

APPENDIX 8: LUF TASKS , RISKS AND KEY ACTIVITIES FOR COMPLETION DURING 2025/2026

Task	Activity Type	Delivery/Completion Date	Comment	RAG
Market Place				
Order and arrange delivery of plant pots and seating planters, meet with contractors to monitor progress during production, co-ordinate delivery schedule as it is more complex due to location and may need amendments	Delivery	w/c 23rd June 2025	Scheduled around Go Festival dates to limit disturbance; this date leaves no contingency and handover time. If there are any issues with the pots/planters, it will need to be handed over but there is no resource available to hand to	R
Oversee design, delivery and installation of Hexagons, regular meetings with contractors to monitor progress during production	Delivery	w/c 23rd June 2025	Any issues in production have no contingency room built in due to schedules	R
Organise and procure delivery of items from depot to market place using appropriate haulage contractors	Delivery	w/c 23rd June 2025		G
Co-ordinate installation of items and planting schedules	Delivery	w/c 23rd June 2025	Any adverse weather could impact ability to plant; there is no contingency room built in due to schedules	R
Configure new Market Stall layout to be the most amenable possible for operations, traders, customers and current businesses, to develop effective new layout that suits the new public space	Operational	w/c 23rd June 2025	LUF Team working with other colleagues who work with stall holders to provide information and support but impact to traders is low with new layout, little movement required - if previous items are delayed could be more complicated	A
Work with existing traders to implement new layout in Market Place, work with new/casual traders to site stalls down Silver Street as the market grows	Operational	w/c 23rd June 2025	LUF Team working with other colleagues who work with stall holders to provide information and support but impact to traders is low with new layout, little movement required - if previous items are delayed could be more complicated	A
Work with Comms to develop a comprehensive communications package around the Market Place and Markets upgrades and changes once everything is confirmed/agreed	Comms	Jun-25	Flyer has gone out to businesses relating to TRO and Market Place improvements. Additional support may be needed when it all goes live - May TRO and late June installation of improvements.	G/A
Relocation of Gainsborough in Bloom Planters to more suitable location	Delivery	Jun-25	Locations to be agreed - one to flag alley to deter movement of other planter being considered	G
Relocation of Tree Planters from Market Place to Silver Street	Delivery	Jun-25	Locations to be agreed - one to flag alley to deter movement of other planter being considered	G
Clean up of existing planters, bins and benches subject to budget	Delivery	Jun-25	work underway	G
Potential need to identify storage for items until suitable location is agreed	Delivery	N/A	N/A	N/a
Work with operational team to agree operating processes for temporary removal of large planters for events such as Christmas lights festival - this requires health and safety assessment	Operational	June/July 25	Can use Go Festival to inform planning, but also work with internal teams to understand event needs in more detail and understand movement ease of market place improvements	G/A
Festoon Lighting - comprehensive programme of works planned which currently is set to continue beyond June due to supply chain issues. Existing columns need testing for safety and weight bearing abilities, a replacement column is on order; this is in conjunction with LCC. License agreements required. Following testing and installation, operator of WLDC needs to install fittings to the columns to enable festoon lighting to be controlled via timers. Procurement process underway.	Delivery	August/September 2025	Lighting is taking a considerable amount of time to deliver, and whilst it is possible and a budget earmarked, because of health and safety implications and the need for LCC and GTC to approve plans it is not possible to deliver this within the June deadline, it is more likely to be September once all relevant testing, procurement, licensing and installations are completed	R
Festoon Lighting - WLDC maintenance and management schedule	Operational	August/September 2025	as above	R
Festoon Lighting - safety manual and maintenance operations with partners; Town Council and LCC own parts of the fixtures so WLDC to engage with partners to agree access and schedules for maintenance	Operational	August/September 2025	as above	R
Uplighters Lighting - agree maintenance and management schedule and responsibilities. Important to upkeep and avoid repeated lighting failures	Operational	Jun-25	Complete	G
Historic Heart Projector - procurement, delivery, installation, agreements of location/conservation approval, and operational agreements and maintenance schedule	Delivery/Operational	July/August 25	Has to go through planning process before it can be procured - underway	A
Upgrade to Market Place electrics - working with Northern Powergrid to establish a timeline and co-ordinating around other events / works whilst being mindful of potential project complexities that could occur	Delivery/Operational	July/August 25	Unexpected delay incurred from NPG - working with them to understand and support but this means it will go beyond expected June delivery date	R
Market place music - working with final operators of unit C - what is the need, how does it work with residential units nearby, license for music in public places revenue cost	Delivery/Operational	June/July 25	Working with cinema operator to agree, and conservation officer to agree placement	A

