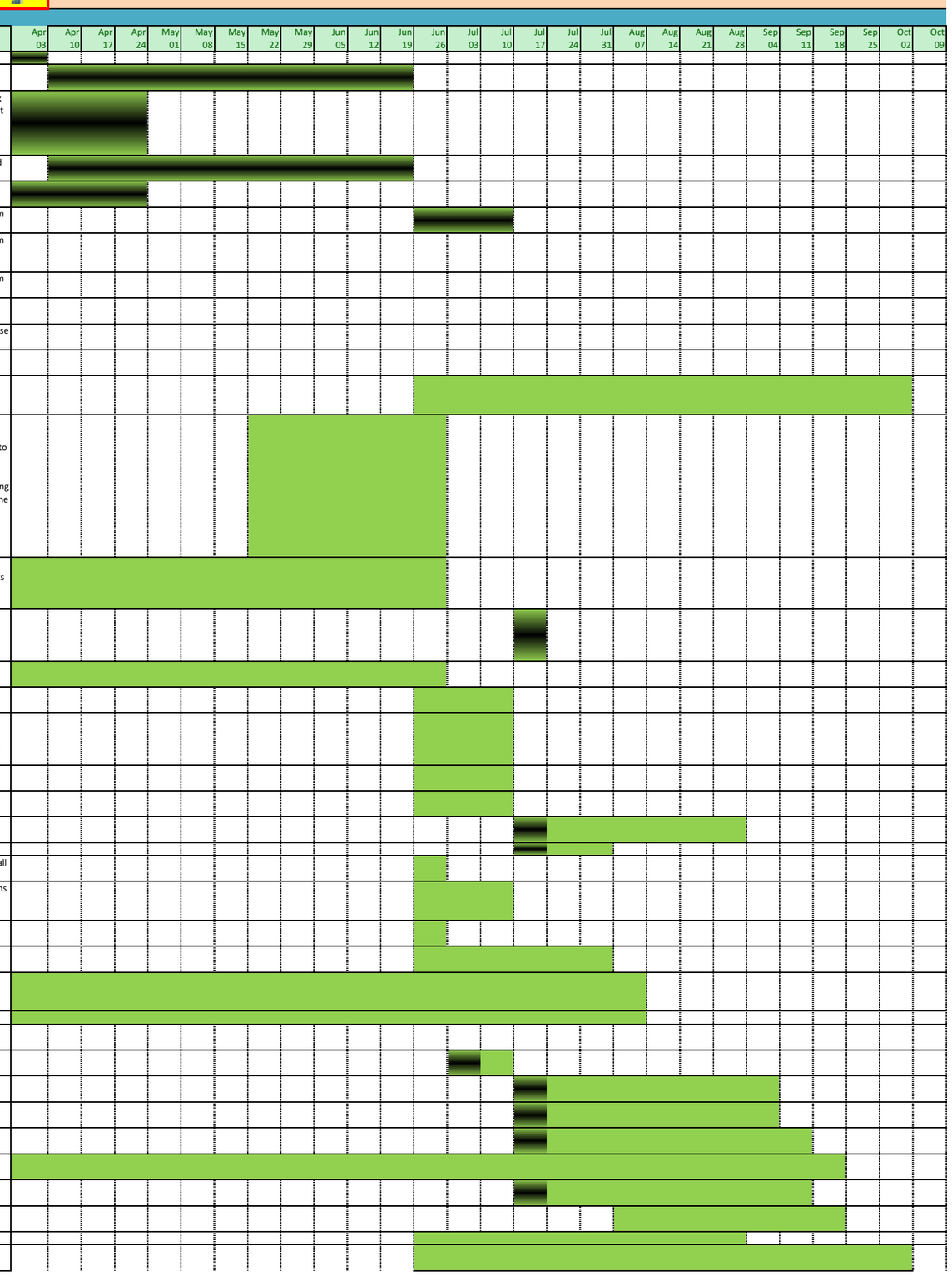
Project: GLEAN Gnosall Community Library

View Scale

HELP

Project Start 02/04/2017

Ref	Group	Task	Lead	Proposed Start	Proposed End	No of Days	Ref Link	Calc Start	Calc End	Duration	Complete	Progress/ Outcome
1	**Building**	Planning permission granted	GLEAN		06/04/2017			02/04/2017	06/04/2017	4	100%	Complete, with 3 year condition
2	**Building**	Seek clarification of planning permission being for a period of 3 years	GLEAN	06/04/2017	19/06/2017		1	06/04/2017	19/06/2017	53	100%	Planning application needs to be resubmitted to get 6 years
3	**Building**	Investigation into asbestos on existing lean to to be undertaken	Helen M		30/04/2017			02/04/2017	30/04/2017	20	100%	Duncan attended site and is arranging asbestos investigation. Asbstos report now complete, but did not cover the floor. Report sent to GLEAN by Chris Plant 14 June
4	**Building**	Seek Planning Permission for 6 Years	GLEAN	06/04/2017	19/06/2017	20	2	06/04/2017	19/06/2017	53	100%	Planning application resubmitted, and approval granted 19 June
5	**Building**	File of building information to be made available to Duncan Bagnall to view RE asbestos	Robert A		30/04/2017			02/04/2017	30/04/2017	20	100%	Complete
6	**Building**	Address any issues raised in the asbestos report	GLEAN		14/07/2017		4	20/06/2017	14/07/2017	19	100%	Permission granted 10 April 2017 from Parish Council
7	**Building**	Seek permission from Parish Council to park the portacabin on a temporary basis until it is move to its permanent location	Mary B		12/04/2017		4	20/06/2017	12/04/2017	-50	100%	Permission granted 10 April 2017 from Parish Council
8	**Building**	Permission sought and received from the Parish Council to prepare the site	Mary B		15/04/2017		5	01/05/2017	15/04/2017	-11	100%	Permission granted 10 April 2017 from Parish Council
9	**Building**	Talk to the Parish Council about removal of the existing lean to and to confirm who will pay for this	Mary B		30/04/2017		6	17/07/2017	30/04/2017	-56	100%	Approval granted from the Parish Council - they will pay
10	**Building**	Talk to the Youth Club about removal of any items stored in the lean to	GLEAN		30/04/2017		6	17/07/2017	30/04/2017	-56	100%	Agreed that a councillor will store these items
11	**Building**	Agree a date with the Parish Council for the removal of the lean to	GLEAN		14/07/2017							
