



West Ham Park Committee

Date: MONDAY, 4 FEBRUARY 2019
Time: 1.45 pm
Venue: COMMITTEE ROOMS - SECOND FLOOR WEST WING, GUILDHALL

Members: Graeme Smith (Chairman)
Oliver Sells QC (Deputy Chairman)
Catherine Bickmore
Robert Cazenove
Caroline Haines
Alderman Ian Luder
Wendy Mead
Barbara Newman
Justin Meath-Baker
Richard Gurney
Councillor Joy Laguda MBE
Cllr Rachel Tripp
Jeremy Simons
Deputy John Tomlinson
Representative of Newham Council TBC
Rev Cannon Alex Summers

Enquiries: Richard Holt
Richard.holt@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

N.B. part of this meeting may be subject to audio-visual recording

**John Barradell
Town Clerk and Chief Executive**

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

3. **MINUTES**

To agree the public minutes and non-public summary of the previous meeting held on the 10th of December 2018.

For Decision
(Pages 1 - 6)

4. **ACTIONS**

Report of the Town Clerk.

For Information
(Pages 7 - 8)

5. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Report of the Town Clerk.

For Decision
(Pages 9 - 12)

6. **SUPERINTENDENT'S UPDATE**

Report of the Superintendent of Parks and Gardens.

To be read in conjunction with the non-public appendix at Item 15 on the Agenda.

For Information
(Pages 13 - 14)

7. **WEST HAM PARK PLAYGROUND REFURBISHMENT**

Report of the Director of Open Spaces.

For Decision
(Pages 15 - 56)

8. **BRINGING COMMUNITIES TOGETHER EVENT FEEDBACK AND PROPOSAL FOR 2019**

Report of the Director of Open Spaces.

For Decision
(Pages 57 - 64)

9. **TREE PESTS AND DISEASES: OAK PROCESSIONARY MOTH URGENT UPDATE**

Report of the Director of Open Spaces.

For Information

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT.**

12. **EXCLUSION OF THE PUBLIC**

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Non-public Agenda

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting of the Committee held on the 10th of December 2018.

For Decision
(Pages 71 - 72)

14. **NON-PUBLIC ACTIONS**

Report of the Town Clerk.

For Information
(Pages 73 - 74)

15. **SUPERINTENDENT'S UPDATE NON-PUBLIC APPENDIX**

Report of the Superintendent of Parks and Gardens.

For Information
(Pages 75 - 76)

16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

This page is intentionally left blank

WEST HAM PARK COMMITTEE **Monday, 10 December 2018**

Minutes of the meeting of the West Ham Park Committee held at Committee Rooms
- Second Floor West Wing, Guildhall on Monday, 10 December 2018 at 12.15 pm,
on the rising of the Open Spaces and City Gardens Committee.

Members:

Graeme Smith (Chairman)
Oliver Sells QC (Deputy Chairman)
Catherine Bickmore
Robert Cazenove
Alderman Ian Luder
Wendy Mead
Justin Meath-Baker
Richard Gurney
Jeremy Simons

Officers:

Alistair MacLellan	- Town Clerk's Department
Alison Elam	- Chamberlain's Department
Colin Buttery	- Director of Open Spaces
Martin Rodman	- Superintendent of Parks and Gardens
Lucy-Anne Murphy	- West Ham Park Manager

1. APOLOGIES

Apologies were received from Caroline Haines, Barbara Newman, Cllr Rachel Tripp and Deputy John Tomlinson.

In response to a request from the Chairman, the Town Clerk agreed to establish when the second representative of the London Borough of Newham, and the representative appointed by the incumbent or priest of the benefice of West Ham, would both likely be appointed to the Committee.

2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT

There were no declarations.

3. MINUTES

RESOLVED, that the public minutes and non-public summary of the meeting held on 16 July 2018 be approved as a correct record.

4. BREXIT UPDATE

The Director of Open Spaces was heard regarding implications of Brexit for the Directorate of Open Spaces and the following points were made.

- The Director of Open Spaces noted that the Open Spaces Department was currently in receipt of £300,000 of EU grant funding for its natural land, primarily that used to graze cattle i.e. Epping Forest and Burnham Beeches. The impact of Brexit on this funding would be mitigated via the

Agriculture Bill 2017-19 currently before Parliament, although it was likely that the City's continuing eligibility for grant funding would be subject to negotiation.

- The Director of Open Spaces added that Open Spaces staff who were EU nationals would have their right to work in the UK affected by Brexit and that he was working with the Human Resources Directorate to mitigate this.

RESOLVED, that the update be noted.

5. **PARK MANAGER'S UPDATE**

Members considered an update report of the Superintendent of Parks and Gardens on behalf of the West Ham Park Manager and the following points were made.

Playground Refurbishment Project

- The West Ham Park Manager outlined options for the repair and/or refurbishment of the Playground within the Park. She noted that options included a simple repair of existing play items; a refurbishment of play items within the existing footprint of the playground; or an extension of the existing playground, which following public consultation over Summer 2018 had emerged as the preferred option.
- In response to a question the West Ham Park Manager confirmed that the preferred water play option following consultation was one that included water tables and hand pumps.
- In response to a question regarding project funding, the West Ham Park Manager noted that this issue would be dealt with by a Gateway 3/4 project report in February 2019.
- In response to a question regarding the sustainability of a water play area, the West Ham Park Manager replied that there was scope to capture any used water, but this would involve the installation of an underground water tank which would be expensive.
- In response to a question, the West Ham Park Manager replied that any potential synergies between the playground project and the Nursery would be examined in the forthcoming playground refurbishment project report.

Asset Review

- The West Ham Park Manager noted that the toilet block would be refurbished to improve baby changing facilities and to ensure the block was in line with safeguarding guidance.

South Meadow Re-Landscaping

- The West Ham Park Manager noted that the Park had been successful in securing a GLA grant towards the re-landscaping of South Meadow. The works would be part-delivered by Park volunteers, and the plans for the meadow were in line with Alexander Mackenzie's original 1874 plans for the Park.

Community, Volunteering, Outreach and Events

- The West Ham Park Manager noted that Friends of the Park would be assisting with maintenance of the wildlife garden during January 2019.
- In response to a question, the West Ham Park Manager noted that recruitment for a Wild East project officer would not be undertaken at present.
- In response to a question, the West Ham Park Manager noted that feedback arising from the "Bringing Communities Together" event 2018 would be provided in the group's proposal for 2019.
- The Chairman placed on record his appreciation, on behalf of the Committee, for all the hard work and dedication of the Friends of West Ham Park.

Further Updates

- The West Ham Park Manager noted that the Park had been successful in retaining its Green Flag status.
- The West Ham Park Manager reported that the Park had been closed for a period during September 2018 in support of the Police response to the alleged rape of a person near the Park entrance.

RESOLVED, that the report be received.

6. WEST HAM PARK SPORTS FEES AND CHARGES REVIEW 2019-20

Members considered a report of the Director of Open Spaces regarding the West Ham Park Sports Fees and Charges Review 2019-20, and the following points were made.

- The West Ham Park Manager noted that Newham had recently refurbished its tennis courts at Stratford, which had impacted on the usage of Park tennis courts.
- The West Ham Park Manager noted that the proposals before Members included charge for household use of facilities, and that charges for football had been kept competitive to encourage greater use of the Park facilities.

- In response to a question, the West Ham Park Manager agreed to review whether Cricket nets could be made available by the hour.
- In response to a comment, the West Ham Park Manager agreed to review how Park staff could ensure individuals using an annual membership were the same individual who had purchased that membership.
- In response to a question, the West Ham Park Manager noted that the Park's football pitches were rotated to ensure they were not damaged through overuse. The pitches tended to be used by non-league sides, with league sides using Wanstead.

RESOLVED, that subject to the comments made by Members, the proposed schedule of charges for sports facilities in West Ham Park for the 2019/20 financial year be approved.

7. **REVENUE & CAPITAL BUDGETS - 2018/19 & 2019/20**

Members considered a joint report of the Chamberlain and the Director of Open Spaces regarding Revenue and Capital Budgets 2018/19 & 2019/20 and the following points were made.

- In response to a question, the Director of Open Spaces agreed to bring a report on Oak Processionary Moth (OPM) to the February 2019 meeting. In the meantime, he noted that the City had spent just under £100,000 on combating OPM, the growth of which had been exponential. The City was focusing on treating OPM in areas of particular risk to public health e.g. car parks, paths, and cafes.
- In response to a question, the Director of Open Spaces clarified that the risk to public health from OPM was due to the potential for the caterpillar hairs to cause rashes/and or irritation to the airways. It was possible to defoliate an affected tree on three occasions without risking the tree, but veteran trees were more vulnerable to treatment.

RESOLVED, that Members,

- Confirm that the provisional 2019/20 revenue budget reflects the Committee's objectives and approve the budget for submission to the Finance Committee;
- Authorise the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, and changes to the Additional Works Programme. Any changes over £50,000 would be reported to Committee.
- delegate to the Chamberlain any minor budget changes for 2018/19 and 2019/20 as a result of the completion of the asset verification exercise.

- approve the draft Capital and Supplementary Revenue budget.
8. **DEPARTMENTAL BUSINESS PLAN 2018/19 - SIX MONTH PERFORMANCE UPDATE**
 Members considered a report of the Director of Open Spaces regarding the Departmental Business Plan 2018/19 – Six Month Performance Update and the following points were made.
- In response to a comment, the Superintendent of Parks and Gardens noted that no decision had been made regarding the future of the Nursery site, in particular in relation to any potential for housing. Should any such decision be required, it would have to be made by the Committee.
- RESOLVED**, that the report be received, and the progress made against the 2018/19 Business Plan objectives, projects, and performance indicators be noted.
9. **WEST HAM PARK TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**
 Members considered a report of the Chamberlain regarding the West Ham Park Trustees' Annual Report and Financial Statements for the Year Ended 31 March 2018.
- RESOLVED**, that the report be received.
10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
 There were no questions.
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT.**
 There was no other business.
12. **EXCLUSION OF THE PUBLIC**
RESOLVED, that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.
13. **NON-PUBLIC MINUTES**
RESOLVED, that the non-public minutes of the meeting held on 16 July 2018 be approved as a correct record.
14. **NON-PUBLIC APPENDIX - PARK MANAGER'S UPDATE**
 Members considered the non-public appendix to the Park Manager's Update.
15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
 There were no non-public questions.

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was one item of urgent business.

The meeting ended at 1.23 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

West Ham Park Committee

Public Actions Sheet

Action Number	Date	Action	Responsible Officer	Progress Update
1/2018/P	10 December 2018	Clarification to be sought of when second Newham representative and West Ham Benefice representative will be appointed to the Committee.	Alistair MacLellan (Town Clerk's Department) / Lucy-Anne Murphy (West Ham Park Manager)	The West Ham representative has now been appointed. Despite follow-up action by officers, the appointment of a second Newham representative is still awaited.
2/2018/P	10 December 2018	Gateway 3/4 Playground Refurbishment Project Report to be submitted to Committee in February 2019. The report to include assessment of any potential synergies between playground project and Nursery.	Lucy-Anne Murphy (West Ham Park Manager)	Gateway report on the agenda
3/2018/P	10 December 2018	Feedback from "Bringing Communities Together" to be provided as part of the group's 2019 proposal.	Lucy-Anne Murphy (West Ham Park Manager)	Report is on the agenda
4/2018/P	10 December 2018	Consideration to be given to whether Cricket Nets can be hired by the hour, and how appropriate use of Annual Memberships be monitored.	Lucy-Anne Murphy (West Ham Park Manager)	Noted for discussion with Essex County Cricket Board and Capital Kids Cricket (item referred to in Park Manager's Update report)
5/2018/P	10 December 2018	Report on Oak Processionary Moth to be submitted to February 2019 meeting.	Colin Buttery (Director of Open Spaces)	Report is on the agenda

This page is intentionally left blank

Committee(s)	Dated:
West Ham Park Committee	4 February 2019
Subject: Terms of Reference	Public
Report of: Town Clerk	For Decision
Report author: Richard Holt – Town Clerk's Department	

Summary

As part of the post-implementation review of the changes made to the City Corporation's governance arrangements in 2011, it was agreed that all Committees should review their terms of reference annually. This is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council.

The terms of reference of the West Ham Park Committee are attached at Appendix 1 to this report for Members' consideration.

Recommendations

It is recommended that:

- the terms of reference of the West Ham Park Committee, subject to any comments, be approved for submission to the Court of Common Council in April, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman; and
- Members consider whether any change is required to the frequency of the Committee's meetings.

Appendices

- Appendix 1 – Terms of Reference

Richard Holt

Committee and Member Services Officer
Town Clerk's Department
T: 020 7332 3008
E: Richard.Holt@cityoflondon.gov.uk

This page is intentionally left blank

BOWMAN, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 19th April 2018, doth hereby appoint the following Committee until the first meeting of the Court in April, 2019.
---------------	---

WEST HAM PARK COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- eight Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment; the membership to be the same as the Open Spaces & City Gardens Committee.
- plus the following:-
 - four representatives nominated by the Heirs-at-Law of the late John Gurney
 - one representative nominated by the Parish of West Ham
 - two representatives nominated by the London Borough of Newham

2. **Quorum**

The quorum consists of any five Members.

