


# Project Briefing

| Project identifier   |   |   |  |
|--|---|---|--|
| <b>[1a] Unique Project Identifier</b>                      | <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> | <b>[1b] Departmental Reference Number</b> | <An internal department reference (if applicable)> |
| <b>[2] Core Project Name</b>                               | Hampstead Heath Swimming Facilities - Safety, Access and Security Improvements  |   |  |
| <b>[3] Programme Affiliation</b><br><i>(if applicable)</i> | <Can this activity be considered as part of a wider programme of similar work?> N/A   |   |  |

| Ownership  |  |
|--|--|
| <b>[4] Chief Officer has signed off on this document</b> | <br>19/8/20 |
| <b>[5] Senior Responsible Officer</b>                    | Bob Warnock  |
| <b>[6] Project Manager</b>                               | Edwin-James Birch  |

| Description and purpose  |
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| <p><b>[7] Project Description</b></p> <p>Capital Project to implement safety, access and security works across the four Hampstead Heath Swimming Facilities.</p> <p>A full review of the Hampstead Heath Swimming Facilities has been undertaken, in conjunction with Health and Safety advice received following a fatality at the Highgate Men's Bathing Ponds in June 2019. The Health and Safety Executive confirmed that there were no material breaches and provided written advice in relation to Lifeguard breaks and alertness, maximum bather loading, minimum Lifeguards numbers and Lifeguard training. The outcomes of the Swimming Review were agreed by Members in March 2020, and the Review sets out the improvements required to address the Health and Safety issues, visitor access, rapidly increasing demand and presents options to secure the long-term financial sustainability of the Swimming Facilities.</p> <p>The Swimming Review focused on:</p> <ul style="list-style-type: none"> <li>• Taking account of the Health and Safety Executive advice (8 October 2019)</li> <li>• Fulfilling our responsibilities in relation to our Duty of Care towards visitors, Lifeguards and wider Heath Staff;</li> <li>• Responding to the increased demand for cold water swimming on the Heath. Swimming visits at the Bathing Ponds are estimated to have increased by over 300,000 visits since 2010/11, to over 655,000 visits per year;</li> </ul> |

- Ensuring the swimming facilities are inclusive and welcoming to a diverse range of visitors;
- Applying clear and fair charging arrangements to ensure the long-term financial sustainability of the swimming facilities.
- Ensuring the City Corporation has effective communications and appropriate technology in place to promote and collect the swimming charges.

The Review also identified a series of Capital Works necessary to improve safety, access and security across the Swimming Facilities. The objective is to create inclusive layouts at the Bathing Ponds which will enable ambulant disabled and wheelchair users to enjoy these unique bathing facilities. The design approach will be to retain the natural feel of the Bathing facilities and where possible incorporate any environmental benefits which will complement the Heath's wider aspirations for sustainability and biodiversity. Any interventions would have sensitivity to the existing habitats and to the serenity of the Bathing Pond settings. The design will seek opportunities to enhance the area for biodiversity through the planting of native species and will retain any important habitat features within the sites.

### **Highgate Men's Bathing Pond**

#### **1 Arrival**

1.1 Entrance to be repositioned to allow a ramped access to the site.

COMPLETED in order to implement the COVID Secure operating arrangements prior to opening the Highgate's Men's Bathing Pond on the 10 July 2020.

1.2 Provision of level thresholds into the facility.

1.3 Widening some of the existing paths & modifying fences.

1.4 New pay points & associated signage, power and Wi-Fi connectivity and people counters.

1.5 Providing a secure dog tethering area in a shaded area.

1.6 Relocation of bin store and provision of recycling facility.

1.7 Provision of CCTV system.

1.8 Installation of bather load and facility load monitoring systems.

#### **2 Lifeguard Observation Hut**

2.1 Provision of new long window on the south elevation with glazed corners to the West and East elevation to allow a panoramic view of the pond.

2.2 Provision of steps to link the two existing concrete platforms.

2.3 Re-provision of a new timber pontoon for lifeguards to the South-East of the concrete jetty (access to water) & steps into water for ambulant disabled access.

2.4 Reconfiguration of the key clamp enclosure/railings outside the Lifeguards Observation Hut.

#### **3 New Changing Facilities**

3.1 Build a new light-weight compound on the edge of the water to house additional accessible changing facilities for swimmers. These facilities will comply with the Part M of the Building Regulations.

3.2 Provision of accessible route from the changing facilities to the water.

#### **4 Accessible Bathing Access**

4.1 Installation of a hoist or alternative measures to provide access for ambulant disabled and wheelchair users. Provision of slow steps/handrails/chair to be investigated.

#### **5 WC**

5.1 WC block to be reconfigured to address the anti-social behaviour.

5.2 WC block to be re-planned and to integrate a 'pissoir' with off the ground metal screens. Enclosed WC cubicles would also be provided.

#### **6 Ranger Shelter**

6.1 At the outer payment point construct a basic open sided timber shelter.

#### **7 Reinstatement**

7.1 Remove original stepped access and make good the perimeter fence.

#### **8 Payment**

8.1 Establish inner and outer payment points with power and Wi-Fi connections.

WiFi connection has been implemented.

