



On 29 May 2024 the revised version of the Client Brief for Y100 as set out below was submitted to Programme Board for virtual approval.


By the closing date of 14 June 2024 the following comments were received:

<b>Component to be Cleared</b>	<b>Title of Officer (Delegate Officer)</b>	<b>Date/approval method and</b>	<b>Comments</b>
<b>Asset Strategy</b>	Kamran Tyler-Hussain (Gavin Ridgewell)	By e-mail dated: 06/06/2024	Approved
<b>Programming and budget forecasting</b>	Kate Swanton (Gavin Ridgewell)	By e-mail dated: 13/06/2024	Approved
<b>Property Maintenance</b>	John Swinney (Sheila Allen)	By e-mail dated: 06/06/2024	Approved
<b>Finance/Budget</b>	Libby Eledah (Luke Chiverton)	By e-mail dated: 14/06/2024	Approved
<b>Lessee Services</b>	James Portsmouth (Andrew Pye)	By e-mail dated: 30/05/2024	Approved
<b>Cap Programme Team</b>	Jeff Tourmentin/ Kevin Regan	By e-mail dated: 30/05/2024	Approved
<b>M&amp;E Engineering</b>	Jason Killeen (Georgina Wingham)	By e-mail dated: 30/05/2024	Approved
<b>Communications</b>	Chris Shoubridge / Sarah McCarthy	By e-mail dated: 06/06/2024	Approved
<b>Health &amp; Safety</b>	Matthew Curran (Richard Street)	By e-mail dated: 30/05/2024	Approved
<b>Asbestos</b>	Matthew Curran (Eliot Davy)	By e-mail dated: 22/04/2024	Approved
<b>Fire Safety</b>	Junaid Iqbal (Matt Curran)	By e-mail dated: 06/06/2024	Approved



<b>Building Safety</b>	James Long (Matt Curran)	By e-mail dated: 16/04/2024	Approved
<b>Sustainability</b>	Jim Paterson / Anthony Jones	By e-mail dated: 30/05/2024	Approved

**In view of the fact that none the above comments has identified any issues that will prevent the progression of this project, the Client Brief is approved.**

<p style="text-align: center;"><b>CLIENT BRIEF COVER SHEET Y100 – Blandford Estate Externals</b></p> <p style="text-align: center;"><b>Revision 02 May 2024 insert date</b></p>	
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Project Details	
<b>Block(s) included in scope</b>	Farnham House, Lascelles House, Mordern House and Wimborne House
<b>Area / Ward Location</b>	Central <span style="margin-left: 100px;">Regents Park</span>
<b>Recommended Service Provider</b>	United Living
<b>Total Project Value</b>	Works Cost   £ 903,718.90
	Contingency   £110,517.69
	Sub-total       £1,105,176.94
	WCC costs      £122,108.57
	Grand Total   £1,215,694.64
<b>Delivery Year</b>	2024/25



<b>Project Lead</b>	Gaurav Nayyar – Client Surveyor		
<b>Brief description of project:</b>	Concrete and brick repairs, external repairs, re-decoration works, M&E works and landscaping works.		
<b>Lessee Implications</b>	High	Average	Low
<b>Farnham House</b>	£ 14,568.47	£ 10,373.77	£ 4,855.75
<b>Lascelles House</b>	£ 13,774.45	£ 9,412.54	£ 4,591.48
<b>Mordern House</b>	£ 14,881.72	£ 10,704.40	£ 4,960.57
<b>Wimborne House</b>	£ 15,566.42	£ 10,635.96	£ 5,187.86
<b>Key Issues / Project risks</b>	<ul style="list-style-type: none"> <li>– Access to individual flats</li> <li>– Fluctuating cost of building materials</li> <li>– Extended lead in time for delivery of materials</li> <li>– Keeping the car park area clear of cars to enable tarmac repairs</li> <li>– Resident dissatisfaction due to works delays</li> <li>– Communication with Residents' Association is a key component to project success.</li> <li>– Suitable site set up location</li> <li>– Estate Works have not been included against individual blocks as the cost model did not facilitate this. (£155,397.17)</li> </ul>		
<b>Programme Board Date</b>	1 <sup>st</sup> Submission – Monday, 15 <sup>th</sup> April 2024		

<b>Component to be Cleared</b>	<b>Title of Officer (Delegate)</b>	<b>Sign Off Method / Date</b>
<b>Asset Strategy</b>	Gavin Ridgewell (James Long)	By e-mail dated: 27/05/2022
<b>Property Maintenance</b>	John Hayden (Sheila Allen)	By e-mail dated: 26/05/2022
<b>Finance</b>	Kate Swanton	By e-mail dated: 30/05/2022
<b>Lessee Services</b>	Andrew Pye (Jayne Stretton)	By e-mail dated: 24/06/2022
<b>Cap Programme Team</b>	Kevin Regan (Daniel Witt)	By e-mail dated: 07/06/2022



<b>M&amp;E Engineering</b>	Jason Killeen (Georgina Wingham)	By e-mail dated: 30/05/2022
<b>Communications</b>	Ian Merriman (Ayesha Begam)	By e-mail dated: 06/06/2022
<b>Health &amp; Safety</b>	Matthew Curran	By e-mail dated: 01/07/2022
<b>Asbestos</b>	Matthew Curran	By e-mail dated: 01/07/2022
<b>Fire Safety</b>	David Edney	By e-mail dated: 30/05/2022
<b>Sustainability</b>	Anthony Jones	By e-mail dated: 09/06/2022

## Original Total Project Costs

Ref	Component	Rate	Total
1.00	Total Works Value		983,068.38
2.00	Contingency	10%	110,517.69
	<b>Sub Total</b>		<b>1,093,586.07</b>
8.00	WCC staff costs	12.42%	122,108.57
	<b>Grand Total</b>		<b>1,215,694.58</b>

Revision history			
Revision	Date	Nature of change	Person responsible
V1.0			
V2.0	09/05/2024	Responses to K. R's comments following programme board submission.	Gaurav Nayyar 09/05/2024
V3.0			
V4.0			
V5.0			