3. **Membership 2018/19**

- 8 (4) Wendy Mead, O.B.E.
- 6 (3) Jeremy Lewis Simons
- 6 (2) Barbara Patricia Newman, C.B.E.
- 2 (2) Oliver Sells, Q.C.
- 2 (2) John Tomlinson, Deputy
- 8 (1) Ian David Luder J.P., Alderman
- 5 (1) Graeme Martyn Smith

Vacancy

together with the ex-officio Members referred to in paragraph 1 above, and:-

Four representatives appointed by the heirs-at-law of the late John Gurney:-

- Catherine Bickmore
- Robert Cazenove (Heir-at-Law)
- Richard Gurney
- Justin Meath-Baker

One representative appointed by the incumbent or priest, for the time being, in charge of the present benefice of West Ham:-

- Vacancy

Two representatives appointed by the London Borough of Newham

- Councillor Joy Laguda, M.B.E.
- Councillor Bryan Collier, M.B.E.

4. **Terms of Reference**

To:-

- (a) have regard to the overall policy laid down by the Open Spaces & City Gardens Committee;
- (b) be responsible for the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of conveyance of the Park by John Gurney, Esq. to the City of London Corporation dated 20th July 1874 and in accordance with the Licence in Mortmain dated 22nd May 1874 and the management of a Nursery;
- (c) authorise the institution of any criminal or civil proceedings arising out of the exercise of its functions.
- (d) express views or make recommendations to the Open Spaces and City Gardens Committee for that Committee's allocation of grants which relate to West Ham Park.

This page is intentionally left blank

Committee:	Date:
West Ham Park	04 February 2019
Subject: Park Manager's Update	Public
Report of: Superintendent of Parks and Gardens	For Information
<p style="text-align: center;">Summary</p> <p>This report provides an update to Members of the West Ham Park Committee on management and operational activities at West Ham Park since December 2018.</p> <p>Recommendation</p> <p>Members are asked to:</p> <ul style="list-style-type: none">• Note the report	

Main Report

Budget and Personnel

1. The budget for West Ham Park is currently in line with anticipated expenditure for this time of year. The park currently has a full complement of full-time staff. Three planned apprentice posts remain vacant, however the park manager is working with HR and the apprenticeship team to confirm ongoing funding for these and if funding is available, re-recruit for positions later in 2019.

Community, Volunteering, Outreach and events

2. Wild Schools: Planting of multi-stemmed shrubs, wildflower meadows, native hedges and dead hedges has continued over the winter months in the newly extended wildlife garden with help from apprentices from across the Open Spaces department and the Barbican Conservatory.
3. The Friends of West Ham Park have continued to be active running a series of walks, talks and events in the Park. Park in the Dark on the 7th December was a great success with over 100 attendees, the highest the park as ever seen. January 2019 was scheduled to begin with a star gazing evening, however persistent cloud resulted in the event being cancelled. It is hoped that there will be clear skies for the next star gazing evening on Friday 8th February. The friends also led two bird walks on the 19th and 20th January. This annual event aims to teach local people how to spot and identify birds ahead of the RSPB's "Big Garden Bird Watch" at the end of January. 13 local people attended on Saturday and a further 9 on Sunday. Both days brought new families that have not visited the park before.

Operational activities

4. The team have been busy collecting leaves and completing winter maintenance tasks throughout December and January. The implementation of the South Meadow project has continued with native shrub planting being completed in the new border along Portway. The installation of the new access path is scheduled for February and March, with bulbs that require planting 'in the green' for example bluebells being planted by local school children later in the spring.
5. Playground Refurbishment project: Is the subject of a separate report to this committee.
6. Cricket: The Park Manager has been involved in talks with the Essex County Cricket Board (ECCB) and Clubspark regarding an on-line platform for the booking of cricket pitches and practice nets. The ECCB would like to have an East London Portal to enable local clubs to find available grounds more easily. The park is expected to be an early pilot for this scheme during 2019 with the ECCB anticipating that it will be rolled out further across east London in 2020. A more automated booking platform would also reduce the administrative burden of cricket booking for the park as well as improving our service to clubs and teams.

Property Matters

7. Claim for Adverse Possession: Please see non-public Appendix 1 (attached).
8. Restoration work of Margery and Linden Gates.
9. The refurbishment of the cricket nets was completed on schedule before Christmas. They will remain closed during a six-week settling in period but are expected to be open from mid-February. An official launch is currently being discussed with ECCB and is expected to take place before the start of the season in April 2019.

Appendices

- Appendix 1 – Claim for Adverse Possession (Non-Public)

Lucy Murphy

West Ham Park Manager

E: lucy.murphy@cityoflondon.gov.uk

T: 020 8475 7104

Committees:	Dates:	
West Ham Park Committee Projects Sub	04 February 2019 20 February 2019	
Subject: West Ham Park Playground refurbishment	Gateway 3/4 Options Appraisal (Regular)	Public
Report of: Director of Open Spaces Report Author: Lucy Murphy, West Ham Park Manager		For Decision

Summary

The Playground at West Ham Park needs to be refurbished to ensure its equipment and ancillary buildings are fit for purpose and meet current safety and safeguarding standards.

Much of the equipment is over 15 years old and pieces are regularly closed due to defects. Two pieces have been removed due to safety concerns. An aged children's lido is also present but does not represent a good use of space and is costly to maintain and operate.

Overview of options: Three options for the playground and a further two options for the water play facility have been developed (see Appendix 2 for detailed information). In summary these are:

1. Repair and replace damaged play equipment and surfacing and re-tile the existing children's lido

Alternatively, the playground and water play facility can be redesigned and renewed (each of the water play options are interchangeable with the playground options)

2. Redesign playground within existing footprint
 3. Playground redesigned, footprint extended, Playground office converted to café concession, toilets reconfigured and refurbished.
- A. New waterplay facility with water fountains (operated by hand)
B. New splash pad style water play facility with automatic jets

Recommendations

Members are asked to

1. Agree that Play Option 3 (Enlarging the footprint of the playground) with Water Play Option A (installing a new water play facility with hand operated water fountains) is progressed at a total estimated cost of £1,184,775 (noting risk against the project).
2. Note that progression of this scheme is subject to the identification of external funding of up to £350,000 and a request to the Resource Allocation Sub and Policy and Resources Committees for an allocation of funding to meet the remaining shortfall estimated at £723,200 from the 2018/19 City's Cash provision for new schemes.

3. Approve a budget of £50,500 for fees and staff costs to reach the next gateway, funded via a further allocation of £10,775 from local risk, along with the reallocation of unspent funds of £39,725 from Gateway 2 to enable the project to reach the next gateway.
4. Note the new project budget of £65,775.

Progress to date: The public were consulted between 23 June and 21 July 2018; over 400 people were engaged with face-to-face and 189 completed an on-line survey (see Appendix 3). Option 3 received the most support, and detailed feedback showed a preference to combine this with water fountains (water play option A). This water play option has lower installation and ongoing maintenance costs than Option B (splashpad), **therefore this combination (option 3A) is the recommended option.**

Whilst conversion of the playground office to an ice cream and café concession may potentially produce a modest increase in income (approximately £5 to £10k over the next 5 years), more importantly it provides a much more comprehensive offer to the public. Refurbishment of the toilet block to allow a baby changing unit to be situated within a toilet cubical in both the boys' and girls' toilet area will avoid potential safeguarding issues (currently only one exists in the girls' toilet handwash area).

The London Borough of Newham is diverse with over a quarter of its population aged under 16, a mix of different ethnicities and over one hundred languages spoken. The proposal to refurbish and extend the playground will have a positive impact on protected characteristics of age, race and disability groups. It is also one of the key Charitable Objects of the Park to provide a playground for youth and meets a number of objectives of the City's Corporate Plan. Extending the footprint of the playground includes additional planting and trees increasing the biodiversity of the area and helping to deliver our Responsible Business Strategy.

Project Status	Amber
Timeline	<ul style="list-style-type: none"> • May 2019: Apply to LB Newham for planning approval for playground and concession. Apply for external funding • June 2019: Commence procurement for main works contractor, purchase of play equipment and the detailed design and build of the water play element of the playground. • September 2019: Gateway 5 • October 2019: Commence works on site • Spring 2020: Open playground
Estimated works and equipment cost	£1,119,000
Total estimated project budget cost	£1,184,775

Expenditure to date	£15,275
Budget approved at G2	£55,000
Budget required to G5	<p>Additional funding of £10,775 (from local risk), along with the reallocation of £39,725 from Gateway 2</p> <p>Totalling: £50,500: £6,000 Planning consultant, application and fees £10,000 Water play specialist advice (design fees) £6,500 Quantity surveyor – detailed specification for procurement purposes £15,000 Staff costs/time (1 day per week x 2 quarters) £13,000 specialist surveying work (asbestos; building control; structural engineer)</p>

Procurement Approach:

Advertise requirement for specialist consultancies on the City of London's E-sourcing portal with suppliers invited to express an interest in the work by submitting completed tender applications. Process to be managed in consultation with the City Procurement team (See Appendix 4 and PT4 form).

Existing Funding for scheme implementation:

- £96,300 is available through the City Surveyor for cyclical works associated with existing playground assets, such as railings, toilets and playground office. For the option 1, this money would continue to be needed for basic maintenance of the assets. With options 2 and 3, subject to approvals, these funds could be used to complement additional funding for those same assets, but to create a much-improved offer. The budget to reach Gateway 5 of £65,775 has been funded from local risk resources.

Potential external funding sources: Recommended option 3A has the potential to attract up to approximately £350k from external funding sources such as the London Marathon Charitable Trust and others. The remainder of the funding (£723,200) for the refurbishment would need to be raised internally via a bid for an allocation from the City's Cash 2018/19 provision for new schemes which will be subject to prioritisation against other competing bids for resources.

Risk: Safety is an increasing concern as the likelihood of equipment failure due to its age. Funding and the timing of it is also key. Some current and potential external sources have deadlines after which time they expire. Without any City funding the project would not be able to go ahead and risks mitigated (see Box 4 and separate Risk Register in Appendix 6).

Options Appraisal Matrix

See attached.

Appendices

Appendix 1	Coversheet
Appendix 2	Playground and waterplay options
Appendix 3	Playground consultation key findings
Appendix 4	PT 4 Procurement form
Appendix 5	Proposed layout for toilet block and concession
Appendix 6	Risk Register
Appendix 7	Detailed costing breakdown for each option

Background Information – available on request

Market research report – café concession
Equality Impact Assessment

Contact

Report Author	Lucy Murphy, West Ham Park Manager
Email Address	Lucy.murphy@cityoflondon.gov.uk
Telephone Number	020 8472 3584

Options Appraisal Matrix

	<i>Play Option 1</i>	<i>Play Option 2</i>	<i>Play Option 3</i>	<i>Water Play Option A</i>	<i>Water Play Option B</i>
1. Brief description	Repair and replace damaged play equipment only, and surfacing and retile the existing children's lido	Redesign playground within existing footprint	Playground redesigned, footprint extended. Playground office converted to a café concession, toilets reconfigured and refurbished.	New waterplay facility with water fountains (operated by hand)	New splash pad style water play facility with automatic jets
2. Scope and exclusions	<ul style="list-style-type: none"> • Replace damaged play equipment • Add new safety surfacing where new play equipment is added • Carry out required works to existing entrance to meet safety standards • Minor 	<ul style="list-style-type: none"> • New redesigned integrated play facility for all age groups • Imaginative play integrated within play area design • Trees and additional planting along boundary and within playground in raised planters • Retain newer 	<ul style="list-style-type: none"> • Extended, larger playground with new grassed area, • Imaginative play integrated within play area design with integrated play for all age groups • Trees and additional planting along boundary and within playground in raised planters 	<ul style="list-style-type: none"> • New water play area with water pumps and tables for interactive play, in place of existing children's lido 	<ul style="list-style-type: none"> • New water play area consisting of a splash pad facility with water jets, in place of existing children's lido

	<p>improvements carried out to toilet within available budget</p> <ul style="list-style-type: none"> • Playground office refurbishment not included 	<p>equipment</p> <ul style="list-style-type: none"> • New entrances for ease of access and areas to store buggies and scooters created • Minor improvements carried out to the toilet block within available budgets • Playground office refurbishment not included 	<ul style="list-style-type: none"> • Retain newer equipment • New entrances for ease of access and create areas to store buggies and scooters • Refurbishment of all toilets (including disabled) within block to include two No. larger cubicles with baby changing facilities • Repurpose playground office to small concession/outlet • Children's toilets layout changed to accommodate baby changing unit within a toilet cubical in girls' and boys' sections. 		
--	--	--	---	--	--

