Project Briefing

Project Identifier			
[1a] Unique Project Identifier		**[1b] Departmental Reference Number**	<An internal department reference (if applicable)>
[2] Core Project Name	Provision of Car park charging infrastructure at Burnham Beeches, Riddlesdown and Farthing Downs -- Open Spaces Department		
[3] Programme Affiliation *(if applicable)*			
Ownership			
[4] Chief Officer has signed off on this document	Colin Buttery. Director – Open Spaces CB.		
[5] Senior Responsible Officer	Andy Barnard. Superintendent of The Commons		
[6] Project Manager	Martin Hartup. Head Ranger. Burnham Beeches		
Description and purpose			
[7] Project Mission statement / Elevator pitch			
To install car park charge infrastructure at Burnham Beeches, Farthing Downs and Riddlesdown to ensure continued, additional and improved income generation.			
[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 Commons Division relies on income to deliver key operational services. The project falls into tow distinct categories **Burnham Beeches – Replacement of existing park charge infrastructure to continue charges.** Car park charges have applied at Burnham Beeches since 2011 and the same machiens were used to collect voluntary car park charges since 2007. The car park machines are now 12 years old and in urgent need of replacement. This project will provide modernised charging infrastructure allowing greater and more flexible charging options thereby ensure that income continues 'as is' or perhaps increasess slightly. **Farthing Downs and Riddlesdown – Provision of infrastructure to enable car park charges.** Car park charges do not currently apply on these two sites i.e. are currently provided free of charge to visitors. Here the project will install car parking infrastructure for the first time thereby providing additional income to local risk budgets.			
[9] What is the link to the City of London Corporate plan outcomes?			
[1] People are safe and feel safe. [2] People enjoy good health and wellbeing. [5] Businesses are trusted and socially and environmentally responsible. [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?			
OS Business Plan Objective C. Business practices are responsible and sustainable Develop innovative approaches to income diversification(C9) (5c) Review existing income generating provision e.g. car parking at The Commons "			
[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	N	**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) Options to upgrade current and provide new infrastructure fully scoped and adapted to reflect local conditions/opportunities
2) Cost effective and efficient installation of infrastructure that works as required
3) Income targets met or exceeded
[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.)
Maintenance of exisiting and provision of additional income are the main outcomes. Income targets will monitored monthly after project completion
[14] What is the expected delivery cost of this project (range values)[£]?
Lower Range: £100,000 Upper Range estimate: £130,000
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:
Ongoing revenue commitment such as maintenance, back office charges, enforcement etc will be met directly from the income raised £5000 - £15000/annum dependant on final, chosen options
[16] What are the expected sources of funding for this project?
Priorities Investment Pot
[17] What is the expected delivery timeframe for this project (range values)? **Are there any deadlines which must be met (e.g. statutory obligations)?**
March 2019 – March 2020
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?
Local consultation and benchmarking required at Riddlesdown and Farthing Downs. This process has already started via the West Wickham and Coulsdon Commons Consultative Group. Benchmarking of charges and exploration similar issues with London Borough of Croydon will be necessary as the owners of neighbouring land also considering the introduction of car park charges. Some adverse PR is possible particularly at sites where charges for car parking are not currently levied. Infrastructure can be intrusive if not carefully managed. Use of local communications (press releases etc.)/local community engagement (newsletters etc.) will help to mitigate
[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: Mark Jarvis
Chamberlains: Procurement	Officer Name: TBD
IT	Officer Name: NA
HR	Officer Name: NA
Communications	Officer Name: NA
Corporate Property	Officer Name: NA
External	Car park infrastructure suppliers and enforcement companies. Local site based Consultation Group
[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: I
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>

Colin Buttery. 13/2/19