12	**Building**	Ensure continued dialogue with the Youth Club concerning the project and about the exit door from the kitchen etc	GLEAN		02/10/2017		4	20/06/2017	02/10/2017	75		
13	**Building**	SCC Property Services to provide guidance on building regulations for a usable library space and what checks are required eg ramped access	SCC	16/05/2017	28/06/2017		4	16/05/2017	28/06/2017	32		Helen Matthews has commissioned Entrust (Duncan Bagnall) to provide advice, and he has provided answers to the initial list of questions. Further clarification being sought on this on some points. UPDATE - An SCC meeting to take place on 19/07/17 to determine how to provide support to GLEAN on the building reg requirements
14	**Building**	Investigate issues raised during the meeting with David Roberts from Stafford Borough Council Building Control Department, for example around the fire resistive qualities of the portacabin	GLEAN		30/06/2017			02/04/2017	30/06/2017	65		Bob to write a list of points that need clarifying and to contact David Roberts for further advice
15	**Building**	Seek professional advice from the Tree Officer, or other source, over the concern that has been raised about nesting birds and not being able to cut the trees back until the nesting season is over	GLEAN		14/07/2017		6	17/07/2017	14/07/2017	-2		Mike Deakin from the Parish Council has been consulted and has provided advice
16	**Building**	Clarify works contract with Paul Prince and give him the floor plan	GLEAN		30/06/2017			02/04/2017	30/06/2017	65		
17	**Building**	Talk to the Police about the logistics of the delivery of a crane and the portacabin, along the High Street.	Robert A		14/07/2017		4	20/06/2017	14/07/2017	19		
18	**Building**	Talk to the portacabin supplier about delivery of the portacabin along the High Street	Robert A		14/07/2017		4	20/06/2017	14/07/2017	19		Photos have been done for the Manchester supplier. The Hixon supplier will visit site. The haulier will also talk to the Police
19	**Building**	Arrange visit to site by the Hixon portacabin supplier, if this company is used	GLEAN		14/07/2017		4	20/06/2017	14/07/2017	19		One visit taken place and another to take place
20	**Building**	Determine if a crane is required to move the portacabin into position and if so order	GLEAN		14/07/2017		4	20/06/2017	14/07/2017	19		A crane is required