<i>Project Planning</i>	1. Repair and replace damaged play equipment and surfacing. Re-tile the existing children's lido	2. Redesign playground within existing footprint	3. Playground redesigned, footprint extended Playground office converted to a café concession, toilets reconfigured and refurbished.	A. New waterplay facility with water fountains (operated by hand)	B New splash pad style water play facility with automatic jets
3. Programme and key dates	<ul style="list-style-type: none"> • April 2019: Commence contractor, play equipment and water play design and build procurement • August 2019: Gateway 5 • October 2019: Commence works on site during quieter period • Spring 2020: Open playground 	<ul style="list-style-type: none"> • May 2019: Apply to LB Newham for planning approval for playground and concession. Apply for external funding • June 2019: Commence contractor, play equipment and water play design and build procurement • September 2019: Gateway 5 • October 2019: Commence works on site • Spring 2020: Open playground 			

4. Risk implications	<p>Safety/Health: Aged and old play equipment and lido leading to increased likelihood of equipment failure and closure of parts of the playground/lido.</p> <p>Financial: Inability to raise enough funds resulting in a delay to the completion of the project and/or reduced scope of what can be delivered.</p> <p>Legal/Statutory: Planning approval not granted from London Borough of Newham resulting in delays, increased costs and change to the scope</p>				
5. Benefits (+) and disbenefits (-)	<p>+ Minimal changes resulting in short delivery time and less disturbance to park users</p> <ul style="list-style-type: none"> - high costs of ongoing waterplay supervision due to required staff presence. - Missed opportunity to increase play value - Only necessary works will be completed, ongoing maintenance costs of 	<p>+ Additional entrance providing increased accessibility</p> <p>+ Boundary and tree planting soften edges and provides benefits for biodiversity and children's connection to it</p> <p>+ Playground spaces opened up with existing internal fencing removed to allow for integrated and accessible play for all, highlighted during public consultation as</p>	<p>As in option two but also:</p> <p>+ modest income generation from conversion of park office to coffee/ice-cream concession.</p> <p>+ greatly improved visitor offer</p> <p>+ Extended play area size increasing play value, connection to nature through increased planting and maximum capacity for use.</p> <p>+ Received highest number of votes in public consultation</p>	<p>+ Water play area would be usable during winter months when water is switched off</p> <p>+ Simple hand pump mechanisms easy to maintain and repair with low on-going costs.</p> <p>+ No staff presence required.</p> <p>+ Most favourable water play option in public consultation.</p>	<p>+ Water play area would still be usable during winter months when water is switched off</p> <p>+ No staff presence required.</p> <ul style="list-style-type: none"> - Higher ongoing maintenance costs expected from splash pad facility (second favourable water play option)

	<p>equipment will be reduced in the short term, but costs associated with other features will remain</p> <ul style="list-style-type: none"> - Potential income generation opportunity from reuse of park office not realised. - Lido would remain inaccessible during winter months reducing usable play space. - Toilet provision would remain the same with baby changing facilities not meeting safeguarding best practice 	<p>important factor for less able-bodied children who currently can't access play equipment due to them being situated in elevated platforms filled with play bark.</p> <p>+ Redesign all of the existing space including surfacing and fencing reducing short term maintenance costs</p> <p>+ Boundary and tree planting increasing biodiversity value and interactions.</p> <ul style="list-style-type: none"> - potential income generation opportunity from reuse of park office not realised. - Toilet provision would remain the same with only baby changing 	<p>+ Toilet refurbishment to include improvements to baby changing areas to better meet safeguarding standards</p> <ul style="list-style-type: none"> - most costly option 		
--	--	---	---	--	--

	<p>recommendations</p> <ul style="list-style-type: none"> - Least preferred option from Public consultation - No biodiversity enhancements as no new planting added - Inability to access external funding as would be seen as replacement of existing equipment and City's on-going maintenance liability. No improvement to provision or outcomes associated. 	<p>facilities not meeting safeguarding best practice guidelines</p>			
6. Stakeholders and consultees	<ul style="list-style-type: none"> • City Surveyor's Department • Open Spaces Department Learning Team • London Borough of Newham – planning authority • Friends of West Ham Park, local schools, community groups and other park users consulted during 				

	community consultation.					
Resource Implications						
7. Total Estimated cost *		1. Repair and replace damaged play equipment. Re-tile existing children's lido	2. Redesign playground within existing footprint	3. Playground redesigned with enlarged footprint, covert playground office and improve toilets	Water play A: new water play facility with water fountains	Water Play B: new splash style water facility with automatic jets
	Playground and built asset cost	£ 378,700	£ 689,000	£ 1,009,000		
	Spend to date	£ 15,275	£ 15,275	£ 15,275		
	Funding requested to Gateway 5	£ 50,500	£ 50,500	£ 50,500		
	Sub-total	£ 444,475	£ 754,775	£ 1,074,775		
	Waterplay - cost of new facility				£ 110,000	£ 227,500
	Total project cost - option 1	£ 444,475				
	Total project cost - with waterplay A		£ 864,775	£ 1,184,775		
	Total project cost - with waterplay B		£ 982,275	£ 1,302,275		
	Recommended option – Option 3 with Water Play option A : Total £1,184,775					

- See Appendix 7 for a detailed breakdown of the costs for each option

	1. Repair and replace damaged play equipment and surfacing. Re-tile the existing children's lido	2. Redesign playground within existing footprint	3. Playground redesigned, footprint extended Playground office converted to a café concession, toilets reconfigured and refurbished.	A. New waterplay facility with water fountains (operated by hand)	B New splash pad style water play facility with automatic jets
--	--	--	---	---	--

8. Funding strategy	<ul style="list-style-type: none"> £65,775 has been allocated from local risk £85,300 is available from existing CWP funding (City Surveyor) to repair the playground and re-tile the paddling pool and carry out essential works to pump house Remaining £343,900 	<ul style="list-style-type: none"> £65,775 has been allocated from local risk £70,800 is available from existing CWP funding (City Surveyor) towards the playground external works costs It is estimated that around £250k could be raised externally from funds such as the London Marathon trust 	<ul style="list-style-type: none"> £65,775 has been allocated from local risk £81,800 is available from existing CWP funding (City Surveyor) towards the playground external works costs and toilet refurbishment. It is estimated that around £350k could be raised externally for this option due to the biodiversity and accessibility 	<ul style="list-style-type: none"> £14,500 is available from existing CWP funding (City Surveyor) Remaining £95,500 would need to be met via a bid for additional City's Cash resources from the provision for new schemes. 	<ul style="list-style-type: none"> 14,500 is available from existing CWP funding (City Surveyor) Remaining £213,000 would need to be met via a bid for additional City's Cash resources from the provision for new schemes.
----------------------------	---	---	--	---	---

	would need to be met from a bid for additional City's cash.	due to the enhanced play facilities included in this option <ul style="list-style-type: none">The remaining £418,700 would need to be met via a bid for additional City's Cash resources from the provision for new schemes.	enhancements that are delivered as part of this project over and above the play improvements as seen in option 2 <ul style="list-style-type: none">The additional funding of £627,700 would need to be funded via a bid for additional City's Cash resources from the provision for new schemes..		
9. Estimated capital value/return	No return from either option.		Potential modest additional income (£5-10k per annum) from concession, dependent on other potential café concessions on site (i.e. Nursery future use project)	No return from either water play option	
10. Ongoing revenue implications	Design will aim to reduce ongoing maintenance implications of children's lido and be cost neutral or better going forward, with 10-year maintenance-free period (other than cleaning and statutory safety checks) as a minimum requirement				

11. Investment appraisal	not applicable				
12. Affordability	<ul style="list-style-type: none"> • Savings of £8k per year in repair costs to playground • Ongoing 'hidden' labour costs associated with staffing lido would remain • £4k per year in commissioning and chlorine costs would remain. 	<ul style="list-style-type: none"> • Savings of £8k per year in repair costs to playground for length of maintenance-free term (+/- 10 years) 	<ul style="list-style-type: none"> • Savings of £8k per year in repair costs to playground for length of maintenance-free term (+/- 10 years) 	<ul style="list-style-type: none"> • £2k per year to commission, service and maintain 'hand operated fountain' system 	<ul style="list-style-type: none"> • £3k per year to commission, service and maintain splash jet system
13. Legal implications	<ul style="list-style-type: none"> • Play equipment and associated surface to adhere to health & safety legislation. • Planning permission is required from the London Borough of Newham. • The objects of the West Ham Park charity are to "...for ever maintain and preserve [the Park] in a proper and ornamental condition as open public grounds and gardens for the resort and recreation of adults and as a playground for children and youth..." • Refreshment facilities are permitted within the Park under the 1874 conveyance and section 76 of the Public Health Acts Amendment Act 1907. 				
14. Corporate	The proposal aligns with the Corporate Property Asset Management Strategy 2017-18:				

property implications	<ul style="list-style-type: none">Operational assets remain in a good, safe and statutory compliant condition.Operational assets are fit for purpose and meet service delivery needs.Opportunities to create additional revenue from the operational property asset base be pursued and promoted where feasible.				
15. Traffic implications	None				
16. Sustainability and energy implications	Use of sustainable materials in construction where possible.			Water play will seek to make efficient use of water and energy resources.	
17. IS implications	Neutral				
18. Equality Impact Assessment	<ul style="list-style-type: none">Improved surfacing to allow for better accessibility to 3 pieces of equipment	<ul style="list-style-type: none">More accessible play throughout redesigned play space	<ul style="list-style-type: none">Extended play area providing more quieter areas of play for children with learning issues as well as better accessibility throughout	<ul style="list-style-type: none">Both water play options will provide more accessible play for all abilities than in a traditional lido	
19. Recommendation	Not recommended	Not recommended	Recommended	Recommended	Not Recommended
20. Next Gateway	N/A	N/A	Gateway 4a - Inclusion in Capital		N/A

			Programme	
21. Resource requirements to reach next Gateway	£50,500 Total			
	Item	Reason	Funds/ Source of Funding	Cost (£)
	Planning Consultant and associated fees	To prepare planning application for LB Newham and pay for associated fees	£10,775 from local risk Reallocation of £39,725 remaining from Gateway 2 (also funded from local risk)	£ 6,000
	Water play design fees	Detailed design and specification work for water play feature		£ 10,000
	Quantity surveyor	Detailed specification of scope of works for procurement process		£ 6,500
	Staff costs/time (Open Spaces and City Surveyor)	Managing project and preparing documents for tender process		£ 15,000
	Specialist surveying work	Asbestos refurbishment and demolition survey		£ 2,000
		Structural engineer		£ 7,000
		CAD elevation Plans		£ 2,000
		Building control application & officer visits		£ 2,000
	Total			£ 50,500

Project Coversheet

[1] Ownership

Unique Project Identifier: 11953 **Report Date:** January 2019
Core Project Name: West Ham Park Playground refurbishment
Programme Affiliation: West Ham Park Nursery Project (84800002)
Project Manager: Lucy Murphy
Next Gateway to be passed: Gateway 3-4

[2] Project Brief

Project Mission statement:

The Playground at West Ham Park needs to be refurbished to ensure its equipment and ancillary buildings are fit for purpose and meet current safety and safeguarding standards

Definition of need:

A number of pieces of equipment are over 15 years old and are regularly closed due to defects. Two pieces have been removed due to safety concerns. A aged children's lido is also present but does not represent a good use of space and is costly to maintain and operate.

Key measures of success:

- 1) Deliver a new playground at West Ham Park to provide play and water play provision, meeting the following:
 - Create a quieter play area (for children under 5) with sensory play equipment and a more challenging play zone for children 10+ years. - Adequate swing provision (minimum provision should match the quantity of swings currently provided) for all ages.
 - Picnic area with benches as well as adequate benches and bins around playground perimeter.
 - Introduce safety surfacing that is aesthetically pleasing, but low maintenance and accessible for all. Maintain the fence line but soften the boundary with planting and/or trees. Create a new entrance into the playground.
- 2) The facility should be safe but also provide the appropriate level of risk and challenge required in the development of a child, meeting local, national and regional policies as well as guidance for outdoor learning and play
- 3) The playground should be of high quality reflecting the City's commitment to quality services but also seek to minimise on-going maintenance costs.

[3] Highlights

Finance:

Total anticipated cost to deliver [£]: £1,184,775

Total potential project liability (cost) [£]: £1,184,775

Total anticipated on-going commitment post-delivery [£]: 0 – future on-gong costs anticipated to remain the same and covered through existing budgets.

Programme Affiliation [£]: NA

[A] Budget Approved to Date*	[B] New Financial Requests	[C] New Budget Total (Post approval)
£55,000 £15,275 spent to date	£50,500 required to Gateway 5 £39,725 remaining requesting to carry forward	£65,775
[D] Previous Total Estimated Cost of Project	[E] New Total Estimated Cost of Project	[F] Variance in Total Estimated Cost of Project (since last report)

£1,000,000	£1,184,000	£184,000
[G] Spend to Date	[H] Anticipated future budget requests	
£15,275	£1,118,000	

Headline Financial changes:

Since 'Project Proposal' (G2) report:

▲ Detailed design has shown costs for hard landscaping works and refurbishment of toilet block and concessionary area to be higher than initially expected.

Project Status:

Overall RAG rating: Amber

Previous RAG rating: Amber

[4] Member Decisions and Delegated Authority

Gateway 1&2 report approved by

- Corporate Projects Board (Aug 17),
- Project Sub Committee (Sept 17) and
- West Ham Park Management Committee (Oct 17).

