

Committees:	Dates:	
Streets and Walkways Sub-Committee Projects Sub- Committee	19/01/2015 21/01/2015	
Subject: Mitre Square – EE086	Gateway 3 Outline Options Appraisal	Public
Report of: Director of the Built Environment		For Decision

Summary

Dashboard

Project status: Green

Timeline: Gateway 3

Project estimated cost: £1m - £1.5m

Spend to date: £17,568 (as of 30 November 2014)

Overall project risk: Green

Progress to date

In July 2014 Members approved the initiation of a project to enhance the public realm in the vicinity of Mitre Square. The project ties into the redevelopment of the International House site and the associated Section 106 agreement.

In accordance with the obligations of the Section 106 agreement, the City has established a Working Party to guide the environmental enhancement project. The Working Party comprises key local stakeholders, namely the developer of the site and the Sir John Cass school, and City officers. The Working Party has met twice and has established a series of objectives that are set out in Appendix 1 and form the basis of the project direction and the Gateway 3 approval.

Owing to the need to work with stakeholders in this way and to establish an early understanding to define the scope of the project, it was not considered appropriate to produce design options at this stage, but rather to provide a clear agreement with all parties on what the project should seek to achieve. Options that deliver on the agreed objectives will therefore be developed for consideration at Gateway 4.

Alongside this process, a Section 278 agreement has been drafted in liaison with the developer. This agreement will cover highway works necessary to accommodate the development, and any other remedial or reparation works. It is anticipated that this agreement will be concluded in January 2015.

Proposed way forward

The Working Party has unanimously agreed the objectives for the project and the scope of the survey and information gathering work that needs to be carried out before design work commences. Members' agreement of these is now sought in order to move forward.

To ensure that proposals meet the needs of the area, the Working Party will continue to provide local input and guidance on the options as they are developed.

Once options have been drafted a wider public consultation is planned to ensure that stakeholders in the wider area are given an opportunity to consider and comment on the proposals. This will be carried out ahead of a Gateway 4 report being presented to Members.

Procurement Approach

The works are proposed to be implemented in coordination with the developer's programme. At this stage, the preferred approach for implementation of the works is to utilise the City's highways term contractor, who was appointed under a competitive tendering process. However, this will be confirmed at the next gateway.

Financial Implications

To date, £17,568 of staff costs have been incurred; this has involved drafting of the Section 278, consultation with local stakeholders, and the coordination of Working Party meetings. The Fees allocation approved at the previous Gateway has not yet been utilised; this is owing to the change in approach to the design process, meaning that any required survey work will be undertaken as part of the next tranche of work.

It is anticipated that the full project costs will be met through the same Section 106 agreement, and also through the Section 278 agreement relating to the development.

Recommendation

It is recommended that Members:

- Approve the Scheme Objectives as detailed in Appendix 1;
- Authorise the progression of the project and the release of funds, as set out in Section 16 and Appendix 4 (Table 2) of this report.

Appendices

Appendix 1	Scheme Objectives and Next Steps agreed by the Project Working Party
Appendix 2	Gateway 2 Project Proposal Report
Appendix 3	S106 plan of the project area
Appendix 4	Financial summary

Contact

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<i>Proposal</i>															
1. Brief description	<p>Options are to be developed based on the project objectives that have been agreed by the Working Party (see Appendix 1).</p> <p>These objectives stem from an analysis of local needs that have been identified by officers through initial consultation with key local stakeholders, namely the developer of the International House site and Sir John Cass's Foundation School.</p> <p>The next steps to reach Gateway 4 include a transport assessment that will assess existing and future needs, design development that will address key objectives and further consultation with the Working Party and local occupiers.</p>														
2. Scope and exclusions	<ul style="list-style-type: none"> • The core design proposals are restricted to the areas of public highway within the boundary of the plan in Appendix 3 that forms part of the Section 106 agreement; • Any remedial or reparation works, or those which are required to facilitate the development, will be funded through a separate Section 278 agreement, but the design and implementation of these works will dovetail with the wider enhancement works; • Any implications of adjacent works (i.e., the Aldgate Major Scheme and the expansion of the School) will be taken into detailed consideration at the next gateway. 														
<i>Project Planning</i>															
3. Programme and key dates	<table border="1"> <thead> <tr> <th>Task</th> <th>Target date</th> </tr> </thead> <tbody> <tr> <td>Design development</td> <td>Spring 2015</td> </tr> <tr> <td>Public consultation</td> <td>Summer 2015</td> </tr> <tr> <td>Gateway 4</td> <td>Autumn 2015</td> </tr> <tr> <td>Detailed design</td> <td>Winter 2015 – 2016</td> </tr> <tr> <td>Gateway 5</td> <td>Early 2016</td> </tr> <tr> <td>Start on site</td> <td>Summer 2016</td> </tr> </tbody> </table>	Task	Target date	Design development	Spring 2015	Public consultation	Summer 2015	Gateway 4	Autumn 2015	Detailed design	Winter 2015 – 2016	Gateway 5	Early 2016	Start on site	Summer 2016
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4. Risk implications	<ul style="list-style-type: none"> • Objections from local occupiers and residents Mitigate by developing design options that take account of local needs and carry out public consultation. Continue to use the project Working Party already established. • Design options do not meet the aspirations of the Working Party members Mitigate through agreement of design options by the Working Party. 														

