



Open Spaces and City Gardens

Date: TUESDAY, 12 OCTOBER 2021
Time: 11.30 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Oliver Sells QC (Chairman)
Caroline Haines (Deputy Chairman)
Graeme Doshi-Smith
Alderman Ian Luder
Wendy Mead
Andrew McMurtrie
Deputy Barbara Newman
Deputy John Tomlinson
Anne Fairweather (Ex-Officio Member)
Benjamin Murphy (Ex-Officio Member)

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

Members of the public can observe this public meeting at the below link:

<https://youtu.be/F7496Huj6AY>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

To agree the public minutes and non-public summary of the informal meeting of the Open Spaces and City Gardens Committee held on the 13th of July.

For Decision
(Pages 5 - 10)

Open Spaces

4. **OPEN SPACES COVERAGE 2021**

Report of the Town Clerk.

For Information
(Pages 11 - 14)

5. **OPEN SPACES DEPARTMENT CAPITAL PROJECT PROPOSALS TO RASC**

Report of the Executive Director of Environment.

For Information
(Pages 15 - 22)

City Gardens

6. **CITY GARDENS UPDATE**

Report of the Executive Director of Environment.

For Information
(Pages 23 - 28)

7. **TOWER HILL PLAY AREA REFURBISHMENT**

Report of the Executive Director of Environment.

For Decision
(Pages 29 - 42)

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

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

10. **EXCLUSION OF THE PUBLIC**

MOTION: 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

Part 2 - Non-Public Agenda

11. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the informal meeting of the Open Spaces and City Gardens Committee held on the 13th of July.

For Decision
(Pages 43 - 44)

12. **REPORT OF ACTION TAKEN**

Report of the Town Clerk.

For Information
(Pages 45 - 46)

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

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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OPEN SPACES AND CITY GARDENS Tuesday, 13 July 2021

Minutes of the meeting of the informal Open Spaces and City Gardens held at remotely on Tuesday, 13 July 2021 at 10.30 am

Present

Members:

Oliver Sells QC (Chairman)
Caroline Haines (Deputy Chairman)
Alderman Ian Luder
Wendy Mead
Deputy John Tomlinson
Benjamin Murphy (Ex-Officio Member)

In attendance:

Catherine Bickmore
Jeremy Simons

Officers:

Richard Holt	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Joanna Burnaby-Atkins	- Film Liaison Manager, Town Clerk's Department
Aqib Hussain	- Technology Support Partner, Chamberlain's Department
Colin Buttery	- Director of Open Spaces
Martin Rodman	- Superintendent, West Ham Park and City Gardens
Martin Falder	- Open Spaces Department
Gerry Kiefer	- Business Manager, Open Spaces
Abigail Tinkler	- Head of Learning, Open Spaces

Introductions

The Town Clerk highlighted that the meeting was being recorded as well as live streamed and would be made available on the City Corporation's YouTube page for a period of time after the meeting had concluded. With this in mind, it was confirmed that participants in the meeting had all individually agreed and given their consent to being recorded and that all personal data would be processed in accordance with the Data Protection Act 2018. The Town Clerk highlighted that, for further information on this, viewers could contact the City Corporation using the details provided on the public webpages.

The Town Clerk also reminded Members, and any members of the public observing the meeting on-line, that this was an informal meeting and that any views reached by the Committee today would therefore have to be considered by the Director of Open Spaces after the meeting in accordance with the Court of Common Council's COVID Approval Procedure and that they would make a

formal decision having considered all relevant matters. The Town Clerk highlighted that this process reflected the current position in respect of the holding of formal Local Authority meetings and the Court of Common Council's decision of 15th April 2021 to continue with virtual meetings and take formal decisions through a delegation to the Town Clerk and other officers nominated by him after the informal meeting has taken place and the will of the Committee was known in open session. Details of all decisions taken under the COVID Approval Procedure would be available online via the City Corporation's webpages.

1. **APOLOGIES**

Apologies were received from Anne Fairweather and Graeme Doshi-Smith.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. **MINUTES**

The Committee considered the minutes of the previous meeting of the Open Spaces and City Gardens Committee held on the 27th of April 2021.

Responding to a query from an observer appointed to the committee the Town Clerk confirmed that their attendance at the previous meeting would be added to the minutes.

RESOLVED- That the public minutes of the previous meeting of the Open Spaces and City Gardens Committee held on the 27th of April 2021 be approved as an accurate record.

4. **OPEN SPACES IN THE MEDIA**

The Committee received a report of the Town Clerk on the Open Spaces media coverage summary.

RESOLVED- That the report be noted.

5. **ESTABLISHMENT OF LONDON LOCATION LIBRARY TO PROMOTE FILMING**

The Committee received a report of the Director of Communications on the Establishment of London Location Library to Promote Filming.

RESOLVED- That the report be noted.

6. **REVENUE OUTTURN 2020/21 - OPEN SPACES & CITY GARDENS**

The Committee received a joint report of the Chamberlain and Director of Open Spaces on the Revenue Outturn 2020/21 for Open Spaces and City Gardens.

In response to Member's query the Director of Open Spaces explained that the filming fees paid to film at each open space would contribute to the budget of the open space in question. Answering a question from observer appointed to

the Committee the Director of Open Spaces confirmed that West Ham Park was included in the open spaces which are available for filming.

The Deputy Chairman stated that the budgetary position for apprentices should be reconsidered as this was an important matter which needs to be fully funded.

Responding to a Member's question the Director of Open Spaces provided an update on the procurement and provision of ULEZ compliant vehicles across the open spaces.

RESOLVED- That the report be noted.

7. **BIODIVERSITY ACTION PLAN CONSULTATION RESPONSE AND ADOPTION REPORT**

The Committee received a report of the Director of Open Spaces on the Biodiversity Action Plan Consultation Response and Adoption report.

RESOLVED- That the text of the final draft document be approved for adoption

8. **OPEN SPACES AND CITY GARDENS RISK MANAGEMENT REPORT**

The Committee received a report of the Director of Open Spaces on the Open Spaces and City Gardens Risk Management.

Replying to a Member's query on the ULEZ risk the Director of Open Spaces confirmed that the risk remained amber because the Department was taking a cautious view on the procurement of compliant vehicles but confirmed there was current no reason to think this would not be completed by the end of autumn.

A Member noted that the risk on maintenance of buildings, memorials, play areas and equipment was listed as red and questioned if this was a reason for concern with regard to the child's play areas. The Director of Open Spaces explained that the risk was listed as red because of the condition of some heritage buildings within the portfolio, confirming that the child's play area was not the reason for this risk rating. A Member commented that there needed to be a rationale included if there was material increase in risk of building maintenance. The Chairman observed that there was wide range of risks within the Committee purview including the management of heritage buildings, which if the mitigation actions were not properly funded, would have detrimental real world impact.

