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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.