	<ul style="list-style-type: none"> • Other works in the area impact on the project programme Manage by liaising closely with colleagues, assessing site access requirements and sharing relevant programmes. • Relevant Traffic and Parking Orders cannot be made Mitigate by discussing any necessary Orders during the next stage of design.
5. Stakeholders and consultees	<p>The Working Party is a requirement of the Section 106 for the development. The remit of the Working Party is set out in the Section 106 as follows:</p> <p>“The Working Party shall consider and agree the proposed design of the Enhancement Works (or part thereof) and shall also consider any changes arising thereto once the design has been signed off save that the design in respect of the Enhancement Works (or part thereof) will also need to be agreed by the relevant committee of the City Corporation”.</p> <p>The Working Party is chaired by the City of London, and comprises representatives from the developer and their professional advisory team, and Sir John Cass’s Foundation School.</p> <p>As part of the next stage of design work, and before the next Gateway report, residents and other stakeholders (e.g., Ward Members, School Governors) will be consulted on the emerging proposals.</p>
Resource Implications	
6. Total Estimated cost	£1m - £1.5m
7. Funding strategy	The project is to be entirely funded through the relevant Section 106 and Section 278 agreements.
8. Ongoing revenue implications	To be confirmed at the next Gateway.
9. Affordability	The estimated cost of the project is fully funded under the terms of the existing Section 106 agreement and the associated Section 278 agreement.
10. Procurement strategy	The City’s highways term contractor is likely to be recommended to implement the scheme. This is to be confirmed at the next gateway. Any other consultants that are deemed to be necessary shall be appointed by competitive tender (where appropriate) through the City of London Procurement Service.
11. Legal implications	There a no specific legal implications at this stage. Any emerging implications will be reported at the next Gateway.

<p>12. Transport implications</p>	<p>Officers have identified several transport issues related to parking, loading and vehicle access that will need to be taken into account in the development of options. These are set out in Appendix 1.</p> <p>It is proposed that a transport study is carried out as part of the development of options in order to ensure that the design meets local needs and also takes account of the impact of the new development and other developments in the area.</p>
<p>13. Equality Impact Assessment</p>	<p>Officers have carried out an initial equalities impact assessment as part of the project initiation.</p>
<p>14. <u>Recommendation</u></p>	<p>It is recommended that Members approve the Scheme Objectives as set out in Appendix 1, and also approve the resources required to reach the next Gateway as set out in section 16 of this report.</p>
<p>15. Next Gateway</p>	<p>Gateway 4 – Detailed Options Appraisal</p>
<p>16. Resource to reach next Gateway</p>	<p>Total - £45,000</p> <p>Staff costs (Environmental Enhancement) - £15,000 (S106)</p> <p>Staff costs (City Transportation) - £12,000 (S278)</p> <p>Staff costs (Highways) - £3,000 (S278)</p> <p>Fees - £15,000 (S278)</p> <p>These figures are inclusive of funds already approved at the previous Gateway (see Appendix 4).</p>

Appendix 1 - Scheme Objectives and Next Steps agreed by the Project Working Party

Mitre Square – Issues, Objectives & Next Steps			
ID	Issue	Objective	Next steps
Transport			
T1	Car-based pick up / drop off of pupils in the morning and afternoon	TO1: To provide formal / informal waiting facilities at suitable locations to meet local needs.	Commission a transport study to identify current and future levels of parking, waiting and loading Liaise with Sir John Cass's School regarding updating their School Travel Plan, to encourage more sustainable and active modes of travel
T2	On-street parking facilities for users of the area		
T3	Accounting for parking potentially displaced from the school		
T4	Loading and servicing for the new pavilion in the Aldgate western space	TO2: To provide adequate space on-street for loading and servicing to meet local needs	
T5	Vehicle dominance of the eastern space	TO3: To provide adequate facilities for all future vehicle uses of the space, including cyclists and emergency access	
T6	Cyclists moving through Creechurch Lane		
T7	Ensuring that the future growth in cyclists, particularly amongst schoolchildren, is catered for		
Community			
C1	Achieving a balance between users of the space, particularly office workers and school children	CO1: To create a design that best fits the space with consideration towards (various) user needs and times of day, and which incorporates sufficient design flexibility to meet those needs	Commission a survey of pedestrian numbers and activity in the area, particularly to understand the different uses and peaks of activity at various times of day, and also to identify any 'hot-spots' in terms of noise and anti-social behaviour, including at night time
C2	Peaks of tourists for short periods, especially in the early evening		
C3	Children playing in the space		
C4	Parents waiting to collect children		
C5	The public realm caters for the increase in office workers in the area		

