

Project Briefing

Project identifier			
[1a] Unique Project Identifier	tbc	[1b] Departmental Reference Number	tbc
[2] Core Project Name	Wanstead Park Ponds Project		
[3] Programme Affiliation (if applicable)	N/A		

Ownership	
[4] Chief Officer has signed off on this document	Colin Buttery (Director of Open Spaces)
[5] Senior Responsible Officer	Paul Monaghan (Assistant Director Engineering, Department of the Built Environment)
[6] Project Manager	Tim Munday

Description and purpose					
[7] Project Mission statement / Elevator pitch					
An engineering assessment of the EA designated 'High Risk' ponds at Grade II* Wanstead Park. Identifying solutions that fulfil both the City's statutory duties and other works in the Wanstead Parkland Plan, contributing to the removal of the Heritage at Risk status.					
[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)?					
The City of London has statutory duties as a reservoir owner under the Reservoirs Act 1975 (as amended by the Flood and Water Management Act 2010) to ensure the integrity of the structures within the cascade of ponds in the Wanstead Park lake system. The Environment Agency (EA) has now identified three of the four ponds owned by the City as being High Risk. This project will carry out surveys and flood modelling to determine if the reservoirs meet the standards required of High Risk Reservoirs for safe overtopping during the Probable Maximum Flood. If this is not the case the City of London will have a statutory duty to make improvements such that they do. If the engineering study finds the reservoir structures to be inadequate then potential solutions will be explored, including those that address further long-term issues affecting the ponds. Future work could be carried out in conjunction with complimentary works in the Wanstead Parkland Plan addressing the Heritage at Risk status of the park. Lessons learnt from previous similar projects have highlighted the importance of engaging with the local community at an early stage, as such it is proposed to appoint a communication officer for the project.					
[9] What is the link to the City of London Corporate plan outcomes?					
[1] People are safe and feel safe. [9] Our spaces are secure, resilient and well-maintained. [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.					
[10] What is the link to the departmental business plan objectives?					
1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced. 2. London has clean air and mitigates flood risk and climate change 3. Our spaces are accessible, inclusive and safe					
[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	N
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Project Benchmarking:	
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?	
1) The reservoirs will comply with the statutory requirements.	
2) Completion of the project without enforcement by the EA.	
3) The public and other stakeholders will be kept informed during the process, of any conclusions and next steps.	
[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.)	
No benefits requiring tracking.	
[14] What is the expected delivery cost of this project (range values)[£]?	
Engineering assessment only: £150 000. Should additional work be required the anticipated range for statutory work is: Lower Range estimate: £8 million Upper Range estimate: £12 million	
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:	
None.	
[16] What are the expected sources of funding for this project?	
Capital (at the discretion of Resource Allocation Sub Committee and following prioritisation against competing bids). Opportunity to provide match funding for a related Heritage Lottery Fund bid.	
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?	
Engineering assessment only: (8-10 months)	
Lower Range estimate: Start: April 2019, Finish: November 2019 Upper Range estimate: Start: June 2019, Finish: March 2020	
Should additional work be required the anticipated timeframe is:	
Lower Range estimate: Start: December 2019, Finish: June 2024 Upper Range estimate: Start: April 2020, Finish: January 2026	
<Critical deadline(s):> Autumn 2019 (at EA's discretion)	

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?	
Wanstead Park is of great interest to the local community and wider groups with the local MP hosting a summit on the Park's management and future at the Houses of Parliament in November 2017. Ongoing work to involve and actively communicate with these stakeholders will be required. A similar level of interest to that in the initial stages of the work on the Hampstead Heath Ponds Project is expected, one of the key lessons learnt from that project was the importance of early community engagement.	
[19] Who has been actively consulted to develop this project to this stage?	
Chamberlains: Finance	Officer Name: Mark Jarvis

Chamberlains: Procurement	Officer Name: Kayleigh Rippe
IT	Officer Name:
HR	Officer Name:
Communications	Officer Name: John Park
Corporate Property	Officer Name: Julian Kverndal
Comptrollers	Officer Name: Edward Wood
External	Panel Engineer, EA, Local MP
[20] Is this project being delivered internally on behalf of another department?	
Client	Department: Open Spaces
Supplier	Department: Built Environment
Supplier	Department:
Project Design Manager	Department:
Design/Delivery handover to Supplier	Gateway stage: Before Project Proposal