

**DRAFT Proposed timescales for Cowdray Square Play Area Project**

**November 2021**

<b>Council approval &amp; notifications</b>	<b>Option A</b>	<b>Option B</b>
Agree project outline with Portfolio holder & Director	03 Dec	03 Dec
Compact - Notify Communications re: consultation work	03 Dec	03 Dec
<b>Consultation, Design &amp; Build</b>		
PR Communications DDC preliminary consultation mtgs on site with public. Also include.... Description from	- Dates of consultation from RD/CK	Dates of consultation from RD/CK
Report from consultation with findings	As above	As above
Design Brief complete Consult with DDC Officers – ML, FT, Health & Safety, Asset Management	10 <sup>th</sup> Dec	17 Dec
Procurement process thru ESPO..... Send out tenders by Return of tenders by  Evaluation of tenders by Notify short listed tenders by Conclude interviews of short listed tenders	10 <sup>th</sup> Dec 13 <sup>th</sup> Jan (4wks + Christmas break) 18 <sup>th</sup> Jan N/A N/A	23 Dec 14 Feb (6½wks + 1wk Christmas Break) 18 Feb N/A N/A
PR Communications DDC final consultation mtgs with schools & public to select preferred designs Consult with DDC Officers	21 <sup>st</sup> Jan (Flexible/ongoing)	N/A
Appoint Contractor (6wk lead in time)	21 <sup>st</sup> Jan	11 Apr
Commence works, including existing removals (5 - 6wk duration weather dependant)	1 <sup>st</sup> Feb	23 May
Notify PR Communications of progress	April	June
PR Communications & Opening Launch Within one week of completion date	May	15 July

Notes:

- 1) \*Note the timescale for construction on site is weather pending and may exceed the deadline given that time of year.

Kieron Burrett  
Assistant Architectural Technician