C6	Use of the retail unit within the development		
Security			
S1	Users of the space feeling safe and secure, particularly at night time	SO1: To ensure that users of the area feel safe and the public realm is designed to limit opportunities for anti-social behaviour, taking into account the evening and night-time use of the area and residential amenity SO2: To ensure that any necessary security measures and the implications thereof are identified and fully understood	Analyse the security assessment for the development, with follow-up meetings with the City of London Police and / or security consultants where necessary Commission a lighting survey which takes into account the proposed lighting levels elsewhere in the development and in surrounding areas, to inform the final lighting design
S2	School children being as safe as possible while using the space		
S3	Anti-social behaviour, including drinking and drug-related activities		
S4	General noise from people in the space late at night		
S5	Sufficient lighting		
S6	Hostile Vehicle Mitigation measures may be needed (dependent on outcome of assessment)		
Environment			
E1	Understanding the clear 'activity' areas in the space and designing accordingly	EO1: To provide defined 'activity' areas for the various users of the space, and ensure that the function, design and material palette of the public realm is coordinated EO2: To understand the heritage value of the area and the desirability or otherwise of their use in the public realm scheme EO3: To ensure that future developments are considered in the design of the public realm as far as possible	Investigate the heritage value of the area through desktop research and meetings with relevant officers Continue to monitor developments with the School and the Aldgate project, including scrutiny of Committee reports and meetings with relevant officers, and with any updates fed into the design process via the Working Party
E2	Coordinating the design with the Aldgate scheme		
E3	Potential heritage value of the existing cobbles, and their possible reuse		
E4	Heritage considerations regarding the school railing		
E5	Future pedestrian access to the school from the north and west		
E6	Future vehicle access to the school		

Appendix 2 - Gateway 2 Project Proposal Report – FOR INFORMATION ONLY

Project Gateway 2 (July 2014)	
Project: Mitre Square	Public
Report of: Director of the Built Environment	For Decision

Overview

1. Spending Committee

Streets & Walkways Sub-Committee

2. Project Board

A Project Board is not recommended given the scale and nature of this project. However, the Section 106 agreement requires the setting up of a Working Party comprising representatives of the Developer, City Corporation and any other party the Corporation deems necessary.

3. Area Strategy Authorising Committee and date of Authorisation

The project area sits on the boundary of two strategy areas, these being the Aldgate & Tower Area Strategy (approved by Court of Common Council in 2012) and the Eastern City Cluster Area Strategy (approved in 2005). However, no specific proposals were included for the project area.

4. Brief description of project

The project involves public realm enhancements in the vicinity of the redevelopment site at Mitre Square. Specifically, the Section 106 agreement states that the Local Community Facilities & Environmental Improvement Works are to be directed to “the area surrounding the Site, including Mitre Street, Creechurch Lane, Mitre Square, Duke’s Place and Creechurch Place and the Open Space area within which the Enhancement Works are to be carried out”; a map of the proposed project area is shown in Appendix 1. The scheme is fully externally funded through the Section 106 Agreement connected to this development.

The design development will be progressed through the project Working Party, as described in Section 2 above, in accordance with the terms of the Section 106 agreement.

The project objectives are:

- Re-landscaping Mitre Square to create a more attractive and useable public space;
- Delivering an enhanced public realm;
- Enhancing the street environment to reflect the special historic interest of Mitre Square;
- Exploring measures to reduce anti-social behaviour / night time noise in the area;
- Improving the function of local streets in the area, including an assessment of waiting, loading and parking;
- Improving accessibility for all throughout the area;
- Providing increased facilities for cultural/leisure activities for workers and visitors in the public realm;

- Increasing greenery and biodiversity.

The project scope will include:

- Liaison and design integration with the developer, internal and external stakeholders, particularly residents and Sir John Cass's Foundation Primary School;
- Developing and consulting on design options;
- Collection of all necessary pre design information such as surveys;
- Construction planning and traffic management.