RESOLVED- That: -

- I. The Departmental risk register as outlined in this report and at Appendix 2 be approved; and
- II. That the removal of OSD 010 – Ultra Low Emission Zone (ULEZ) Fleet Purchase Risk, as outlined at paragraph 15 be approved; and
- III. That the reactivation of OSD 012 – Budget Reduction & Income Loss Summary Risk be approved; and

- IV. The City Gardens elements of the City Gardens and West Ham Park risk register at Appendix 3 be approved.
9. **OPEN SPACES DEPARTMENTAL BUSINESS PLAN 2020/21 - YEAR END PERFORMANCE REPORT**
The Committee received a report of the Director of Open Spaces on the Open Spaces Departmental Business Plan 2020/21 Year End Performance report.
- RESOLVED-** That the report be noted.
10. **TWO YEAR REVIEW OF THE OPEN SPACES DEPARTMENT'S LEARNING PROGRAMME, 2019-21**
The Committee received a report of the Director of Open Spaces on the two-year review of the Open Spaces Department's learning programme 2019-21.
- The Committee commended Officers for their work on the Open Spaces learning programme noting the successes which had been achieved through the move to centralisation of the programme.
- Responding to a query from Member of the Committee on the future of the funding the Director of Open Spaces confirmed that future core funding for the programme had been built into the budgets. It was added that sponsorship options for the programme would be explored appropriately.
- RESOLVED-** That the report be noted.
11. **CITY GARDENS MANAGER'S UPDATE**
The Committee considered a report of the Director of Open Spaces which provided an update on management and operational activities across the City Gardens section since April 2021.
- Responding to a Member's query the Director of Open Spaces explained that he was still content with the current tree maintenance provider but that procurement rules required that alternative provider need to be identified.
- The Director of Open Spaces confirmed that the policy to move to fixed term contracts has caused staffing issues for the City Gardens Team with clarity on the future of this policy would be vital for future planning for the Team. The Chairman commented that the City of London Corporation had benefited from long term staff previously therefore it was vital that this issue was clarified.
- RESOLVED-** That the report be noted.
12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There was no questions received in the public session.
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**
There were no items of urgent business considered in the public session.

14. **EXCLUSION OF THE PUBLIC**

MOTION: 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.

15. **NON-PUBLIC MINUTES**

The Committee considered the non-public minutes of the previous meeting of the Open Spaces and City Gardens Committee held on the 27th of April 2021.

RESOLVED- That the considered the non-public minutes of the previous meeting of the Open Spaces and City Gardens Committee held on the 27th of April 2021 be approved as an accurate record.

16. **FINSBURY SETTLEMENT DAMAGE CLAIM**

The Committee considered a report of the Director of Open Spaces on the Finsbury Circus Settlement Damage Claim.

RESOLVED- That the report be approved.

17. **FINSBURY CIRCUS GARDEN REINSTATEMENT**

The Committee received a report of the Finsbury Circus Garden Reinstatement.

RESOLVED- That the report be noted.

18. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Committee considered a report of the Town Clerk on the action taken outside of the committee.

RESOLVED- That the report be noted.

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

One question was received in the non-public session.

20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of urgent business considered in the non-public session.

11:38

Chairman

Contact Officer: Richard Holt
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Open Spaces in the Media

Summary of coverage June 2021 – September 2021



Beautiful wildflower meadow blossoms at former Covid-19 mortuary site at Wanstead Flats

The [Daily Mail](#) reported that the City Corporation has planted a wildflower meadow on the site of the former Wanstead Flats COVID-19 temporary mortuary. Chairman of the Epping Forest Committee, Graeme Doshi-Smith, was quoted. Widespread national and regional coverage in over 200 articles, including in the

[Evening Standard](#), [Daily Mail](#), [ITV](#), [Horticulture Week](#) [Newham Recorder](#), [Ilford Recorder](#), [City Matters](#) and [Epping Forest Guardian](#).

From disused nursery to homes and parkland

The [Newham Recorder](#) reported on proposals to transform a vacant plant nursery adjoining West Ham Park to create additional parkland, facilities and new homes. Chairman of the West Ham Park Committee, Oliver Sells QC, was quoted. Further coverage in [City Matters](#)

Chairman of the West Ham Park Committee, Oliver Sells QC, wrote in the [Newham Recorder](#) about a new exhibition at the park and plans progressing for the former nursery site.

Kites fly high on Hampstead Heath to mark 1871 Act's 150th anniversary

Chair of the Hampstead Heath Management Committee Anne Fairweather was interviewed live on [BBC Radio London's Robert Elms Show](#) (skip to 2.20.30) about the Heath 150 celebrations. The City of London Corporation was mentioned and the Chair was pictured in a [Ham&High](#) article. [BBC London](#), [Horticulture Week](#) [i](#), [ii](#) (£) and [Ham&High](#) also reported on celebrations marking the anniversary. The Chair was interviewed live on [BBC Radio London's Robert Elms Show](#) (from 2.20.30) about the Heath 150 celebrations.

[Ham&High](#) ran an opinion piece by the Hampstead Heath Management Committee Chair, on the programme of events to celebrate 150 years of the Hampstead Heath Act.

Gardener's Question Time

Hampstead Heath Hill Garden Pergola Head Gardener, Ashley Hunt, was interviewed by [BBC Radio 4's Gardener's Question Time](#) [skip to 13 minutes].

Cyclists get the green light at Wanstead Park

Chairman of the Epping Forest Committee, Graeme Doshi-Smith, wrote in [Epping Forest Guardian](#) about the approval of plans to allow cycling on Wanstead Park. Further coverage in [This is Local London](#).

[Iford Recorder](#) covered the City Corporation's decision to relax historic restrictions on cycling in Wanstead Park. The Chairman of the Epping Forest and Commons Committee, was quoted. Further coverage in the [Epping Forest Guardian](#).

Restoration of green spaces begins after lockdown damage

[Ham&High](#) reported that the City of London Corporation-managed Hampstead Heath swimming ponds, which closed last week due to flooding, have now reopened. A City of London Corporation spokesperson is quoted. Further coverage in [Environment Journal](#).

[BBC Radio Berkshire](#) reported on volunteers who are working to tidy up the City of London Corporation-owned Burnham Beeches and Stoke Common. Graeme Doshi-Smith, Chairman of the Epping Forest and Commons Committee and a volunteer were interviewed

Stopping fly tipping in Epping Forest

The [Epping Forest Guardian](#) quoted the Chairman of the Epping Forest and Commons Committee in news 10 people have been fined more than £9K for large amounts of fly tipping in Epping Forest. Continuing coverage appeared in the [Express](#), [Mirror](#), [Essex Live](#), [The Washington Time](#), [New York Times Post](#), [Epping Forest Guardian](#), and [City Matters](#).