[5] Narrative and change

Date and type of last report: Gateway 1&2 report

Key headline updates and change since last report.

Three options have been developed and the public along with key stakeholders were consulted on the schemes during the summer. Feedback showed Option 3 was most popular, but water play Option A was the most favoured and is less costly to implement and maintain going forward. This hybrid option has therefore been developed to detailed design phase. Market research was commissioned regarding the conversion of the old park office to a concessionary outlet revealing that an additional £5 to £10k per annum can be expected (over the next 5 years).

Headline Scope/Design changes, reasons why, impact of change:

Since 'Project Proposal' (G2) report:

As above

Timetable and Milestones:

Expected timeframe for the project delivery: 2020

Milestones:

- 1) May 2019: Apply to LB Newham for planning approval for playground and concession. Apply for external funding
- 2) June 2019: Commence contractor, play equipment and water play design and build procurement
- 3) September 2019: Gateway 5

Are we on track for this stage of the project against the plan/major milestones? No – Delay due to officer leaving and subsequent recruitment process. Detailed design and costing of playground and other ancillary buildings also took longer than anticipated.

Are we on track for completing the project against the expected timeframe for project delivery? No – One year behind schedule. If funding can be sought it is expected that project can be delivered during winter of 2019 ready to be opened for 2020.

Risks and Issues

Top 3 risks:

Risk description

Safety/Health: Aged and old play equipment and lido leading to increased likelihood of equipment failure and closure of parts of the playground/lido.

<i>Risk description</i>	Financial: Inability to raise enough funds resulting in a delay to the completion of the project and/or reduced scope of what can be delivered.
<i>Risk description</i>	Legal/Statutory: Planning approval not granted from London Borough of Newham resulting in delays, increased costs and change to the scope

See 'risk register template' for full explanation.

Top 3 issues realised

<i>Issue Description</i>	Impact and action taken	<i>Realised Cost</i>
none to date		

Has this project generated public or media impact and response which the City of London has needed to manage or is managing?

Positive response received from the general public. 400 people responded to consultation. Public consultation was featured in local press and on social media.

This page is intentionally left blank

Play for younger children and toddlers

- Younger children need a quiet area for play, so they are not overwhelmed by some of the active play by older children. At the same time toddlers like to challenge themselves and test their boundaries, especially with older siblings.
- Their area of play will have smaller equipment & many textures integrated within the environment such as textured surfacing, planting, grass mounds with tunnels to crawl & stepping stones.
- Some of the equipment will be close to the more active play area to provide an opportunity to test their boundaries.



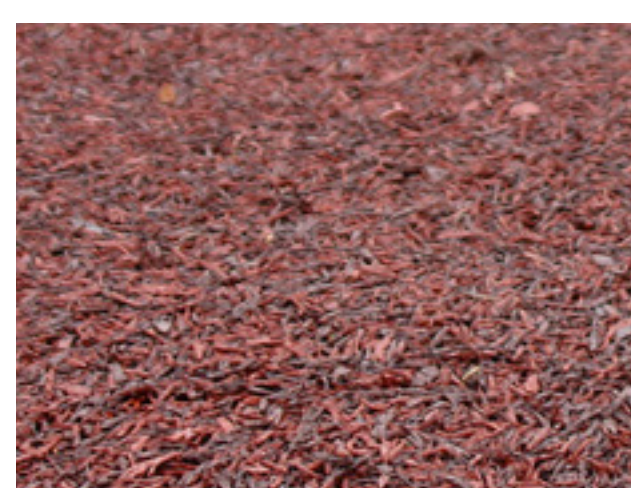
Play for older children

- Older children need more active play area as well as a space to meet their friends.
- Higher and bigger equipment that will challenge their abilities will be ideal for older children e.g. Large rope climbing equipment
- Equipment will be designed so it can be enjoyed by children of all abilities. E.g. ground level trampoline, climbing equipment with ramps. Basket swings and multi swings will allow groups of kids to play together.



Materials

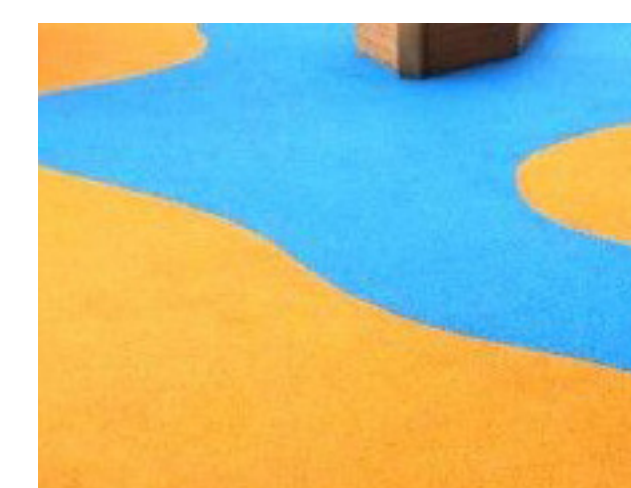
A variety of materials will be used for their textural quality.



Textured rubber mulch



Sand/gravel



Rubber mulch



Play bark

West Ham Park Playground Consultation

23 June - 21 July 2018

The playground has been a important part of West Ham Park since it was installed in 1937. The last full refurbishment was in 1986, when all the equipment was replaced and a new safety surface added.

The playground has been well-loved over the years and it needs updating to reflect changes in play design and modern safety standards. Here are some ideas we're exploring.



Natural play

There will be grassy areas of the playground for quiet play. Natural materials like bark mulch, logs and boulders will stimulate passive play. A playhouse and locomotive will provide for role play. Climbable stacked boulders will replicate the 'Cairn' on site.



Imaginative play

Taking inspiration from Dr Fothergill's collection of international rare plants in his botanical garden, an 'Explorer ship' with wooden sculptures of giant trees and plant details to connect with Fothergill's plant collection and allow for imaginative play, preserving the history of West Ham Park.



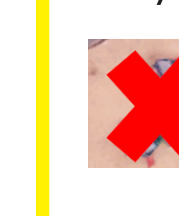
Places to meet

There will be benches around the playground for relaxing and meeting friends. There will also be an area with picnic benches, bins and fabric sails for shade during sunny spells.

Aerial view of current playground



Key



Red cross - equipment to be removed and replaced



Orange - items that may need replacement



Yellow - items that will remain in the new plan



Red question mark Lido - 3 options being considered

Water play

The children's paddling pool is a well used and loved feature of West Ham Park. During 2017 948 visitors used the pool; it was open for 33 days, however this was only 34 % of the season and 9% of the year as a whole. Bad weather and issues with the tile surfacing cause it to be closed for 37 days during the May - September season.

During the winter months the pool and the whole area is closed, becoming a large unused space in the very busy playground. We are therefore investigating whether this is the best option for water play in the park and are presenting two alternative options.

- Water play using interactive equipment like water screws, hand pumps and water tables, which could be used for longer periods of the year. Water in both cases could be filtered and recycled. (Option 2)
- A splash pad with water jets and sprays could be fitted. The splash pad would have naturalistic landscape which will allow for imaginative play even in winter months. (Option 2)



Consultation details

From 23 June – 21 July, the plans for the project will be on display at the play ground. Staff will be onsite to discuss our the project and answer your questions on :

- 27 June from 2pm to 4pm at the Playground
- 4 July from 4pm to 6pm at the Playground
- 14 and 15 July from 12 until 7pm at the Bringing Communities Together Event (located on the football pitches)

Head down to one of our stalls and talk to a member of the project team or have you say by completing our survey, you can access the link to the survey via Twitter @WestHamParKE7.

You can also contact the park on 020 8472 3584 or parks.gardens@cityoflondon.gov.uk

This page is intentionally left blank

Option 1

Repair and Replace

This design option will replace some of the old pieces of equipment with new equipment and repair and retain the remaining existing pieces of equipment.

- Replace damaged play equipment
- New safety surface under new play equipment
- Carry out required works to existing entrance way to meet current safety standards
- Shortest construction period

Zone Plan

The plan below shows areas of play for various age groups within the proposed sketch design option 2



Concept Images

These are some example images showing types of new play equipment proposed sketch design option 1



Swinging, sliding and rocking equipment for younger

Sketch Plan

The plan below shows a sketch layout of the proposals



	Existing equipment repaired and retained		Existing tarmac surface within the play area improved
	Proposed new equipment with safety surfacing e.g. rubber mulch/ wet pour		Proposed new equipment in naturalistic safety surfacing



Rope play and multi-play unit for older children



Balancing equipment for toddlers



Option 2

Playground redesign with a new water play facility

This design option will look to redesign the entire playground whilst retaining some existing equipment.

- New entrances for ease of access and areas to store buggies and scooters
- New water play area with water tables and hand pumps
- Planting within and along boundary of the play area
- Integrated play for all age groups within the playground whilst also retaining sufficient separation for the younger children
- Imaginative play integrated within play area design

Zone Plan

The plan below shows areas of play for various age groups within the proposed sketch design option 2



Sketch Plan

The plan below shows redesigned playground within the existing footprint.



Concept Images

These are some example images showing types of new play equipment proposed



Swinging



Sliding



Dr. Fothergill's explorer ship



Rope play and stone stack 'cairn' for older children within a naturalistic area



Example of alternative water play area



Raised planters



Stepping stones

Option 3

Playground redesign with a new water play facility and a bigger footprint

This design option will look to redesign the entire playground whilst retaining some existing equipment.

- New entrances for ease of access and areas to store buggies and scooters
- New water play area consisting of a splash pad
- Planting within and along boundary of the play area
- Integrated play for all age groups within the playground whilst also retaining sufficient separation for the younger children
- Larger playground with grassed area

Zone Plan

The plan below shows areas of play for various age groups within the proposed sketch design option 3



Concept Images

These are some example images showing types of new play equipment proposed

Sketch Plan

The plan below shows redesigned playground with a larger



Key



Existing equipment repaired and retained



Naturalistic play



New trees in raised planters



Play mounds with tunnels and climbing holds



safety surfacing: wetpour, rubber mulch



Shade cover



Swinging together



Balancing and climbing



Wide slide



Natural play with logs, boulders and willow tunnels



Zip wire



Example of alternative water play



Dr Fothergill's explorer ship

This page is intentionally left blank



West Ham Park

Registered Charity

Playground Refurbishment: Consultation feedback

Project aims

West Ham Park Playground has existed since 1937 and is visited by thousands of people every year, but it hasn't received a full redesign since 1986.

In 2010, ten items of equipment were replaced. Now, however, the remaining 15 pieces of equipment are over 20 years old and do not reflect changes to current health and safety standards; which is why we are looking to repair or replace them. We are also looking at alternative water play options to the paddling pool, including a splash pad or a set of interactive equipment for year-round water play.

We decided to run a public consultation over the Summer at West Ham Park to gain the thoughts and feedback from playground users/visitors on the future of the playground, so the City of London can bring the playground up to date for generations to come.

To do this, we displayed boards outside the playground with our project aims alongside the three potential options the team have put together.

Option 1

This option will have the shortest construction period and will replace any damaged/old play equipment and repair and retain the remaining existing pieces.

Option 2

This option will look to redesign the playground with a new water play facility and integrate more imaginative play as well as integrated play for all age groups.

Option 3

This option will look to redesign the playground with a new water play facility, play equipment whilst also expanding the playground with grassed areas and new entrances for ease of access. This will also include the refurbishment of the toilets and playground office into a coffee and ice cream concession.

These options ensure that the facility should be safe but also provide the appropriate level of risk and challenge required in the development of a child, meeting local, national and regional policies as well as guidance for outdoor learning and play. With the London Borough of Newham's population assessment suggesting a rise in young people and families in the area, access to play opportunities becomes a vital source of support for young people's social, emotional, creative and physical development – enabling them to gain confidence, build their connection with the park and mix with people of a range of ages and backgrounds.

Findings

Following face to face public consultations held in the park and during our Summer events, our staff have collectively spoken to around 400 users/visitors, including children, 187 of which have responded to our online survey with their views on the playground renovation.

Across all user groups, Option 3 was overwhelmingly the most popular, taking 82.17% of the recorded vote and the vast majority of the informal votes at the open days and the stall. This was expected to be the result, as it is clearly the most 'fully featured' and aspirational of the options.

Most of the other quantitative results mirrored this option, and the item which correlated with option 3 (expand the playground, add new equipment, incorporate a natural play area) was ranked the highest. A breakdown across different sectors (users versus non-users, sorted by different equalities monitoring questions) reflects this with no significant deviance.

Of the possible changes to the playground building, toilet renovation ranked in first place, a concession kiosk ranked second, and doing neither ranked third. This is, again, consistent across all user groups.

In relation to water play, we found that the votes favoured the introduction of water tables, pumps as well as landscaping; this was closely followed by 35.9% of votes towards the installation of splash pad with water jets and landscaping. The remaining 20.86% voted to have the paddling pool retained and repaired as water play provision for children.

The infographic summarises the key findings as well as the most recurring comments that resonated across respondents.



West Ham Park

Registered Charity

Playground Consultation Key Findings

During the Summer, West Ham Park held a series of public consultations with an active survey for users and visitors to gain thoughts and feedback on the future of the playground.

