



To:
All members of the
Development Sub-Committee

Please reply to:
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Date: 02 March 2022

Supplementary Agenda

Development Sub-Committee - Monday, 7 March 2022

Dear Councillor

I enclose the following items which were marked 'to follow' on the agenda for the Development Sub-Committee meeting to be held on Monday, 7 March 2022:

13. West Wing End-of-Project Report

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To consider an end of project report on the Knowle Green West Wing Development

Yours sincerely

Karen Wyeth
Corporate Governance

To the members of the Development Sub-Committee

Councillors:

R.J. Noble (Chairman)
R.A. Smith-Ainsley (Vice-Chairman)
S. Buttar

J.T.F. Doran
H. Harvey
L. E. Nichols

S.C. Mooney

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Development Sub Committee



07 March 2022

Title	Knowle Green West Wing: end of project report
Purpose of the report	To note
Report Author	Nick Cummings Property and Development Manager
Ward(s) Affected	Staines
Exempt	Report, Appendix A – No Appendices - Yes
Exemption Reason	<p>This report is exempt from publication in accordance with paragraph 5 of Schedule 12A of the Local Government Act 1972 (as amended), because it contains:</p> <p>Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings and information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information because disclosure to the public would prejudice both the financial affairs of the company and the Council as the information contains information which may be used in legal proceedings.</p>
Corporate Priority	Affordable Housing
Recommendations	<p>Committee is asked to:</p> <p>To note the project report</p>
Reason for Recommendation	Not applicable

1. Key issues

- 1.1 The purpose of this report is to share with Development Sub Committee the feedback from a number of lessons learnt workshops involving a wide number of the Assets team and also including input from the Housing Options team.
- 1.2 By sharing the lessons learnt from one project it is intended for the team to improve performance on subsequent projects. We have already adopted

some lessons learned from the Bugle House project and applied these to the West Wing project.

- 1.3 It is intended that at the start of each project a review of the previous lesson learnt will be reviewed. The next plan for this process will be Victory Place Ashford.
- 1.4 This review has been undertaken at project level and we have not taken into account matters relating to governance and financial reporting.
- 2. Options analysis and proposal**
- 2.1 The purpose of this report is to note the end of project reporting format for forthcoming projects on completion or nearing completion.
- 3. Financial implications**
- 3.1 The project completion statement summarises the overall financial performance of this project see **Appendix C**
- 4. Other considerations**
- 4.1 Encourage feedback and debate from the Development Sub Committee.
- 5. Equality and Diversity**
- 5.1 All equality and diversity issues have been addressed at project level.
- 6. Sustainability/Climate Change Implications**
- 6.1 All sustainability and Climate change implications have been addressed at project level.
- 7. Timetable for implementation**
- 7.1 Not applicable.

Background papers: There are none.

Appendices:

Appendix A – Lessons Learnt summary

Appendix B – Lessons Learnt Log

Appendix C – Draft Completion Statement

Knowle Green West Wing Lessons Learnt Summary

Project Issues	Completion, handover and occupation	Council / Political	COVID / Brexit
3 rd floor roof	Earlier engagement with the Residential team		Covid impacted some of the workers
Water leak – clear communication between teams	Unfamiliarity with the building		
Heating & hot water - Heating interface units (HIU's)	Welcome pack		
Adaptations – Disability Discrimination Act compliant (DDA) wet room	Operation & Maintenance Manuals (O&Ms)		
Meters and access	White Goods		
Separation of the contractors	Handover action plan		
	Planned Preventative Maintenance (PPM) schedule		
	Blinds		
	Privacy & Screening		
	Bins & Rubbish		
	Utilities		
	Handover delay		
	Defects		
	Parking (signage)		
	External & Internal Signage		
	Cleaning Contract		
	Lettings		

Black – Lesson Learnt

Blue – Positive

Red – Lesson Learnt alert

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