

Project Briefing

Project identifier			
[1a] Unique Project Identifier	12217	[1b] Departmental Reference Number	NA
[2] Core Project Name	Covid19 Transport Recovery Phase 3		
[3] Programme Affiliation (if applicable)	Covid19 Transport Recovery Phase 2-3		

Ownership	
[4] Chief Officer has signed off on this document	Ian Hughes (on behalf of Director of the Built Environment)
[5] Senior Responsible Officer	Clarisse Tavin – City Public Realm
[6] Project Manager	Maria Herrera- City Public Realm

Description and purpose					
[7] Project Mission statement					
The project was developed to deliver on-street temporary seating and greening measures as part of the City's Covid19 recovery strategy. The design intention was focused on providing outdoor seating and greening interventions utilising carriageway space to provide outdoor public spaces for people to dwell and enjoy.					
[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)?					
To respond to the need to support the local business community and create an attractive outdoor environment for safe social interaction.					
[9] What is the link to the City of London Corporate plan outcomes?					
<ul style="list-style-type: none"> • People are safe and feel safe. • To shape outstanding environments. • Our spaces are secure, resilient and well-maintained. 					
[10] What is the link to the departmental business plan objectives?					
2. Promoting the construction of high quality, inspiring buildings which attract diverse uses and users 4. Creating an accessible and inclusive City which is stimulating, safe and easy to move around in 6. Enabling a rich and thriving social and cultural offer 7. Improving quality and safety of the environment for workers, residents and visitors					
[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:	Y	Sustainability:	Y	Improvement:	Y

Compliance with legislation, policy and audit		Essential for business continuity		New opportunity/ idea that leads to improvement	
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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'>>					
<ul style="list-style-type: none"> - Improved public realm surrounding business and retail destinations to create an attractive environment. - Enhanced public spaces to support the return of workers and visitors in a safe way. - Providing additional space for people to dwell and spend time-in. 					
[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.)					
Improved pedestrian comfort levels in the area and a safer and enhanced environment, and ensure sufficient space is provided to support social distancing.					
[14] What is the expected delivery cost of this project (range values)[£]?					
Lower Range estimate: £450,000 Upper Range estimate: £600,000 (dependant scope changes and additional funding sources secured)					
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:					
Maintenance costs will be covered by the project and materials are a per the City's standards pallette of materials. Any specific elements in the project will be assessed and adequate maintenance implications considered.					
[16] What are the expected sources of funding for this project?					
City's internal fund (OSP) and external funding.					
[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: Q2-2020 Upper Range estimate: Q2 - 2021 <Critical deadline(s):> July 2021 – committee approval to deliver a second phase of site interventions by September 2021.					

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?	
Medium-Low. The project could bring media interest given the nature of the temporary interventions and the support to the wider City's recovery and objectives established by the City's Recovery Taskforce.	
[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: Olumayowa Obisesan, Darshika Patel.
Chamberlains: Procurement	Officer Name: NA
IT	Officer Name: NA

HR	<i>Officer Name: NA</i>
Communications	<i>Officer Name: NA</i>
Corporate Property	<i>Officer Name: NA</i>
External	Developer's team
External	Transport for London
City Transportation	Bruce McVean, Leah Coburn, Clive Whittle
City Highways	Giles Radford
[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so: Please note the Client supplier departments. Who will be the Officer responsible for the designing of the project? If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?	
Client	Department: Built Environment
Supplier	Delivered by the City's Term contractor
Project Design Manager	Maria Herrera – City Public Realm Clarisse Tavin – City Public Realm Highways officer (TBC)
Design/Delivery handover to Supplier	Gateway stage: NA <Post Project Proposal>

City Streets Covid-19 recovery strategy - Phase 3 :

Appendix 2

Summary of interventions



June 2021

Department of the Built Environment



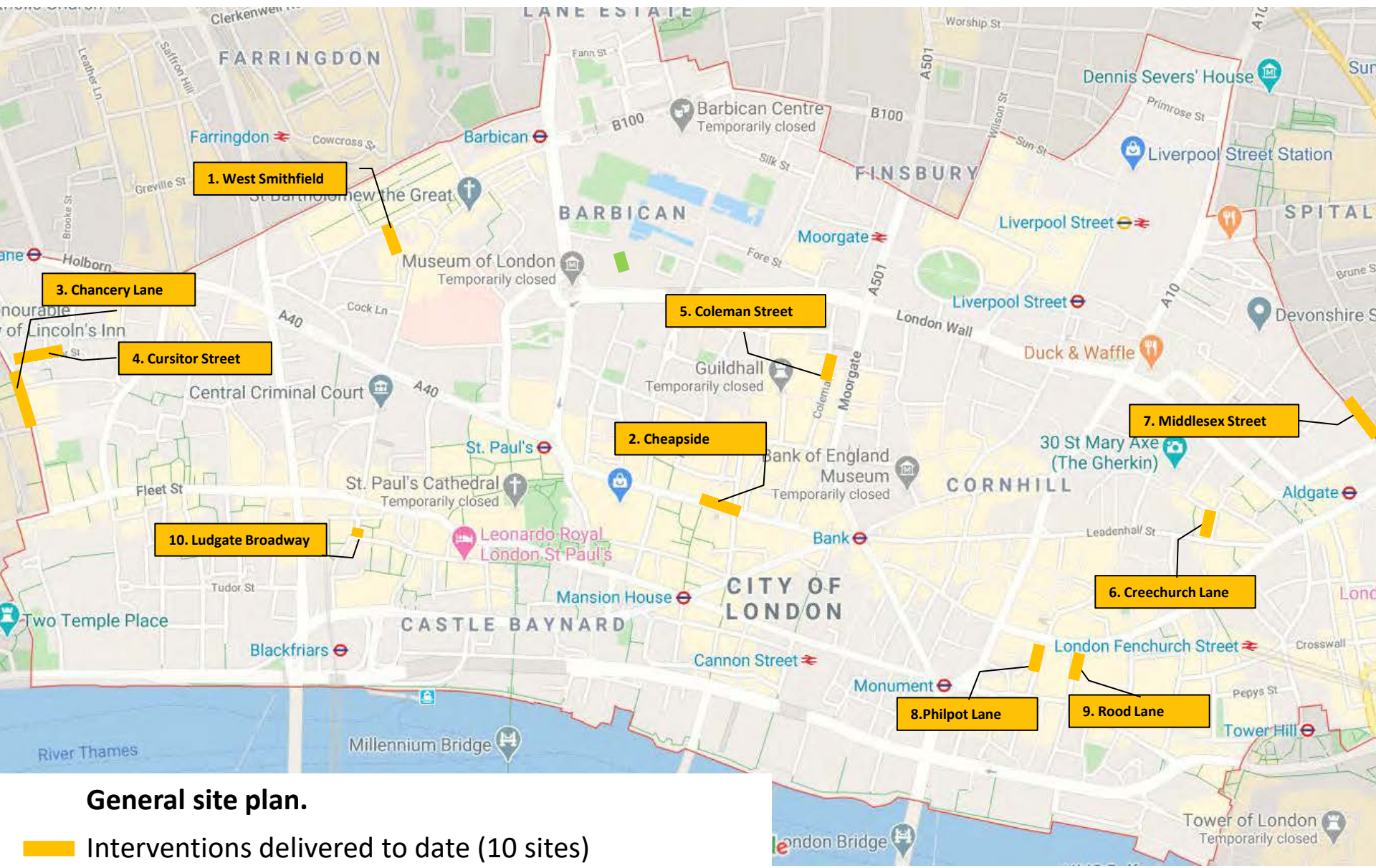
Background and Project Objectives.

