

Corporate Project Register (UPDATED April 2018)

Appendix C

Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Area	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
SCDC Projects:													
S06	Deben Leisure Centre redevelopment	First of the redevelopment projects within Leisure Redevelopment Programme. Redevelopment includes modernising & increasing activities available at Deben Leisure Centre, including a 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	Operations	On Target	The project is on time and should be water tight by end of January 2018.	D4	Work commenced on 4 September 2017. It is due to be completed and handed over to SCDC in 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.		
S10	Suffolk Coastal@ Martello P Tower	Future options appraisal and consultation on Martello P	SCDC	Paul Wood	Economic Growth	Transformation Project	Economic Development and Regeneration	On Target	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.	E4	Consultation start September 2016		
S10	Suffolk Coastal: Discover Landguard	Expand and enhance the visitor experience at Landguard, Felixstowe.	SCDC	Paul Wood	Economic Growth	Operational Project	Economic Development and Regeneration	Behind Target	<p>Q4: Landguard Partnership Agreement will end on 28 April 2018. The Landguard car park feasibility study instructed by the Asset Management team will be completed in May.</p> <p>A governance review is planned with aim of recommending options for the better management by, and integration of Landguard stakeholders, and to determine the feasibility of meeting third party capital funders ownership requirements. Part of this review will also look at forming a business plan and future income streams including introduction of car parking charges, and expenditure including staffing. We are looking to apply for an HLF Resilience grant to fund the review. An EOI has been submitted to HLF. The three volunteer groups have been asked to carry out a 'Strength Checker' exercise to determine base level as of now.</p> <p>SCDC agreed to introduce car park charges at Landguard at some point in the future. Landguard Partnership is still waiting for the Landguard Car Park feasibility study requested by Asset Management. Agreement re installation of a new kiosk by cafe operator at Landguard is still ongoing. This has been delayed due to SCDC / Port / planning issues. It is hoped to be open before June 2018.</p>	TBA	<p>Governance review completed, recommendations considered and agreed by March 2019. Implementation plan ready for phased introduction 2019/20 of long term sustainable model.</p>	<p>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.</p>	
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	Environmental Services and Port Health	On Target	Cabinet approval for procurement 2 January 2018.	D3	To be completed by end of December 2018		
S17	PHILIS / PHILIS Online further software development	PHILIS / PHILIS Online further software development	SCDC	Phil Gore	Financial Self Sufficiency	Operational Project	Environmental Services and Port Health	On Target	Consulting with DEFRA on implications for PHILIS from Brexit	D2	Completion April 2019		
ES20 / Financial	Garden Waste Charging	To introduce a chargeable mixed organic waste collection service, starting at the beginning of the 2018/19 financial year.	SCDC	Kerry Blair	Financial Self-Sufficiency	Operational Project	Operations	On Target	A project team of officers from the Council and Norse, are meeting monthly. Customer Services began taking orders on 1 March (as at 12 March, 1021 orders had been received). Paid for collections will commence on 1 May.	D4	To be completed by April 2018.		
WDC Projects:													
	Tenant Services Change Programme	A programme of change is being introduced for Tenant Services team at Rotterdam Road office. Changes involve: a) move to mobile working within workforce; b) becoming a paperless office with current files to be scanned & indexed; and c) review of operatives pay schemes.	WDC	Head of Housing	Enabling Communities; Financial Self Sufficiency	Operational Project	Tenancy Services	On Target	Paperless - scanning has been progressing and current documents are being scanned. Pay - negotiations currently underway. Mobile Working - No new technology yet arranged.	C3	The various tasks within the overall project will have different time frames with some being quite challenging. Overall, the objective is that by April 2019 most of the tasks will be completed or nearing completion.		
	Normanton Rail Crossing Project	Construction of a pedestrian & cycle bridge to replace existing Network Rail provision & connect the cycle and pedestrian path through Normanton Park to Harbour Road & on into Oulton Broad.	WDC	Paul Wood	Enabling Communities; Economic Growth	Operational Project	Economic Development and Regeneration	Behind Target	Initial feasibility has been completed and a layout and location has been identified. Engagement with the private landowner has been positive, but engagement with ABP has stalled. Design procurement is going ahead, subject to successful negotiations with ABP	TBA	Design phase due to start late in 2017. Construction expected mid 2019.		