21	**Building**	Arrange tree cutting prior to the delivery of the portacabin	GLEAN		01/09/2017		6	17/07/2017	01/09/2017	35		Quote to be sought
22	**Building**	Demolish existing lean to and prepare the site	Paul P		31/07/2017		6	17/07/2017	31/07/2017	11		
23	**Building**	Send out publicity about planning permission	Mary B		30/06/2017		4	20/06/2017	30/06/2017	9		Article has been written for the Gnosall Parish News magazine
24	**Building**	Speak to Caroline Challinor about health and safety requirements	Helen F		14/07/2017	20	4	20/06/2017	14/07/2017	19		Helen Farr has had initial conversations with Caroline Challinor about this
25	**Building**	Speak to Staffordshire ICT about potential dates for IT work to be necessary at the portacabin	Helen F		30/06/2017	20	4	20/06/2017	30/06/2017	9		
26	**Building**	Select a portacabin	GLEAN		01/08/2017	20	4	20/06/2017	01/08/2017	31		Midland Portable Building Ltd Hixon chosed as the supplier
27	**Building**	Building / Structural Surveyor to inspect portacabin prior to its purchase to ensure its suitability and that it conforms to Building Regs Rules Part A	Helen M		08/08/2017			02/04/2017	08/08/2017	92		
28	**Building**	Place contract for the portacabin and its delivery	GLEAN		11/08/2017			02/04/2017	11/08/2017	95		
29	**Building**	Visit the Kingston Centre to look at stored library furniture	GLEAN	30/05/2017	30/05/2017			30/05/2017	30/05/2017	1	100%	Visit took place on 30 May
30	**Building**	Revisit the internal plan of shelving, furniture etc and draw up final plan	Robert A		14/07/2017		16	03/07/2017	14/07/2017	10		
31	**Building**	Fending to be erected around the site by handyman and risk assessment to be completed	Paul P		08/09/2017	1	19	17/07/2017	08/09/2017	40		
32	**Building**	Take delivery of the portacabin (avoiding Gnosall Festival dates of 15 – 23 July)	Paul P		08/09/2017	1	19	17/07/2017	08/09/2017	40		
33	**Building**	Arrange the connection of services to the portacabin: Heating, Electricity	Paul P		15/09/2017	2	20	17/07/2017	15/09/2017	45		
33.1	**Buidling**	Arrange an electrical test (63 amp connections cannot be signed off by Paul Prince)	GLEAN		22/09/2017			02/04/2017	22/09/2017	125		
34	**Building**	Arrange the connection of ICT services to the portacabin	GLEAN		15/09/2017	2	20	17/07/2017	15/09/2017	45		