The project involves the design and implementation of temporary on-street seating and greening measures, as part of the City Streets Covid-19 recovery strategy. It aims to create an attractive and welcoming environment for residents, workers and visitors, and provide amenities for users of food and beverage businesses.

The main elements and benefits of the project are to:

- Provide outdoor high-quality and inclusive spaces for users of food and beverage businesses.
- Provide additional greening and seating for those who visit, work and live in the City.
- Facilitate the use of public spaces in a safe manner.
- Implement temporary measures to test the viability of long-term public realm improvements.

Site interventions – delivered to date



Cheapside



Before

Cheapside



After

Cheapside



After

Middlesex Street



Before

Middlesex Street



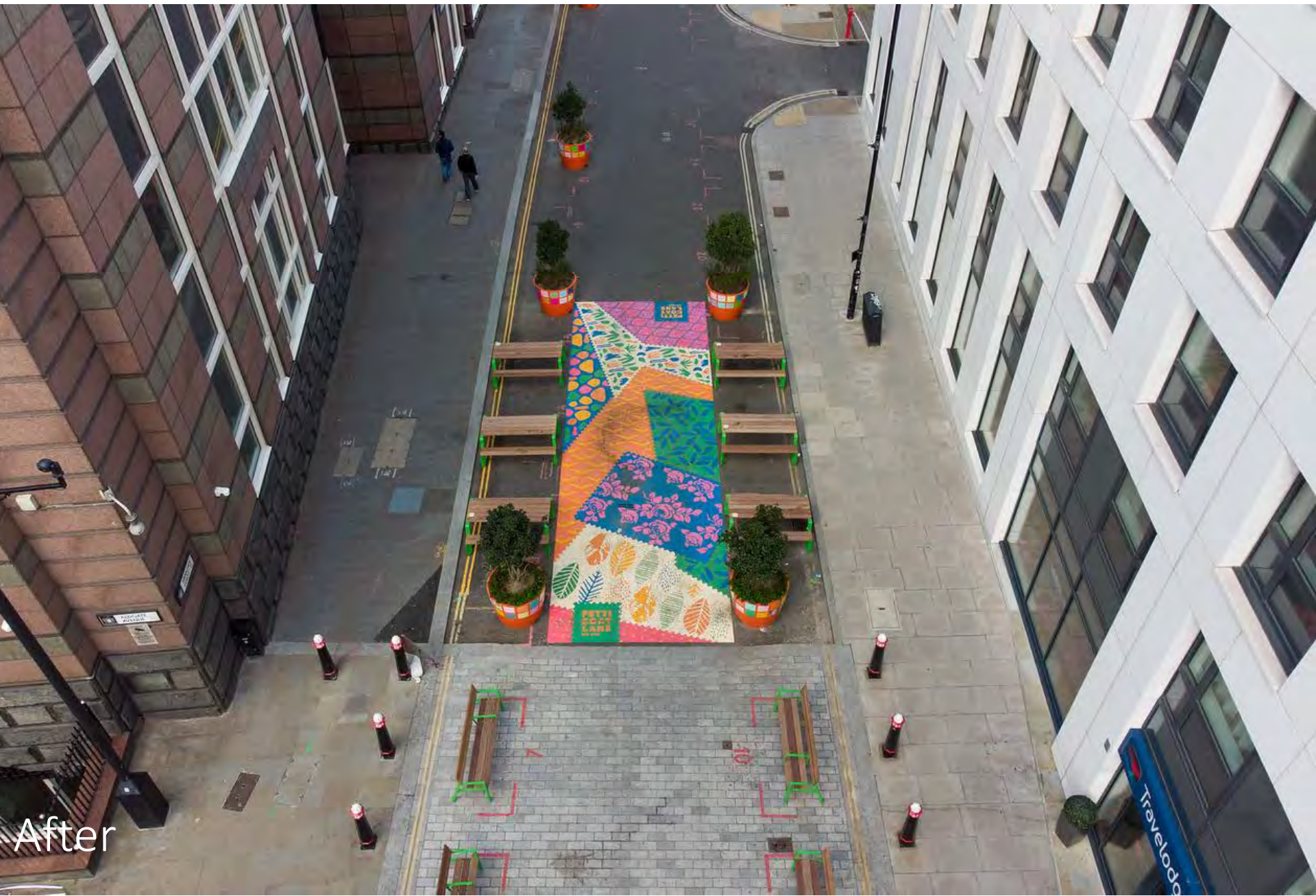
After

Middlesex Street



Before

Middlesex Street



After

Middlesex Street – Alfresco lunch opening on 12th April 2021



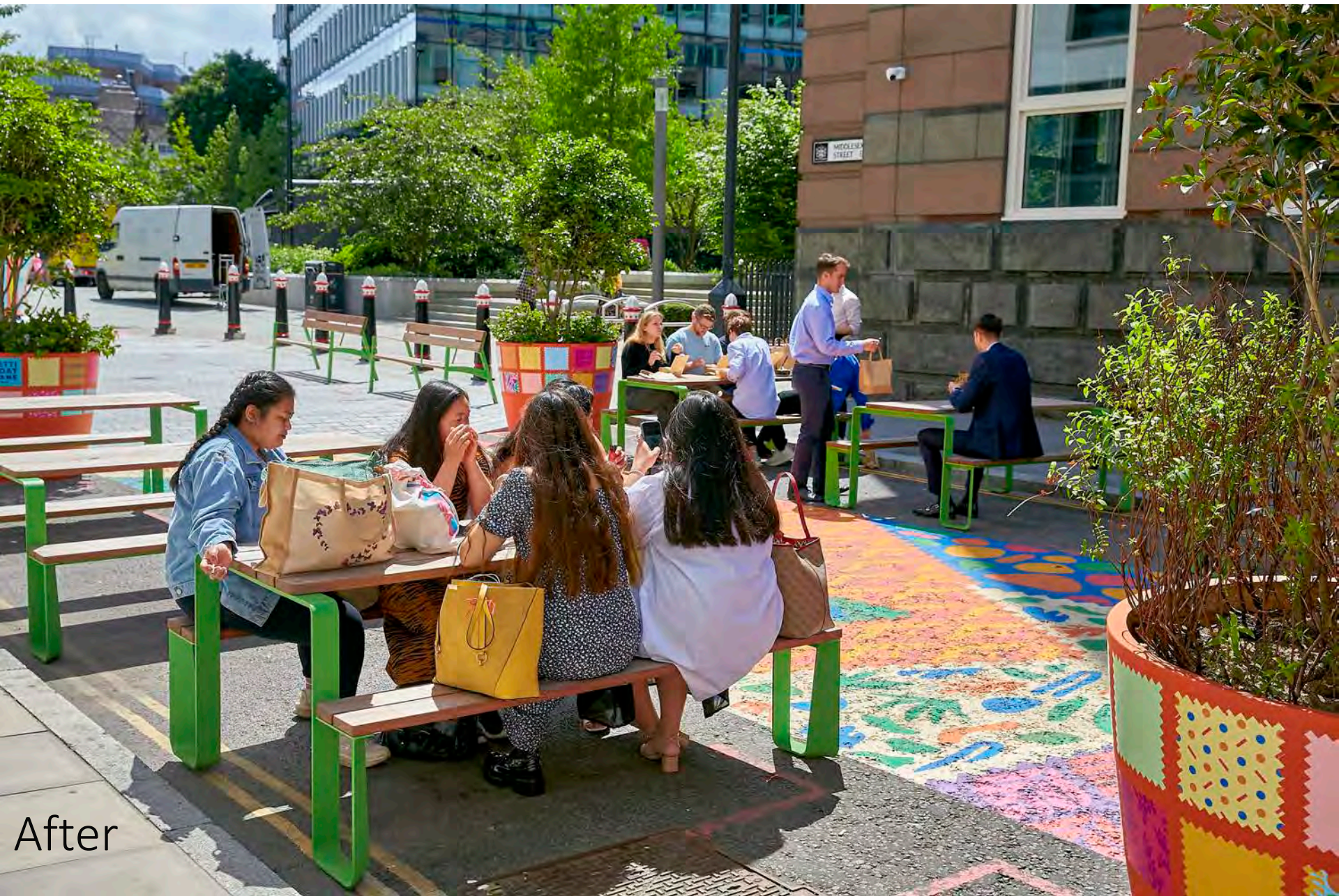
After

Middlesex Street



After

Middlesex Street



After

Philpot Lane



Before

Philpot Lane



After

Philpot Lane

Before



Philpot Lane



After