5. Do materials used comply with 'material review' approved use?

Yes.

6. Success Criteria

- Rejuvenation of Mitre Square, enhancement of the public realm and improvements to surrounding streets associated with the development of International House;
- Pedestrian improvements to enhance the immediate setting of Mitre Square and the public realm on streets including Mitre Street, Creechurch Place, St James's Passage, Creechurch Lane, Aldgate and Duke's Place;
- Improve the quality and consistency of surface materials in the public space and surrounding areas with the introduction / extension / retention of appropriate paving treatments;
- Show a clear design link with other improvements such as new public spaces and public realm improvements related to the Aldgate Highway Changes & Public realm project;
- Mitigation of late night noise / anti-social behaviour wherever possible;
- Improving accessibility for all people and particularly those with mobility impairment;
- Improving air quality in the immediate vicinity of the site;
- Increasing biodiversity in the immediate vicinity of the site;
- Increasing the sense of health and wellbeing for people using the area.

7. Key options to be considered

The key options to be considered will include north-south routes through the site, via St James's Passage and Creechurch Lane; these will be guided by the existing planning permissions. Options relating to linkages with Sir John Cass's Foundation Primary School will also be considered, as will local parking, loading and waiting arrangements. These options and their prioritisation will be developed at the options appraisal stage and will be in accordance with the relevant area strategies.

8. Links to other existing strategies, programmes and/or projects

The project will link with the relevant local area strategies as noted above. Although not included as a specific project within the strategy document, Mitre Square is adjacent to the major project being delivered at Aldgate, and so options will take these designs into consideration.

9. Within which category does this project fit?

Fully reimbursable.

Asset enhancement/ improvement (capital).

10. What is the priority of the project

Advisable.

Financial Implications

11. Likely capital/supplementary revenue cost range

£250k – £2m (anticipated value of project being £800,000 - £850,000).

12. Potential source (s) of funding

The project will be fully funded through the relevant planning obligation (section 106 agreement). The total Local Community & Environmental Improvement Works contribution of £866,007 will be split as follows:

- £50,000 for air quality monitoring;
- £816,007 for Enhancement Works.

The LCEIW pre-payment of £91,450 (10% of the total contribution) has already been received and will be utilised for preliminary design and initial consultation. Any funds remaining from this allocation at the completion of preliminary design will be put towards the main implementation budget.

13. On-going revenue requirements and departmental local risk budget (s) affected

The majority of the area is currently maintained as City highway. The new landscaping will result in a change in the design of the public realm which may in turn result in additional revenue costs dependent on the design options recommended.

The specific additional revenue costs over a five year period will be identified and considered at the options appraisal stage and built into the project implementation budget

14. Indicative Procurement Approach

It is anticipated that all works will be undertaken by the City's term contractor, J.B. Riney. The use of J.B. Riney will be confirmed in future Gateway reports.

15. Major risks

Overall Project - Low Risk

Risk breakdown:

1. Full cost of works unknown

As the design options are identified the likely cost of the scheme will be established. The scope of the project will be tailored to ensure delivery within the available Section 106 funding.

2. Project exceeds budget

Monitor costs closely and phase expenditure based on essential and optional elements of the scheme to ensure the budget is not exceeded.

3. Key stakeholders – (School, residents, businesses) oppose the proposed enhancement works

Officers will provide detailed information and briefings to stakeholders throughout the design and evaluation stages, including wider consultation with local residents. As part of the S106 conditions, a stakeholder steering group will be established at project inception to guide the design development between project gateways.

4. School expansion works impact on the project design and implementation

Maintain close contact with the School to ascertain their expansion proposals, primarily through the project Working Group as described in Section 2 above.

16. Anticipated stakeholders and consultees

Anticipated external stakeholders:

- Developer of International House site;
- Sir John Cass's Foundation School;
- Local residents;
- St Botolph without Aldgate Church;
- Owners / occupiers of adjacent buildings;
- Transport for London;
- City of London Police.

17. Sustainability Implications

It is anticipated that all materials will be sustainably sourced where possible and be suitably durable for construction purposes. This will be confirmed as design options are refined.

18. Resources requirements to reach next Gateway

Total - £45,000.

Staff allocation - £20,000. This will allow the City to progress the project to Options Appraisal at Gateway 3, conduct consultation work including liaison with local stakeholders and to prepare necessary reports back to Members. This represents around 200 hours, including input of the Assistant Director.

