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## Project Briefing

Project identifier			
<b>[1a] Unique Project Identifier</b>	TBC after GW1 and 2	<b>[1b] Departmental Reference Number</b>	TBC
<b>[2] Core Project Name</b>	Morley House, 26-30 Holborn Viaduct City Temple, 31 Holborn Viaduct, London, EC1A 2DE		
<b>[3] Programme Affiliation (if applicable)</b>	N/A		

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Ian Hughes
<b>[5] Senior Responsible Officer</b>	Clarisse Tavin
<b>[6] Project Manager</b>	Marta Woloszczuk

Description and purpose			
<b>[7] Project Description</b>			
To make improvements to the local environment connected to the development of Morley House, 26-30 Holborn Viaduct City Temple, 31 Holborn Viaduct, London, EC1A 2DE			
<b>[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)?</b>			
Under the Section 106 Agreement the developer is obligated to fund the required works on the public highway to mitigate the impacts as a result of the new development Providing amenity space, greening and increase of pedestrian movement in the area around the Development, including Shoe Lane, Stonecutter Street and Plumtree Court. There are further proposals looking at extending the scope of the project down to the Holborn viaduct over Shoe Lane, north to link to Thameslink and Farringdon.			
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>			
[1] People are safe and feel safe. [9] Our spaces are secure, resilient and well-maintained. [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment. [11] Our spaces are digitally and physically well-connected and responsive. [12] Our spaces inspire excellence, enterprise, creativity, and collaboration			
<b>[10] What is the link to the departmental business plan objectives?</b>			
2023/34 business plan <ul style="list-style-type: none"> <li>Deliver key Strategies: Climate Action, City Plan, Transport, Air Quality, Volunteering</li> <li>Provide Thriving, Biodiverse, relevant spaces</li> <li>Improve public security, safety and environmental resilience</li> </ul>			
<b>[11] Note all which apply:</b>			
<b>Officer:</b>	N	<b>Member:</b>	N
<b>Corporate:</b>			N

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Project developed from Officer initiation		Project developed from Member initiation		Project developed as a large scale Corporate initiative	
<b>Mandatory:</b> Compliance with legislation, policy and audit	Y	<b>Sustainability:</b> Essential for business continuity	N	<b>Improvement:</b> New opportunity/ idea that leads to improvement	Y

<b>Project Benchmarking:</b>
<b>[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?</b> <These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>
1) Improved pedestrian access and movement
2) Improved amenity space, lighting, greening and use of high-quality materials.
3) The developer's aspirations and requirements will be met, by ensuring the surrounding highways work is aligned with the development programme.
<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>
N/A
<b>[14] What is the expected delivery cost of this project (range values)[£]?</b>
Lower Range estimate: £300,000 Upper Range estimate: £700,000
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b>
Revenue implications for highways maintenance are anticipated to be of minimum impact and will be confirmed at Gateway 5 when the detailed design will be finalised. These costs will be assessed and covered by the developer under a S278 agreement, thereby mitigating the impact on local risk budgets.
<b>[16] What are the expected sources of funding for this project?</b>
External Section 278 contribution.
<b>[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?</b>
The highway work will be coordinated with the building's planned practical completion currently in Q3 2024.

<b>Project Impact:</b>
<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>
The project will not be a high-profile activity, it is not expected to generate public or media impact.
<b>[19] Who has been actively consulted to develop this project to this stage?</b> <(Add additional internal or external stakeholders where required) >
Chamberlains:                      Officer Name: Simon Owen

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Finance	
Chamberlains: Procurement	Officer Name: N/A
IT	Officer Name: N/A
HR	Officer Name: N/A
Communications	Officer Name: N/A
Corporate Property	Officer Name: N/A
External	Developer of Morley House – M.H. VIADUCT LP
<p><b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b></p> <p><b>Please note the Client supplier departments.</b></p> <p><b>Who will be the Officer responsible for the designing of the project?</b></p> <p><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></p>	
Client	Department: N/A
Supplier	Department: N/A
Supplier	Department: N/A
Project Design Manager	Department: N/A
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>