35	**Building**	Arrange the fitting out of the portacabin with library shelving, furniture, computers, etc	GLEAN		22/09/2017	10	22	01/08/2017	22/09/2017	39		
36	**Service**	Agree opening hours for the new library	GLEAN		31/08/2017		4	20/06/2017	31/08/2017	53		
37	**Volunteers**	Keep volunteers abreast of developments with regular communication	Robert A		02/10/2017		4	20/06/2017	02/10/2017	75		



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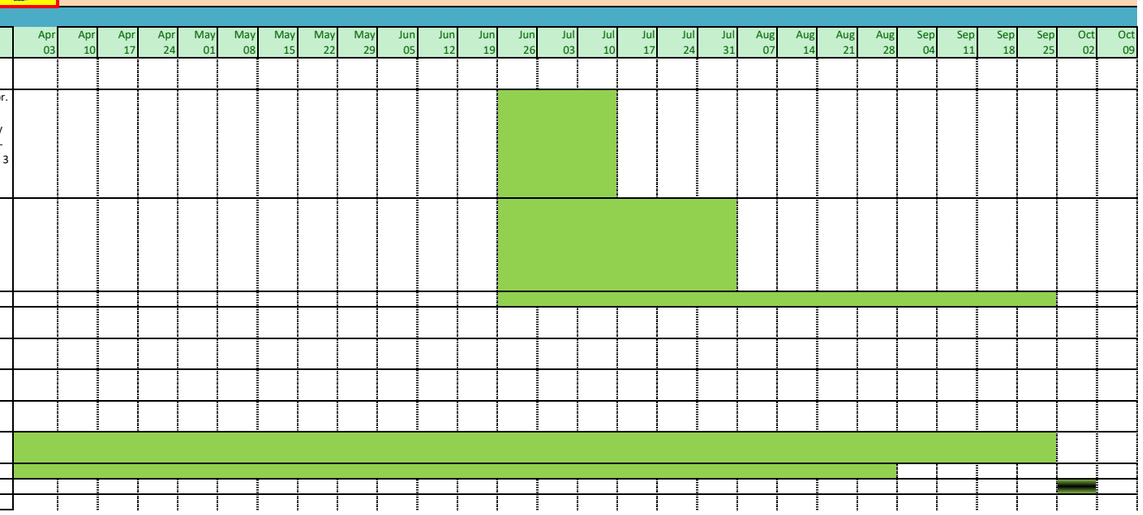
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38	**Volunteers**	Decide upon volunteer policy eg roles, DBS, agreement etc	GLEAN				4	20/06/2017	20/06/2017	1	100%	Complete
39	**Volunteers**	Hold a coffee morning for potential volunteers to meet, discuss roles, training etc	GLEAN		11/07/2017		4	20/06/2017	11/07/2017	16		Rolling powerpoint designed by Trevor. Task descriptions, application form, banner and SCC volunteering publicity provided by Helen. Email invites sent - 10 confirmed attendees, 5 email fails, 3 confirmed no longer volunteering
40	**Training**	Devise a training plan for the volunteers	Helen F		01/08/2017		4	20/06/2017	01/08/2017	31		Proposed training schedule for discussion handed out by Helen at meeting on. Training laptop tested in the Grosvenor Centre by Helen and connection to the wifi was strong
41	**Training**	Deliver training to volunteers	Helen F		29/09/2017		4	20/06/2017	29/09/2017	74		
42	**Legal**	Prepare agreement between SCC and GLEAN, for the running of a public library service	Chris P				4	20/06/2017	20/06/2017	1		Legal work on hold until building regs approval
43	**Legal**	Sign agreement between SCC and GLEAN, for the running of a public library service	Chris P									
44	**Legal**	Prepare agreement between SCC and the Parish Council, for the portacabin	Chris P				4	20/06/2017	20/06/2017	1		Legal work on hold until building regs approval
45	**Legal**	Sign agreement between SCC and the Parish Council, for the portacabin	Chris P				4	20/06/2017	20/06/2017	1		
46	**Legal**	Ensure other legal arrangements are in place eg public liability insurance, employer liability	GLEAN		29/09/2017			02/04/2017	29/09/2017	130		
47	**Legal**	Arrange H&S advice	GLEAN		31/08/2017			02/04/2017	31/08/2017	109		
48	**LIBRARY**	Library Service Start		02/10/2017				02/10/2017	02/10/2017	1