City Corporation study finds benefits of outdoor learning on children with autism

[The I](#) reported on a City of London Corporation study into educating autistic children in nature. The Chairman of the Open Spaces Committee Oliver Sells QC was quoted. Also covered by media including [MSN](#), [FE News](#) and [City Matters](#)

Legal challenge to charging at the Heath ponds moves forward in court

[The Guardian](#) ([i](#), [ii](#)) reported on a disabled swimmer taking legal action against the City Corporation over Hampstead Heath swimming pond charges. A City Corporation spokesperson was quoted. Also covered by [Evening Standard](#), [BBC London](#), [Islington Gazette](#) and [Ham&High](#).

[BBC News](#) reported that a disabled swimmer has won the right to challenge above-inflation rises to the cost of swimming at Hampstead Ponds. Christina Efthimiou, 59, argued that the current charging regime at the ponds disproportionately adversely affects disabled people. A High Court judge approved Ms Efthimiou's bid for a judicial review against the City of London Corporation, for whom a spokesperson was quoted in the piece. Further coverage ran on [BBC London News \(lunchtime\)](#) (00:15), [BBC London News \(evening\)](#) 17:50), [BBC London News \(night\)](#) (03:43), [BBC Radio London Drivetime](#) [skip to 1:15:00 and 1:48:00] and appeared in [The Guardian](#).

Modernisation of the City of London's Cemetery and Crematorium

Chairman of the Port Heath and Environmental Services Committee Keith Bottomley was quoted in a [City Matters](#) article on work to modernise the City of London Cemetery & Crematorium.

New provider to run City of London Cemetery and Crematorium

Chairman of the City of London Corporation's Port Heath and Environmental Services Committee, Keith Bottomley, was quoted in a story in [City Matters](#), and [Newham Recorder](#) regarding the City of London Cemetery and Crematorium's announcement that charity Royal Voluntary Service will take over the running of its on-site café.

Outdoor nature scheme helps youngsters learn

Chairman of the Open Spaces and City Gardens Committee Oliver Sells QC was quoted in the [Epping Forest Guardian](#) and [J99news](#) about the positive impact of an outdoor learning programme which helped 45,000 young Londoners during the pandemic.

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Agenda Item 5

Committee(s): Open Spaces and City Gardens Committee	Dated: 12 October 2021
Subject: Open Spaces Department Capital Project proposals to RASC	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	Yes
If so, how much?	Up to £2.3M
What is the source of Funding?	Central Capital Funds from RASC
Has this Funding Source been agreed with the Chamberlain's Department?	Projects submitted as part of the annual capital bidding process
Report of: Juliemma McLoughlin	For Information
Report author: Gerry Kiefer, Business Manager, Open Spaces	

Summary

Proposals for the annual RASC capital bidding process closed on 6 September 2021. During the summer, the Director of Open Spaces discussed the Departments range of proposed projects with the various Chairs and Deputy Chairs of the Open Spaces Committees. Their meeting with the Director on 1 September finalised and prioritised the capital project proposals for submission to RASC.

Refurbishment of the athletics track at Parliament Hill was identified as the priority project with a capital cost of up to £2million. Officers are trying to identify external funding but none has been confirmed. The other projects being submitted are post Covid-19 restoration and repair work to the paths in Epping Forest (£250k) and refurbishment of the playground and sandpit at Queen's Park (£100k but funding request only 55k).

Recommendation(s)

Members are asked to:

- **Note the report.**

Main Report

Background

1. A Corporate annual bidding process to request funding from central sources for capital projects was introduced in 2019. This process, as agreed by Policy and

Resources Committee sets out clear criteria for which funding bids will be assessed:

Projects must:

- a. be an essential scheme (Health and Safety or Statutory Compliance,
 - b. be fully/substantially reimbursable,
 - c. be a major Renewal of Income Generating Asset,
 - d. be a Spend to Save (with a payback period within 5 years.)
 - e. address a risk on the Corporate Risk register; or the following items that would otherwise be escalated to the corporate risk register:
 - i. replacement of critical end of life components for core services;
 - ii. schemes required to deliver high priority policies; and
 - iii. schemes with a high reputational impact
 - f. have a sound business case clearly demonstrating the negative impact of the scheme not going ahead, i.e. penalty costs or loss of income, where these are material.
2. Projects put forward by Departments have to show how they meet the relevant criteria and Committee chairman are requested to prioritise the proposals. These capital proposals are considered by RASC in October and in principle funding agreed for approved projects.
 3. Where projects have not progressed within the year they are considered for potential withdrawal of funding for reallocation elsewhere. Resubmissions for these projects is possible.
 4. Since the introduction of this annual funding bidding process, Open Spaces have successfully been awarded funding and are progressing the following projects:
 - **2019** – Finsbury Circus reinstatement, East Heath Car Park, West Ham Park Playground, ParkLife.
 - **2020** – Tower Hill play area replacement, Carbon removals programme (part of the Climate action strategy), Hampstead Heath swimming facilities safety, access and security improvements.

Current Position

5. The closing date for capital funding proposals was 6th September. The Director of Open Spaces started sharing initial ideas for projects with Committee Chairs and Deputy Chairs at his monthly meeting in July.
6. A full list of projects was circulated to the Chairs and Deputies in August for discussion and decision at their September meeting. Comments were received from some of those who were unable to attend. Thirteen projects were considered and taking into account the clear funding criteria, four projects were agreed for onward consideration by RASC.
7. The project to *repair the outflow and dams at middle pond at Burnham Beeches* was the fourth agreed project. However since the 6 September closing date,

additional funding has been identified by City Surveyors and the £82k funding request to RASC has been withdrawn.

8. The three projects for which we are seeing capital funding this year are shown in the table below. More detail can be found in appendix 1.