Rood Lane



Before

Rood Lane



After

Coleman Street



Before

After

After

Coleman Street



After

Creechurch Lane



Before

Creechurch Lane



After

Creechurch Lane



Creechurch Lane



Creechchurch Lane



After

Creechurch Lane



West Smithfield



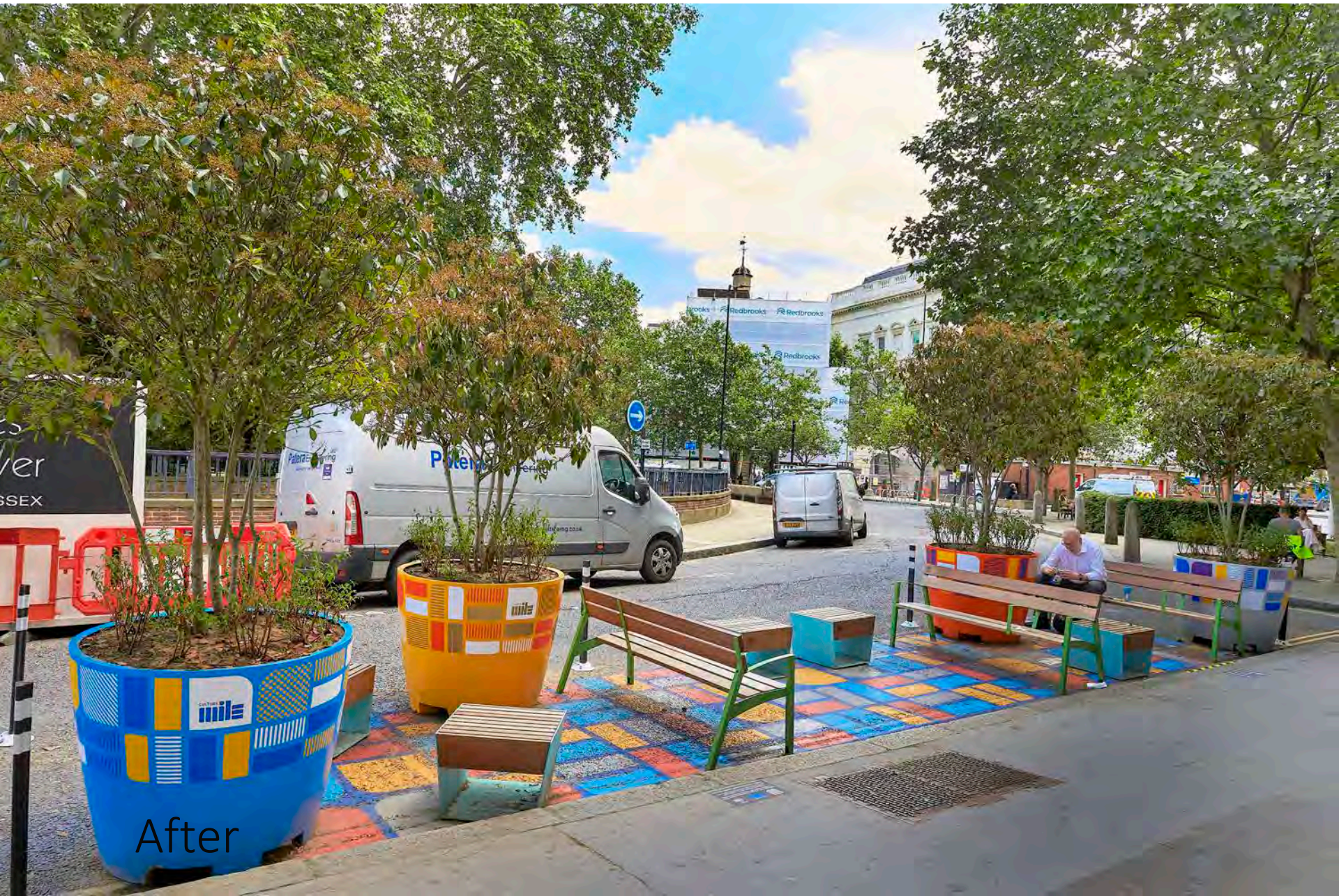
Before

West Smithfield



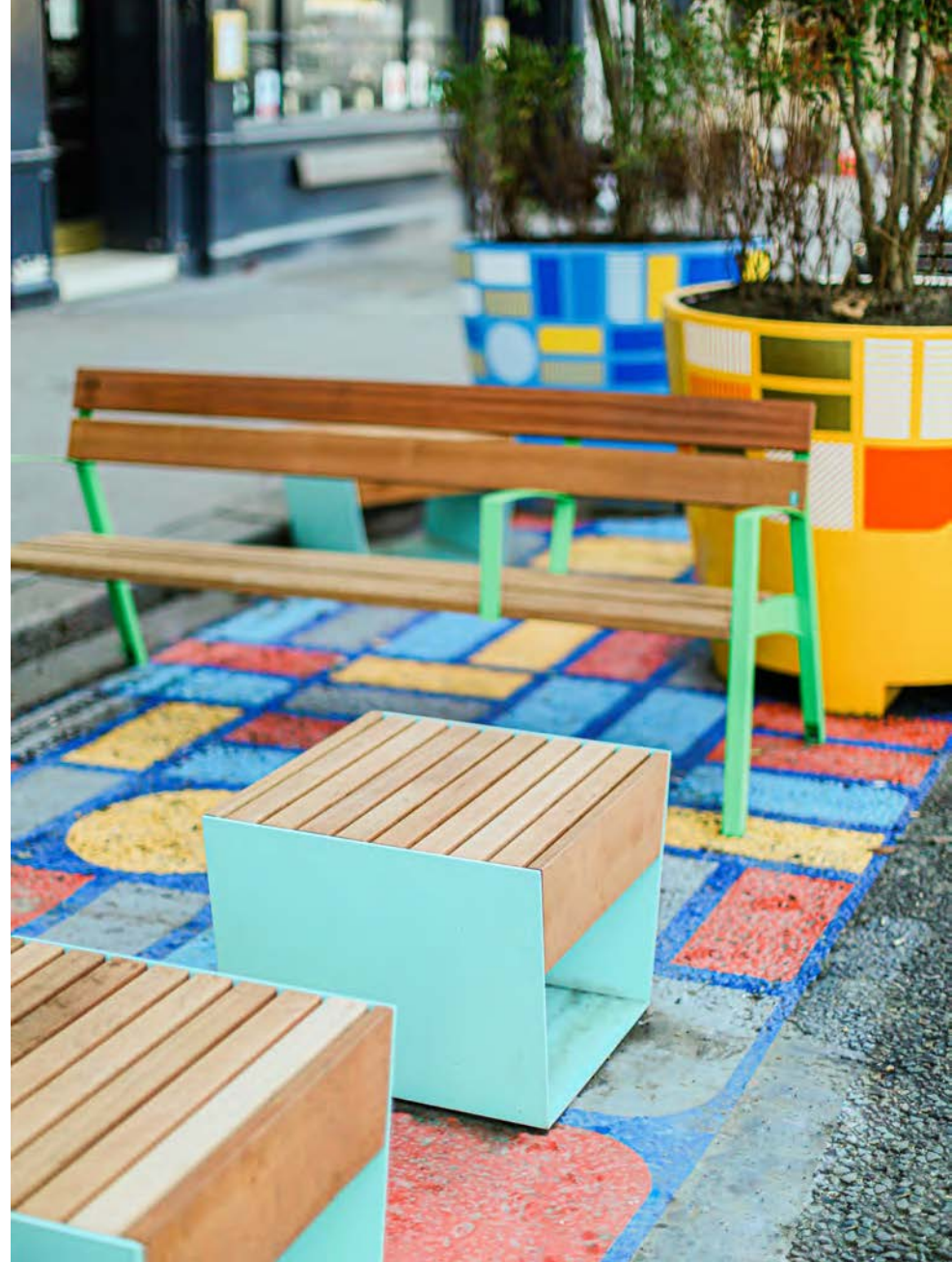
After

West Smithfield



After

West Smithfield. Culture Mile branding integrated in the design



Chancery Lane



Before

Chancery Lane

After



Chancery Lane

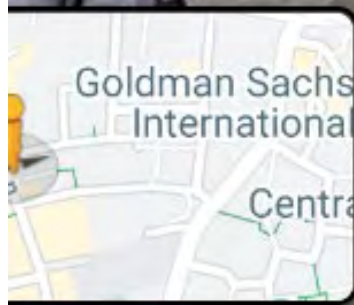
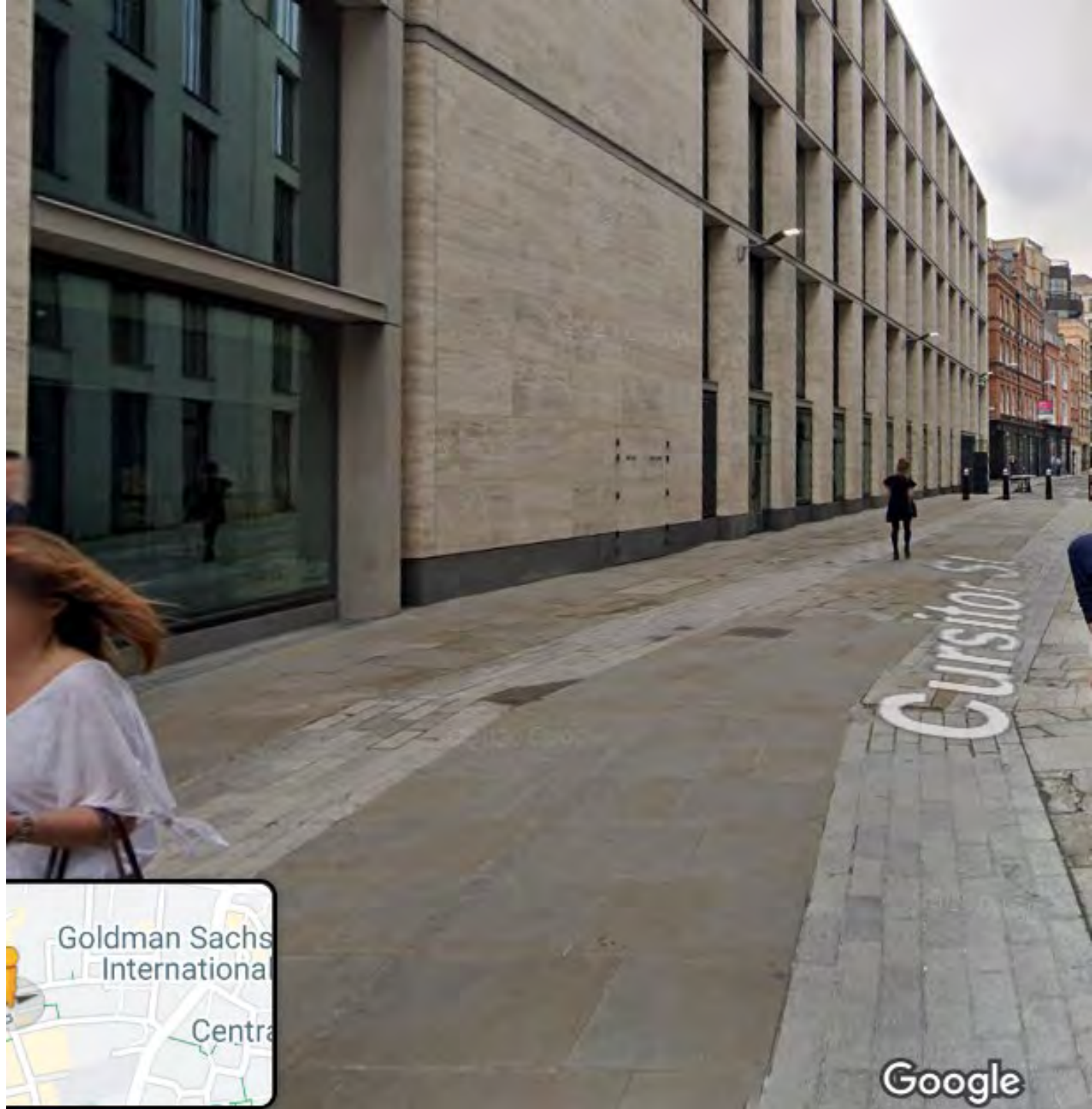


