

Development Manager 12-Month Activity Summary (2024)

- Q1/2 (focus: pre-application consultation, Stage 1/2 design, planning submission)
 - Manage the consultant team to produce a Stage 1/2 design that meets the objectives of the PBP
 - Manage the consultant team through the pre-application engagement (incl public consultation) with a scheme that fulfils the objectives of the PBP
 - Manage the consultant team to prepare a Planning Application that meets the objectives of the PBP
 - Prepare and submit grant funding applications to improve the viability, deliverability, sustainability and/or Affordable Housing offer for the scheme (where made on behalf of the HSDP)
 - Assist in preparing grant funding applications (where made on behalf of Harrow)
- Q3/4 (focus: planning permission, Stage 3 design, Business Plan update, PCSA (if planning permission secured))
 - Manage the consultant team to secure planning permission for a scheme that fulfils the objectives of the PBP
 - Manage the consultant team to produce a Stage 3 design that meets the objectives of the PBP
 - Undertake an annual update of the PBP
 - If planning permission is secured, prepare handover to Pre-Construction Services Agreement (PCSA) team, then manage PCSA to ensure the objectives of the PBP are met
- General
 - Report to the HSDP Board and secure approval or recommendations for approval as required to progress the scheme
 - Regular reporting, via Monthly Performance Report (MPR)
 - Ensure the programme is kept on-track to meet the objectives of the Phase Business Plan, and report where delays or opportunities for fast-track are expected (via MPR)
 - Monitor the risk and opportunities register and report via MPR
 - Monitor expenditure and cashflow forecast and report via MPR