Project	£ requested
Parliament Hill Athletics Track Reconstruction and Flood Lighting	Up to £2 million
Path restoration at Epping Forest, post Covid-19	£250,000
Redevelopment of Queen's Park play area and sandpit	£55,000

9. Parliament Hill athletics track was identified as the highest priority project for open spaces as it clearly demonstrated a
- need for replacement of critical end of life components,
 - increasing health and safety concerns
 - likely high reputational damage when high-profile events at the track have to be cancelled if TrackMark accreditation can no longer be secured.
10. Parliament Hill athletics track is an exceptional funding request. The project requires a full resurfacing of the 8 lane track which has reached the critical end of its lifespan. The track currently shows surface irregularities including shrinkage, subsidence, puddling and kerb movement. The reconstruction works required include drainage works, removal and replacement of surfaces and LED lighting.
11. The track is seen as critical infrastructure at a Regional level. Without full reconstruction the track will not comply with standards set out by the UKA TrackMark Quality Assurance scheme for UK outdoor track and field athletics facilities. Losing this certification will mean that the track can no longer host competitive athletics. This will impact on European and Regional events as well as the local athletics clubs, schools, community groups and general public.
12. If this capital request is unsuccessful it will not only impact on the health and wellbeing of the local and subregional community but will mean that high profile events such as the Night of 10,000 PB's which attracts significant media attention cannot be held at Parliament Hill.

Corporate & Strategic Implications

Strategic implications

13. These projects help achieve the Corporate Plan aims to:
- **Contribute to a flourishing society**
 - **Shape outstanding environments**
14. The reconstruction of the athletics track will help deliver the Sport and Physical Activity Strategy vision
- To deliver health, social and economic benefits through sport and physical activity.*

And the outcome:

People enjoy good health and wellbeing and health inequalities are reduced.

In particular the strategy activity to:

Use our assets to encourage and facilitate accessible and inclusive sport and physical activity.

Financial implications

15. The total value of capital being requested for the three projects is up to £2,305,000.
16. The funding request for the athletics track is significant (up to £2M) and officers have already started conversations with offices in Camden to see if they are able to provide any funding as Parliament Hill is the only athletics track in their Borough. Conversations are also underway with London Sport. The Director has spoken to the London Marathon Charitable Trust (LMCT) and officers will reapproach the LMCT in late October when LMCT will have a better understanding of what funding they have available after the 3 October London Marathon. Wembley National Stadium Trust have advised that they cannot fund this project. Officers are reviewing what other external funding streams may be available.
17. The budget income target for the track is £32,000 and this would not be sufficient to propose the capital submission as a *spend to save scheme*.
18. The capital funding request to repair the most well used and damaged paths in Epping Forest is £250,000. No external income has been identified. Two Green Recovery Challenge Fund applications were submitted by Epping Forest to the Heritage Fund in 2020 and 2021 for post covid recovery funding, but both applications were unsuccessful.
19. The Epping Forest Fund was established in the Epping Forest Act (1878), Section 41(1) of the Act [Application of Fund] provides as follows:
The Conservators may from time to time apply any part of the capital of Epping Forest Fund, as occasion may require, in payment of purchase money or compensation, or for the expenses of the erection of lodges, pounds, or other permanent buildings which they are empowered to erect, or of the substantial repair of any buildings of which they become possessed, or for any other expenses properly chargeable on capital.
20. To date the Application of Fund has been traditionally interpreted as permission to spend Forest Fund only on the purchase of land, and capital investment in buildings or structures on Forest Land. Approval to spend the Forest Fund must be granted by the Epping Forest and Commons Committee. There is £77,000 funding uncommitted in Forest Fund. However there is a £200,000 funding gap in the ParkLife project. Whilst every attempt is being taken to find external funding for this, it was anticipated that the remaining resource in the Forest Fund could be used to ensure the ParkLife project, (which is 60% externally funded), could proceed.

21. The total cost of the playground and sandpit improvements at Queens Park is £100,000. Officers are proactively seeking £45,000 CIL funding from the LB Brent. A donations campaign has been running for the playground at Queens Park since December 2020 and at 24 September 2021, £8,910 has been donated online via the Queens Park donations webpage, which has been strongly 'pushed' by officers via social media, conversations with the public, posters etc. <https://www.cityoflondon.gov.uk/things-to-do/green-spaces/queens-park/donate-to-us> . The total capital funding being requested from RASC is £55,000.

Conclusion

22. Chairs and Deputy Chairs of the various Open Spaces Committees have, over the summer, been informed of a range of capital projects that officers wished to put forward to RASC for funding. The Chairs and Deputies identified four priority projects which best met the RASC funding criteria for submission, with the athletics track at Hampstead Heath being the number one priority project. Since submission, the project at Burnham Beeches has been withdrawn as City Surveyors have identified resources from their own budgets. RASC will consider these projects along with those from all other Departments at its meeting in October.

Appendices

- Appendix 1 – Capital projects being considered by RASC

Gerry Kiefer

Directorate Business Manager – Open Spaces Department

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Appendix 1 – detail behind capital proposals

Project Title & £ requested	Brief Description	RASC Funding Criteria Met	Reason for funding request	Impact if funding not awarded
Parliament Hill Athletics Track Up to £2million	Full reconstruction of the 8 lane Parliament Hill Athletics Track and associated track infrastructure to obtain TrackMark Accreditation.	<ul style="list-style-type: none"> • Replacement of critical end of life components for core services • Health & Safety scheme • Schemes with a high reputational impact • Schemes required to deliver high priority policies 	<ul style="list-style-type: none"> • Track surface has reached the end of its 10-year life span. • 2018 holding repairs undertaken and condition survey commissioned which recommended full or partial reconstruction of the track surface. • The UKA Facility Surface Track Performance Report classified the track as amber for visual inspection and shock absorbance. Recertification will require the full reconstruction of the athletics Track to ensure athletes safety and to continue hosting competitive events 	<ul style="list-style-type: none"> • Track may be required to close as the surface has the potential to cause injury or harm to athletes. • Track will not be able host World Class athletics competitions, some of which are used for qualifying times for selection to International events • Reputational damage as The Night of the 10,000 PB's event attracts widespread national media coverage • Potential for event to go elsewhere and not return to Hampstead even if track accreditation was achieved in later years.
Path restoration at Epping Forest, post Covid-19 £250k	Essential repair or restoration of 60 paths in the path network which focusses on the worst affected paths in the higher public access areas.	<ul style="list-style-type: none"> • Health and Safety 	<ul style="list-style-type: none"> • The pandemic and Lockdowns saw visitor numbers across Epping Forest increase three to five fold. • The Forest experienced one of the five wettest winters on record. • Unprecedented foot, hoof and tyre damage to paths, many of which have deteriorated beyond repair. • Following a path condition assessment (March 2021), 86.5 km of path verge was found to have been permanently damaged. • Rather than consider all 435 paths managed in the Forest for repair, funding 	<ul style="list-style-type: none"> • Extended and irreparable damage to the edges of the SAC and SSSI landscape. • Increased complaints from visitors • Much increased H&S risk of walkers, riders and cyclist accident and injury due to path deterioration with potential insurance claims against the Corporation.