Here is what you said:

"We love the idea of the group swings – we definitely need more!"

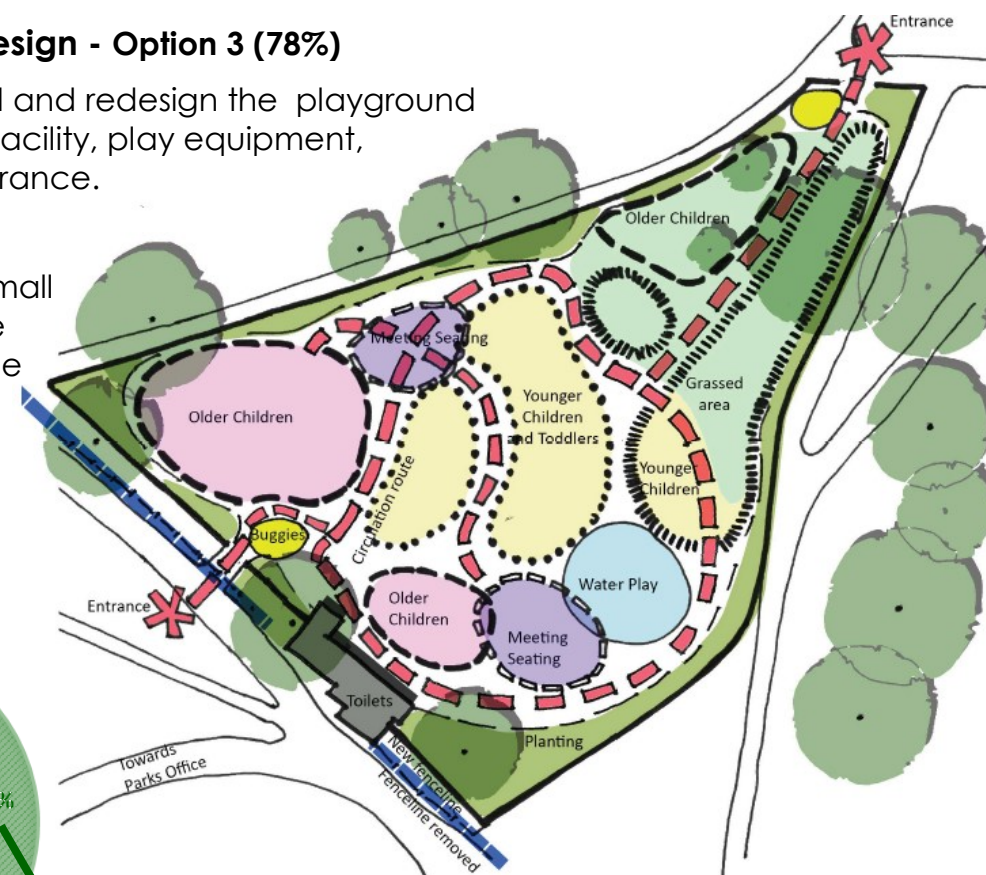
"I love the natural open ended play options (great for the development of children of all ages)"

"It's nice to see investment in a safe space for children and families to enjoy."

The most popular overall design - Option 3 (78%)

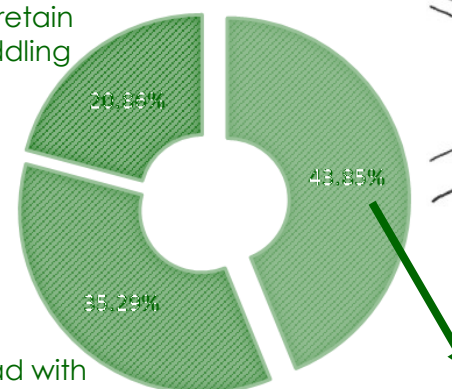
This option will look to expand and redesign the playground to include a new water play facility, play equipment, grassed areas and a new entrance.

The toilet block will be refurbished and the current small office repurposed to become an outlet for ice cream, coffee and snacks



What about waterplay?

Repair and retain existing paddling pool



Splash pad with water jets and landscaping

Most popular...

Water tables, hand pumps and landscaping to create a space that can be used all year round



Thank you to all respondents for your time and effort in completing the survey.

For more information, contact the West Ham Park team:
email: parcs.gardens@cityoflondon.gov.uk
www.cityoflondon.gov.uk/westhampark
twitter/instagram: @westhampark7
Tel: 020 8472 3584

Next steps: We will be working on developing a detailed design of Option 3 over the Winter months whilst liaising and planning alongside the London Borough of Newham for approval. We are hoping that we can commence construction in Autumn 2019.

This page is intentionally left blank

PT4 - Committee Procurement Report

This document is to be used to identify the Procurement Strategy and Purchasing Routes associated with a project and only considers the option recommended on the associated Gateway report.

Introduction

Author:	Mamun Khan		
Project Title:	West Ham Park Playground Project		
Summary of Goods or Services to be sourced			
The Conservation Management Plan (CMP) for West Ham Park highlights the issues and opportunities with the existing playground and recommends changes to the equipment, introduction of natural play, realignment of fences and the addition of more planting.			
Contract Duration:	TBC	Contract Value:	£700k - £1mil
Stakeholder information			
Project Lead & Contract Manager:	Category Manager:	Lead Department:	
Lucy Murphy	Mamun Khan	Open Spaces	
Other Contact		Department	
Madhur Gurjar		Open Spaces	

Specification Overview

Summary of the Specification:
The overall aim of the project is to redesign the playground at West Ham Park creating a new master plan, with alternative options for water play provision.
A refresh of the West Ham Park playground, its equipment and ancillary buildings is required to ensure that they are fit for purpose and meet current safety and safeguarding standards. A number of pieces of equipment are over 15 years old and are regularly closed due to defects. Two pieces have been removed due to safety concerns. An aged children's lido is also present but does not represent a good use of space and is costly to maintain and operate.
Additional works to be included are listed below, consideration into City Procurement current MTC framework and intermediate framework for procurement routes to market.
<ul style="list-style-type: none"> • Demolition • External works • Toilet refurb • Office refurb
Technical and Pricing evaluation ratio
30% (Technical) / 70% (Price) – Playground Equipment
60% (Technical) / 40% (Price) – Works
Is the contract likely to require financial uplifts? (Please describe what method will be used to calculate the uplift and whether this will be capped) N/A
Project Objectives: Set out in GW 3/4 report
Does the scope of those project include the processing of personal data? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, have you defined roles and responsibilities within your project specification? For more information visit Designing Specifications under GDPR. You may include your Privacy Impact Assessment or other relevant report as an appendix to this PT form when submitting to Committee (for information).

Customer Requirements

Target completion date	September 2018	Target Contract award date	TBC
Are there any time constraints which need to be taken into consideration?			

- Safety/Health: Aged and old play equipment and lido leading to increased likelihood of equipment failure and closure of parts of the playground/lido.
- Financial: Inability to raise enough funds resulting in a delay to the completion of the project and/or reduced scope of what can be delivered.
- Legal/Statutory: Planning approval not granted from London Borough of Newham resulting in delays, increased costs and change to the scope

Efficiencies Target with supporting information

- This is a new contract opportunity which cannot be baselined with a previous contract
- The recommended strategy benefits from use of opening the opportunity to the open market. Encourage value for money.
- An appropriate open procedure reduces procurement lead time and opportunity cost on officer time.
- The project considers the balance of priority between quality and cost should be towards cost. Therefore a 70% weighting on cost is recommended.

City of London Initiatives

How will the Project meet the City of London's Obligation to

Adhere to the Corporation Social Responsibility:

Application of standard terms

Take into account the London Living Wage (LLW):

Application of standard terms

Consideration for Small to Medium Enterprises (SME): Yes

Are there TUPE/Pension liabilities that need to be considered? N/A

Other: N/A

Procurement Route Recommendation

City Procurement team recommended option

Recommended route to market

Playground Equipment -OJEU open procedure. There is consensus between project team and City Procurement that an Open Procedure is the preferred procedure in this instance. It offers an appropriate balance between time and a need to provide maximise opportunity to the number of bidders to tender. This also align with the project team vision to ensure they have various options for product selection.

The commercial and technical requirements are sufficiently defined so as to be capable of being appointed on a open Procedure basis.

Within this OJEU open procedure there will be 4 lots included, which are listed below. This will allow project team to purchase from various supplier to have the best in class for playground equipment. This also align with project team vision to ensure the park looks aesthetically pleasing and avoid making the park looking generic.

Lot 1: Metal Play Equipment

Lot 2: Timber Play Equipment

Lot 3: Timber Themed Play Equipment (Bespoke)

Lot 4: Water Play

Works - Preferred route to market – Sub-OJEU. A framework route is not preferable in this case on the basis that framework contractors tend to be general contractors who would most likely sub-contract this predominantly specialist work in any case.

Procurement Strategy Options – Playground Equipment

Option 1: Purchase & Install via the MTC Framework
Advantages to this Option: <ul style="list-style-type: none"> • Open to more competition
Disadvantages to this Option: <ul style="list-style-type: none"> • Install suppliers not specialist • Time consuming • Additional fees for the possible subcontractor costs to install and purchase the products
Option 2: Purchase & Install with 4 lots- Recommended
Advantages to this Option: <ul style="list-style-type: none"> • Lots will allow project team to select various suppliers to select best playground equipment • supplier will be used to install and supply the equipment, this reduces administration for the Department • Easier and quicker turnaround • Established Supply Chain
Disadvantages to this Option: <ul style="list-style-type: none"> • Possible savings can be lost • Will need to ensure technical questions allow fair scoring for all bidders and are able to justify ranking of bidders • Multiple contracts

Procurement Route Options – Playground Equipment

Make v buy to be considered; also indicate any discarded or radical options

Option 1: OJEU Open Procedure – Recommended
Advantages to this Option: <ul style="list-style-type: none"> • Fully compliant route to market. • Exposed to the whole market as an opportunity. • Can build the evaluation to match our product and delivery expectations.
Disadvantages to this Option: <ul style="list-style-type: none"> • Possible, high amounts of tenders received. • Long timeframes for award.
Option 2: OJEU Restricted Process
Advantages to this Option: <ul style="list-style-type: none"> • Compliant route to market • Open up the whole market – leaves City less open to criticism considering the high-profile nature of Smithfield site.
Disadvantages to this Option: <ul style="list-style-type: none"> • Would take minimum of 6 months to complete – which would be prohibitive for the current market consolidation time table. <p>A 2 stage tender process (SQ & ITT), this will Require resources from the project team and City Procurement.</p>
Option 3: OJEU Compliant Framework
Advantages to this Option: <ul style="list-style-type: none"> • Faster route to market (6 to 10 weeks depending on project complexity and procurement strategy) • Compliant alternative to full OJEU Restricted or Open Procedure
Disadvantages to this Option: <ul style="list-style-type: none"> • The contactors available are defined by the framework • Level of competition experience can be limited and may not realise a minimum of 3 tenders required by City Procurement rules • Frameworks suited to the City's requirements are not available.

Procurement Route Options – Works

Make v buy to be considered; also indicate any discarded or radical options

Option 1: Sub OJEU– Recommended
Advantages to this Option: <ul style="list-style-type: none"> • Compliant and defined process

<ul style="list-style-type: none"> Established regulatory process aimed at securing a best and final offer at tender stage Can allow shortlist at first stage to avoid review of high volume returns under some circumstances Opens up competition to the wider market
Disadvantages to this Option: <ul style="list-style-type: none"> There is no compliant provision for development to technical offers after receipt of tenders as is the case with other procedures competition with negotiation Procurement lead time of up to 10 weeks not as fast as an established framework
Option 2: City Own Framework (Intermediate)
Advantages to this Option: <ul style="list-style-type: none"> Faster route to market (6 to 10 weeks depending on project complexity and procurement strategy) Compliant alternative to full OJEU Restricted or Open Procedure
Disadvantages to this Option: <ul style="list-style-type: none"> The contactors available are defined by the framework Level of competition experience can be limited and may not realise a minimum of 3 tenders required by City

Form of Contract- Playground Equipment

Option 1: CoL Standard Good & Service Terms - Recommended
Option 2: CoL Standard amendments (requires Controllers and City Solicitors approval)
Option 3: Suppliers Standard Terms (requires Controllers and City Solicitors approval)

Form of Contract – Works

Option 1: CoL Standard Works Terms - Recommended
Option 1: CoL Standard amendments to JCT
Option 2: CoL Standard amendments to NEC3

Sign Off

Date of Report:	08/01/19
Reviewed By:	Lucy Murphy, Manager West Ham Park
Department:	Open Spaces – Parks and Garden's division
Reviewed By:	Mamun Khan, Category Officer
Department:	Chamberlain's Department