#### **12 Jetty**

12.1 Review jetty surface, height and configuration.

### **Kenwood Ladies' Bathing Pond**

#### **1 Arrival**

1.1 New pay points & associated signage, power and Wi-Fi connectivity.

WiFi connection has been implemented.

1.2 Providing a secure dog tethering area in a shaded area.

1.3 Back entrance redesigned, and new higher fencing installed with the gate release operated by wristbands only.

1.4 Provision of CCTV system.

1.5 Installation of bather load and facility load monitoring systems.

**2 Meadow**

2.1 Improve drainage and access to the Meadow from the main access path.

**3 Reconfigure Accessible Toilet**

3.1 Provision of accessible changing, showering facilities and accessible WC within the existing accessible toilet space.

**4 Ranger Shelter**

4.1 At the outer payment point construct a basic open sided timber shelter.

**5 Payment**

5.1 Establish inner and outer payment points with power and Wi-Fi connections.

WiFi connection has been implemented.

**6 Rescue Deck**

6.1 Undertake works to ensure the rescue deck is free draining to prevent the risk of slips, trips and falls. Currently rubber matting is being used to control this risk.

**Hampstead Mixed Bathing Pond****1 Review of existing buildings and facility layout**

1.1 Undertake a full review of the access and egress, changing compounds and Lifeguard observation hut, Lifeguard welfare facilities, storage and first aid space. This review will need to be undertaken in conjunction with the Hampstead Mixed Pond Association.

**2 Fencing**

2.1 To review the fencing securing the Mixed Bathing Pond and install new fencing to improve security, whilst preserving the natural aspect. Allowing for cycles to be secured on the approach to the facility.

**3 Bathing**

3.1 Installation of a hoist or alternative measures to provide access for ambulant disabled and wheelchair users. Provision of slow steps/handrails/chair to be investigated.

**4 Ranger Shelter**

4.1 At the outer payment point construct a basic open sided timber shelter.

**5 Payment**

5.1 Establish inner and outer payment points with power and Wi-Fi connections.

WiFi connection has been implemented.

**7 Technology**

7.1 Provision of CCTV system

7.2 Installation of bather load and facility load monitoring systems.

## **8 Jetty**

8.1 Review jetty location, provision and layout.

## **9 3 Power**

9.1 To replace the 3-phase power cable from the UK Power Networks Pillar adjacent to Hampstead No 1 Pond/South Hill Park to the Mixed Bathing Pond.

9.2 To undertake a full rewire at the Mixed Pond facility.

9.3 Replace the sewage pumps and control gear.

~~9.4 FENCING REPLACEMENT~~ This is covered in section 2.1

## **Parliament Hill Fields Lido**

### **1 Review of the layout, surfacing, security and underutilised space**

1.1 Undertake a full review of the existing layout to identify vacant or underutilised space and make recommendations for possible income generating uses as well as consolidating the Learning facilities.

1.2 Undertake a full review of the security arrangements and identify additional security measures, particularly in relation to the boundary wall.

1.3 Undertake a review of the waste and recycling arrangements and make recommendations to improve collection and disposal arrangements.

### **2 Technology**

2.1 Review provision of CCTV system.

2.2 Installation of bather load and facility load monitoring systems.

### **3 Lido Buildings Complex**

1.1 Roller shutter replacement (8 no.)

1.2 Showers/toilets refurb (pool side female)

1.3 Showers/toilets refurb (pool side male)

1.4 PA system replacement

1.5 Cable rationalisation

**[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)?**

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| <u>Problem trying to solve:</u> <ul style="list-style-type: none"> <li>The facilities are no longer fit for purpose particularly during the summer months, taking account of the increase in visitor numbers, and the impact on Lifeguards managing the bathing load and the facilities.</li> <li>Perimeter security to prevent unauthorised access.</li> </ul>   |   |   |   |  |   |
| <u>Opportunities we are trying to realise:</u> <ul style="list-style-type: none"> <li>Adapt the configuration and layout of the facilities to enable the bathing load to be managed effectively.</li> <li>Opportunity to ensure the swimming facilities are welcoming to a diverse range of visitors.</li> </ul>  |   |   |   |  |   |
| <b>[9] What is the link to the City of London Corporate plan outcomes?</b>  |   |   |   |  |   |
| <p>[1] People are safe and feel safe.<br/>         [2] People enjoy good health and wellbeing.<br/>         [3] People have equal opportunities to enrich their lives and reach their full potential.<br/>         [4] Communities are cohesive and have the facilities they need.<br/>         [9] We are digitally and physically well-connected and responsive.<br/>         [11] We have clean air, land and water and support a thriving and sustainable natural environment.<br/>         [12] Our open spaces are secure, resilient and well maintained.</p>   |   |   |   |  |   |
| <b>[10] What is the link to the departmental business plan objectives?</b>  |   |   |   |  |   |
| <p>&lt;Objectives this project is linked to, and a short narrative (max 4 lines) on how will it help us achieve them. &gt;</p> <p>This project also supports the Open Spaces Department 2020/21 Business Plan Outcomes:</p> <ul style="list-style-type: none"> <li>A. Open spaces and historic sites are thriving and accessible.</li> <li>B. Spaces enrich people's lives.</li> <li>C. Business practices are responsible and sustainable.</li> </ul> <p>The project also aligns with the Hampstead Heath Management Strategy 2018-2028 Strategic Outcomes:</p> <ul style="list-style-type: none"> <li>A: The Heath is maintained as a flourishing green space and historic landscape.</li> <li>B: Improved quality of life for Heath visitors.</li> <li>C: The Heath is inclusive and welcoming to a diverse range of visitors and</li> <li>D: Greater number of and diversity of People taking care of the Heath.</li> </ul> <p>The Project also reflects the priorities identified in the High Level Asset Management Plan for Hampstead Heath.</p> |   |   |   |  |   |
| <b>[11] Note all which apply:</b>   |   |   |   |  |   |
| <b>Officer:</b><br>Project developed from Officer initiation  | Y | <b>Member:</b><br>Project developed from Member initiation  | Y | <b>Corporate:</b><br>Project developed as a large scale Corporate initiative | N |
| <b>Mandatory:</b><br>Compliance with legislation, policy and audit  | Y | <b>Sustainability:</b><br>Essential for business continuity | Y | <b>Improvement:</b><br>New opportunity/ idea that leads to improvement       | Y |
| <b>Project Benchmarking:</b>  |   |   |   |  |   |