After

Chancery Lane



Cursitor Street



Before

Google

Cursitor Street



After

Ludgate Broadway



Before

Ludgate Broadway



After

Ludgate Broadway



Before

Ludgate Broadway



After

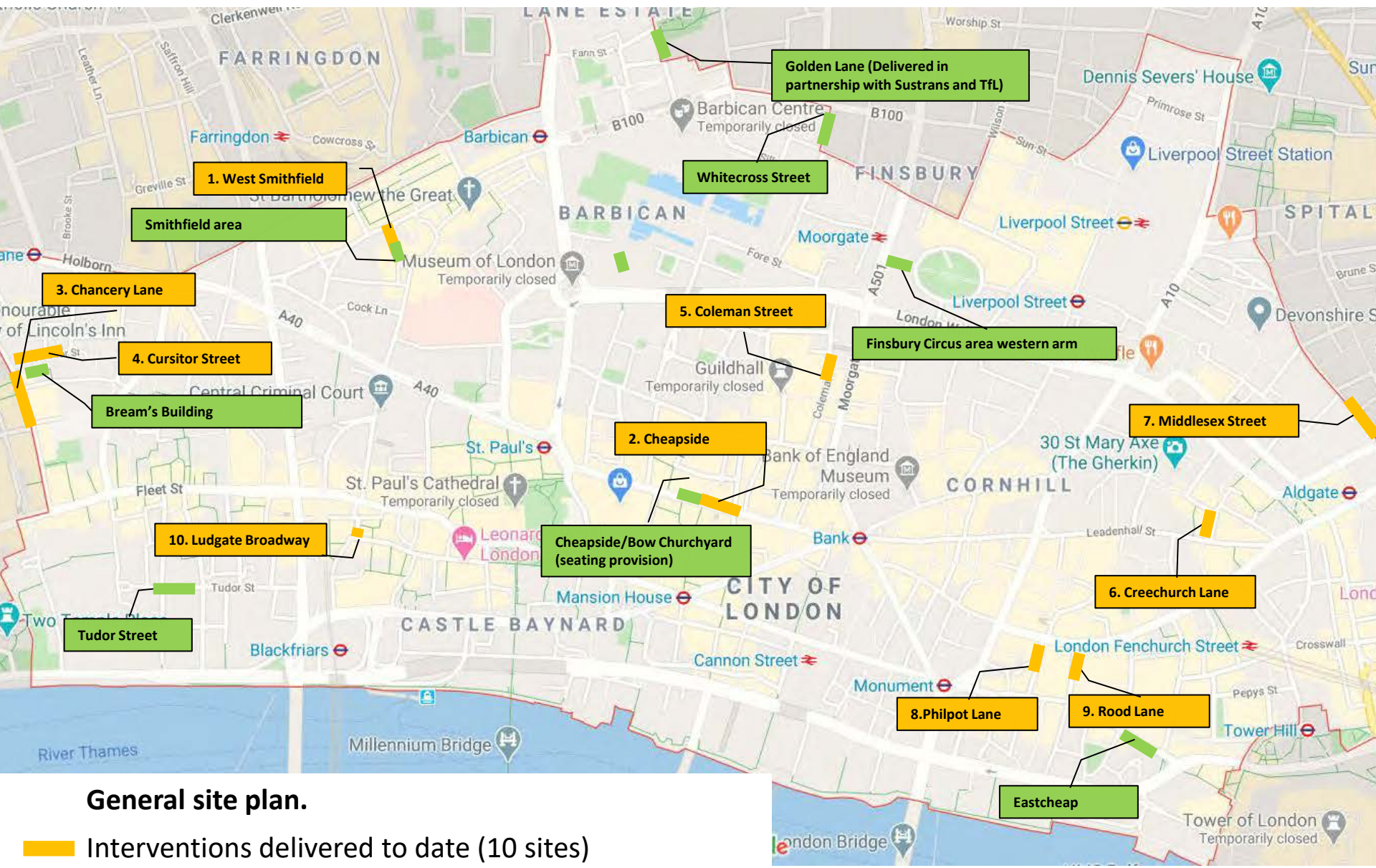
Additional sites for interventions

June 2021

Department of the Built Environment



Site interventions – delivered to date



- Interventions delivered to date (10 sites)
- New locations considered for additional measures

No.	Location (street name)	Proposed changes	Impact	Complexity
1	West Smithfield - ambulance station area	1 parklet on carriageway space	Reallocation of carriageway space, existing double yellow lines.	
2	Finsbury Circus - western arm	Street furniture, and planters on carriageway space, demarcated by traffic wands.	Utilise existing space, created by street closure. Cycle route to be maintained.	
3	Whitecross Street (near junction with Beech Street)	Street furniture, and planters on carriageway space, demarcated by traffic wands.	Reallocation of carriageway space, existing double yellow lines.	
4	Tudor Street	2 parklets	Reallocation of carriageway space, existing single yellow lines.	
5	Old Jewry	Street furniture, and planters on carriageway space, demarcated by traffic wands.	Utilise existing space, created by street closure. Cycle route to be maintained.	
6	Breams Buildings	Street furniture pedestrian space.	Utilise existing space	
7	Coleman Street	2 parklets, on parking spaces.	Utilise parking already suspended as part of Phase 1, CM5 CM6, , opposite White Horse Yard.	
8	St Martins Le Grand	Loading area	Security requirements tbc	
9	Eastcheap - north side	2 parklets, on parking spaces.	Reallocation of carriageway space, single yellow lines.	
10	Eastcheap - Love Lane (south side)	2 parklets, on parking spaces.	Reallocation of carriageway space, single yellow lines.	
11	Chancery lane	2 parklets	Reallocation of carriageway space, and utilise parking bays no. CY1, CY2, CY3, already suspended as part of Phase 1.	
12	West Smithfield rotunda (option 1-2)	Street furniture, and planters, demarcated by carriageway paint.	Reallocation of carriageway space, existing double yellow lines.	



1. Finsbury western arm

Closed to vehicles.

Planters on the carriageway and seating.



2. Whitecross Street
Planters on the carriageway and seating, proximity
to food market.



3. Tudor Street.
Installation of 2 parklets



5. Eastcheap
Installation of 2 parklets



4. Hosier Lane– Smithfield area
Planters on the carriageway and seating/parklets



6. Bream's Building
Additional seating.

City Streets Covid-19 recovery strategy - Phase 3 :

Appendix 3.