Project Title & £ requested	Brief Description	RASC Funding Criteria Met	Reason for funding request	Impact if funding not awarded
			request has focussed on areas of highest footfall and greatest disrepair.	
Redevelopment of Queen's Park Play Area and Sandpit £55k	To provide replacement equipment in the children's play area and refurbish the sandpit.	<ul style="list-style-type: none"> • Replacement of critical end of life components for core services • Health & Safety scheme 	<ul style="list-style-type: none"> • Playground and Sandpit are visited an estimated 200,00 per annum. • Playground and sandpit has reached the end of its critical life. • The equipment is becoming more costly to maintain and will become a health and safety risk. • Quality of play value of sandpit and playground is falling due to ageing or unusable equipment • Need to provide a safe, accessible play environment allowing children to develop physical, social and emotional skills through exploration and interaction 	<ul style="list-style-type: none"> • Lack of formal play value at Queens Park • Closure/removal of equipment and/or the sandpit due to defective equipment • Reputational damage through negative media impact • Increased complaints

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Agenda Item 6

Committee:	Date:
Open Spaces & City Gardens	12 October 2012
Subject: City Gardens Update	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 9, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	N/A
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Juliemma McLoughlin	For Information
Report author: Jake Tibbetts	

Summary

This report provides an update to Members of the Open Spaces & City Gardens Committee on management and operational activities across the City Gardens section since July 2021.

Recommendation

Members are asked to:

- Note the report

Main Report

Current position

Finance

1. As detailed in the previous City Gardens update, the service commenced the 2021/22 financial year with £158k deficit of, as yet; unidentified savings, which equates to 9% of the total budget. The team is on target to reduce this figure by approximately £50k through generating income, minimising expenditure and temporary vacant posts. The team continue to explore other options in order to fully balance the bottom line.

Personnel

2. All fixed term contracted staffs' contracts have been extended to the 31 March 2022. There are currently two fixed term contract assistant gardener vacancies, one of which will be filled by a current apprentice. The other will be kept vacant and agency staff used when required. Unfortunately, the City Gardens Project Officer left in September, having been head-hunted and offered a position in a private organisation. This vital post is being kept vacant until the outcome of the TOM and clarity on the new structure is realised. The majority of this workload is being absorbed by other staff in the City Gardens Team, notably the Project Manager (Public Realm) and the Technical Manager
3. City Gardens office staff have now returned to the Irish Chambers with all staff attending the workplace at least twice a week.
4. The Barbican Residential Committee agreed in September that the temporary funding for the additional gardener for private gardens that was agreed in 2019 will now be made permanent. This is as a result of the hard work of all of the gardeners in the Barbican team. City Gardens will be requesting that this permanent funding is replicated with the recruitment a permanent member of staff.

Procurement

5. City Gardens are currently carrying out a procurement exercise to source new lease agreements for its fleet. The new fleet will consist of two electric vehicles and three Euro 6 diesel tippers. This will balance the drive to move to a completely electric fleet, with affordability and practicality.
6. In addition to this City Gardens have secured funding to purchase a small electric maintenance vehicle that can drive on pavements. This will be used primarily to water and maintain the increased number of street planters and parklets.
7. Tree procurement tender – a report is being presented to procurement board to agree the commencement of this tender process.

Operational Activities

8. **Climate Action Strategy:** City Gardens have secured funding from the Climate Action Group to deliver a climate resilient planting scheme in beds along the river in front of the Boys' School, with an aim to trial new species and to reduce both maintenance and the amount of water used.
9. In addition the team are leading on a project to produce a catalogue of climate resilient plants to help deliver sustainable projects in the future. The first stage of this project, an audit of planting schemes delivered in the city over the last ten years will be completed by March. The second stage of the project is to research and identify plants that can cope with climate prediction models. This

catalogue will be a live document that will continue to be developed beyond the end of the project through a continuous process of review and assessment.

10. City Gardens are working with the Climate Action Group to assess utilising the network that monitors and controls street lighting within the City to carry out various monitoring functions. City Gardens are looking at introducing soil moisture monitors that will relay in real time data via the streetlighting network to be able to remotely monitor and control irrigation systems. The aim is to enable more efficient use of water, by only watering when required and not on a timed programme as they are currently.
11. **Biodiversity Action Plan:** The final design of this document is being worked on by a designer and aims to be ready by the end of October. Funding has also been secured to deliver two Sites of Importance for Nature Conservation (SINC) management plans by the end of the financial year in line with the action plan as set in the BAP.

Project Updates

12. **Bank Junction:** The final scheme is currently being developed, City Gardens are working with the design team to ensure that maintenance of this scheme delivers value for money and covers a twenty-year period.
13. **Barbican Podium Phase Two:** City Gardens are part of the design team that for this project that will significantly increase the amount of green infrastructure with this area, working closely with the appointed designer to ensure that the scheme delivered is sustainable and presents value for money.
14. **Covid Streets Programme 19 planters:** Additional planters and a parklet are being added at the junction of Golden Lane and Fann Street.
15. **2-6 Canon Street (phase 2) Old Change Court/St Nicholas Cole Abbey:** Work is progressing on site; drainage is an issue that is presenting challenges that we are working to overcome with colleagues within the Environment Department.
16. **Greening Cheapside Phase 1B (Sunken Garden)** This project that looks to redesign this area and to introduce a sustainable urban drainage scheme is anticipated to start in the spring of 2022.
17. **Moor Lane:** Design discussions are under way to finalise the permanent scheme replacing the two temporary schemes currently on site. This will include a sustainable urban drainage system (SUDS) and the widening of the eastern pavement.
18. **Finsbury Circus Reinstatement Project:** This project is on schedule and the planning application was submitted at the beginning of September.

Planning

19. A list of planning applications that have been received since the last Committee meeting can be found in Appendix 1.
20. **81 Newgate Street:** The planning application for this site will result in the loss of the three planes on private pavement on the west of the site, opposite Christ Greyfriars and the four public street trees in Angel Street. When completed 26 new trees are proposed to be planted around the site.

Community, Volunteering and Events

21. The City Christmas Tree Lighting Event will take place on the 6th of December. Details of the event will be confirmed and circulated soon.
22. The City Gardens Manager attend the Launch of Pollinating London Together in September. This is a collaboration of some of the City of London's Livery Companies, initiated by the Wax Chandlers. Its aims include raising awareness of pollinators, specifically bees, the challenges facing them and educate and inspire society to take positive action for them within London. City Gardens will actively support this project.