Corporate Project Register (UPDATED April 2018)

Appendix C

Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Area	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date	
	Refurbishment Programme	A programme of major refurbishment to 4 specific properties is being produced that will provide accommodation for new client groups that is much needed.	WDC	Head of Housing	Enabling Communities; Financial Self Sufficiency	Operational Project	Housing Services	On Target	Report is completed for Cleveland Road. Report is in progress for White Lion Flats. Report is due to start in April for Harry Chamberlain Court.	D4	Specific programmes: 1) Cleveland road- 5 properties to be refurbished for Learning disabilities. Planned committee report March 2018. 2) White Lion Flats - Building with 5 flats. Committee report for April 2018. 3) Harry Chamberlain Court - Conversion to different client groups. Report planned June 2018 4) 560 London Road South - Work currently progressing with anticipated completion in late summer 2018.			
	Southern Lake Lothing Regeneration Programme	Cross departmental urban regeneration programme including land assembly, landowner negotiations & master planning of a large scale mixed use development in Lowestoft.	WDC	Paul Wood	Economic Growth; Enabling Communities; Financial Self Sufficiency	Operational Project	Economic Development and Regeneration	On Target	Land acquisitions is progressing well and master planning activities are being considered. External funding (£265k) was secured in 2017 and bids are currently in for further funding to enable master planning.	TBA	Land assembly elements expected to complete by end of Q2 2018. Master planning phase complete by end Q4 2018. Development phased for delivery over 15 - 25 year cycle.			
W02	Waveney: Support improvements to the A12 - A47	Support improvements to the A12 - A47 between Lowestoft and the A11 via Great Yarmouth.	WDC	Paul Wood	Economic Growth	Operational Project	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 include other junction and resurfacing improvements in the area.	TBA	Part of the short term proposals (1-5 years) as specified in LTIP	To improve connectivity to Lowestoft via Great Yarmouth and A11 to the north and Ipswich and A14 to the south. Reduce journey times, improve reliability and protect and enhance the environment along key routes serving Lowestoft. Improve performance & resilience of existing road networks serving Lowestoft.		
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	Economic Development and Regeneration	On Target	AECOM report being considered by Highways England & SCC. Latest update: Improvements down to SCC have not been progressed due to other commitments (Lake Lothing Third Crossing(LLTC)). Need to revisit – costs, available budgets etc. Improvements down to Highways England – Katwijk Way/Station Square & Suffolk Road to be trialled and if successful will be progressed to look for funding. October LRIP: GM updated on progress following AECOM study stating SCC and HE were keen to understand traffic flows following anticipated changes from third Crossing. Agreed that AECOM study be added to LTIP Agenda (Dec 2017) to discuss improvements to traffic circulation around own. SCC to ensure HE presence given their role in commissioning & part funding study.	TBA	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.		
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	Economic Development and Regeneration	On Target	Q4: CCF application successful, £1M awarded. Preliminary works underway and project manager being appointed. Works running behind schedule, but still due for completion by December 2020.	C3	Sept 2016 - December 2020	Total number of direct jobs - 1.5 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		
W07	Southwold Harbour	To transfer the Harbour undertaking, to a Local Authority Trading Company	WDC	Kerry Blair	Enabling Communities	Operational Project	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 Winchworth Sherwood. We are intending to have a public meeting of the joint committee in the next couple of months, to approve the new model.	TBA	By April 2019			
	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	Planning and Coastal Management	On Target	Following approval of the Strategic Outline Case June 2017, the consultation on the EIA scoping has been completed. Detailed work focussing on both costs and delivery methodology is underway with contractor, ABP and Coastal Partnership East. Outline Business Case approval is being sought in August 2018. Cost challenges remain and are being addressed.	TBA	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.		
	Great Places Project 'Maving Waves Together'	The Council was successful in its bid to the 'Great Place Scheme' for it's 'Making Waves Together - Reimagining the Seaside Towns of Lowestoft and Great Yarmouth' project.	WDC	Paul Wood	Economic Growth	Operational Project	Economic Development & Tourism	On Target	Programme progressing well, although there have been some issues with resourcing and support which need to be resolved with GYBC. The external evaluator procured. Cultural Capacity Officer post to bring Gt 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. Inaugural meeting of Marina Creative Forum took place on 23/02/18 and Seachange Arts held its first Circulate on 09/02/18.	E3	3 year programme, started in 2017			