Bloomberg Asphalt Art project

June 2021

Department of the Built Environment





Bloomberg Philanthropies Asphalt Arts Project

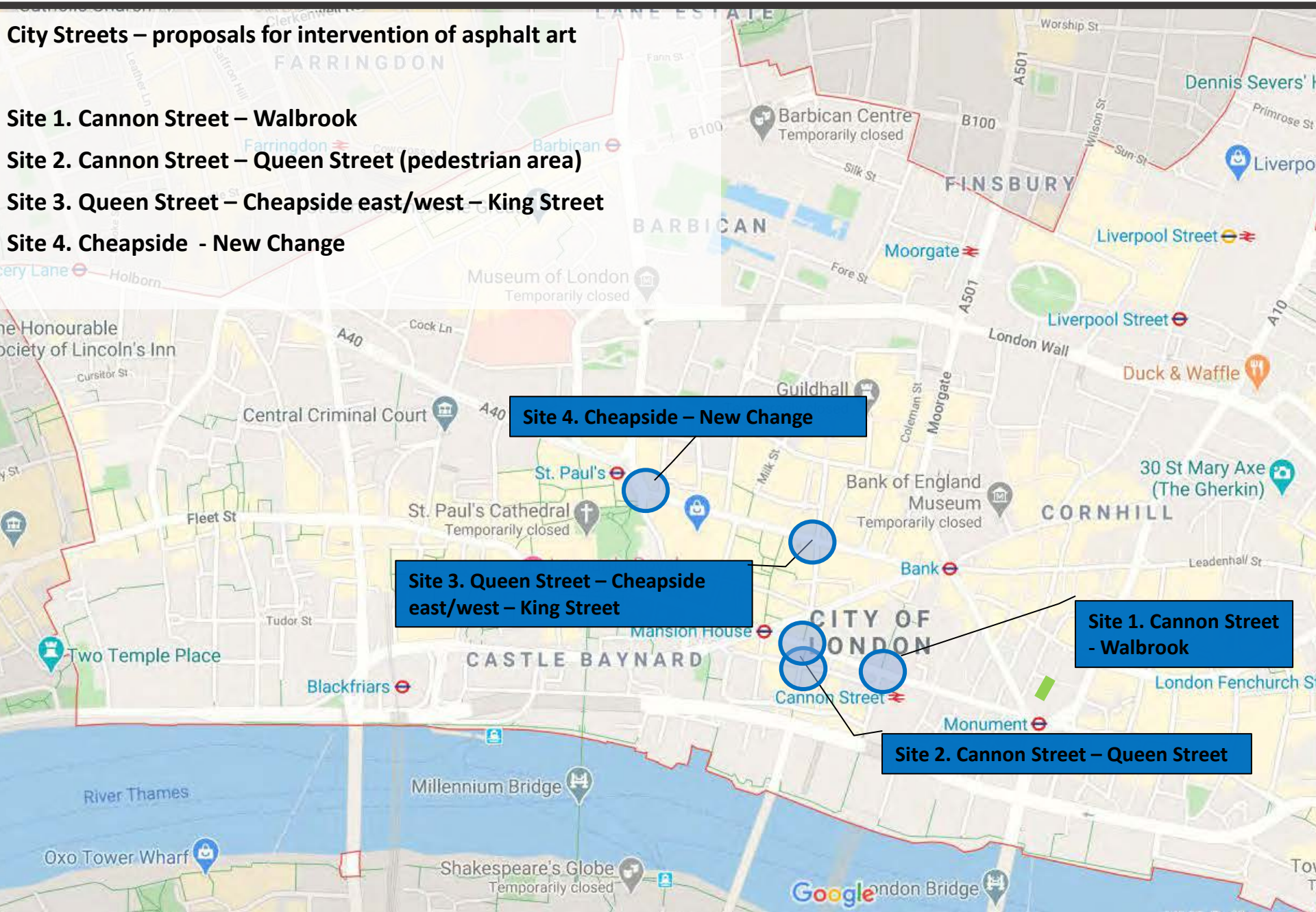
City Streets – proposals for intervention of asphalt art

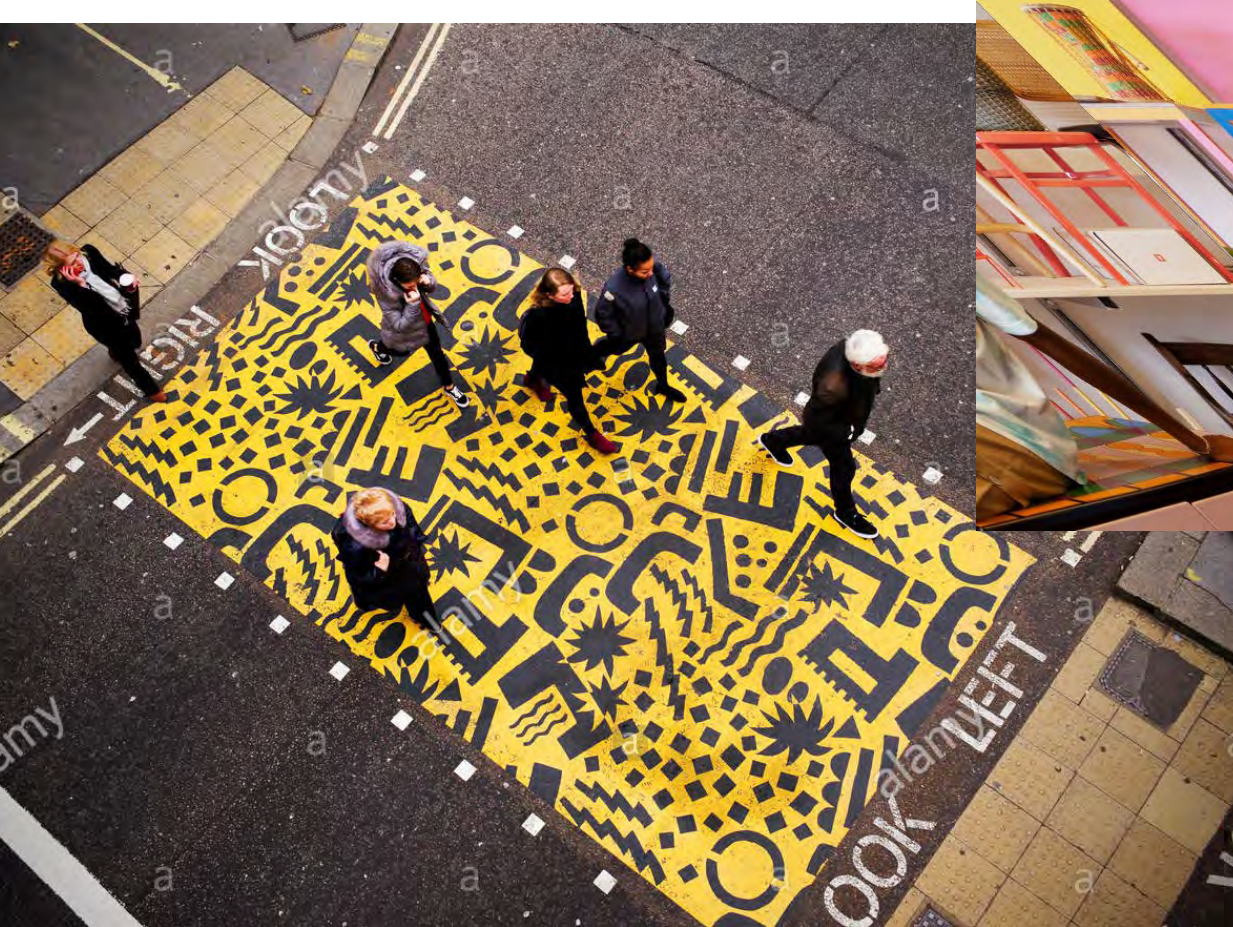
Site 1. Cannon Street – Walbrook

Site 2. Cannon Street – Queen Street (pedestrian area)

Site 3. Queen Street – Cheapside east/west – King Street

Site 4. Cheapside - New Change





Artistic vision

- Proposal to partner with the GLA and London Design Festival to collaborate across City and Westminster locations
- Aim – to create a high impact project to compel the reopening of central London and support London based artists to help aid wider London recovery
- Approached to Yinka Ilori in the role of art director across all the sites, working with emerging artists and design students providing paid professional development opportunity

Community Engagement

- Design – consultation on artwork
- Participation – painting the installations – creating a participatory moment as part of the London Design Festival in September

PR and audience reach

For the London Design Festival, the last full Festival in 2019 attracted 1.15 million visits and near a 1,000 pieces of press & media so the potential reach is significant through the partnership with them. Additional promotions will be done through the GLA, Bloomberg and City of London own channels. As an example, the 2019 CoL Outdoor Festival attracted 96,000 visitors.



