

Kenilworth Town Council

28th July 2022

Report from the Projects Working Group

BLEF Project

The Projects Working Group met with Liquid, the contractors on Workstream 3, on 15th July to review the final edits of the videos and the “Locate in Kenilworth” brochure. With some final minor amendments the PWG was able to sign off on both the videos and the brochure. Arrangements will then be made with the Clerk and her team to upload the materials on to the website. We will then need programme to disseminate the materials to potential users (businesses, especially estate agents and housing developers) and a plan for Net Visibility to promote the videos online.

Following the completion of these activities we expect to be able to complete the project and report to Groundwork by the end of July.

There will be one final report from the PWG on this project at the next Council meeting on 8th September to confirm completion of the project.

Wayfinding

With support from WCC Legal Department and WCC Procurement we are at the time of writing in the final stages of setting up the tender for the procurement of the new signage.

Key dates for the project are:

Launch of the tender:	1 st September 2022
Proposals from bidders received:	29 th September 2022
Preferred contractor to full Council for approval:	20 th October 2022
Project inception meeting:	27 th October 2022
Designs sign-off by Projects Working Group:	5 th January 2023
Project completion and inauguration:	30 th March 2023

Members are welcome to inspect the tender documents held by the Clerk and to note the key dates for the project. The aim is to have the new signs in place for Easter next year in time for the start of the tourist season.

Cllr James Kennedy
Chair Projects Working Group
28th July 2022