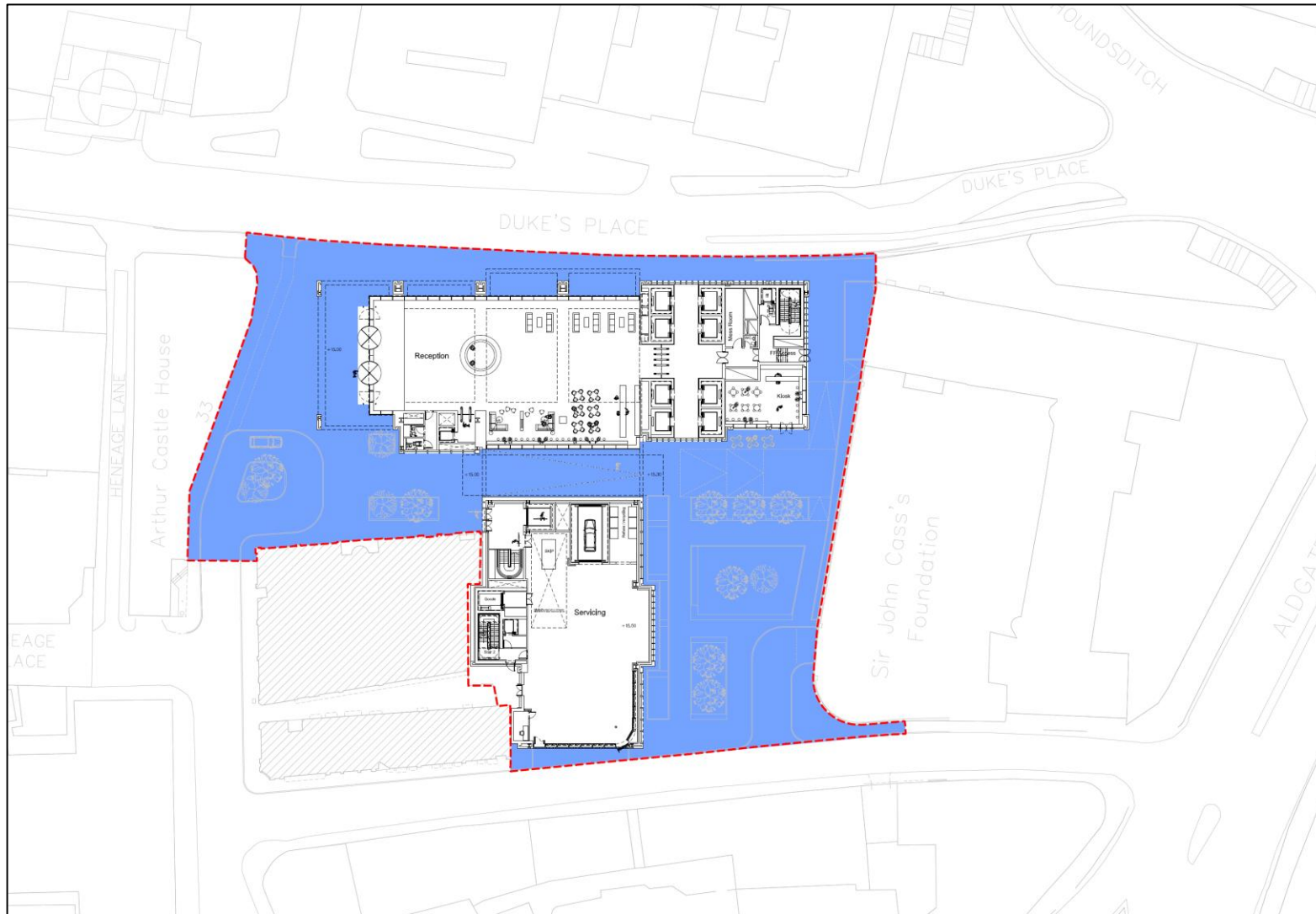
Fees allocation - £25,000. This will allow the commissioning of all necessary topographical and utility surveys and a landscape design consultant to develop a robust outline design concept to inform the option appraisal at Gateway 3.

All costs and fees will be funded from the Local Community and Environmental Improvement Works contribution from the Mitre Square S106 agreement.

19. Standard or streamlined approval track

Streamlined.

Appendix 3 - S106 plan of the project area



Appendix 4 – Financial summary

Table 1 - Expenditure to date

Description	Approved	Spend	Balance
Fees	25,000.00	-	25,000.00
P&T staff cost	17,000.00	17,567.53	(567.53)
Highways staff cost	3,000.00	-	3,000.00
Total	45,000.00	17,567.53	27,432.47

Table 2 - Proposed revised budget

Description	Amount
Fees	15,000
P&T staff cost	44,568
Highways staff cost	3,000
Total	62,568