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

**Recommendations**

<p><b>1. Next steps and requested decisions</b></p>	<p><b>Project Description:</b> 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><b>Next Gateway:</b> Gateway 5 - Authority to Start Work (Light)</p> <p><b>Funding Source:</b> £120,000 funded via City Fund and £75,000 funded from S106 agreement from redevelopment of 100 Minorities.</p> <p><b>Next Steps:</b></p> <ol style="list-style-type: none"> <li>1. Gather existing site information to assist design work e.g. Topographical survey, Tree survey information etc.</li> <li>2. Internal design team to redesign the existing playground</li> <li>3. Produce initial sketch designs (RIBA stage 2) based on the available information and produce a preferred option for the playground.</li> </ol>
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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><b>Requested Decisions:</b></p> <ol style="list-style-type: none"> <li>1. That budget of <b>£16,000</b> is approved for staff costs and fees and charges, to reach the next Gateway;</li> <li>2. Note the project budget of <b>£16,000</b> (excluding risk);</li> <li>3. Note the total estimated cost of the project at £195,000(including risk);</li> <li>4. That a Costed Risk Provision of <b>£16,500</b> is approved (to be drawn down via delegation to Chief Officer).</li> </ol>																				
<p><b>2. Resource requirements to reach next Gateway</b></p>	<table border="1" data-bbox="528 1111 1390 1939"> <thead> <tr> <th data-bbox="528 1111 762 1256">Item</th> <th data-bbox="762 1111 1007 1256">Reason</th> <th data-bbox="1007 1111 1198 1256">Funds/ Source of Funding</th> <th data-bbox="1198 1111 1390 1256">Cost (£)</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1256 762 1435">OS Staff costs</td> <td data-bbox="762 1256 1007 1435">Manage project, Project design to RIBA stage 3</td> <td data-bbox="1007 1256 1198 1435">Central resources</td> <td data-bbox="1198 1256 1390 1435">£9,000</td> </tr> <tr> <td data-bbox="528 1435 762 1615">DBE Highways Staff cost</td> <td data-bbox="762 1435 1007 1615">Highway interface design to RIBA stage 3</td> <td data-bbox="1007 1435 1198 1615">Central resources</td> <td data-bbox="1198 1435 1390 1615">£3,000</td> </tr> <tr> <td data-bbox="528 1615 762 1872">Fees and charges</td> <td data-bbox="762 1615 1007 1872">Topographical survey, Tree report, Public Consultation events and printing etc</td> <td data-bbox="1007 1615 1198 1872">Central resources</td> <td data-bbox="1198 1615 1390 1872">£4000</td> </tr> <tr> <td data-bbox="528 1872 762 1939"><b>Total</b></td> <td data-bbox="762 1872 1007 1939"></td> <td data-bbox="1007 1872 1198 1939"></td> <td data-bbox="1198 1872 1390 1939"><b>£16,000</b></td> </tr> </tbody> </table> <p><b>Costed Risk Provision requested for this Gateway: None</b> (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	<b>Total</b>			<b>£16,000</b>
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<p><b>3. Governance arrangements</b></p>	<ul style="list-style-type: none"> <li>• <b>Spending Committee:</b> Open Spaces and City Gardens Committee</li> <li>• <b>Senior Responsible Officer:</b> Martin Rodman, Superintendent of Parks and Gardens</li> <li>• <b>Project Board:</b> No</li> </ul>
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**Project Summary**

<p><b>4. Context</b></p>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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</li> <li>5) Safety surfacing has been identified as a risk due to degradation of materials.</li> <li>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.</li> <li>7) Maintenance costs of this play area has seen increasing impact on local risk budget year on year</li> </ol>
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<p><b>5. Brief description of project</b></p>	<ol style="list-style-type: none"> <li>1) The overall aim of this project is to replace critical end of life play component of the gardens.</li> <li>2) Improve accessibility into and within the site that was compromised as a result of removal of the ramped timber decking.</li> <li>3) The new refurbished play area should deliver safe, stimulating play opportunities for children age 5-13 yrs</li> <li>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.</li> <li>5) Replacement of existing safety surfacing with a more homogenous safety surfacing e.g. Tigermulch</li> <li>6) Retention of all existing trees and planting on site with potential to improve shrub and hedge planting.</li> <li>7) New signage and street furniture</li> </ol>
<p><b>6. Consequences if project not approved</b></p>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>
<p><b>7. SMART project objectives</b></p>	<p><b><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></b></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"> <li>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.</li> <li>2) Introduce safety surfacing that is aesthetically pleasing, but low maintenance and improved accessibility.</li> <li>3) Modest saving for the first 5-10 year period on the repair and maintenance cost each year</li> <li>4) Minimise the risk of future incident claims and complaints, both of which are measurable indicators post completion.</li> </ol>

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

**Options Appraisal**

<b>12. Overview of options</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol>
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**Project Planning**

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

**Resource Implications**

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

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	<b>Funds/Sources of Funding</b>	<b>Cost (£)</b>
	S106 (Relating to the redevelopment of 100 Minorities, London, EC3N 1JY)	£75,000
	Central City Fund resources	£120,000
	<b>Total</b>	<b>£195,000</b>
	<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>	
<b>18. Investment appraisal</b>	N/A payback not possible however project will result in on-going saving to maintenance costs.	
<b>19. Procurement strategy/route to market</b>	<p>Open Spaces in conjunction with City Procurement will lead the procurement process.</p> <ul style="list-style-type: none"> <li>• Mix of internal and external resources will be required to deliver the project. Quotations will be sought for specialist consultant services if required</li> <li>• Competitive tender process for contractor to deliver the works and play equipment provider</li> <li>• Appointments for the requirements will be in line with the Procurement Code.</li> </ul>	
<b>20. Legal implications</b>	<ul style="list-style-type: none"> <li>• Play equipment and associated surface to adhere to current health &amp; safety legislation.</li> </ul>	
<b>21. Corporate property implications</b>	<b>None</b>	
<b>22. Traffic implications</b>	1) Construction stage implications relating to delivery of construction material	
<b>23. Sustainability and energy implications</b>	<ol style="list-style-type: none"> <li>1) Use of sustainable materials in construction where possible.</li> <li>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.</li> </ol>	
<b>24. IS implications</b>	<b>None.</b>	

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

### **Appendices**

<b>Appendix 1</b>	Project Briefing
<b>Appendix 2</b>	Risk Register
<b>Appendix 3</b>	

### **Contact**

<b>Report Author</b>	Madhur Gurjar
<b>Email Address</b>	Madhur.gurjar@cityoflondon.gov.uk
<b>Telephone Number</b>	