Corporate Project Register (UPDATED April 2018)

Appendix C

Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Area	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
	Heritage Action Zone Status	An area within North Lowestoft is to become a Heritage Action Zone, thanks to a successful bid to Historic England. The aim being to regenerate area, instil local pride and remove the North Lowestoft Conservation Area from Historic England's Heritage at Risk register.	WDC	Paul Wood	Economic Growth	Operational Project	Economic Development & Tourism	On Target	The HAZ will be delivered through implementation of a five year plan overseen by a coordinator and steered by a Partnership Board. Meetings with Historic England took place in mid January, Feb and March to progress the Delivery Plan which will be reported to Cabinet in April.	E3	Delivery Plan and MoU to be in place by 3 May 2018.		
	East Suffolk Projects:												
ES028	New Council Programme	The creation of one 'East Suffolk Council' including all Officer workstreams and Member Working Groups	Both	Stephen Baker	Financial Self Sufficiency; Enabling Communities	Transformation Project	SMTCMFT	On Target	Officer-led Workstreams in place Member Working Groups created Awaiting Order to be laid by Parliament	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	Justin Hunt	Economic Growth; Financial Self Sufficiency	Operational Project	Housing Services	On Target	Schemes are going through planning and procurement processes. Time scale for new build is long.	D2	The strategy considers a six year programme. First monitored delivery will be 2018 - 19 of housing completions.		
	New Committee Management System (including Register of Interests)	New Committee Management System (including register of interests)	Both	Hilary Slater	Financial Self Sufficiency	Operational Project	Legal and Democratic Services	On Target		D4	TBC		
	New E-Payments System	New E-Payments System - evaluation / procurement stage.	Both	Ann Carey	Financial Self Sufficiency	Transformation Project	Finance	On Target	TBC	D4	TBC		
	Thriving Community Buildings	Engaging with communities and providing advice/assistance relating to village halls on how to reduce their energy consumption, governance arrangements and health and safety matters etc.	Both	Phil Gore	Enabling Communities	Operational Project	Environmental Services and Port Health	On Target	19 communities supported to date.	D4	Completion due March 2018		
	New Election System	A project to align the election systems across SCDC/ WDC	Both	Hilary Slater	Enabling Communities	Operational Project	Legal and Democratic Services	On Target	Report to Portfolio holders - preferred supplier identified.	C2	Publish ITB - December 2017 Deadline for Questions - 19 Jan 2018 Deadline for Tenders - 26 Jan 2018 Award - March 2018		
	Port Health Service Review	Review of Port Health service.	Both	Phil Gore	Financial Self Sufficiency	Operational Project	Environmental Services and Port Health	On Target	Consultants appointed and review underway.	D2	Completion Phase 1 options appraisal April 2018 / Phase 2 implementation April 2019		
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	ICT Services	On Target	This project has commenced.	TBA	To be completed by 31 March 2018		
ES21	Digital Strategy Programme	Various improvements to online services being delivered by Digital Strategy Action Plan (includes single sign on, new eforms , web functionality, etc)	Both	Ann Carey	Financial Self Sufficiency	Operational Project	ICT Services	On Target	Various improvements to online services being delivered by Digital Strategy Action Plan (includes single sign on, new eforms , web functionality, etc)	D2	Ongoing		
GDPA	General Data Protection Act	Prepare for the legal changes in the EU Directive over the Data Protection Act 1998.	Both	Siobhan Martin	Enabling Communities	Operational Project	Audit	On Target	Project workstreams underway. Qualified officers in post. E-learning package and bespoke training taking place in April. DPO part of national groups.	E3	To be completed by 25 May 2018.	Correct application of the Law to support the workings of the Councils and its citizens.	
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	Financial Self-Sufficiency	Operational Project	Operations	On Target	A Project Officer has been in place since December 2017, to lead this piece of work. Progress made on a number of items on the CPE implementation programme across 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. Work underway on local parking plan, this will be completed by June - this supports the Suffolk Parking Strategy which is being reviewed by Cabinet in April.	TBA	To be completed by April 2019.		
	Completed Projects:												
S10	Suffolk Coastal: Beach Side Events Area	Redevelopment of old boating lake site in Felixstowe.	SCDC	Paul Wood	Economic Growth	Transformation Project	Economic Development & Regeneration	Completed	Completed		April - August 2016	Completed	31/08/2016