APPENDIX 8: LUF TASKS , RISKS AND KEY ACTIVITIES FOR COMPLETION DURING 2025/2026

Task	Activity Type	Delivery/Completion Date	Comment	RAG
Commercial Waste / refuse issue / Town Hall and their operators without space to store commercial waste/bin storage - link with Commercial Waste Service and property and assets to try and agree solutions	Operational	?	Ongoing issue unsure of solution at this point so unable to define timeframe but won't be resolved before June	A/R
Phase 2 - original committeemen from Committee to investigate further feasibility of significant town centre transformation post LUF projects	Strategic	?	Resource unlikely to be available, no time to do this before July	R
Completion of Market Stall repair and refurbishment works	Delivery	Jun-25	Practically complete	G
Delivery of Market Stall covers to align with new layout	Delivery	Complete	Complete	G
Town Hall drainage issue - impacting cellar of unit on corner of Lord Street and Market Place. Officers to work with colleagues to reach solution.	Operational	?	?	?
Market Place public realm snagging and defects period (contractual obligations) - current project is due to deliver at end of June 2025 and therefore any remedial issues will have to be dealt with post June and ensure delivered to satisfactory and adoptable level before handing to property and assets team to maintain	Delivery/Operational	July/August 25	Cannot undertake snagging/remedy defects until market place improvements are installed, this is not taking place until the final week of June, therefore this task will run beyond contracts	R
New matters arising that require input from Projects Officer and Programme Manager may arise over the course of the next few months as the projects move through delivery	Delivery	ongoing	ongoing	A
Complete Stage 4 project documentation	Governance	Sep-25	Can't do until rest of project is complete - this won't be before July	R
Whitton Gardens				
Support Bruton Knowles in securing tenant for café up to start date	Strategic	Jun-25	Secure tenant for café - good interest so far and several visits, hope to have tenant in situ by July. Risk if anything falls through, will go beyond this time frame	A
Whitton garden café - handover pack, agreeing details of visitor economy material, tenant liaison and handover to property and assets	Delivery/Operational	Jun-25	Café to complete in May so handover can be completed in June	A
Working with property and assets team to familiarise with the building prior to formal handover	Operational	Jun-25	Café to complete in May so handover can be completed in June	A
Whitton gardens café snagging and defects period (contractual obligations)	Delivery/Operational	Jun-25	Café to complete in May so handover can be completed in June, snagging and defects can be picked up in June and built into longer term handover for other issues that may arise	A
Liaison with Environment Agency regarding riverside weeding and maintenance - clarify any license requirements	Operational	Jun-25		G/A
Instruct various hard works packages (subject to budget) to improve aesthetics	Delivery	Ongoing	Picking up tasks as and when appropriate. No resource to manage additional beyond June	A
Installation of mosaic community art project at Whitton's Gardens- King Canute piece - agree timelines with artist, press etc	Delivery	?	Not possible in current contract timeframe	R
Additional management of grounds maintenance contractor throughout summer period	Delivery/Operational	Jun-25	No resource to manage beyond June 2025. will form part of BAU handover	G/A
Complete Stage 4 project documentation	Governance	July/August 25	Can't be done until all aspects of project are complete including tenant in situ	R
Baltic Mill				
Baltic Mill planting maintenance - management of third party contractor to deliver grounds maintenance until 2026	Operational	May-25	on track	G
Handover of grounds maintenance to regular contractor	Operational	May-25	on track	G
Baltic Mill 'bedding in' period including fencing	Delivery	May-25	on track	G
Comms around opening and 'standstill/bedding in period' to be developed so the community understands why the park appears complete but isn't open immediately - pre June	Comms	May-25	on track	G
Baltic Mill - snagging and defects period (contractual obligation)	Delivery	Jun-25		G/A
Baltic Mill - wall public art installation at end of project, agreeing timelines for delivery and maintenance requirements	Delivery	?	No resource to manage beyond June 2025, but there is a desire to deliver this in the future	R
Complete Stage 4 project documentation	Governance	Jun-25		G