Next steps:

May /June 2021

- Agree final locations, scale and budget
- Confirm partnership with GLA and London Design Festival

June 2021

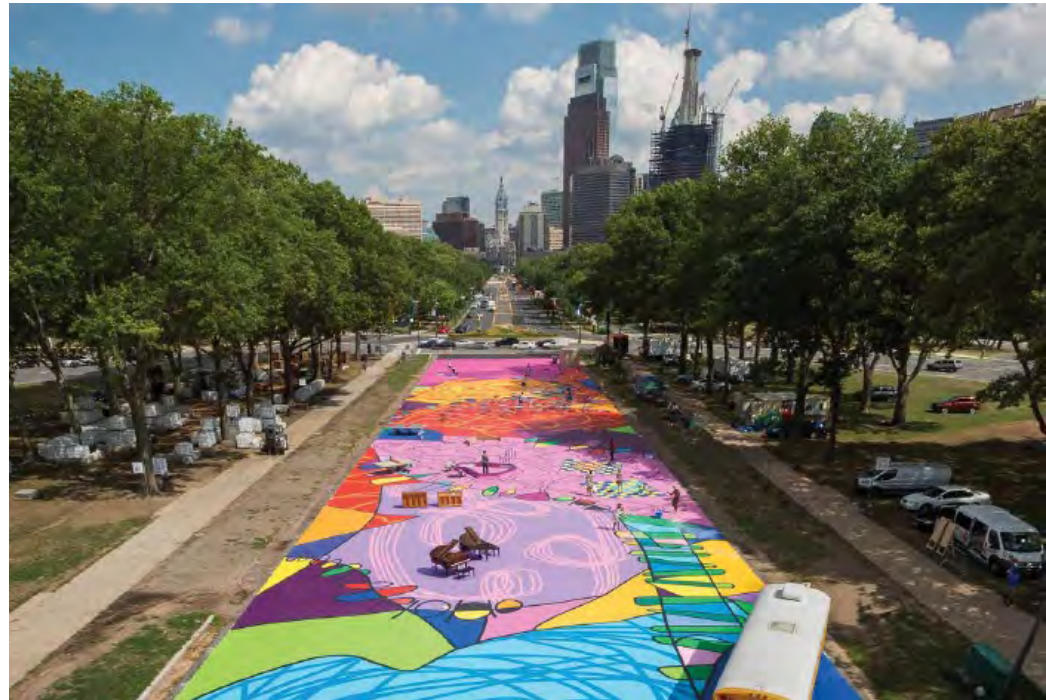
- Commission artists
- Design development
- Community consultation
- Public announcement for the project

July/August 2021

- Designs finalised
- Road closures granted

September 2021

- Delivery of works
- Participatory moment during LDF



City Streets Covid-19 recovery strategy - Phase 3 :

Appendix 4.

Sustrans parklet – Golden Lane area

June 2021

Department of the Built Environment



GOLDEN LANE PARKLET

The City of London and Sustrans want to work with the local community, businesses and schools to design and install a temporary parklet that will provide a pleasant space for community members from all walks of life to visit, rest and meet-up, once it is allowed.

WHAT IS A PARKLET?

A parklet is a mini-park that repurposes a car parking space or part of the road to turn it into a space for recreation, play, socialising or resting. They can be made by extending the pavement and providing things like benches, planting, artwork, cycle stands, giant chess games...the limit is your imagination!



WHY?

The project will help deliver healthier streets and facilitate a space for the community to enjoy while socially distancing outdoors. In the face of the Covid-19 pandemic.

WHERE WILL IT BE?

The parklet will be located near the junction of Golden Lane with Beech Street.

GET INVOLVED!

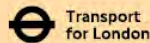
- Fill in our short perception survey and join our mailing list online by scanning the QR code.
- Or fill in our survey available on the leaflets on the side of the postbox we have installed at the Golden Lane / Beech Street junction and simply post them in the box! The survey will be open until 1st March 2021.
- Following the survey, we will be hosting online co-design workshops in March 2021 – if you would like to get involved sign up to our mailing list or contact irene.tortajada@sustrans.org.uk for further information.

We are hoping the parklet will be installed in Spring 2021.

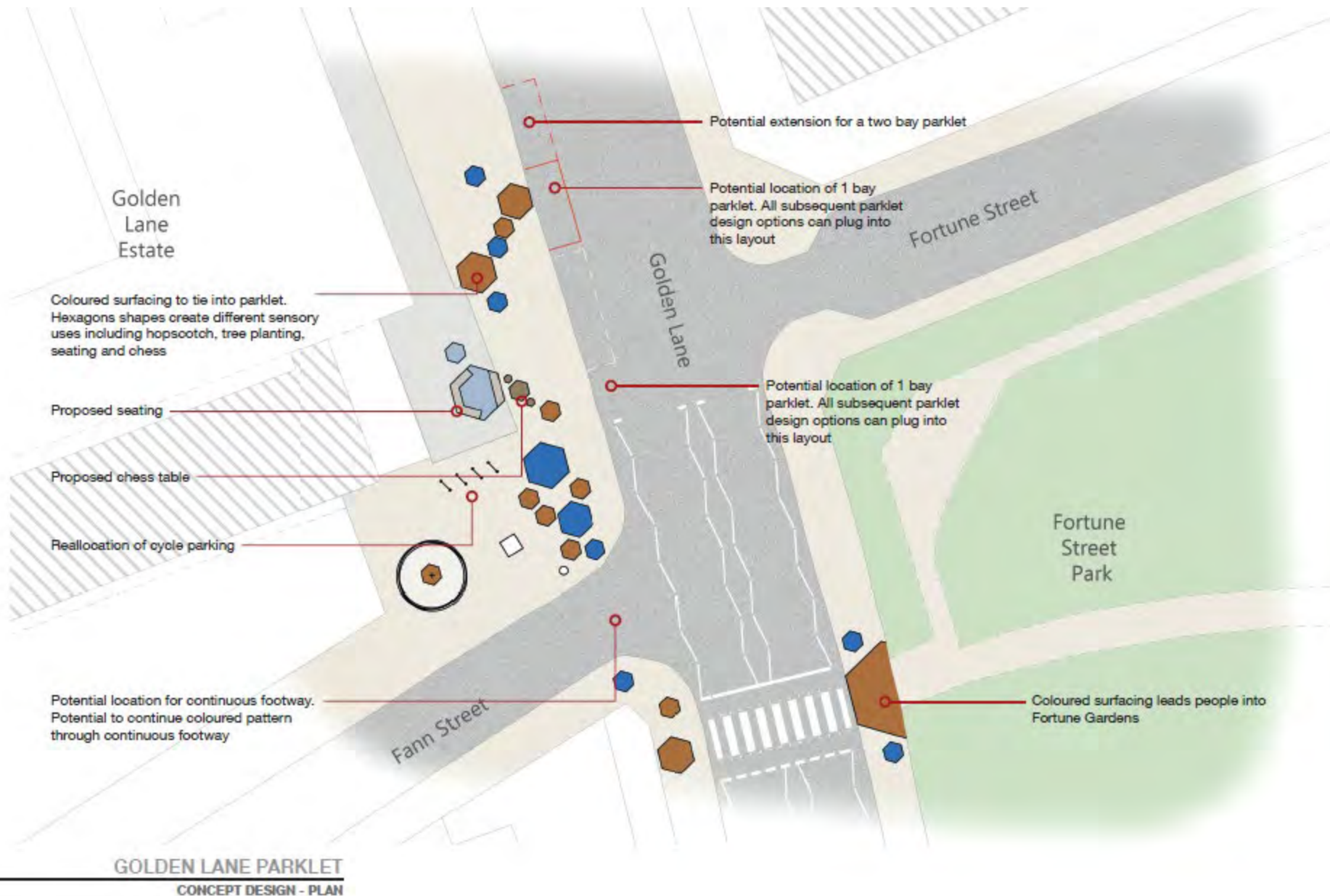


[@sustrans](https://sustrans.org.uk)

