, exploiting niche markets and addressing weaknesses in the current offer.	Both	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration	Completed	See 'achievements and outcomes'			Project created 6.6 direct FTE jobs, 140 indirect jobs & safeguard 0.7 FTE jobs, also: 1. Recruit & coordinate local network of volunteer greeters providing all season experience. 2. Est'd environ volunteering holiday scheme providing opportunities for visitors to engage in environ conservation projects. 3. Enhanced membership package for Suffolk Coast DMO to stimulate new/existing member businesses, enhance profitability & growth. 4. Enhance section of Suffolk Coast Path Network, between Southwold & Covehithe. 5. Develop 2 key products to assist growth/expansion of food tourism. Create a Future Foods Generations Gp, targeted towards SMEs with start-up support, capacity building, improve trading & marketing opps. Create food trails to highlight strengths of food on Suffolk Coast. 6. Installed sculptural viewing platform Snape	30/11/2016
	New Election System	A project to align the election systems across SCDC/ WDC	Both	Karen Last	Resources	Operational Project	HOS Legal and Democratic Services	Completed	See 'achievements and outcomes'			Election systems aligned across SCDC and WDC.	01/07/2018
	Thriving Community Buildings	Engaging with communities and providing advice/assistance relating to village halls on how to reduce energy consumption, governance arrangements & health and safety matters, etc.	Both	Phil Gore	Enabling Communities	Operational Project	HOS Environmental Services and Port Health	Completed	19 communities supported to date. 19 communities supported to date. Project successfully completed. 33 community groups / buildings were supported delivering a range of benefits around governance, marketing and safety as well as a 32% saving in energy costs on average. The project closure report has been posted on the website.		Completion due March 2018	Communities informed on how to reduce energy consumption, set-up appropriate governance arrangements and health and safety, etc for village halls.	01/06/2018
	Port Health Service Review	Review of Port Health service.	Both	Phil Gore	Financial Self Sufficiency	Operational Project	HOS Env Services and Port Health	Completed	Port Health Service review completed, presented and considered by the Port Health Management Team. Phase 1 of the implementation programme is underway.		Completion Phase 1 options appraisal April 2018 / Phase 2 implementation April 2019		01/04/2018
	Suffolk Coastal DC:												
S16	Woodbridge Library Accommodation	Transfer front facing services to Woodbridge Library. Close Melton Hill Reception	SCDC	Darren Knight	Financial Self Sufficiency	Transformation Project	HOS Customer Services	Completed	See 'achievements and outcomes'		Completed	Completed on time, under budget and to specification	29/04/2016
S10	Suffolk Coastal: Felixstowe Forward	Felixstowe Forward initiative was set up in April 2016 to develop a collective approach to tackling the towns key challenges and opportunities.	SCDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration	Completed	See 'achievements and outcomes'		April 2015 - March 2018	Annual stakeholder event 22 June (100+ attended). Key contributors Adnams & Suffolk DMO. 2 workshops on Business, Enterprise & Tourism, & Communities. New relationships in town centre with Adnams, Marks and Spencers and Barclays. Town centre benchmarking exercise completed, report written. Volunteer event held on Triangle in Felixstowe. 10 new registered volunteers. 2 Visit Felixstowe tourist information beach huts opened. Over 20 volunteers recruited to help man beach huts at weekends & throughout holidays. Monthly promotions on The Great Outdoors, Made in Felixstowe, Summer Holiday Fun. Cycling on prom consultation. 513 responses (63.5% voted to revoke byelaw, 35.5% against).	31/03/2018
S10	Suffolk Coastal: Beach Side Events Area	Redevelopment of old boating lake site in Felixstowe.	SCDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration	Completed	Project completed		April - August 2016		31/08/2016
S10	Suffolk Coastal: Felixstowe Seafront Gardens	Jointly funded project between HLF and SCDC to restore historic Gardens along the Seafront Promenade in Felixstowe	SCDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Development and Regeneration	Completed	Project completed		Project completes September 2016	Project won RIBA Suffolk Craftsmanship award. Project won in regeneration category RICS East of England.	30/09/2016
S10	Suffolk Coastal: Discover Landguard	Expand and enhance the visitor experience at Landguard, Felixstowe.	SCDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Development and Regeneration	Closed	Project completed		Governance review completed, recommendations considered and agreed by March 2019. Implementation plan ready for phased introduction 2019/20 of long term sustainable model.	Landguard becomes a regional visitor attraction which is better managed, resilient and has a sustainable future, whilst contributing to the local economy and Felixstowe's ongoing regeneration.	30/9/208
S06	Deben Leisure Centre redevelopment	First of redevelopment projects within Leisure Redevelopment Programme. Redevelopment incs modernising & increasing activities in Deben Leisure Centre, inc. new 50 station gym, indoor cycling suite, functional fitness area, thermal suite, new changing rooms	SCDC	Kerry Blair	Financial Self Sufficiency; Economic Growth; Enabling Communities	Operational Project	HOS Operations	Completed	The project is now complete. Centre opened in June 2018.		Work commenced 4 Sept 2017, completion and handed over to SCDC June 2018. Operators Places for People Leisure will require 2 weeks for staff training and new facility will open in late June/early July 2018.	Centre completed on time and opened in June 2018.	04/06/2018

Corporate Project Register

As at Quarter 3 (2018/19)

Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Plan	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
S10	Suffolk Coastal: Pier Head Development	Development of the Pier Head building in Felixstowe	SCDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration	Completed	See 'achievements and outcomes'		Work is due to commence September 2016 with a re-opening July 2017	Pier Head building has transformed a significant landmark on Felixstowe Seaford. It has become a focal point for visitors. Boardwalk cafe exceeding all expectations.	31/07/2017
Waveney DC:													
ES02	Waveney: Nwes Business Support Voucher proposal	Project seeked to address a need to support local businesses in rural areas of district. WDC, Waveney Business Forum & Nwes identified a lack of support available in market towns. 2-hr business advice sessions offered via a voucher scheme drawing on learning & experience from similar scheme that ran Nov 2012 until Apr 2014. Scheme promoted to rural based businesses specifically and, where no alternative support was available, also assist rural pre-starts.	WDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Development and Regeneration	Completed	See 'achievements and outcomes'		Start November 2015 for a 12 month period (extended to March 2017 due to demand)	Number of advice vouchers issued@50 Number of pre-start individuals or trading business supported - 40 Number of Businesses Sustained - 10 Number of jobs created - 4	31/03/2017
ES01	Waveney: Construction Apprenticeship Project	Facilitated a project to combat skills shortages in the construction sector working with Lowestoft College and local construction companies. The project saw 44 young people taking part in a 2 day per week work experience on site with local builders.	WDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Development and Regeneration	Completed	See 'achievements and outcomes'		Project completion and evaluation July '14.	Out of 44 people who participated in scheme, 7 people offered apprenticeships with a potential further 3 from September. Following evaluation the builders committed to participating again in 2017 and for longer block periods.	29/07/2016
	Sprinkler System at St Peter's Court	The enhancement of fire safety within the tower block of St Peter's Court, Lowestoft by the installation of a sprinkler system.	WDC	Andrew Jarvis	Enabling Communities	Operational Project	HOS Housing Services	Completed	Project completed		A contract will be issued to BMS sprinklers in September 2018, and a new on site start date of late October 2018 is planned.	Enhanced fire safety within the building for residents.	31/12/2018