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## 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>	63-66 Coleman Street S.278		
<b>[3] Programme Affiliation (if applicable)</b>	Standalone Project (Section 278 Highway Works Agreement)		

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Ian Hughes
<b>[5] Senior Responsible Officer</b>	Kristian Turner
<b>[6] Project Manager</b>	Isaac Taylor

Description and purpose
<b>[7] Project Description</b>
<p>The 63-66 Coleman Street project is a Section 278 highway works projects which proposes to reinstate and improve the public highway within proximity of the development. The development is located between Coleman Street to its west, Moorgate to its east and Great Swan Alley to its north.</p> <p>The main proposed feature of the S.278 works will be improving and enhancing Great Swan Alley, creating a new pedestrainised alleyway that is design to be accessible and inclusive.</p> <p>The next steps to reach Gateway 5 include:</p> <ul style="list-style-type: none"> <li>• Negotiations and entering into Section 278 agreement.</li> <li>• Preparatory survey work and liaison with the required statutory undertakers and stakeholders to develop highways and public realm improvements with the developer.</li> </ul>
<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>
<p>A planning permission has been granted for the redevelopment of 63-66 Coleman Street. The linked Section 106 agreement requires the developer to enter into a Section 278 agreement to fund works to the public highway which are considered necessary to make the development acceptable in planning terms.</p> <p>The highway works will improve the public realm around the development which should improve safety and accommodate increased pedestrian and cyclist movements, enhancing the users experience in the City.</p>
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>

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<p>[1] People are safe and feel safe.                  [2] People enjoy good health and wellbeing.                  [3] People have equal opportunities to enrich their lives and those of others and reach their full potential.                  [8] We attract and nurture relevant skills and talent.                  [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.</p>					
<b>[10] What is the link to the departmental business plan objectives?</b>					
<p>1. Creating an accessible and inclusive City which is stimulating, safe and easy to move around.                  2. Improving quality and safety of the environment for workers, residents, and visitors</p>					
<b>[11] Note all which apply:</b>					
<b>Officer:</b> Project developed from Officer initiation	N	<b>Member:</b> Project developed from Member initiation	N	<b>Corporate:</b> Project developed as a large scale Corporate initiative	N
<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	N

<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) To enhance the quality and feel of the public highway surrounding the development.	
2) To create a space that enables greater connectivity for people walking and wheeling.	
3) The Project finishes within a timely manner and within budget	
<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>	
No	
<b>[14] What is the expected delivery cost of this project (range values)[£]?</b>	
Lower Range estimate: £200,000 Upper Range estimate: £500,000	
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b>	
There will be a commuted sum incorporated into the total cost of the project, the value will be agreed at a later Gateway.	
<b>[16] What are the expected sources of funding for this project?</b>	
The expected source of funding will be externally funded via a Section 278 agreement and will not be at the cost of the City of London Corporation.	
<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>	
Lower Range estimate: 01/08/2023 – 01/02/2025	

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Upper Range estimate: 01/08/2023 – 01/08/2025
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<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 should not generate public or media attention which could impact the City of London.	
<b>[19] Who has been actively consulted to develop this project to this stage?</b>	
<(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Darshika Patel
Chamberlains: Procurement	Officer Name:
IT	Officer Name:
HR	Officer Name:
Communications	Officer Name:
Corporate Property	Officer Name:
External	
<b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b>	
<b>Please note the Client supplier departments.</b> <b>Who will be the Officer responsible for the designing of the project?</b> <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:
Supplier	Department:
Supplier	Department:
Project Design Manager	Department:
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>