Corporate Project Register (UPDATED April 2018)

Appendix C

Action Reference	Project Name	Description		Council	Owner	Strategy	Project Type	Service Area	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
S10	Suffolk Coastal: Felixstowe Forward	Felixstowe Forward initiative was set up in April 2016 to develop a collective approach to tackling the town's key challenges and opportunities.		SCDC	Paul Wood	Economic Growth	Transformation Project	Economic Development & Regeneration	Completed	Completed		April 2015 - March 2018	Completed	31/03/2016
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	Economic Development & Regeneration	Completed	See 'achievements and outcomes'.		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: Pier Head Development	Development of the Pier Head building in Felixstowe		SCDC	Paul Wood	Economic Growth	Transformation Project	Economic Development & 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 the Felixstowe Seafront. It has become a focal point for visitors. The Boardwalk cafe is exceeding all expectation.	31/07/2017
S16	Woodbridge Library Accommodation	Transfer front facing services to Woodbridge Library. Close Melton Hill Reception.		SCDC	Darren Knight	Financial Self Sufficiency	Transformation Project	Customer Services	Completed	See 'achievements and outcomes'.		Completed	Completed on time, under budget and to specification	29/04/2016
ES01	Waveney: Construction Apprenticeship Project	Facilitated project to combat skills shortages in construction sector working with Lowestoft College & local construction companies. Project saw 44 young people taking part in 2 day per wk work experience on site with local builders.		WDC	Paul Wood	Economic Growth	Operational Project	Economic Development & Regeneration	Completed	See 'achievements and outcomes'.		Project completion and evaluation July '14.	Out of the 44 people who participated in the scheme, 7 people have been offered apprenticeships with a potential further 3 from September. Following the evaluation the builders committed to participating again in 2017 and for longer block periods.	29/07/2016
ES02	Waveney: Nwes Business Support Voucher proposal	Project seeks to address a need to support local businesses in rural areas of district. WDC, Waveney Business Forum & Nwes identified lack of support available in district market towns.		WDC	Paul Wood	Economic Growth	Operational Project	Economic Development & Regeneration	Completed	See 'achievements and outcomes'.		Start November 2015 for a 12 month period (extended to March 2017 due to demand)	Q4 & final outcomes of project include: Total No. of advice vouchers used - 53 / Second vouchers issued - 10 No. pre-start or trading businesses supported - 43 / No. of businesses sustained - 10 / No. of jobs created - 18 Areas by number Lowestoft - 31 (6 x 2nd vouchers) Beccles - 13 (2 x 2nd vouchers) Bungay - 6 (2 x 2nd vouchers) / Southwold - 1 and Other - 2	31/03/2017
	New Legal Case Management System for Democratic Services	New Legal Case Management System for Democratic Services.		Both	Hilary Slater	Financial Self Sufficiency	Operational Project	Legal and Democratic Services	Completed	Completed		Implemented September 2017	Completed	01/09/2017
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 & expanding activities to attract visitors during shoulder & off-seasons.		Both	Paul Wood	Economic Growth	Transformation Project	Economic Development & Regeneration	Completed	See 'achievements and outcomes'.		Start date Feb'15 - Nov'16	Project to create 6.6 direct FTE jobs, 140 indirect jobs & safeguard 0.7 FTE jobs.	30/11/2016
ES21	Web Alignment Project	Create a single East Suffolk website		Both	Ann Carey	Enabling Communities; Financial Self Sufficiency	Transformation Project	ICT Services	Completed	Website launched June 2016		Website launched June 2016	Completed	14/06/2016