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| <p><b>[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?</b><br/>&lt;These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'&gt;&gt;</p>   |
| 1) Delivery of the Swimming Review Outcomes in relation to Health & Safety  |
| 2) Facilities DDA compliant.  |
| 3) Cost recovery achieves target set by Committee.  |
| <p><b>[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.)</b></p>  |
| <ul style="list-style-type: none"> <li>• Increasing participation.</li> <li>• Increasing diversity.</li> <li>• Reduced Risk Rating.</li> <li>• Improved visitor experience – satisfaction survey</li> <li>• Increased income</li> <li>• Reduction in ASB, crime - reporting</li> </ul>  |
| <p><b>[14] What is the expected delivery cost of this project (range values)[£]?</b></p>  |
| <p>Lower Range estimate: £670k<br/>Upper Range estimate: £755k</p>  |
| <p><b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b></p>  |
| <p>Forward maintenance requirements are to be identified by the Project Management Team during the design stage of the project. Once the extent of the requirement has been established, the ongoing servicing and repair of relevant items can be incorporated into the existing Building, Repairs and Maintenance and Cyclical Work Programmes as appropriate.</p>  |
| <p><b>[16] What are the expected sources of funding for this project?</b></p>   |
| <ul style="list-style-type: none"> <li>• City Cash Capital Bid</li> <li>• Cyclical Work Programme Funding</li> </ul>  |
| <p><b>[17] What is the expected delivery timeframe for this project (range values)?<br/>Are there any deadlines which must be met (e.g. statutory obligations)?</b></p>   |
| <p>The peak operating time for each swimming facility starts in the 1st week of May and ends in the 3rd week of September each year. During this time there is little to no opportunity to carry out works within the boundaries of each swimming facility. Site working will therefore only be undertaken from October to April each year.</p> <p>Lower Range estimate: Site Works: Q4 2021 – April 2022<br/>Upper Range estimate: Site Works: Q4 2022 – April 2023</p> <p>&lt;Critical deadline(s):&gt; Current programme indicates approval to proceed from Gateway 2 in September 2020.</p> |
| <p><b>Project Impact:</b></p>   |
| <p><b>[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?</b></p>  |
| <p>There is a requirement throughout the programme to engage and consult with the Hampstead Heath Swimming Associations as well as the Hampstead Heath Swimming Forum, Sports Advisory Forum and the Hampstead Heath Consultative Committee.</p>  |

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| In conjunction with the Media Team a Communications Plan will be developed, as the project will attract significant public and media interest.   |   |
| <b>[19] Who has been actively consulted to develop this project to this stage?</b><br><(Add additional internal or external stakeholders where required) >   |   |
| Chamberlains:<br>Finance   | Officer Name: Mark Jarvis   |
| Chamberlains:<br>Procurement   | Officer Name: Chris Bell  |
| IT   | Officer Name:   |
| HR   | Officer Name: Vanessa Tranter   |
| Communications   | Officer Name: Kristina Drake  |
| Corporate Property   | Officer Name: Warren Back   |
| External   | Swimming Associations, Hampstead Heath Consultative Committee   |
| <b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b><br><b>Please note the Client supplier departments.</b><br><b>Who will be the Officer responsible for the designing of the project?</b><br><b>If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?</b> |   |
| Client   | Department: Open Spaces Department  |
| Supplier   | Department: City Surveyor   |
| Supplier   | Department:   |
| Project Design Manager   | Department:   |
| Design/Delivery handover to Supplier   | Gateway stage:<br>1 - Open Spaces Department<br>2 - Open Spaces Department<br>3 - City Surveyors Department [Handover following Gateway 2]<br>4 - City Surveyors Department<br>5 - City Surveyors Department<br>6 - City Surveyors Department |