Scan the QR code to complete the survey



Project delivered by Sustrans and co-designed with local residents and school



Initial concept design – exact location of parklets to be confirmed

Appendix 5. Risk register

City of London: Projects Procedure Corporate Risks Register

Project Name:			City Streets: Transportation response to support Covid-19 recovery - PHASE 3				PM's overall risk rating:		CRP requested this gateway		Average unmitigated risk		Open Risks		Closed Risks								
Unique project identifier:			ID 12217				Total estimated cost (exec risk):		Total CRP used to date		Average mitigated risk score		3.9		2.3								
General risk classification										Mitigation actions										Ownership & Action			
Risk ID	Gateway	Category	Description of the Risk	Risk Impact Description	Likelihood Classification pre-mitigation	Impact Classification pre-mitigation	Risk score	Costed impact pre-mitigation (£)	Costed Risk Provision requested Y/N	Mitigating actions	Mitigation cost (£)	Likelihood Classification post-mitigation	Impact Classification post-mitigation	Costed impact post-mitigation (£)	Post-Mitigation risk score	CRP used to date	Use of CRP	Date raised	Named Departmental Risk Manager/ Coordinator	Risk owner (Named Officer or External Party)	Date Closed OR/ Realised & moved to Issues	Comment(s)	
R1	5	(4) Contractual/Part nership	Delays to the Procurement of materials	A significant delay to the receipt of materials will impact the programme for implementation	Possible	Serious	6	£0.00	N	Officers have investigated a number of suppliers and lead-in times vary from 2–8 weeks. Officers are confident that the requirements of each location can be met.	£0.00	Possible	Serious	£0.00	6	£0.00	N/A	27/07/2020	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm			
R1	5	(3) Reputation	Objections to installations received from neighbouring occupiers.	Local occupiers or businesses objecting or complaining about the measures delivered	Possible	Serious	6	£0.00	N	Officers will inform businesses about the upcoming installations. Where sites are close to residential areas, seating areas will generally be limited in number and the installations will be closely monitored to ensure amenity is protected	£0.00	Unlikely	Serious	£0.00	4	£0.00	N/A	27/07/2020	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm			
R1	5	(10) Physical	Project not delivered to programme	These measures have to be delivered in a very tight programme and therefore any delays could impact on the programme	Likely	Minor	4	£0.00	N	Map out programme and regular communication with City internal teams to keep project on programme	£0.00	Unlikely	Serious	£0.00	4	£0.00	N/A	27/07/2020	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm			
R1	5	(10) Physical	Unauthorised movement or theft of installations	Installation that are left in streets could be moved or theft	Likely	Minor	4	£0.00	N	the planters that are proposed are generally very heavy and cannot be manually moved. Where necessary benches will be bolted down and where moveable tables and chairs are proposed these will be managed by commercial occupiers via a letter of agreement.	£0.00	Unlikely	Minor	£0.00	2	£0.00	N/A	27/07/2020	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm			
R1	5	(10) Physical	Damage to installations from vehicles	Installations are mainly in areas where traffic is limited however damage could happen from vehicles driving in close proximity	Likely	Minor	4	£0.00	N	Each site will be subject to a road safety audit and any necessary safety measures will be provided.	£0.00	Unlikely	Minor	£0.00	2	£0.00	N/A	27/07/2020	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm			
R3	5	(10) Physical	Impact of external works to the City's work programme	External unforeseen work impacting on delivery of Phase 3 measures	Possible	Minor	3	£0.00	N	Site visit to be undertaken to check site condition and keep regular contact with Highway team	£0.00	Possible	Minor	£0.00	3	£0.00	N/A	27/07/2020	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm			
R4	5	(2) Financial	Unforeseen funding constraint/ conditions implications lead to project delay or unplanned costs	Further resources may be required to identify additional funding or make alternative arrangements if constraints/ conditions that came with existing funding we're originally unforeseen, unappreciated or have subsequently changed.	Likely	Serious	8	£0.00	N	Map out priority sites and adapt the delivery plan to the funding available, and investigate potential alternative funding streams (£106, CIL, TfL, etc)	£0.00	Unlikely	Serious	£0.00	4	£0.00	N/A	27/07/2020	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm			
R5	5	(10) Physical	Accessibility, equalities and/ or security concerns lead to changes being required to either designs or implemented measures that in-turn results in additional resources being required to compensate.	Further changes may be required if accessibility, equalities and/ or security concerns are raised.	Possible	Minor	3	£0.00	N	* Include the City's Accessibility and Security Officers (if required) in design reviews. * Consider involving accessibility groups in an advisory role.	£0.00	Unlikely	Minor	£0.00	2	£0.00	N/A	27/07/2020	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm			

R9	5	(10) Physical	Unforeseen technical and/ or engineering issues identified which leads to delays and additional costs to rectify.	late identification of any engineering or technical issues that disrupt delivery could result in further costs whether they be time, funding or resources.	Unlikely	Minor	2	£0.00	N	* Work with design engineers to review each site at the appropriate time.	£0.00	Rare	Minor	£0.00	1	£0.00	N/A	27/07/2020	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm		
R11	5	(10) Physical	Scheme monitoring and/ or Road Safety Audits identify required changes	Scheme monitoring or Road Safety Audits may identify that the designs and/or measures requires changes. This could result in rework costs or further monitoring to assess whether what's built is safe and suitable.	Unlikely	Minor	2	£0.00	N	* Informally monitor on street as work begins to complete to identify any potential changes whilst the contractor is on-site * Ensure the planned monitoring feeds directly into design reviews	£0.00	Rare	Minor	£0.00	1	£0.00	N/A	27/07/2020	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm		
R12	5	(10) Physical	Extra maintenance being required or measures being required for longer than expected	Current plans include allocations for maintenance and for the measures to be in place for a given amount of time (approx. until the end of the year). Should there be additional maintenance or it becomes necessary for measures to be in place for longer, extra costs will be incurred to facilitate this.	Possible	Serious	6	£0.00	N	* Monitor the usefulness of measures throughout their lifespan to constantly assess their impacts on social distancing. Its possible that those that aren't as effective could be removed and the resource directed elsewhere. * Should the equipment used be found to not be cost effective in terms of on-going maintenance, consider other products that lower this cost * Monitor what other local authorities are doing and share best practice wherever possible.	£0.00	Possible	Minor	£0.00	3	£0.00	N/A	27/01/2021	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm		
R13	5	(11) Compliance/Regulatory	Issues or delays in any required consents such as third party consents, TMO, Permits, etc which cause delays to project delivery	If there was to be any delay in the approval of any required consents, its likely delivery of the measures could suffer from some form of unplanned delay or additional work.	Possible	Minor	3	£0.00	N	* Map out the required consents for each measure and continually monitor & update the consents if required throughout their lifespan * Schedule regular meetings with consent approvers, especially those with long lead in times or complex approval procedures.	£0.00	Unlikely	Minor	£0.00	2	£0.00	N/A	27/07/2020	Clarisse Tavin, City Public Realm	Maria Herera, City Public Realm		