

Appendix 2 Clairville Delivery timescale

Delivery Timetable

Action	Time to Complete	Date
Report to Corporate Property Panel – seeking approval for development guidance note and principals of consultation	Approved	10 th February 2012
Brief Executive Member for Regeneration and Economic Development	1 week	W/c 12/03/12
Seek approval from Executive to consult and dispose of the site		27/03/12
Undertake public consultation	4 weeks	02/04/12 – 27/04/12
Brief Executive & Ward Members		21/03/12
Press Release		W/c 02/04/12
Article on Council website.		02/04/12- 27/04/12
Flyer to neighbouring residents Clairville Road, Park Road South & letter to stakeholders		27/03/12
Information boards in community facility		02/04/12- 27/04/12
Community Council		W/c 26/03/12
Analyse feedback & report back to Executive / CMT.	1 weeks	W/c 30/04/12
Competitive tender process – site advertised, tenders returned etc.	10 weeks	07/05/12-13/07/12
Submitted tenders scored against pre determined criteria.	2 weeks	16/07/12-27/07/12
Guidance sought from Corporate Property Panel on bids received.	2 weeks (meetings held every 2 weeks)	w/c 30/07/12
Seek approval from Executive Sub Committee for Property to accept preferred offer – also seek approval for delegated authority for any re negotiated offer to be approved by the Director of Finance and Director of Regeneration.	4 weeks (meetings can be arranged on a need basis)	w/c 13/08/12
Write to successful and unsuccessful tenderers	1 week	w/c 03/09/12
Instruct Legal Services to prepare conditional contract subject to planning permission and other abnormal costs.	Tender document to make reference that exchange of contracts should be within 12 weeks.	10/09/12-16/11/12
Potential for re negotiations following site investigations/discussions with planning, this to be approved by the Directors of Finance and Regeneration		