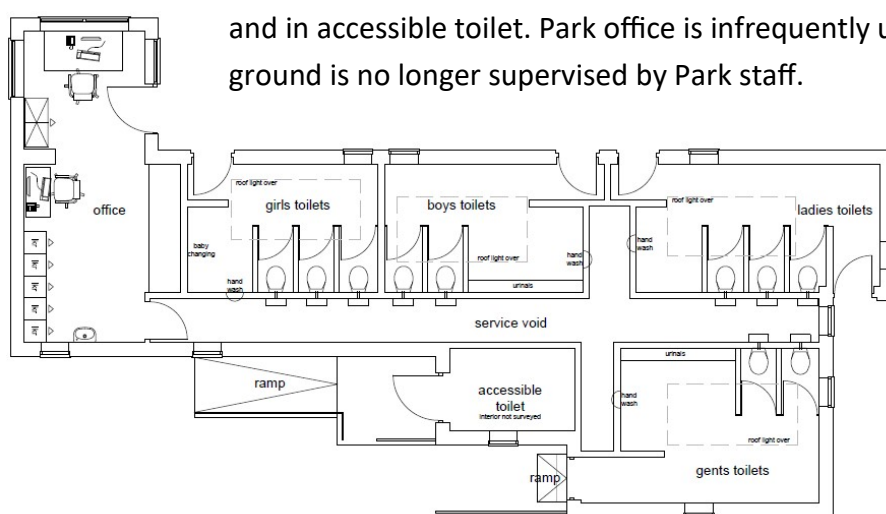
West Ham Park

Registered Charity

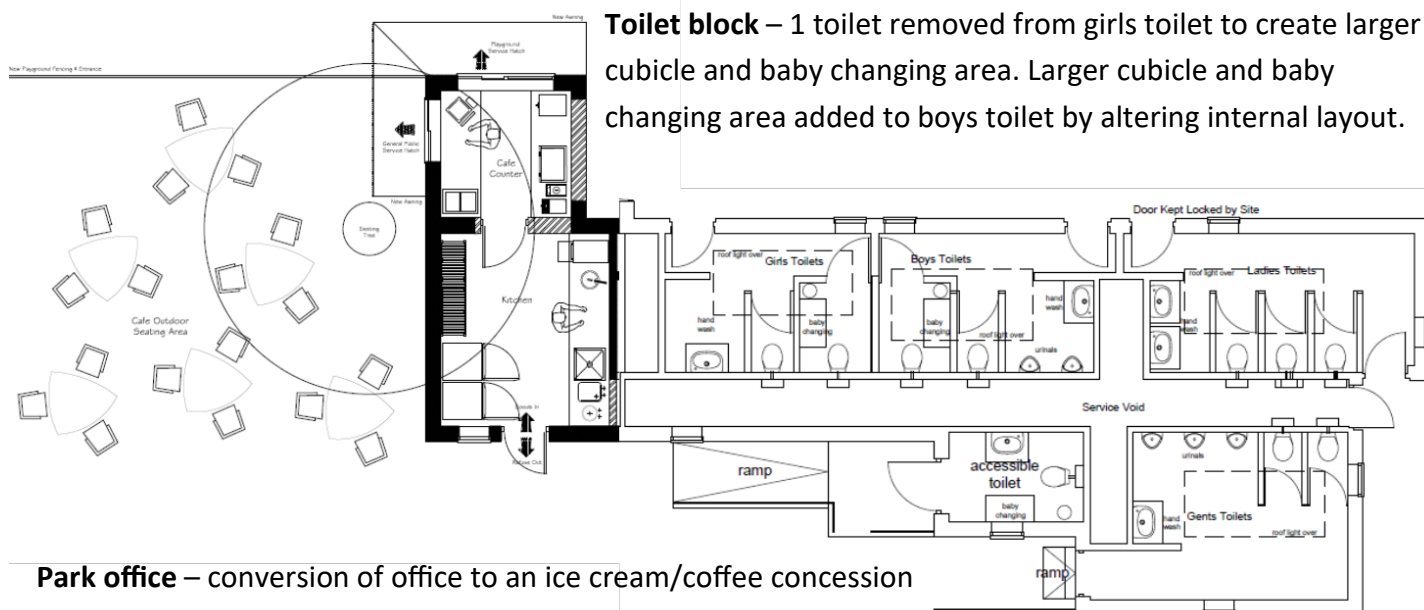
Playground refurbishment: Proposed changes to toilet block and office

Existing layout:

Baby changing table in communal hand wash area of girls toilets and in accessible toilet. Park office is infrequently used as playground is no longer supervised by Park staff.



Proposed layout:



Toilet block – 1 toilet removed from girls toilet to create larger cubicle and baby changing area. Larger cubicle and baby changing area added to boys toilet by altering internal layout.

Park office – conversion of office to an ice cream/coffee concession by adding serving hatches, a new entrance door and dividing the space to create a food preparation area.

This page is intentionally left blank

City of London: Projects Procedure Corporate Risks Register

Project Name: *West Ham Park Playground refurbishment*

Unique project identifier: *11953*

Total budget estimate: *£1119000*

Corporate Risk Matrix score table

PM's Overall risk rating	Medium		Minor impact	Serious impact	Major impact	Extreme impact
Avg unmitigated risk score	9.8					
Avg mitigated risk score	5.8					
Red risks (open)	1					
Amber risks (open)	8					
Green risks (open)	0					

	Minor impact	Serious impact	Major impact	Extreme impact
Likely	4	8	16	32
Possible	3	6	12	24
Unlikely	2	4	8	16
Rare	1	2	4	8

Costed risks identified (All)

£1,850,800.00	165%
£1,850,800.00	165%
£0.00	0%
£0.00	0%

% risk total against budget estimate

Costed risk carried (Live)

" "

Costed mitigated risk carried (Live)

" "

Costed Risk Provision requested

Value of the costed risk provision requested

- (1) Service Delivery/ Performance
- (2) Financial
- (3) Reputation
- (4) Legal/ Statutory
- (5) Safety/ Health
- (6) Objectives

Number of Open Risks	Avg Score	Costed impact	Red	Amber	Green
2	9.0	£10,000.00	0	2	0
3	6.0	£446,300.00	0	3	0
1	12.0	£0.00	0	1	0
2	12.0	£1,041,500.00	0	2	0
1	16.0	£353,000.00	1	0	0
0	0.0	£0.00	0	0	0

Issues (open)	0
All Issues	0

Open Issues

All Issues

Extreme	Major	Serious	Minor
0	0	0	0
0	0	0	0

Cost to resolve all issues (on completion)

£0.00

City of London: Projects Procedure Corporate Risks Register

Project Name:	West Ham Park Playground refurbishment	PM's Overall risk rating:	Medium	Costed risk provision requested:	£ -	Average unmitigated risk	9.8	Open Risks	9
Unique project identifier:	11953	Lifetime total budget estimate:	£ 1,119,000			Average mitigated risk score	5.8	Closed Risks	0

General risk classification										Mitigation actions						Ownership & Action			
Risk ID	Category	Description of the Risk	Risk Impact Description	Likelihood Classification	Impact Classification	Risk score	Costed impact (£)	Contingency requested Y/N	Confidence in the estimation	Mitigating actions	Mitigation cost (£)	Likelihood Classification on after mitigation	Impact Classification on after mitigation	Costed impact after mitigation (£)	Mitigated Risk score	Date raised	Named Departmental Risk Manager/ Coordinator	Risk owner (Named Officer or External Party)	Date Closed OR/ Realised & moved to archive
R1	(2) Financial	Funding - inability to raise sufficient funds from external providers for the refurbishment	Delay in completion of the project and/or reduced scope of what can be delivered	Possible	Serious	6	£350,000.00	N	B – Fairly Confident	Work closely with funders to develop applications and ensure timescales are adhered to	£0.00	Unlikely	Serious	£0.00	4	04/01/19	Open Spaces - West Ham Park	Lucy Murphy	
R2	(4) Legal/ Statutory	Funding - unable to source any funding from the City or other third parties	Playground closure due to age and condition of equipment. Charitable objective to provide space for children to play in West Ham Park would no longer be met	Possible	Major	12	£1,041,500.00	N	B – Fairly Confident	Work closely with the City and other funders to develop applications and ensure timescales are adhered to	£0.00	Unlikely	Major	£0.00	8	04/01/19	Open Spaces - West Ham Park	Lucy Murphy	
R3	(1) Service Delivery/ Performance	Staffing - loss or re-assignment of key project staff	Delay in completion and/or increased costs through having to use external resource i.e. consultants	Possible	Serious	6	£10,000.00	N	A – Very Confident	Keep good documentation of progress and planning to enable others to continue work if issues occur.	£0.00	Possible	Serious	£0.00	6	04/01/19	Open Spaces - West Ham Park	Lucy Murphy	
R4	(2) Financial	Time delays causing loss of funding due to ring fencing	CWP funding is time sensitive and will be lost if not spent in its allocated period. External funding can also be affected	Possible	Serious	6	£96,300.00	N	A – Very Confident	Closely monitor timescales. Inform relevant managers/committees if likely to be issues	£0.00	Possible	Serious	£0.00	6	04/01/19	City Surveyors Department	Marcus Odunlami	
R5	(3) Reputation	Reputational damage of project not being completed on time and to expected designs	Over 440K visitors, high profile project which the public have been engaged with. Potential negative media coverage resulting in reputational damage and loss of users if project does not progress.	Possible	Major	12	£0.00	N	B – Fairly Confident	Ensure key stakeholder and general public are informed of progress and any delays to minimise negative impacts	£0.00	Possible	Serious	£0.00	6	04/01/19	Open Spaces - West Ham Park	Lucy Murphy	
R6	(4) Legal/ Statutory	Planning approval not granted from London Borough of Newham	Playground design does not receive approval resulting in delays, increased costs and change to the scope.	Possible	Major	12	£0.00	N	B – Fairly Confident	Consultant appointed to complete pre-application with LB Newham	£5,750.00	Unlikely	Serious	£0.00	4	04/01/19	Open Spaces - West Ham Park	Lucy Murphy	
R7	(1) Service Delivery/ Performance	Reduced potential for learning through play and for water play	If scope is changed or timescales cause delay, there will be reduced play value potentially impacting childrens health and wellbeing.	Possible	Major	12	£0.00	N	B – Fairly Confident	Ensure scope and delays are not impacted by carrying out mitigation actions for other factors as detailed.	£0.00	Unlikely	Serious	£0.00	4	04/01/19	Open Spaces - West Ham Park	Lucy Murphy	
R8	(5) Safety/ Health	Aged and old play equipment and lido more likely to fail and/or cause injury	Increased likelihood of equipment failure due to age of equipment causing closure of areas of playground and/or pool and possible injury to users.	Likely	Major	16	£353,000.00	N	B – Fairly Confident	Daily and weekly inspection by site staff to monitor condition of kit. Annual external inspection by the Royal Society for the Prevention of Accidents (RoSPA). Defects fixed when found or area closed to prevent accident/injury.	£13,000.00	Unlikely	Major	£0.00	8	04/01/19	Open Spaces - West Ham Park	Lucy Murphy	
R9	(2) Financial	Increase in cost of play equipment, material and labour due to impact of Brexit	Funding shortfall due to increased prices resulting in additional funds having to be raised and potential delays to the project	Possible	Serious	6	£0.00	N	C – Uncomfortable	Difficulty to quantify or mitigate against at this stage	£0.00	Possible	Serious	£0.00	6	24/01/19	Open Spaces - West Ham Park	Lucy Murphy	
R10							£0.00				£0.00			£0.00					
R11							£0.00				£0.00			£0.00					
R12							£0.00				£0.00			£0.00					
R13							£0.00				£0.00			£0.00					
R14							£0.00				£0.00			£0.00					
R15							£0.00				£0.00			£0.00					
R16							£0.00				£0.00			£0.00					
R17							£0.00				£0.00			£0.00					
R18							£0.00				£0.00			£0.00					
R19							£0.00				£0.00			£0.00					
R20							£0.00				£0.00			£0.00					
R21							£0.00				£0.00			£0.00					
R22							£0.00				£0.00			£0.00					
R23							£0.00				£0.00			£0.00					

This page is intentionally left blank

Appendix 7: Detailed costing breakdown for each option

	1. Repair and replace damaged play equipment. Re-tile existing children's lido	2. Redesign playground within existing footprint	3. Playground redesigned with enlarged footprint, covert playground office and improve toilets	Water play A: new water play facility with water fountains	Water Play B: new splash style water facility with automatic jets.
Spend to date	£ 15,275	£ 15,275	£ 15,275		
Funding requested to Gateway 5	£ 50,500	£ 50,500	£ 50,500		
Demolition	£ 15,000	£ 60,000	£ 65,000		
External works	£ 120,000	£ 260,000	£ 353,000		
Playground equipment	£ 200,000	£ 250,000	£ 270,000		
Water play	£ 2,700	See option A/B	See option A/B		
Toilet refurb			£ 99,000		
Office refurb			£ 85,000		
Preliminaries	£ 41,000	£ 119,000	£ 137,000		
TOTAL	£ 444,475	£ 754,775	£ 1,074,775		
Waterplay -cost of new facility				£ 110,000	£ 227,500

Total project cost - option 1	£ 444,475		
Total project cost - with waterplay A		£ 864,775	£ 1,184,775
Total project cost - with waterplay B		£ 982,275	£ 1,302,275

This page is intentionally left blank

Committee:	Date:
West Ham Park Committee - For Decision	04 February 2019
Subject: Bringing Communities Together event feedback and proposal for 2019	Public
Report of: Director of Open Spaces	For Decision
<p style="text-align: center;">Summary</p> <p>West Ham Park hosted a 'Bringing Communities Together' event featuring funfair rides, community and faith stalls, food and concessions in 2017 and 2018. Around 4,500 people attended the event in 2018, which was well received by local people. No damage was caused to the Park's grassland area and no complaints were received. The organisers would like to repeat the event in 2019 keeping the size and scale the same but extending the duration by half a day to include the Friday afternoon.</p> <p>Recommendation</p> <p>Members are asked to:</p> <ul style="list-style-type: none">• Approve the proposal to repeat the event in 2019• Delegate authority to the Superintendent to finalise details of the 2019 event, event fee (including deposit and reinstatement), cancellation policy and pricing structure for fairground rides, food and other items to be sold by stall holders.	