Appendices

Appendix 1 – List of planning application Open Spaces consultations to October 2021

Jake Tibbetts

City Gardens Manager

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APPENDIX 1 - Planning Application Open Spaces Consultations to September 2021

Application number	Location	Description
PT_LH/21/00781/FULMAJ	61 - 65 Holborn Viaduct London EC1A 2FD	Redevelopment of the site for a new building (12 upper floors) including a publicly accessible roof terrace, a pedestrian route through the site and hard and soft landscaping.
PT_AW/21/00755/FULMAJ	14-21 Holborn Viaduct 32-33 & 34-35 Farringdon Street London EC1A 2AT	Demolition of existing buildings and construction of a new building (10 upper floors to Holborn Viaduct and 12 upper floors to Farringdon Street). Includes new publicly accessible lift to provide step-free access between Holborn Viaduct and Farringdon Street; hard and soft landscaping works.
PT_HG/21/00684/LBC	Finsbury Circus Gardens Finsbury Circus London	Reinstatement and relocation of the Listed Drinking Fountain and Shelter as part of a new landscape scheme.
PT_HG/21/00683/FULL	Finsbury Circus Gardens Finsbury Circus London	Alterations to Finsbury Circus Gardens including the construction of a new park office building and pavilion cafe (Use Class E), removal of 12 trees, 4 trees to be crown lifted to 7m, the re-instatement and re-location of the Listed Fountain, relocation of an unlisted fountain, demolition of the band stand, including hard and soft landscape works.
PT_BXD/20/00848/FULEIA	Bury House 31 Bury Street London EC3A 5AR	Demolition of existing building and construction of a new (48 upper storeys) including a new pedestrian route and new and improved Public Realm.
PT_LH/21/00622/FULEIA	115 - 123 Houndsditch London EC3A 7BU	Demolition of existing buildings and construction of a new building (23 upper storeys), including new public realm and highway works;
PT_BAB/21/00601/MDC	81 Newgate Street London EC1A 7AJ	Feasibility study and details of the survey of the ground works and the locations for seven replacement trees to ensure that the new trees are deliverable pursuant to condition 52 of planning permission dated 11 September 2020.
PT_KG/21/00538/FULEIA	120 Fleet Street London EC4A 2BE	Demolition of the existing River Court building at 120 Fleet Street and the erection of a new building (20 upper storeys) and creation of new pedestrian routes. Includes office roof garden.

PT_SJW/20/00631/FULMAJ	Custom House 20 Lower Thames Street & River Wall, Stairs and Crane, Custom House Quay London EC3R 6EE	Redevelopment of Customs House as a hotel and other uses. Includes new riverfront public realm including Water Lane, Old Billingsgate Walk and Lower Thames Street. Retention of existing riverside trees.

Agenda Item 7

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<p>Committees: Corporate Projects Board - for decision Projects Sub - for decision Open Spaces and City Gardens Committee - for decision</p> <p>Chief Officer approval at GW5</p>	<p>Dates: 01 September 2021 20 October 2021 12 October 2021</p>
<p>Subject: Tower Hill Play Area Refurbishment</p> <p>Unique Project Identifier: <i>PV ID confirmed post CPB via PMO.</i></p>	<p>Gateway 2: Project Proposal Light</p>
<p>Report of: Director of Open Spaces</p> <p>Report Author: Madhur Gurjar</p>	<p>For Decision</p>
<h1>PUBLIC</h1>	

Recommendations

<p>1. Next steps and requested decisions</p>	<p>Project Description: The play area at Tower Hill gardens needs to be refurbished to ensure its equipment and safety surfacing are fit for purpose and meet current safety standards. The play equipment that is over 10 years old has reached the end of life and requires regular repairs that are unsustainable. This project will look to refurbish the play area with equipment that will reduce the current ongoing maintenance and improve the quality of play provision.</p> <p>Next Gateway: Gateway 5 - Authority to Start Work (Light)</p> <p>Funding Source: £120,000 funded via City Fund and £75,000 funded from S106 agreement from redevelopment of 100 Minorities.</p> <p>Next Steps:</p> <ol style="list-style-type: none"> 1. Gather existing site information to assist design work e.g. Topographical survey, Tree survey information etc. 2. Internal design team to redesign the existing playground 3. Produce initial sketch designs (RIBA stage 2) based on the available information and produce a preferred option for the playground.
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	<p>4. Consultation with internal stakeholders e.g. Open Spaces, Communities and Children Services, Planning and Conservation.</p> <p>5. Consultation with external stakeholders e.g. Historic England, Fields in Trust.</p> <p>6. Undertake public consultation on the design proposals</p> <p>7. Engage with COL Highways team to design interface with public footway/ Highway</p> <p>8. Develop design to RIBA stage 3</p> <p>9. Prepare tender documentation in consultation with City Procurement</p> <p>10. Prepare GW5 report for Chief officer approval requesting authority to start work</p> <p>Requested Decisions:</p> <ol style="list-style-type: none"> 1. That budget of £16,000 is approved for staff costs and fees and charges, to reach the next Gateway; 2. Note the project budget of £16,000 (excluding risk); 3. Note the total estimated cost of the project at £195,000(including risk); 4. That a Costed Risk Provision of £16,500 is approved (to be drawn down via delegation to Chief Officer). 																				
<p>2. Resource requirements to reach next Gateway</p>	<table border="1" data-bbox="528 1111 1390 1939"> <thead> <tr> <th>Item</th> <th>Reason</th> <th>Funds/ Source of Funding</th> <th>Cost (£)</th> </tr> </thead> <tbody> <tr> <td>OS Staff costs</td> <td>Manage project, Project design to RIBA stage 3</td> <td>Central resources</td> <td>£9,000</td> </tr> <tr> <td>DBE Highways Staff cost</td> <td>Highway interface design to RIBA stage 3</td> <td>Central resources</td> <td>£3,000</td> </tr> <tr> <td>Fees and charges</td> <td>Topographical survey, Tree report, Public Consultation events and printing etc</td> <td>Central resources</td> <td>£4000</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>£16,000</td> </tr> </tbody> </table> <p>Costed Risk Provision requested for this Gateway: None (as detailed in the Risk Register – Appendix 2)</p>	Item	Reason	Funds/ Source of Funding	Cost (£)	OS Staff costs	Manage project, Project design to RIBA stage 3	Central resources	£9,000	DBE Highways Staff cost	Highway interface design to RIBA stage 3	Central resources	£3,000	Fees and charges	Topographical survey, Tree report, Public Consultation events and printing etc	Central resources	£4000	Total			£16,000
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Total			£16,000																		

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<p>3. Governance arrangements</p>	<ul style="list-style-type: none"> • Spending Committee: Open Spaces and City Gardens Committee • Senior Responsible Officer: Martin Rodman, Superintendent of Parks and Gardens • Project Board: No
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Project Summary

<p>4. Context</p>	<ol style="list-style-type: none"> 1) Tower Hill Gardens is a popular destination for residents, City workers and visitors to the area. It is located opposite the Tower of London and provides an attractive open space including lawns, trees, ornamental planting, children’s play equipment and seating. 2) There were 4 traditional wooden play items (wooden slide, Swing, rotating disk, bounce disc) installed in the play area in 2009. It also consists of naturalistic play elements e.g. boulders, timber decking etc. 3) Timber decking was removed in subsequent years due to rotten timber parts. This has now compromised accessibility within the site. Two other traditional play equipment items have been fenced and taken out of public use as they have become faulty. 4) The play equipment has reached the end of life and requires regular repairs that are unsustainable. This playground was originally installed as a part of the Playbuilder (DfE) funded scheme to promote children's play in the City 5) Safety surfacing has been identified as a risk due to degradation of materials. 6) Despite having all statutory and local checks in place, an insurance claim has been pursued for an injury to a minor, degradation of the safety surfaces is being cited as the cause. Current wooden equipment has worn and started to decay, some parts need replacing regularly. Some elements have cracked and or splintered which increase risk. 7) Maintenance costs of this play area has seen increasing impact on local risk budget year on year
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<p>5. Brief description of project</p>	<ol style="list-style-type: none"> 1) The overall aim of this project is to replace critical end of life play component of the gardens. 2) Improve accessibility into and within the site that was compromised as a result of removal of the ramped timber decking. 3) The new refurbished play area should deliver safe, stimulating play opportunities for children age 5-13 yrs 4) The refurbished playground to have new equipment that will reduce the repair and maintenance cost each year. Equipment will be chosen with materiality and spare part replacement in mind e.g. equipment that is static and with minimal moving parts is likely to wear out less often, a balance between timber and metal equipment to prolong life. 5) Replacement of existing safety surfacing with a more homogenous safety surfacing e.g. Tigermulch 6) Retention of all existing trees and planting on site with potential to improve shrub and hedge planting. 7) New signage and street furniture
<p>6. Consequences if project not approved</p>	<ol style="list-style-type: none"> 1. Faults and defects are identified through regular inspections and repairs will be facilitated where budget allows. However, it is becoming increasingly difficult to repair aging equipment. 2. Equipment will fail over time requiring it to be taken out of public use (tape, barriers or Heras Fencing) piece by piece until whole play area must be closed. An alternative project will then be required to remove old equipment and re-landscape the garden without play provision.
<p>7. SMART project objectives</p>	<p><i>What is the project required to achieve? Highlight a few objectives. These may be derived from your measures of success as described in your Project Briefing.</i></p> <p>Work with other internal departments to deliver a redesigned play area within Tower Hill Gardens meeting the following criteria:</p> <ol style="list-style-type: none"> 1) Create a new plan for the playground that is in keeping with the surrounding environment retaining existing vegetation within the site. Equipment chosen to provide a long-life solution within this urban play area. 2) Introduce safety surfacing that is aesthetically pleasing, but low maintenance and improved accessibility. 3) Modest saving for the first 5-10 year period on the repair and maintenance cost each year 4) Minimise the risk of future incident claims and complaints, both of which are measurable indicators post completion.

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8. Key benefits	<ol style="list-style-type: none"> 1. Access to improved play opportunities 2. Safe and fit for purpose play facilities 3. Reduction in annual staff time in maintenance
9. Project category	1. Health and safety
10. Project priority	A. Essential
11. Notable exclusions	1) Improvement to the adjoining Highway is outside the scope of this project

Options Appraisal

12. Overview of options	<ol style="list-style-type: none"> 1. Replace existing play equipment on a like for like basis and carry out essential replacement to the safety surfacing. This, however, does not explore opportunities to overcome some of the identified accessibility issues on site. Replacing with new equipment on like for like basis will see existing maintenance issues arise after few years in use. 2. Redesign the layout of the play area using play equipment made from more durable materials. Improve accessibility from the adjoining Highway by reducing existing levels to make the space easily accessible. This could however involve carting sizable amount of spoil off site. 3. A variation of the option above would be to redesign the layout of the play area using play equipment made from more durable materials and improve accessibility from the adjoining Highway by reducing levels of only a small section of the site where achievable. The small amount of spoil could potentially be accommodated within the site.
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Project Planning

13. Delivery period and key dates	<p>Overall project: November 2021 – Autumn 2022</p> <p>Key dates:</p> <ul style="list-style-type: none"> • September-October 2021 – present GW2 to Open Spaces Committee and Project Sub-Committee • October-November 2021 – Internal design team to begin work on redesign, including appointments for topo surveys etc.
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	<ul style="list-style-type: none"> • January 2022 - Produce initial sketch designs (2013 RIBA stage 2) • February – Internal and external consultation on preferred option • April 2022 - Gateway 3/4 Options Appraisal report to Open Spaces Committee and Project Sub Committee • May -June 2022 - Finalise detailed design (2013 RIBA stage 3) and produce tender package • July -August 2022 - Commence procurement for contractor to deliver the design • Summer 2022– Gateway 5 report to Open Spaces Chief Officer sign off • Autumn 2022 – Implementation/build on site • Autumn/Winter 2023- GW6 closure (considering 1yr rectification period) <p>Other works dates to coordinate: None</p>
<p>14. Risk implications</p>	<p>Overall project risk: Low</p> <ol style="list-style-type: none"> 1) Considering the sensitive location of the site, internal and external consultation could take longer than anticipate- seek early engagement to ensure emerging designs are compatible. 2) Increased tender price (materials and labour) including preliminaries affected by Brexit and/or Covid where supply chains are affected causing delays 3) Estimated total CRP is £16,500 <p>Further information available within the Risk Register (Appendix 2)</p>
<p>15. Stakeholders and consultees</p>	<ul style="list-style-type: none"> • COL City Gardens • COL Community and Children Services department • COL Highways department (adjoining highway) • COL Historic Environment (DBE) • Historic England • Fields in Trust • Friends of City Gardens

Resource Implications

<p>16. Total estimated cost</p>	<p>Likely cost range (excluding risk): £178,500 Likely cost range (including risk): £195,000</p>	
<p>17. Funding strategy</p>	<p>Choose 1: All funding fully guaranteed</p>	<p>Choose 1: Mixture - some internal and some external funding</p>

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	Funds/Sources of Funding	Cost (£)
	S106 (Relating to the redevelopment of 100 Minorities, London, EC3N 1JY)	£75,000
	Central City Fund resources	£120,000
	Total	£195,000
	<p>'In principle' approval to central funding from City Fund reserves of up to £120,000 was agreed on essential health and safety grounds as part of the 2021/22 annual capital bids. Drawdown against this funding is subject to the further approval of the Resource Allocation Sub Committee.</p> <p>In addition, a sum of £75,000 has been received as part of the S106 agreement in respect of development.</p> <p>Funding to cover risk to be covered by Central City Fund resources.</p>	
18. Investment appraisal	N/A payback not possible however project will result in on-going saving to maintenance costs.	
19. Procurement strategy/route to market	<p>Open Spaces in conjunction with City Procurement will lead the procurement process.</p> <ul style="list-style-type: none"> • Mix of internal and external resources will be required to deliver the project. Quotations will be sought for specialist consultant services if required • Competitive tender process for contractor to deliver the works and play equipment provider • Appointments for the requirements will be in line with the Procurement Code. 	
20. Legal implications	<ul style="list-style-type: none"> • Play equipment and associated surface to adhere to current health & safety legislation. 	
21. Corporate property implications	None	
22. Traffic implications	1) Construction stage implications relating to delivery of construction material	
23. Sustainability and energy implications	<ol style="list-style-type: none"> 1) Use of sustainable materials in construction where possible. 2) Existing timber play equipment would be considered as Grade B wood waste and can be recycled for industrial wood processing operations such as manufacture of chipboards etc. 	
24. IS implications	None.	

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25. Equality Impact Assessment	<ul style="list-style-type: none">• An equality impact assessment will be undertaken
26. Data Protection Impact Assessment	<ul style="list-style-type: none">• The risk to personal data is less than high or non-applicable and a data protection impact assessment will not be undertaken

Appendices

Appendix 1	Project Briefing
Appendix 2	Risk Register
Appendix 3	

Contact

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Telephone Number	

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Project Briefing

Project identifier			
[1a] Unique Project Identifier	<A unique project number will travel with the project, and will incorporate a Department lead, within. Will be generated via Project Vision by CPO after CPB>	[1b] Departmental Reference Number	<An internal department reference (if applicable)>
[2] Core Project Name	Tower Hill Play Area Refurbishment		
[3] Programme Affiliation (if applicable)	NA		

Ownership	
[4] Chief Officer has signed off on this document	Yes
[5] Senior Responsible Officer	Martin Rodman
[6] Project Manager	Madhur Gurjar

Description and purpose
[7] Project Description
The play area at Tower Hill gardens needs to be refurbished to ensure its equipment and safety surfacing are fit for purpose and meet current safety standards. Current equipment has reached end of life.
[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?
<ol style="list-style-type: none"> 1) The play equipment has reached the end of its useful life and requires regular repairs that are becoming increasingly expensive and frequent. 2) There were 4 traditional wooden play items installed in the play area in addition to other naturalistic play elements e.g. boulders, timber decking etc. Timber decking was removed due to rotten timber parts. Two other traditional play equipment have been fenced and taken out of public use as they have become faulty. Safety surfacing has been identified as a risk due to uneven surface and fixings 3) Maintenance costs of this play area has seen increasing impact on local risk budget year on year 4) Despite having all statutory and local checks in place, last year saw a serious injury to a minor that is currently being pursued through the insurance team, degradation of the safety surfaces is being cited as the cause.
[9] What is the link to the City of London Corporate plan outcomes?
<Delete those which don't apply, leave in those outcomes that do >
[1] People are safe and feel safe.
[2] People enjoy good health and wellbeing.
[9] Our spaces are secure, resilient and well-maintained.

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[10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.					
[10] What is the link to the departmental business plan objectives?					
Departmental business plan refers to our Open spaces and historic sites to be thriving and accessible and that spaces will enrich people's lives. The plan also calls for a sustainable business practice. This project will look to improve accessibility into the site, enhance the play facility where people can enjoy good health and well-being. The project will also reduce the maintenance burden from the current budget.					
[11] Note all which apply:					
Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	N	Corporate: Project developed as a large scale Corporate initiative	N
Mandatory: Compliance with legislation, policy and audit	Y	Sustainability: Essential for business continuity	Y	Improvement: New opportunity/ idea that leads to improvement	N

Project Benchmarking:	
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?	
<These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>	
1) Play equipment constructed from more durable materials with less moveable parts to reduce the repair and maintenance costs.	
2) Minimise the risk of future incident claims	
3) Improved play facility with new safety surfacing that is aesthetically pleasing but low maintenance. The facility should be safe but also provide the appropriate level of risk and challenge required.	
[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)	
Annual saving on maintenance cost will be a measurable outcome that can be tracked after the delivery phase via City Garden's annual budget savings	
[14] What is the expected delivery cost of this project (range values)[£]?	
Lower Range estimate: £195K Upper Range estimate:- £195K	
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:	
Regular inspections are required to meet our legal duty of care, this equates to approximately £1,600 per year in direct staff costs and approximately £500 for annual Rospa inspections. These statutory costs will remain as an annual commitment post delivery.	
[16] What are the expected sources of funding for this project?	
RASC approved £120K from central resources and S106 £75K confirmed.	
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?	
Lower Range estimate: Autumn 2021 – Summer 2022	

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Upper Range estimate: Winter 2021 – Winter 2022 <Critical deadline(s):>
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Project Impact:	
[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?	
No	
[19] Who has been actively consulted to develop this project to this stage? <(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Dianne Merrifield
Chamberlains: Procurement	Officer Name:- Michael Harrington
Open Spaces (City Gardens)	Officer Name:- Jake Tibbetts
Community and Children services	Officer Name:-
IT	Officer Name:-
HR	Officer Name:-
Communications	Officer Name:-
Corporate Property	Officer Name:-
External	
[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:	
Client	Department: Open Spaces
Supplier	Department: City Gardens
Supplier	Department:
Project Design Manager	Department: Madhur Gurjar
Design/Delivery handover to Supplier	City Gardens are responsible for the design and delivery of this project and will take over the maintenance of the site, at practical completion.

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City of London: Projects Procedure Corporate Risks Register

Project Name: Tower Hill Play area refurbishment

Unique project identifier:

Total budget estimate: £195000

Corporate Risk Matrix score table

PM's Overall risk rating	Low
Avg unmitigated risk score	5.9
Avg mitigated risk score	3.6
Red risks (open)	0
Amber risks (open)	4
Green risks (open)	3

	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)

£30,500.00	16%
£30,500.00	16%
£16,500.00	8%
£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
4	3.8	£19,500.00	0	1	3
3	8.7	£11,000.00	0	3	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0

Issues (open)	0
All Issues	0

	Extreme	Major	Serious	Minor
Open Issues	0	0	0	0
All Issues	0	0	0	0

Cost to resolve all issues (on completion) £0.00

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

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