**Shared Spaces Capital Project Board meeting**

**Monday 3 February 2020, 10.00 am**

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| **PRESENT:** | Nigel Grimshaw, Strategic Director of City and Neighbourhood Services  Ryan Black, Director City and Neighbourhood Services  Debbie McKinney, Peace IV Manager  Martin Doherty, Project Manager  James Moore, CPD  Matthew McGrath, SEUPB  Gerard Kennedy, Assistant Project Manager  Neil Gowdy, Assistant Project Manager  Celine Dunlop, Estates Unit  Kirsten Mullen, Project Sponsor |

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| **1.** | **Apologies** | **ACTION** |
|  | Apologies were received from Sinead Grimes, Director of Physical Programmes and Alison Allen, Neighbourhood Manager. |  |
| **2.** | **Minutes of the last meeting** |  |
|  | The note of the meeting of Tuesday 26 November 2019 was accepted. | **Noted** |
| **3.** | **Springfield Dam Park Masterplan** |  |
|  | N Gowdy provided an update in relation the Springfield Dam works with a contractor being appointed with expected site mobilisation 10 February 2020. NG confirmed that all associated planning conditions had now been discharged. He confirmed that the contractor was currently making arrangements for site security.  NG added that the contractor had agreed to attend local community meetings as necessary, advising that a meeting had been arranged with the West Belfast Partnership Board, PSNI and community representatives.  Discussion took place with regard to programming post completion and in relation to interim programming in advance of works completion. It was noted that there was a need to encourage legitimate use of the site by offering various community activities and events. Consideration needed to be given to the operation and management of the new modular building on site. | **Noted**  **Noted**  **DMcK and A Allen** |
| **4.** | **PEACE IV Reconnecting Open Spaces** |  |
| **4a** | **Community and Wider Stakeholder Engagement** |  |
|  | KM provided an update on the community and wider stakeholder engagement in respect of the Reconnecting Open Spaces Project.  Official Launch – it was suggested that the project be formally launched in May 2020 with a sod cutting event in Glencairn Park with local schools involvement. Funding for the event to be sourced from the Local Action Plan Programming Budget.  Correspondence from Participation and Practice of Rights – copy response from the Director of Legal Services circulated for information. It was noted that the Project Sponsor would follow up with Council’s Equality Officer to put in place retrospective equality screening given that no equality screening had been undertaken to date.  Branding – KM advised that she and the Good Relations Officer had arranged meetings with various community representatives to seek views on the updated proposals in advance of Shared City Partnership’s meeting on 10 February 2020.  Springfield Dam – KM advised that following a request from Councillor Canavan work was under way to arrange a sod cutting event at Springfield Dam week commencing 17 February 2020. Lord Mayor’s diary was being checked for availability and KM advised she would circulate the date to all relevant staff. | **Noted**  **Noted**  **Noted**  **Noted** |
| **4b** | **Progress Report** |  |
|  | GK provided an overview on the current status of each Section of the Reconnecting Open Spaces Project.  He advised that a meeting had been arranged with DfI Cycling Unit for 18 February to discussion potential capital funding contribution.  GK provided an update on the issue of the ITT documentation. He stated that the documentation required approval by CPD and SEUPB. He requested authority to issue the ITT documentation following those approvals and highlighted the current position that the Pre-Tender Estimate figure was approximately £1million over the available funding.  With regard to project development concept designs have now been produced by the Design Team for Lanark Way and Cupar Way linkage. This has been designated as Section 6 with a provisional cost estimate of £179,730. NG referred to joint workshop that he had organised with relevant statutory partners to take place on 4 February 2020. He requested that the Project Sponsor and Assistant Project Manager attend. NG commented there would be an opportunity to raise potential collaborative funding.  GK advised that the PAN process for Section 2 and Section 4 had now completed both of which required major planning applications. In addition, a Planning application had been submitted on 6 December 2019 for the works to the Woodvale Avenue gates. Following discussion, it was agreed that INI manage the associated procurement and works to the gates at Woodvale Avenue, to be let as one package of works to include the gates at the Innovation Factory. Belfast City Council would reimburse INI for those costs.  Bog Meadows GK advised that there was a need to agree a position on the management, maintenance and liability with Ulster Wildlife Trust in advance of any planning application being submitted for Section 2.  Invasive Species and Slope Stabilisation – the Board noted the costs associated with the removal and treatment options for Japanese knotweed on Section 2. In addition, the costs associated with slope stabilisation also in Section 2. MMcG advised that SEUPB were currently looking at slippage across the Peace IV programme however, he confirmed that he was not in a positon to provide an update. NG agreed to pick up at meetings, which had been scheduled with the SEUPB Senior Team to discuss opportunities for additional capital funding. With regard to funding from Living with Water Programme, it was noted that the current timelines were not linking up with the Reconnecting Open Spaces Programme. | **Noted**  **Approved**  **NG/GK/KM**  **Approved**  **RB/CD**  **NG/SG** |
| **4c** | **Estates/Land Issues Update** |  |
|  | Project Board noted the update provided in the associated Estates update report.  It was noted that consideration needed to be given to where when the Shared Space Project run through third party lands whether Council would accept responsibility for the insurance and maintenance of the path and associated infrastructure, ie lighting, seating, signage etc. Discussion took place in relation to Ulster Wildlife Trust and Bog Meadows and it was agreed that the Director of City and Neighbourhood Services would have further discussion with Estates Team. | **Noted**  **RB/CD/PD** |
| **4d** | **Risk Register** |  |
|  | The Project Board noted the contents of the Risk Register | **Noted** |
| **5.** | **Project Finance Update report** |  |
|  | GK presented the project finance report.  It was noted that the project currently had an estimated project budget overspend of £1,051,712.85. Following discussion, it was confirmed that the project should proceed to procurement in line with the agreed quality of design. It was agreed also that a fence height of 1.2 metres be put in place in Section 2 as discussed at the previous Board meeting at a cost of £44,250.  NG/MD to ensure that Finance Oversight Board are kept up to date with cost estimates. | **Agreed**  **SG/NG/MD** |
| **6.** | **SEUPB** |  |
|  | DMcK advised that the current letter of offer had a completion date of June 2022. She stated that discussions were ongoing with regard to a potential 3 month extension to September 2022 for the Reconnecting Open Spaces Project. She confirmed that she would update the Project Board on any agreed extensions | **Noted.** |
| **7.** | **Date of Next Meeting** |  |
|  | It was noted that the next Project Board meeting would take place on Wednesday 18 March 2020. | **Noted.** |