

## **Appendix 1: Marlborough Square Change Log, May – September 2018**

This appendix provides an example of the project management documentation used, in this case produced by LCC. It facilitated monitoring changes as requested by NWLDC to improve the quality and functionality of the proposals for Marlborough Square.

Project Delivery

Change Register

v1

24.9.18

Approved

Cancelled

Pending

Awaiting Costing

Total Works Cost

Total Fees

Total

£140,900.00

£50,030.00

£190,930.00

Project Name:

Marlborough Square Coalville

Change Ref No	CE No	Date Identified	Requested By	Owner	Brief Description of Change/Variation	Client Agreement Received (Date)	Works Cost	Fees	Completed	Comment
1		May-18	NWLDC		Dentist Access - private slope to shop entrance to be incorporated into paving design. No design yet - CE later	21.8.18	£10,000	£3,000		
2		May-18	NWLDC		Market Layout Studs - Delineation of seating and stalls	21.8.18	£1,000	£400		
3		May-18	NWLDC		Guard Rail. Outside The Emporium Entrance 10m Visirail. NWLDC request stainless steel 'Costa' version, see Barricade Ltd website.	13.6.18	£2,500	£500		
4		May-18	NWLDC		Real Time Bus Info in shelters as opposed to on posts	3.7.18	£3,000	£750		
5		May-18	NWLDC		New Block size 300-600-300	Aug-18	£0	£4,500		No works cost
6		May-18	NWLDC		Tactile Studs stainless option not concrete paving slabs	13.6.18	£10,000	£2,000		
7		May-18	NWLDC		Channel Blocks not allowed for	13.6.18	£10,000	£2,000		
8		May-18	NWLDC		Power Supply Units 3 units each containing 6 plug sockets. New location TBC by Wayne on GA drawing fro NWLDC.	13.6.18	£5,000	£1,000		
9		May-18	NWLDC		CCTV - Movement of cameras and allowance for a corded duct and reinstalling cameras on new poles	13.6.18	£17,000	£5,100		NWLDC to confirm whether request in email dated 28.8.18 is required in addition or instead of this proposal. Cost relates to original design.
10		May-18	NWLDC		Planter Design as part of Contractor ECI.	13.6.18	£40,000	£8,000		
11		May-18	NWLDC		Signing - Posts in square to be oak.	13.6.18	£14,000	£2,800		Number of posts TBC by WR
12		May-18	NWLDC		Direction Signing. LCC to review local signing to check it still makes sense when Marlborough Sq. is one way.		£5,000	£1,500		Wayne to investigate and instruct works to a contractor.

13	May-18	NWLDC	Stainless Steel Finger Post Sign - 6 Arms (New)	13.6.18	£5,000	£500	Destinations to TBC by NWLDC.
14	May-18	NWLDC	Public Art Granite (plinth) Contractor has been asked to source this as part of ECI. Plinth will have a foundation & blocks will go up to plinth.	21.8.18	£3,000	£600	
15	May-18	NWLDC	Public Art Movement. LCC legal fees to investigate movement of lady and child figure from library grounds to public highway. Licence possibly needed.	13.6.18	£0	£5,000	Laura Grandidge investigating.  LCC/ NWLDC to confirm if statue is to be moved or cleaned.
16	May-18	NWLDC	Wooden Bollards x4 for turn left signs and daytime taxi rank signs.	21.8.18	£1,400	£280	
17	May-18	NWLDC	TRO Changes to provide extra taxi ranks at Jackson Street. NWLDC to confirm if needed.			£5,000	NWLDC to confirm if needed.
18	13.6.18	NWLDC	Tree grilles now required. Wayne has included a product.	18.6.18	£7,000	£1,400	
19	06.09.18	NWLDC	Realignment of taxi rank, changing of the kerb height from 40mm to 25mm where the upstand joins the Marlborough Square carriageway	21.8.18	£0	£1,000	
20	06.09.18	NWLDC	Change of surface material colour or laying pattern to emphasises pedestrian desire line in front of taxi rank parking.	21.8.18	£0	£1,000	
21	06.09.18	NWLDC	Kerblines moving to accommodate outdoor seating at the Litten Tree		£5,000	£1,500	Wayne to investigate and cost. Check with LCC licensing before design. NWLDC to confirm if needed.
22	06.09.18	NWLDC	Bus Shelter to be moved to clear 2m safety zone	21.8.18	£0	£500	
23	06.09.18	NWLDC	Change location of cycle stands if Change No. 21 approved.		£0	£500	Wayne to suggest location. NWLDC to confirm location.
24	06.09.18	NWLDC	Tree no.8 added. New tree. Tree nos 7&8 need exact locations. Deeper planter pits for 4 trees.		£2,000	£1,200	NWLDC to confirm location. NWLDC to confirm tree species.