APPENDIX 8: LUF TASKS , RISKS AND KEY ACTIVITIES FOR COMPLETION DURING 2025/2026

Task	Activity Type	Delivery/Completion Date	Comment	RAG
Cinema				
Updating of Highways brown signs - working with LCC to ensure main highway cinema signage	Delivery	Jul-25	signs on order waiting on LCC	A
Wrapping up cinema timelapse, closing down contract and creating final outputs	Delivery	Jul-25	Can't do until cinema is open, date as yet unconfirmed	A
Cinema and RRU opening, marketing and support	Delivery	Jul-25	Opening date as yet unconfirmed, restaurant units likely to be behind cinema	R
Market place music - working with final operators of unit C - what is the need, how does it work with residential above, public music license	Delivery/operational	Jun-25	Working with cinema operator to agree, and conservation officer to agree placement	A
Complete Stage 4 project documentation	Governance	Sep-25	Can't be done until all aspects of programme are complete	R
Retail/Restaurant Units				
Supporting delivery of tenancing of Unit C - subject to funding	Delivery	July/August 25	Need to understand reconciliation outcome to know available fitout budget before tenants can be agreed	R
Identify funding stream to support delivery of 'white box' fitout of Units A&B	Strategic/delivery	Jul-25	Need to understand reconciliation outcome	A/R
Identify funding stream to support delivery of required delivery of Unit C	strategic/delivery	Jul-25	Need to understand reconciliation outcome	A/R
Project Plans for delivery of units	Strategic	Jun-25		G
Complete Stage 4 project documentation	Governance	September	Can't complete before project is fully delivered	R
TRO				
Operation of the newly refurbished bollards - engagement with LCC, businesses and agreeing the day to day operational management of the bollards - who / how	Operational	Jun-25	LCC have incurred a couple of delays, if they delay further this will limit available resource to support	A
Work with LCC on TRO roll, signage, enforcement matters	Governance	Jun-25	LCC have incurred a couple of delays, if they delay further this will limit available resource to support	A
Officer Representation on Gainsborough Transport Board	Governance	ngoing - unlikely to be before	Due to elections changes, Transport Board has been paused until further notice, and LCC officers have advised no action will be taken at this time but will be resumed in due course. Resource will not be available for this post June 25.	R
Wayfinding				
Final update to Wayfinding, all sign posts that require link back to new café and cinema to be programme managed, working with original contractors to agree installation and finalise end of contract invoices	Delivery	Complete		G
Complete Stage 4 project documentation	Governance	June/July 25	Project is complete but officer capacity to do s4 not available until July, at full capacity	A/R
Caskgate Crossing				
Caskgate Street crossing, promotion and discussion with LCC officers	Strategic	ngoing - unlikely to be before	Due to elections changes, Transport Board has been paused until further notice, and LCC officers have advised no action will be taken at this time but will be resumed in due course. Resource will not be available for this post June 25.	R
Officer Representation on Gainsborough Transport Board	Governance	ngoing - unlikely to be before	as above	R
Co-ordinate visit for Cllrs and support the project getting started	Delivery	Complete	Complete	G
Governance				
Final scheme reconciliation - finances to be agreed and finalised through June CP&R Committee	Governance	Jul-25	Paper has been moved to CP&R in July, must follow Earmarked Reserves paper as per governance requirements	R
End of programme Stage 4 to include finances, communications, lessons learnt, contractual evaluation requirements - awaiting details from MHCLG	Governance	August/September 2025	Cannot undertake until all projects are fully delivered	R
Formal project closedown with MHCLG - to work with S151 and to include delivery of outputs and outcomes	Governance	?	Awaiting guidance from MHCLG	A/R
Resident survey - commitment in MOU and in line with councils consultation strategy - desire to carry out post project completion to get real views from the public once projects are established	Comms/Strategic	Sep-25	Agreed to carry out post programme delivery to capture true reflections from residents	R
Understand longer term monitoring requirements e.g. footfall data, job creation etc - handover package of monitoring once we know what the MHCLG requirements are	Strategic	?	Awaiting guidance from MHCLG	A/R
Build longer term monitoring in to performance management, working with Programmes and Performance team	Strategic	July/August 25	Need to find capacity in schedule to work with P&P team to understand long term monitoring requirements, and who will be responsible for them - currently it is the LUF PM	R
Completion of a comprehensive evaluation report for Central Gov	Strategic/Governance	September	Cannot do prior to full programme completion	R

APPENDIX 8: LUF TASKS , RISKS AND KEY ACTIVITIES FOR COMPLETION DURING 2025/2026

Task	Activity Type	Delivery/Completion Date	Comment	RAG
Project Support Officer left in November 2024, decision made not to recruit and so existing team members have picked up all administration duties which are essential to support delivery of programme and support future audit requests.	Administration	Ongoing	as and when arise- government requests, audits etc	R
Ensure all drawings and operating manuals are on the asset register	Administration	ongoing	Can't be added to beyond June	A
Ensure all revenue implications are captured and accounted for post-project delivery	Administration	August onwards	can't capture before full project completion and before CP&R earmarked reserves paper	R
Other				
Wind and Tide sculpture - take handover of refurbishment, create operating, maintenance and management schedule and agree handover to Property and Assets to ensure doesn't fall into poor repair	Delivery	Complete	Ensure BAU/handover fully completed	G
Working with operational team to review street cleansing rotas and timescales to ensure increased footfall and town centre traffic can be cleansed appropriately	Operational	August/September 2025	Need to understand increased need and footfall to ensure most efficient review	A
Wider review of general public use litter bins, is the citing correct, do they need a new schedule across all areas that have had project work	Operational	July/August 25	Additional task if required to ensure upkeep and maintenance of area	A
Review and determine demand for 'warden' type role as included within the new town centre public realm reserve. Liaison with enforcement and licensing team to establish needs.	Strategic	July/August 25	Subject to CP&R earmarked reserves paper	A
Updating insurance of assets and liaising with valuers	Operational	ongoing	Can't be added to beyond June, core sites have been completed	G
Licensing - working with LCC to ensure licenses are achieved and commitments understood	Operational	Complete		G
CCTV upgrades (subject to budget) and amendments as required	Operational	ongoing	Can't be added to beyond June, core sites have been completed	G