

## Report Purpose

South Park Pavilion

### Author:

Town Clerk

### Background

The Pavilion Project is progressing into the procurement and pre-construction phase. As projects of this scale move toward contract execution and delivery, it is appropriate to review governance arrangements to ensure that oversight, coordination and risk management structures remain proportionate to the level of financial and legal commitment involved.

The Council is required to approve the main construction contract price by 18 May Full Council meeting, with loan drawdown anticipated in early June. In addition, several interdependent workstreams must be aligned in advance of that date, including:

- Review and finalisation of the draft Lease and Licence to Works provided by Cheshire East Council
- Completion and approval of associated planning amendments
- Finalisation of construction contract documentation
- Confirmation of programme and cost alignment

The project now involves multiple professional advisers and will shortly involve a main contractor. As the project transitions into delivery, it is considered good governance practice to ensure there is a single point of coordination overseeing programme integration, cost monitoring, risk management and reporting to Council.

While professional advisers are currently engaged in their respective disciplines, the appointment of a dedicated Project Manager at this stage would strengthen overall coordination and accountability as the Council moves toward contract commitment and construction delivery.

In addition, Bower Mattin Design Team have recommended the appointment of a Mechanical and Electrical Designer to complete and integrate the building services design at a cost of £23,500.

Given the draft lease and licence arrangements and forthcoming construction contract, it is also considered prudent to appoint a Commercial Solicitor (estimated cost £8,000) to review and finalise legal agreements to ensure the Council's interests are fully protected.

The Clerk recommends this approach, as existing officer capacity is limited, and there is insufficient resource or specialist skills to provide oversight of all aspects of the project. Establishing a Project Manager reporting directly to the South Park Pavilion Working Group ensures clear accountability and strengthens governance at this stage.

### **Financial Implications**

The estimated additional professional costs are:

- Mechanical & Electrical Designer: **£23,500**
- Commercial Solicitor: **£8,000**
- Project Management Consultancy: [To be determined]

These costs are considered proportionate to the scale of the project and the importance of ensuring appropriate governance, legal protection and financial control as the Council moves toward formal contract execution.

### **Governance Considerations**

The proposed appointments will:

- Provide integrated oversight as the project enters its most financially significant phase
- Ensure lease, licence and construction agreements are legally robust
- Strengthen programme alignment with the 18 May Council decision
- Enhance cost monitoring and variation control
- Provide structured reporting to councillors
- Enable timely decision-making where required

Positioning the Project Manager to report directly to the SP Pavilion Working Group, with the Clerk providing support, ensures that accountability is clear and that officer capacity limitations are mitigated.

### **Recommendation**

It is recommended that Council:

1. Approves the appointment of a suitably qualified and experienced Project Manager for the Pavilion Project.

2. Delegates responsibility for recruitment and selection of the Project Management Consultancy to the SP Pavilion Working Group, with the Clerk providing support and assistance throughout the process.
3. Approves the appointment of a Mechanical and Electrical Designer at an estimated cost of £23,500, as recommended by Bower Mattin Design Team.
4. Approves the appointment of a Commercial Solicitor at an estimated cost of £8,000 to review and finalise construction contract documentation.