Main Report

Background

1. HAFS academy, an Islamic Faith School situated close to West Ham Park, held a Bringing Communities Together event in the Park in 2017 and 2018, with the event open to the public over the weekend (2 days), with the fairground setting up on the Friday and being completely off site by the Monday evening. The event aims to create and strengthen positive relationships within local communities by inviting all members of the community to enjoy fairground rides, cultural foods, arts and craft exhibitions. The event in 2017 was successful with around 2,000 people attending. Some learning points were identified that were put in place when the event was repeated in 2018.

Current Position

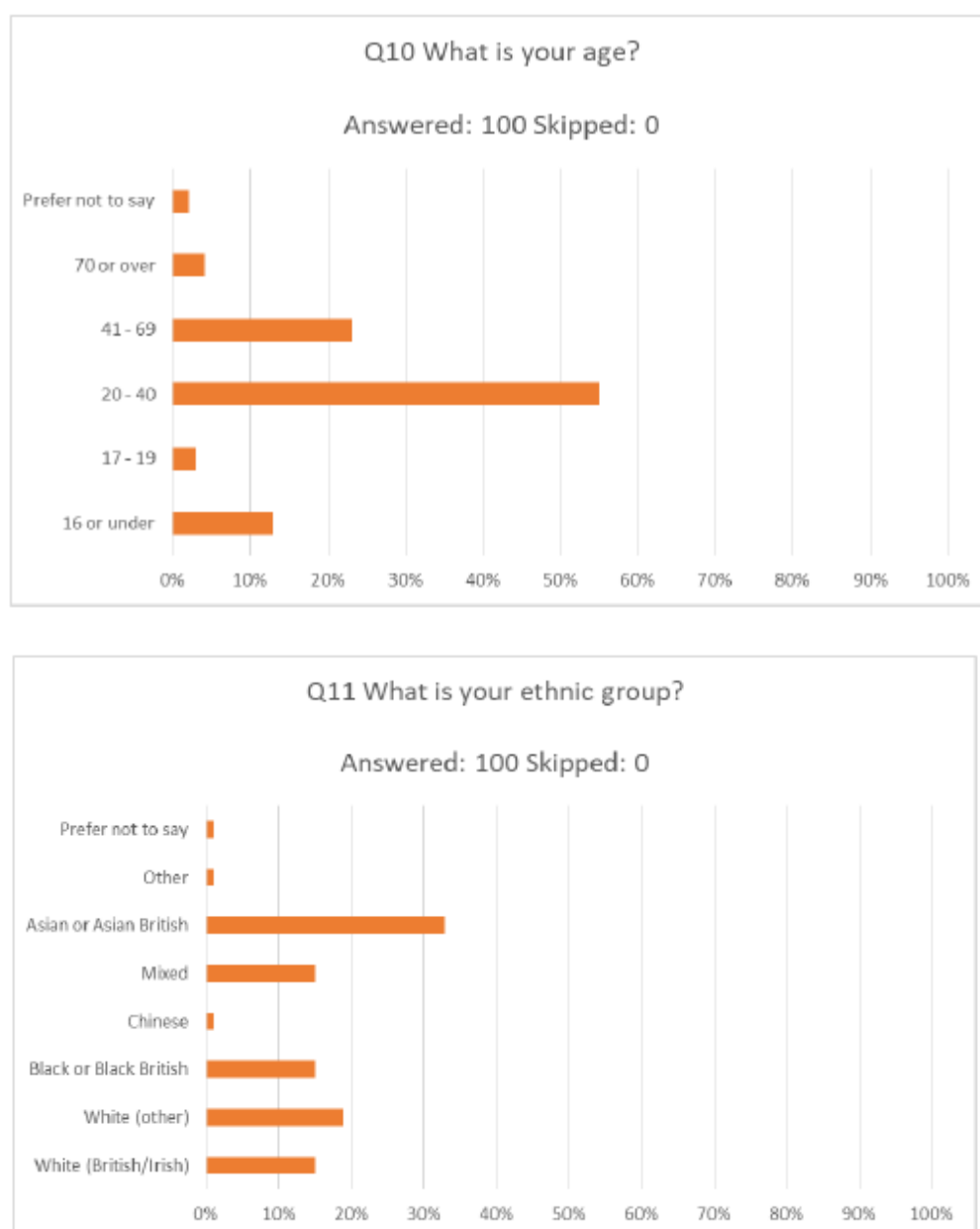
2. The 2018 event was held on the weekend of the 14th and 15th July. The hot weather saw around 4,500 people attend throughout the weekend. 18 different community and third sector organisations were present, a greater number than in 2017 (see list below). The Friends of West Ham Park co-hosted a stand with the Park to speak to local people about the recent Fothergill exhibition that had taken place in the ornamental gardens and forthcoming events organised by the Friends group. Park staff and officers from the Playground refurbishment project team were also in attendance to discuss the playground proposals with attendees. Due to the warm dry weather preceding the event, no damage was caused to the grassland and little compaction occurred, therefore the deposit was returned in full.

Third Sector and Community organisations present at event:

- Central London Youth Development
 - Sister Forum Study Club
 - Muslim Hands
 - British Transport Police
 - London Black Women's Project
 - Nutrition east
 - Women into Construction CIC
 - London Fire Brigade
 - Metropolitan Police
 - Kick it
 - Independent Newham Users Forum for mental health
 - Deen and Co
 - Goodmayes Medical practice
 - Mayers Pharmacy
 - ISKCON, Ridha – Krishna Temple
 - East End Islamic Centre
 - West Ham Park and The Friends of West Ham Park
3. Over 100 people completed a survey following the event (an increase from 36 that responded in 2017). 62% of respondents stated that their main reason for visiting the Park that day was to attend the event. 40% of those did not live close to the Park, and 23% were visiting the Park for the first time, demonstrating that the event is attracting new visitors and some from further afield. The event was well received by those interviewed; 81 % gave the event a 5-star rating (the highest positive score on a rating from 1 to 5). The most common comments received were around increasing the number of days that the event is held for, having more rides for adults and better information around available parking. The age and demographic of those that responded to the survey was representative of those attending on the day and whilst 34% of those who responded classed themselves as 'White (other/British/Irish)' the rest were divided amongst other ethnicities representative of the local area (see Figure 1).
 4. The organisers met with the Park Manager following the event, both agreed that significant improvements in marketing, planning and organising had helped the

2018 event run more smoothly, with a greater representation of community groups and increased number of attendees.

Figure 1: Age and ethnic profile of questionnaire respondents



Proposals

5. HAFS would like to return in 2019 to hold the event in the Park in mid-July. The size and scale of the event would remain the same however they would like to begin setting up on the Thursday to allow them to open on the Friday afternoon. This would see the event operate for 2.5 day rather than 2 days as in previous years. As before the event would close on the Sunday, with small rides and stalls being taken down on the Sunday and the remainder removed on the Monday.
6. They also intend on working more closely with local schools in 2019 and are looking at holding a poetry competition, the winners of which would be

announced during the event. They are also making contact with our sporting partners to see if sporting activities for example football activities or a competition could be held on Football pitch number 2.

7. To summarise the event would consist of:
 - a. A maximum of 16 fairground rides provided by Irvin Leisure, with a maximum of 2 rides that charge more than 2 tokens.
 - b. 3-5 food stalls offering a selection of international menus
 - c. A maximum of 35 stalls: including local community and faith groups, free health checks, no smoking & healthy eating advisory stalls and commodity stalls including henna artists, arts and craft stalls, face painting etc
8. As in previous years the aim of the event will be to celebrate, share and enjoy a fun day with the community regardless of faith or nationality. It is expected that event attendance will continue to grow and exceed the 4,500 visitors seen in 2018. It is expected that no more than around 500 people will attend the event at any one time. This will be managed with the support of paid staff, volunteers, security staff and trained first aiders. Additional facilities in the form of portable toilets will also be provided by the event organisers.
9. It is proposed to hold the event in the south west corner of the Park again as this has worked well in the previous two years. The eastern side of the Park will be unaffected by the event and will provide a quiet area in the Park where people can relax. The stalls and fairground rides would border the main path that leads from South Gate north towards the picnic area. The location of the other food stalls and fairground rides would be in the approximate locations shown on the map (see Appendix 1), however exact details would be agreed with the Park Manager on site to ensure that the root protection areas of the trees are maintained (as defined in BS5837:2012 Trees in relation to design, demolition and construction recommendations).
10. The fairground rides will be placed on the mown grassland area avoiding the sports pitches, running track, wildflower meadows and bulb areas. An indemnity form will be signed by the organisers who will be responsible for paying for any reparation works required following the event. With careful planning it is thought that this should be restricted to re-seeding or turfing of damaged or worn grassland areas. An event management plan including cancellation policy will be agreed with the organisers in case the weather on the event day gives cause for concern, e.g. high winds. The cancellation policy will also include a clause allowing the Park to cancel the event should ground conditions be too soft to allow for the setup of the large fairground rides.

Corporate & Strategic Implications

11. The event will help to deliver the following areas of the City Corporate Plan 2018-2023

- a. Contribute to a flourishing society by helping to create cohesive communities as well as raising awareness of health and wellbeing, along with signposting activities and services.
 - b. Shape outstanding environments by inspiring enterprise, excellence, creativity and collaboration
- 12. From an Open Spaces perspective, the event will support the objectives of the new business plan by;
 - A. Open spaces and historic sites are thriving and accessible.
 - 3. Our spaces are accessible, inclusive and safe.
 - B. Spaces enrich people's lives.
 - 5. People enjoy good health and wellbeing
 - 7. People feel welcome and included (4)
 - 8. People discover, learn and develop (3)

Implications

- 13. **Financial implications:** For the 2019 event HAFS academy will again supply all equipment, portable facilities etc at their own cost. A one-off fee will be charged to HAFS academy for use of the Park. Charges for staff time have been updated to reflect the support provided during the 2018 event. HAFS also intend to take a greater role in managing stall holders, therefore reducing the amount of support required from West Ham Park keepers. A Team Leader from the Park will be present at all times to oversee activities and vehicle movements on site.
- 14. It is anticipated that the overall total fee will be in the region of £3,500 +VAT with an additional 25% deposit for expected reparation costs. It is proposed that the final fee is agreed by the Parks and Gardens Superintendent. A breakdown of these costs is shown in the table 1 on the next page.
- 15. Events provide a welcome source of income in the face of ongoing budget reductions however, charges have been kept low to reflect the community benefit that this event brings. The event will be free to attend by local people; however, there would be charges for food and fairground rides etc. These would be agreed by the Superintendent prior to the event to ensure that they are accessible to local people.
- 16. **Key risks:** In order to manage the risks associated with the event, HAFS academy would meet with the Park Manager to review and update the events application form and operational plan from 2017 detailing how they will mitigate the risk involved in organising an event of this scale. This would include
 - d. Security: Providing adequate SIA Cleared Security staff during the day time and 2 security personnel overnight.
 - e. Informing London Borough of Newham and emergency services
 - f. First Aid: Ensuring that adequate first aid certificated staff will be present during the event

- g. Food Hygiene: All food stalls will be required to have Public Liability Insurance and have passed a minimum of Food Hygiene Certificate Level 2
- h. Health and Safety: Risk Assessments, Safe Systems of Work and an Emergency Action Plan Procedure will be reviewed by the Park Manager prior to the event taking place.

Table 1: Breakdown of fees

Role	Hours	Fee	Comment
Park Manager	4	£ 200	Overseeing plans and agreeing format
Team Leader	48	£1,445	Management and attendance during event days, setting up and breaking down of the event
Keeper	15	£ 365	Supporting community stall holders' vehicles entering and exiting site at the start and end of festival days
Parkland hire fee		£1,500	Increased to reflect additional half day of event being open.
Total		£3,510	
Deposit - 25%		£877.50	

Conclusion

17. The 2018 event held in the Park by HAFS academy built on the success of 2017 and saw an increase in numbers of visitors that were new to the Park. The mixture of fairground rides and stalls was well received by local people and created a summer fête feeling in the Park on the day. Feedback from 2017 and 2018 showed that there was a desire from local people for the event to be held on additional days. This proposal suggests that set up begins on the Thursday evening to allow the fairground and stall holders to operate from Friday in the afternoon. This will extend the period for local people during peak time, whilst minimising the impact on the Park as only an additional half a day would be required. HAFS proposed to work with local schools and sporting groups to further widen their ability to bring communities together through the event.
18. Working in partnership with HAF's academy allows the Park to host an event that it would otherwise not have the budget or staff resource to arrange itself, whilst increasing the Park's profile with different user groups in the area and achieving additional income for the Park.

