

Project Briefing

Project identifier			
[1a] Unique Project Identifier	<i>Confirmed after CPB paper review.</i>	[1b] Departmental Reference Number	n/a
[2] Core Project Name	Provision of Staff Welfare facilities at Chingford Golf Course, Epping Forest		
[3] Programme Affiliation (if applicable)	n/a		

Ownership	
[4] Chief Officer has signed off on this document	Confirmed – Colin Buttery, Director of Open Spaces
[5] Senior Responsible Officer	Paul Thomson – Superintendent of Epping Forest
[6] Project Manager	Jo Hurst – Business Manager Epping Forest

Description and purpose	
[7] Project Mission statement / Elevator pitch	
Chingford Golf Course Greens team are currently using a vacant staff lodge for welfare facilities – which is unsatisfactory and contrary to planning classification. This project seeks to deliver a fit for purpose welfare and office facility, whilst also freeing up Flat 1 Jubilee Retreat for refurbishment and a return to domestic occupation by staff or letting.	
[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?	
<p>The Workplace (Health, Safety & Welfare) Regulations 1992 oblige employers to provide welfare facilities for the wellbeing of staff. The team of 4 Greenkeepers plus supporting casual seasonal staff maintaining Chingford Golf Course have no staff welfare facilities within the existing workshop and yard provision and are 1.8 miles from the nearest full staff facility at The Warren (public toilets are available at The Caddy House 0.4 miles away). H&S Audits have recommended that the provision of acceptable, suitable office and welfare facilities for this team are provided as a priority within the existing depot facility.</p> <p>The Greenkeeping team continue to use a neighbouring vacant residential flat – 1 Jubilee Retreat - for toilet, shower, office and other welfare facilities on a temporary basis, which does not comply with the building's C3(a) Use Class under the Town & Country Planning (Use Classes) Order 1987. To preserve housing stock the Local Planning Authority will not support the change of use of the flat to D2 Assembly and Leisure.</p> <p>The installation of budget solution container-style static welfare unit was planned during 18/19 financial year but refused permanent planning consent, with temporary use limited to three years, rendering this option unviable. The London Borough of Waltham Forest Planning Authority have expressed their preference for a permanent building solution, which could be accommodated either within the existing workshop structure, or as an extension or annexe in the surrounding compound.</p>	
[9] What is the link to the City of London Corporate plan outcomes?	
<p>[2] People enjoy good health and wellbeing.</p> <p>[4] Communities are cohesive and have suitable housing and facilities.</p> <p>[5] Businesses are trusted and socially and environmentally responsible.</p>	

[8] We attract and nurture relevant skills and talent.
 [9] Our spaces are secure, resilient and well-maintained.

[10] What is the link to the departmental business plan objectives?

Open Spaces Business Plan Objective C “Business practices are responsible and sustainable”
 Outcome 9 “Our practices are financially, socially and environmentally sustainable”.

The current use of Flat 1 as welfare facilities is contrary to Planning Use classification, and sub-standard according to H&S audits. Investment in a fit for purpose facility would be responsible, and also in turn make Flat 1 available for much needed housing.

[11] Note all which apply:

Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	N	Corporate: Project developed as a large scale Corporate initiative	N
Mandatory: Compliance with legislation, policy and audit	Y	Sustainability: Essential for business continuity	Y	Improvement: New opportunity/ idea that leads to improvement	Y

Project Benchmarking:

[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?

<These should be impacts of the activity to complete the aim/objective, rather than ‘finishes on time and on budget’>>

- 1) Fit for purpose office and welfare facilities provided to the Golf Course Green Keeping team – improving staff welfare and morale. Improvements reflected in H&S audits.
- 2) Office connectivity provided improving management of critical information such as H&S risk assessments and financial records. Staff are better informed.
- 3) Flat 1 is vacated, refurbished (under a separate project) and made fit to return to domestic occupation – either as a Staff Lodge, or let to a member of the public, contributing to Epping Forest Local Risk income (income from such lettings previously incorporated into budgets). Enforcement action on Use Classification is avoided.

[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the ‘delivery’ phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)

Potential income from letting of Flat 1 Jubilee Retreat.

[14] What is the expected delivery cost of this project (range values)[£]?

Lower Range estimate: £106K
 Upper Range estimate: £156K

[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:

- Dependant on final specification this project will result in either an additional small building, extension or internal facilities that will require future maintenance under CWP. This is not expected to be significant or prohibitive.
- Maintenance requirements and environmental performance will be considered in the design and specification process.
- City Surveyors are aware of this requirement and have been involved in previous stages.
- Once this project complete, and Flat 1 refurbished and returned to domestic use, the maintenance and security requirements of this property will reduce.

[16] What are the expected sources of funding for this project?
<p>Departmental Risk</p> <p>EF Local risk has received unanticipated income in 2018-19 due to a licence application for large long-term works compound on Forest Land, very close to the Jubilee Retreat site. This has now ceased, and the site cleared.</p> <p>If approved this funding can be transferred to Capital Project to support this build over the next financial year.</p> <p>No similar unbudgeted income is foreseen in 2019/20.</p>
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?
<p>Lower Range estimate: April 2019 – March 2020</p> <p>Upper Range estimate: April 2019– September 2020</p> <p><Critical deadline(s):> None</p>

Project Impact:	
[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?	
No	
[19] Who has been actively consulted to develop this project to this stage? <(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Alison Elam
Chamberlains: Procurement	Officer Name: Lisa Moore
IT	Officer Name: n/a
HR	Officer Name: n/a
Communications	Officer Name: n/a
Corporate Property	Officer Name: Peter Young
External	n/a
[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so: Please note the Client supplier departments. Who will be the Officer responsible for the designing of the project? If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?	
Client	Department:
Supplier	Department:
Supplier	Department:
Project Design Manager	Department:
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>