Appendices

- Appendix 1 – Map showing the 2018 set up of the 'Bringing Communities Together' event

Lucy Murphy

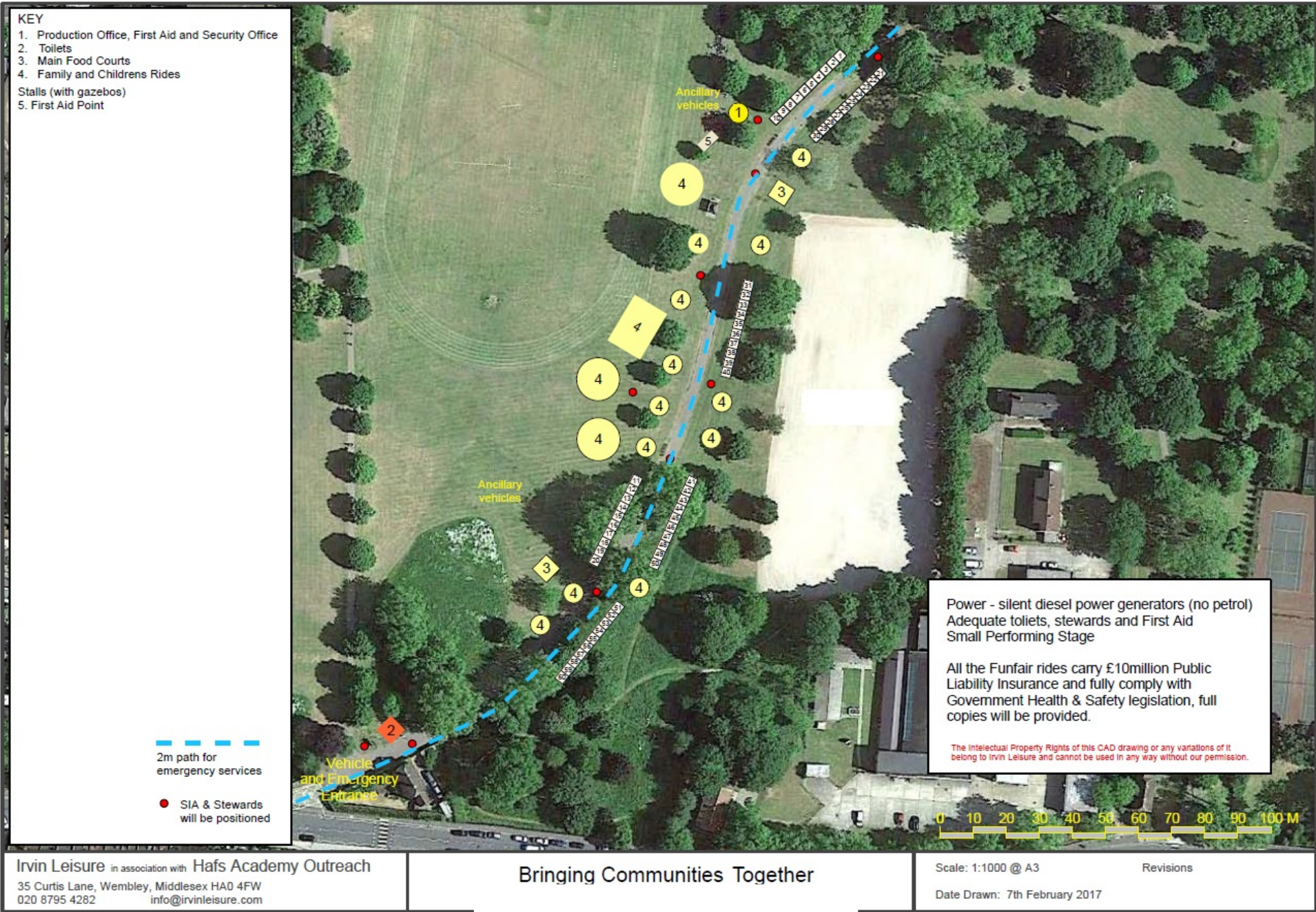
West Ham Park Manager

T: 020 8472 7104

E: lucy.murphy@cityoflondon.gov.uk

Appendix 1:

Map showing the proposed set up of the 'Bringing Communities Together' event in 2019



This page is intentionally left blank

Committee:	Date:
Open Spaces and City Gardens - For Decision	10 December 2018
Hampstead Heath, Highgate Wood - For Information	13 March 2019
and Queens Park	
Epping Forest and Commons - For Information	14 January 2019
Committee	
West Ham Park - For Information	04 February 2019
Port Health & Environmental - For Information	15 January 2019
Services	
Subject: Tree Pests and Diseases: Oak Processionary Moth urgent update	Public
Report of: Colin Buttery – Director, Open Spaces	For Decision (Open Spaces & City Gardens Committee)
Report author: Colin Buttery – Director, Open Spaces	

Summary

This report provides Members with an update on the challenges being faced due to the spread of Oak Processionary Moth (OPM) across the Open Spaces in the care of The City of London. The OPM caterpillars shed irritating hairs that can cause allergic reactions in people and dogs.

The report also highlights the resource issues with expenditure in the financial year 2018/19 approaching £100,000 across the Open Spaces. It is anticipated that the resource demands for the control of OPM in future years will be in excess of £250,000 pa. It is proposed that these new and increasing resource commitments are highlighted through the Chamberlain to the Medium-term Financial Planning Process scheduled for January 2019.

Recommendation

Members are asked to:

- Note the challenging position regarding the spread of Oak Processionary Moth (OPM) and the partnership work being undertaken with the Forestry Commission.
- Note that the cost of risk based OPM control undertaken in 2018/19 is likely to lead to a small departmental overspend at the year-end.
- Approve the submission of a bid for additional resources to Resource Allocation Sub Committee for future financial years from 2019/20, highlighting OPM as a new and significant resource demand in the medium-term financial planning process.

Main Report

Background

1. Oak Processionary Moth (*Thaumetopoea processionea*) (OPM) was accidentally introduced to the UK from Europe through the importation of oak trees for a development site in Richmond, West London in 2006. In a short space of time OPM had spread to a wide area of the Borough of Richmond and by 2008 was found in Richmond Park and Kew Gardens.
2. OPM is a pest species that feeds on oak trees and in extreme numbers can result in the defoliation of a tree. However, the main reason for seeking to control the spread and numbers of OPM caterpillars is that the irritating hairs on the caterpillars and within the communal nests, represents a public and animal health hazard through allergic reactions.
3. The City of London has been working closely with the Forestry Commission, Natural England, National Trust, The Royal Parks, Local Authorities and other land owners to share scientific data and research, practical experience and good practice. Public Health England has also been involved in advising on health issues and the Forestry Commissions communications including: “*Spot it, avoid it, report it*” public awareness campaign. Information has been sent to GP’s across London and Veterinary surgeries have also been contacted to make vets aware of the symptoms and risk primarily to dogs.
4. The City Corporation Chairs the Oak Processionary Moth Strategic Group which helps the Forestry Commission engage with landowners, share the strategic direction being taken by Defra and promote best practice.
5. Control methods have primarily focussed on two approaches; nest removal or pesticide spraying with *Bacillus thuringiensis var kurstaki* (known as Bt) a bio-pesticide. The bio-pesticide is applied in early spring as soon as the eggs hatch and the initial instars (developmental stages) of the caterpillars emerge. Neither approach is 100% effective and the aim of both techniques is primarily to protect public health and reduce the rate of spread of the pest.
6. The City Corporation has taken a risk zone-based approach targeting OPM in areas where the public would be most at risk of being exposed to the caterpillars or nests. This includes removal of nests close to busy locations such as car parks, key paths and buildings, catering facilities, children’s play and sporting facilities.
7. The use of the bio-pesticide (Bt) in the Spring where OPM has already been identified is also carefully targeted. Spraying is kept to a minimum because of its impact on non-target species of Lepidoptera such as butterflies and native species of moth. The collateral damage to the wider biodiversity of a site is a concern with many of the Open Spaces protected through statutory designations such as Sites of Special Scientific Interest (SSSI), National Nature Reserves (NNR), and sites of Special area of Conservation (SAC).

8. The Forestry Commission and Forest Research are undertaking a regional pheromone trapping programme with support from Cambridge University. This work is helping to monitor the spread of the pest species and the density of the populations. Research is also being undertaken to consider if there are other viable control methods including natural predators.
9. In reducing the human health risks, we are recognising that City of London Arboricultural Officers and Contractors are at an increased occupational health risk. Where these risks are identified, robust measures are in place to ensure correct protective clothing and good operational practices are in place. Experience across London is that despite these measures individuals may become sensitised to the irritating hairs from the caterpillars and that this can result in unpleasant rashes.
10. To date reports of health issues affecting the public on City Corporation sites is very low, but we are now reaching a 'tipping point' at some properties, such as Hampstead Heath, where nest numbers have grown exponentially in 2018. At Ashted Common; the City Cemetery & Crematorium and Epping Forest numbers are currently relatively low, but these properties are likely to follow the same trajectory of large increases in the number of OPM nests and distribution of this pest species over the next few years.
11. The staff time resource and contractor costs will also increase markedly even with the targeted risk zone approach being taken. Officers have attended OPM training sessions and volunteers have also been trained how to identify the OPM nests to assist in the reporting of infested trees. The presence of OPM also impacts on normal arboricultural work including tree safety and veteran tree management. Contractors and Officers from the Corporation have to be aware of OPM as a risk and remove nests before undertaking tree surgery works.
12. To help illustrate the significant change that has taken place in 2018 the figures from Hampstead Heath, Highgate Wood and Queens Park below show the number of nests identified in each year since 2015;

Year	Nests	Trees affected
2015	15*	13
2016	25	20
2017	184	84
2018	2013	680

(*it is likely that OPM arrived at Hampstead Heath in 2014 but was only identified in 2015. Targeted spraying of the pesticide Bt from 2016 will have helped to limit the expansion of the OPM population)

A similar pattern of growth in population was experienced at Ashted Common where the number of OPM nests grew from 6 in 2016; to 16 in 2017; and 184 in 2018.

13. The Forestry Commission has served under the Plant Health Act 1967, Statutory Plant Health Notices (SPHNs) on the City Corporation, requiring the removal the infestations. Failure to comply with a notice can result in enforcement action and possible prosecution. landowners need to be able to demonstrate that reasonable steps have been taken to control the pest.

Financial Implications

14. The annual spend on contracted services for the control of OPM across the Department will be close to £100,000 in 2018/19 which is close to a ten-fold increase in expenditure on OPM compared to 2017/18. The spend is made up of nest removal, pesticide spraying, pheromone trapping and survey inspections across the Divisions as follows: Ashted Common £29,000; City Cemetery £5,000; Hampstead Heath, Highgate Wood and Queens Park £56,500; City Gardens £1,000; Epping Forest £8,000; a total spend in 2018/19 of £99,500.
15. It is anticipated that annual spending on the control of OPM will increase to a figure of circa £200,000 in 2019/20 and plateau at approximately £250,000 to £300,000 in subsequent years. Partner organisations, such as the Royal Parks, have already seen a similar growth in resource commitment having been affected by OPM for a much longer period.
16. The department is profiling a small overspend for the financial year 2018/19 identifying the expenditure on OPM and certain other areas of exceptional spend including the grass and heathland fires experienced in the summer of 2018.
17. It is also proposed that the need for addition resources from financial year 2019/20 onwards is highlighted to Resource Allocation Sub Committee when it considers the medium-term financial planning process in January 2019.

Corporate & Strategic Implications

The Corporate Plan

18. The Open Spaces Department actively contributes to the following Corporate Plan 2018-23 aims and outcomes:

Contribute to a flourishing society

- People enjoy good health and wellbeing
- People have equal opportunities to enrich their lives and reach their full potential
- Communities are cohesive and have the facilities they need

Shape outstanding environments

- We inspire enterprise, excellence, creativity and collaboration
- We have clean air, land and water and a thriving and sustainable natural environment.

- Our spaces are secure, resilient and well-maintained

Support a thriving economy

- Our land management supports local businesses and enterprises

Tree pests and diseases including OPM are identified in the Departmental risk register; OPM represents a significant risk to our ability to deliver key outcomes identified in the Corporate Plan. OPM control measures are needed to allow the public to continue to enjoy the natural environments, whilst protecting public health and wellbeing.

Conclusion

19. The expansion of the range and distribution of OPM across London is resulting in the need for targeted control measures to be undertaken across the Open Spaces. The risk zone-based approach is a pragmatic and effective way to address the public health risk and target necessary resources.
20. In the early years of the OPM infestation the costs of control have been accommodated within the existing resource budgets, however, in 2018 expenditure has reached a quantum where such costs cannot simply be absorbed. It is proposed that the additional resource requirement is highlighted through the medium-term financial planning process.

Colin BATTERY

Director of Open Spaces
Open Spaces Department

T: 020 7332 3033

E: colin.battery@cityoflondon.gov.uk

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank