

PROJECT INITIATION DOCUMENT

(May 2018)

Pocket Parks Programme 2018

Version Control

Version Number	Author and Job Title	Purpose/Change	Date
0.1	Matthew Phelan	<i>Initial version</i>	9 May 2018
<i>0.2</i>	Mel Sirinathsingh	<i>Marner</i>	16 May 2018
<i>0.3</i>	Alice Bigelow	<i>Ropewalk Gardens</i>	22 nd May 2018
<i>0.4</i>	Matthew Phelan	<i>A12</i>	24 May 2018
<i>0.5</i>	Alice Bigelow	<i>Ropewalk and A12 Update</i>	25 May 2018
<i>0.6</i>	Matthew Phelan	<i>Updates to PID</i>	25 May 2018
<i>0.7</i>	David Franks	<i>Chicksand</i>	25 May 2018
<i>0.8</i>	Matthew Phelan	<i>Final review</i>	25 May 2018
<i>0.9</i>	Matthew Phelan	<i>Amendments following finance comments</i>	30 May 2018
<i>1.0</i>	Matthew Phelan	<i>Feedback following finance sub</i>	4 June 2018
<i>1.1</i>	Matthew Phelan	<i>Feedback following IDSG</i>	22 June 2018

Project Initiation Document (PID)

Project Name:	Pocket Parks PID		
Project Start Date:	2016	Project End Date:	2019
Relevant Heads of Terms:	Open Space		
Responsible Directorate:			
Project Manager:	A12 Green Mile: Abdul Khan Ropewalk Outdoor Gym: Alice Bigelow Marner Family Community Space: Mel Srinathsingh, Public Health Chicksand, David Franks		
Tel:	x6037	Mobile:	N/A
Ward:	Borough wide		
Delivery Organisation:	Sustainability Team Parks and Open Spaces Team Public Health Team		
Funds to be passported to an External Organisation? ('Yes', 'No')	Yes		
Does this PID involve awarding a grant? ('Yes', 'No' or 'I don't know')	Yes		

Supplier of Services:	Poplar Harca
Is the relevant Lead Member aware that this project is seeking approval for funding?	Alice to brief Judith / relevant member
Is the relevant Corporate Director aware that this project is seeking approval for funding?	Alice to brief Judith / relevant member
Does this PID seek the approval for capital expenditure of up to £250,000 using a Recorded Corporate Director's Action (RCDA)? (if 'Yes' please append the draft RCDA form for signing to this PID)	No
Has this project had approval for capital expenditure through the Capital Programme Budget-Setting process or through Full Council? ('Yes' or 'No')	No
<u>S106</u>	
Amount of S106 required for this project:	£150,000
S106 Planning Agreement Number(s):	PA/09/02657 PA/13/00494 PA/13/00218 PA/13/01991
<u>CIL</u>	
Amount of CIL required for this project:	£0k
Total CIL/S106 funding sought through this project	£0k
Date of Approval:	20 June 2018

This PID will be referred to the Infrastructure Delivery Steering Group (IDSG):

Organisation	Name	Title
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Organisation	Name	Title
LBTH – Place	Ann Sutcliffe	Divisional Director Property and Major Programmes (<i>Interim Chair</i>)
LBTH – Place	Owen Whalley	Divisional Director Planning & Building Control
LBTH – Resources	Paul Leeson	Business Manager
LBTH – Place	Andy Scott	Acting Service Head for Economic Development
LBTH – Place	Matthew Pullen	Infrastructure Planning Manager
LBTH – Governance	Fleur Francis	Team Leader, Planning Legal
LBTH – Governance	Sophie Chapman	Planning Lawyer
LBTH – Governance	Andy Simpson	Business Improvement & S106 Programme Manager
LBTH – Governance	Helen Green	S106 Portfolio Coordinator
LBTH – Governance	Tope Alegbeleye	Strategy, Policy & Performance Officer
LBTH – Governance	Oscar Ford	Service Manager - Strategy, Performance & Resources
LBTH – Health, Adults and Community	Matthew Phelan	Programme Lead for Healthy Environments
LBTH – Children's	Janice Beck	Head of Building Development
LBTH – Place		Strategic Planning Manager
LBTH – Place	Paul Buckenham	Development Manager
LBTH – Place	Alison Thomas	Head of Housing Strategy, Partnerships and Affordable Housing Strategy, Sustainability and Regeneration
LBTH – Place	Richard Chilcott	Head of Asset Management
LBTH – Place	Jonathan Taylor	Sustainable Development Team Leader
LBTH – Place	Abdul J Khan	Service Manager, Energy & Sustainability
LBTH – Place	Christopher Horton	Infrastructure Planning Team Leader

Related Documents

ID	Document Name	Document Description	File Location
If copies of the related documents are required, contact the Project Manager			

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1.0 Purpose of the Project Initiation Document

- 1.1 This Project Initiation Document (PID) document sets out proposals to deliver 4 projects associated with Pocket Parks Programme of work. The Pocket Parks Programme aims to deliver a package of projects which will:
- Improve existing small green spaces
 - Transform discussed or neglected areas of land into pocket parks for community use. The programme focusses on a number of sites which will be developed and delivered over the course of a year.
- 1.2 In April 2018, Public Health presented a Change Note on the Marner Family and Community Space Project. It was recommended that due to delays with delivery of the entire Pocket Parks Programme that projects leads provide a refresh PID outlining explanatory detail on the proposed projects, their outcomes, forecasting and deliverables to date..
- 1.3 A pocket park (also known as a parkette, mini-park, vest-pocket park or vesty park) is a small park accessible to the general public. Pocket parks are frequently created on a single vacant building lot or on small, irregular pieces of land. They also may be created as a component of the public space requirement of large building projects. Pocket parks can be urban, suburban or rural, and can be on public or private land. Pocket Parks provide greenery, a place to sit outdoors, and sometimes a children's playground.
- 1.4 In highly urbanized areas, pocket parks are the only option for creating new public spaces without large-scale redevelopment. In inner-city areas, pocket parks are often part of urban regeneration plans and provide areas where wildlife such as birds can establish a foothold.

2.0 Section 106/CIL Context

Background

- 2.1 Section 106 (S106) of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated between a LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.
- 2.2 CIL is a £ per square metre charge on most new developments. In April 2015, the

council adopted its own CIL Charging Schedule. CIL must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, where a specific project or type of project is set out in the [Council's Regulation 123 List](#).

- 2.3 On the 5th January 2016, the Mayor in Cabinet agreed the implementation of a new Infrastructure Delivery Framework which will help ensure the process concerning the approval and funding of infrastructure using CIL/S106 will be appropriately informed and transparent.

S106

- 2.4 The Section 106 (S106) of the Town and Country Planning Act 1990 allows a LPA to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated, between a LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.
- 2.5 This S106 PID is part of the Tower Hamlets Council S106 Delivery Portfolio and is aligned with the agreed Heads of Terms (HoT) for the Deed creating Planning Obligations and undertakings for the development.
- 2.6 The contributions outlined below will now be used to progress the project.

Table 1 Breakdown of funding from original PID including changes of total amount requested for each project

Planning Application	HOFT	Site Address	Expiry Date	Funding Requirements	Total Agreed	Total requested for this project	Allocated to:	
PA/09/02657	LSOS	Land bounded by Cordelia St, carron close and chrisp St	27/06/2020	provision of open space within the LBTH	£65,452.36	£53,452.36	£30,000	A12 Green mile Project
							£7,502.04	Marner Family Community Play spaces
							£15,950.32	Ropewalk Gardens
PA/13/00494	LSOS	86 Brick Lane, E1 6RL	10 years from date of practical completion	towards open space improvements in the vicinity of the land	£200,000	£50,000	£48,000	Chicksand East (280m from site)

							£2,000	Ropewalk Gardens Pocket Park (881m from contribution source)
PA/13/00218	LSOS	Aldgate Place	10 years from date of practical completion	for the provision of new open space or improvements to existing open space in the following locations (in order of priority) (a) Whitechapel ward, (b) wards adjoining Whitechapel ward, (c) and other part of the borough	863,392.00*	£20,049.68	£20,049.68	Ropewalk Gardens Pocket Park (Whitechapel Ward)
PA/13/01991	LSOS	Former St. Andrews Hospital	16/07/2024	towards public open space in the borough	£26,497.96	£26,497.96	£26,497.96	Marner Family Community Play spaces
						£150,000	£150,000	

* Allocated to Whitechapel Open Space = £140,622,
Whitechapel Meanwhile = £40,222,
Whitechapel Open Space Ph2 = £662,498.32

CIL

2.11 This PID does not seek approval for the expenditure of CIL funding

3.0 Equalities Analysis

3.1 When making decisions, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). A proportionate level of equality analysis is required to discharge the duty.

3.2 An Equity Analysis Quality Assurance Checklist has been completed for this PID Project which confirms the equal benefit created through the introduction of the Pocket Parks programme. The project will positively enhance the health and wellbeing of all users of the open space. There is no evidence that the project will

have any adverse effects on people who share Protected Characteristics.

- 3.4 The Pocket Park Programme will be fully compliant with the requirements and philosophy of the 2010 Equality Act and the Disability Equality Duty contained within the Disability Discrimination Act. All referenced standards and planning guidance within these documents will be adhered to.

4.0 Legal Comments

[LBTH Legal Services to provide commentary – the Business Assurance Team will send these to Legal Services in accordance with the relevant timescales.]

- 4.1 XXXX

5.0 Overview of the Project

- 5.1 This is a refreshed PID following the 'Pocket Parks PID' 2016. There have been significant delays to the programme due to lack of ownership, therefore new project leads have been identified, outcomes have been reviewed to support project deliverables.

Parks and open spaces are a scarce resource in Tower Hamlets with many parts of the borough significantly below national access standards. The Pocket Parks programme provides a creative means of bringing neglected, poorly used spaces back into vibrant use. In addition as a Mayoral priority it also meets the desires of residents to be engaged and involved in improving local small spaces in partnership with the Council. This is an innovative approach to both sustaining and managing open spaces. The programme comprises of 5 projects across the borough.

Business Case

- 6.1 Whilst Tower Hamlets has limited parks and open spaces, it is committed to working with partners to identify and make available green spaces on their land for residents to access and enjoy. The overall aim of the Pocket Parks Programme is therefore in keeping with this ambition to deliver improvements to small green spaces by transforming underutilised or neglected areas of land into viable pocket parks for community use. Such provision increases use of pocket parks and increase health and wellbeing of residents. The additional use of an app also adds a new and dynamic way of encouraging and motivating people to make use of outdoor gyms and pocket parks.

- 6.2 The Pocket Parks programme will improve the outlook of the borough and transform under used green spaces into attractive areas that people choose to use. The A12 Green Mile will be managed by Transport for London, with the remaining ones managed by a combination of the Council, Poplar HARCA and Tower Hamlets Homes with residents and community organisations taking an active role. Both Poplar HARCA and Tower Hamlets Homes has experience in maintaining green spaces as part of their property portfolio.
- 6.3 By empowering local residents, community organisations or other strategic partners to take responsibility for identified open space, the financial burden on the Council is greatly reduced. In the long term there are also significant benefits to be gained from this approach with residents more engaged and involved. This is in addition to gains from increased health and wellbeing from accessing and making use of outdoor spaces and gyms.

7.0 Approach

- 7.1 The Pocket Park Programme compliments the Councils existing provision by working with parks. It also links in with key Councils Open Space Strategy, which is to ensure the borough's parks and open spaces improve the quality of life for those living and working in the borough. Tower Hamlets Parks and open spaces are important elements of all the borough's community plan themes: living safely; living well; creating and sharing prosperity; learning achievement, leisure and excellent public services.
- 7.2 Under the key priority of the Community Plan of creating a better place for learning, achievement and leisure, the Strategic Plan states that the Council wants to improve the provision and quality of public open space. This is underpinned by the Council's Open Space Strategy.
- 7.3 This programme of work commenced in July 2016 however, there have been significant delays to delivery therefore Project leads decided to review propose outcomes in line with current strategic direction.

Grants Process

- 7.4 This PID will also need to go through the Grants Funding Process, as this project Proposes work on non-Council owned land, in the case of Marner, this land is owned by the diocese. The PID will therefore be reviewed by the Grants Scrutiny Sub-Committee (GSSC) prior to being reviewed by the Mayor and relevant councillors at Grants Determination Sub-Committee (GDSC).

Project Objectives

7.5 The following objectives have been set by for the project:

- Increase access to open spaces
- Encourage healthy living
- Promote sustainable food growing
- Promote green skills and sustainable approaches to design, management and maintenance.
- Improve local landscape
- Improve air quality
- Reduce Pollution
- Improve Community cohesion

Project Drivers

- 7.6 The Improving Health and Well Being Strategy, first developed in 2006 and refreshed in 2010 and 2012, sets out an ambitious programme to improve and develop local services and underpins the borough's vision to improve the quality of life for everyone who grows up, lives and works in Tower Hamlets.
- 7.7 Under the key priority of the Community Plan of creating a better place for learning, achievement and leisure, the Strategic Plan states that the Council wants to improve the provision and quality of public open space. This is underpinned by the Council's Open Space Strategy.
- 7.8 Furthermore the projects also address the All London Green Grid policy, as set out by the Mayor of London. The policy aims to achieve the following:
- Increase access to open spaces
 - Encourage healthy living
 - Promote sustainable food growing
 - Promote green skills and sustainable approaches to design, management and maintenance.
- 7.9 In addition, the A12 Green Mile project links in with a number of strategies developed by TFL, Central Government and LBTH. Furthermore, the Local Development Framework: Core Strategy from LBTH also identifies several improvements which will come about by improving parts of the A12 which is also supported by TFLs' A12 strategy. All of these strategies aim to secure the following benefits:-
- Improve local landscape
 - Improve air quality
 - Reduce pollution

- Improve community cohesion

7.10 This project will:

- Create an outdoor gym, with equipment options and design chosen by the local community.
- Create an outdoor green/social space for mixed community use, in partnership through local community consultation
- Pilot initiatives to test effectiveness and impact noise attenuation, reduction in air pollution, retro-fitted drainage and environmental enhancement.
- Transform underused green space into a welcoming, safe open space for children and adults.

8 Approach to Delivery and On-going Maintenance/Operation

- 8.1 The Council will apply effective public procurement, prioritising good design outcomes to maximise the social, environmental and economic benefits of the development.

9 Infrastructure Planning Evidence Base Context

- 9.1 The Infrastructure Delivery Framework: Evidence Base identifies the Boroughs infrastructure needs and informs the allocation of CIL & S106 funding. The IDF: Evidence Base was last reported to the Infrastructure Delivery Board on 7th November 2017 and identified 'A12 Improvements' and 'Open Space Improvements', such as 'Pockets Parks' as 'desirable' infrastructure.
- 8.2 The IDF Evidence Base is currently being reviewed, with inputs from service areas, prior to being reported to MAB for final approval. The proposed and revised iteration of the evidence base adds a more detailed description than was previously included.

Individual Projects:

Project 1: A12 Green Mile

The A12 Green Mile is an initiative stretching between the Bow Flyover and the entrance to the Blackwall Tunnel. This location was the subject of TfL's '**A12 Corridor Study**' (Final Report, March 2015) aimed at tackling environmental issues. It set out options for bold interventions to improve accessibility, (particularly by walking and cycling), overcome severance, mitigate noise and air quality issues, and support the planned regeneration of the area.

The **A12 Green Mile Report** by LBTH and Poplar HARCA formed an appendix to this study and specifically identified short-term options for 'greening' the A12 before the more permanent interventions can be realised. Its objective is to design, install and test the effectiveness and impact of a range of initiatives around, noise attenuation, reduction in air pollution, retro-fitted sustainable drainage techniques, and environmental enhancements.

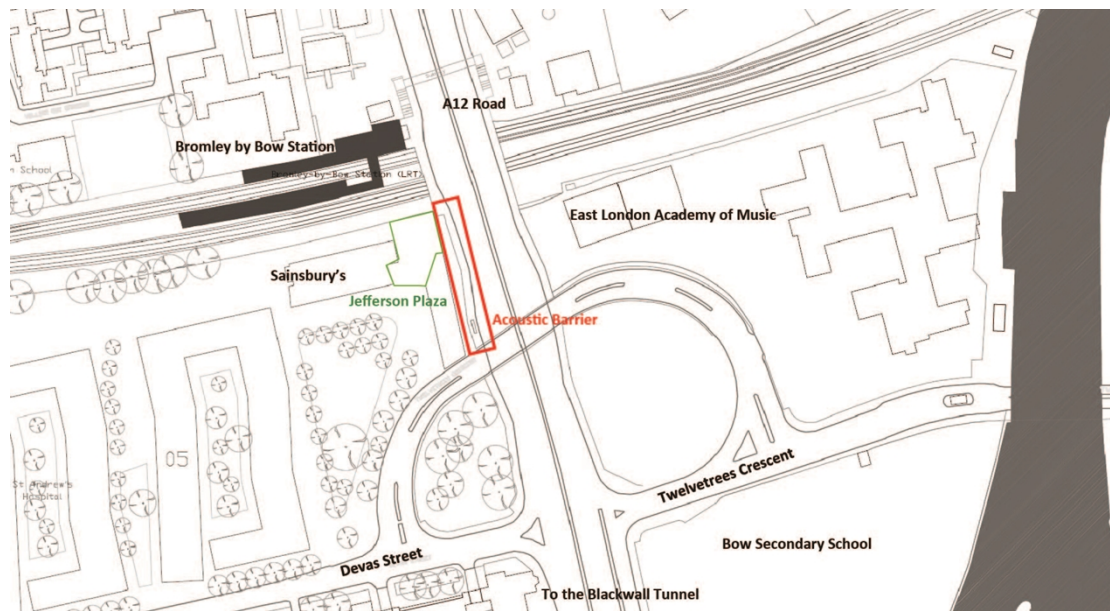
The Pocket Park is one such project, and which complements the **A12 Acoustic Barrier** (which is now fully funded as part of the Green Mile). The Pocket Park is located adjacent to the A12, just to the south of the Bromley by Bow Station, opposite the Sainsbury's Local Food Store and the currently vacant community building. The footpath is wider at this location (5 metres) and is adjacent to a small public space at Jefferson Plaza (see Figure 1 below).

Currently the space is 'windswept', noisy, and lacks definition. As a result is inhospitable and underused, even although it has adjacent ground floor uses that could make it a convenient and safe space for pedestrians to dwell and traverse.

The purpose of the Pocket Park is to enhance and exploit the benefits of a newly introduced Acoustic Barrier along this section of the A12 and to show what can be achieved in these complicated spaces. The Pocket Park in this location will show how it is possible to bring back into use previously lost areas of the public realm because of hostile environments.

The Pocket Park Project will allow a specific design to be tested in these environments, with the use of planting to soften the harshness of the sites appearance and to further reduce noise, the possible introduction of 'white noise' as a distraction, and enhanced lighting to improve safety and security.

Figure 1: Location of A12 Green Mile Pocket Park



To support this, the project will also be part of a wider initiative that will include the University of East London (engaged as part of the A12 Green Mile Acoustic Barrier) to test and monitor noise levels and air pollution levels with a before and after comparison. The results will be published as a report by (UEL). Part of this survey will include perception testing with sample groups of residents to inform the visual and environmental perceived quality of the final installation. The Pocket Park will form an important part of this testing.

A12 Green Mile – Project Deliverables

This A12 Green Mile project comprises a small-scale project that can be delivered in the short-term. Phase 1 will introduce a series of initiatives aimed at designing, implementing, testing and monitoring innovative solutions around noise attenuation, air pollution reduction, retro-fitted sustainable drainage and environmental enhancement. Some of the materials used will be new in this context and will be introduced in innovative ways achieving striking design solutions.

The Pocket Park will enhance and extend the proposed acoustic barrier to promote greening programmes, such as trees and greens walls to further reduce noise pollution and promote air quality.

Financial Profiling					
Description	2018/19				Total
	Q1	Q2	Q3	Q4	
Procurement		500			500
Design		4,000			4,000
Mobilisation			1,500		1,500

Landscape Works			12,000	6,500	18,500
Project Management		1000	1000	1,000	3,000
Snagging and Contingency				2,500	2,500
Total		5,500	14,500	10,000	30,000

Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	Procurement	£500	By July 2018
2	Design	£4,000	By September 2018
3	Mobilisation	£1,500	By October 2018
4	Landscape Works	£18,500	By January 2019
5	Project Management	£3,000	By January 2019
6	Snagging and Contingency	£2,500	By February 2019
Total		£30,000	

Project 2: Ropewalk Gardens

The idea for an outdoor gym emerged from a request and subsequent petition from the patient participation group at Whitechapel Health Centre.

It was proposed that an outdoor gym, with equipment options and design chosen by the local community would be put into Ropewalk Gardens as an outdoor space which can be easily accessed by the patients from Whitechapel Health Centre and City Wellbeing Practice.

This provision will benefit local people in the Whitechapel area and it reflects the Whitechapel Vision and its ambition to transform the public realm and create a better environment. This project aims to include detailed consultation and involvement with the Whitechapel Patient Participation Group, as well as an activation programme and a launch event.

In February 2017 funding for an urban gyms programme was approved under Mayoral Priority 1.4 'More people living healthily and independently for longer' – to extend the number of outdoor gyms in parks within Tower Hamlets and improve the facilities of those which already operate for residents and visitors to use. It was recognised that cost and lack of access are two important barriers to people participating in regular physical activity. 'The provision of outdoor gyms by the Council, are a simple and innovative way to improve health outcomes whilst maximising access to facilities for all sections of the community'.

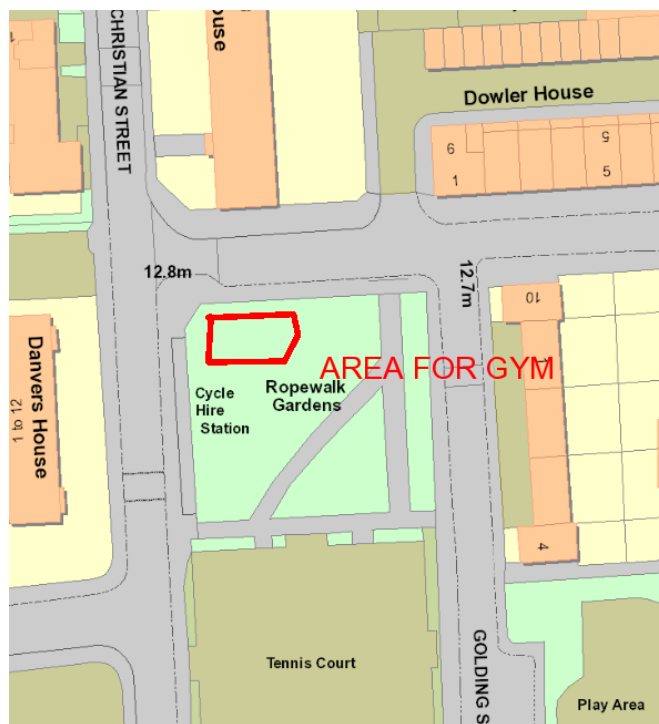
In order to secure value for money and in compliance with procurement requirements, the Pocket Parks Outdoor Gym at Ropewalk Gardens project has been planned and tendered alongside the other outdoor gyms funded through the Mayor's Fund.

In December 2017, a package of outdoor gyms was tendered, and The Great Outdoor Gym Company was appointed. In early February 2018, a lively consultation event took place with the Whitechapel Patient Participation Group, and in early March the gym was installed as the first of the full gym programme.

A mini activation programme is scheduled to start in early summer, with a more extensive activation programme, to be funded through the Mayor's Fund Gym project, to start during the school holiday period and to run for three years. A launch event and fun day is scheduled for July 30th from 11am to 4pm.

The new outdoor gym was passed to the Green Team for RPII inspections to be undertaken weekly, monthly and annually. All repairs for a seven year period are covered

by the extended warranty from the Great Outdoor Gym Company. At the end of that time, responsibility for repairs will pass to the Green Team.



Project deliverables for this project are: community engagement and co-design; provision of an outdoor gym; activation programme of classes and activities to encourage residents to use the gym; a summer fun day and gym launch.

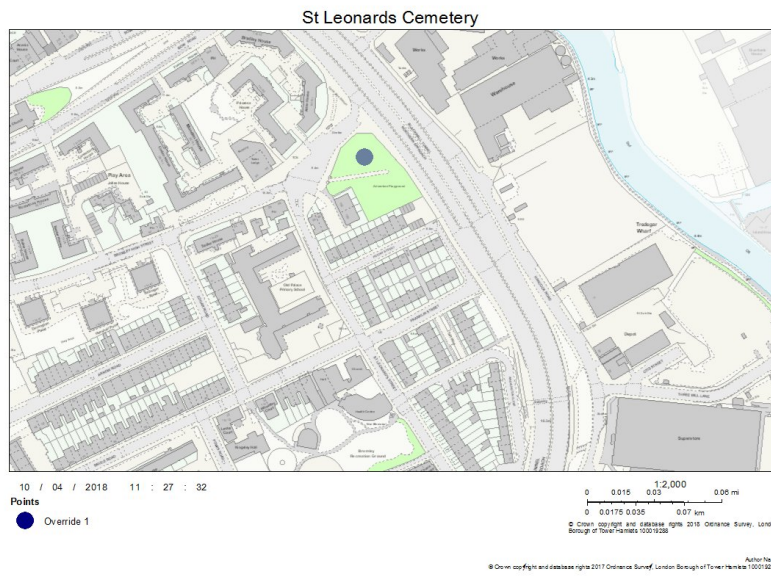
Financial Profiling						
Description	2017-18	2018-19				Total
	Q4	Q1	Q2	Q3	Q4	
Equipment and installation	16677	5323				22000
Consultation, Participation, Activation, Launch Promotion		6000		4000		10000
Evaluation					3000	3000
Project Management				3000		3000
	16677	11323	0	7000	3000	38000

Ropewalk Gardens (Nb. The profile spend reflects the Ropewalk Gardens project only and not the wider Outdoor Gym programme which is reflected in documentation for the Outdoor Gym project).

Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	Start consultation and joint planning process with Whitechapel Patient Participation Group	2,000	3rd February 2018
2	Gym, ground surface, and associated works incl. warrantee 7 years	22,000	15 th March 2018
3	Commence Activation Programme	3,000	End July 2018
4	Promotion & Launch Event	5,000	30 July 2018
5	Completion programme evaluation	3,000	1 June 2019
6	Project Management	3,000	1 December 2018
Total		38,000	

Project 3: Marner Family and Community Space

This project will be designed in consultation with families and residents with the aim to create an outdoor green/social space for mixed community use, focused primarily on air quality. The garden proposes to encourage greenery, biodiversity, and specialist planting of greenery that absorbs air pollutants, and varieties whose leaves change colour when effected by pollutants. The aim is that this will serve as an educative garden on issues of air pollution as well as itself contribute to cleaning the local air of road pollutants.



The project deliverables include: feasibility studies, community engagement and co-design; outdoor green space for mixed use; community garden, with plants and trees for educating on and treating air quality; paths, teaching areas eg large feasting table, and picnic areas. The land is owned by the local diocese, and a formal structure for long term maintenance of the site is expected to be led by a community-led 'Friends of St Leonards' group that is formalised throughout the engagement process. We expect this will comprise the local church, members of Bromley by Bow Centre, local school representatives, pupils and parents, and local residents.

The land at Marner is owned by the diocese and although we have permission to work on and access this site, we propose to go through the Grants process to ratify this with the Grants committee.

Financial Profiling						
Description	2018	2019				Total
	Q4	Q1	Q2	Q3	Q4	
Community engagement, consultation	£5500	£4000				£9,500

Feasibility study for site development	£3000					£3000
Co-design workshops with local stakeholders	-		£2000			£2000
Physical delivery: Acoustic fencing*				£8000		£8000
Physical delivery: Interpretation panels x3				£2500		£2500
Physical delivery: Planting, picnic benches, path laying, growing beds					£4500	£4500
Completion event and workshops					£1000	£1000
Project management (10%)						£3400
Total						£34000

**Estimate from Jackson's Fencing for 60m x 2m acoustic wooden fencing. This is a high end figure for specialist infrastructure that may not be required and will be decided following sound testing.*

Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	Community engagement activities	£12,500	May/June 2018
2	Air quality monitoring report	£750	End June 2018
	Engagement and feasibility report written	(As part of above spend)	Early July 2018
3	Community co-design workshops	£2000	End of July 2018
4	Delivery schedule agreed	-	End of August 2018
5	Delivery	£17,750	Oct 2018— March 2019*
6	Completion event, launch and workshop	£1000	April 2019**
Total		£34,000	

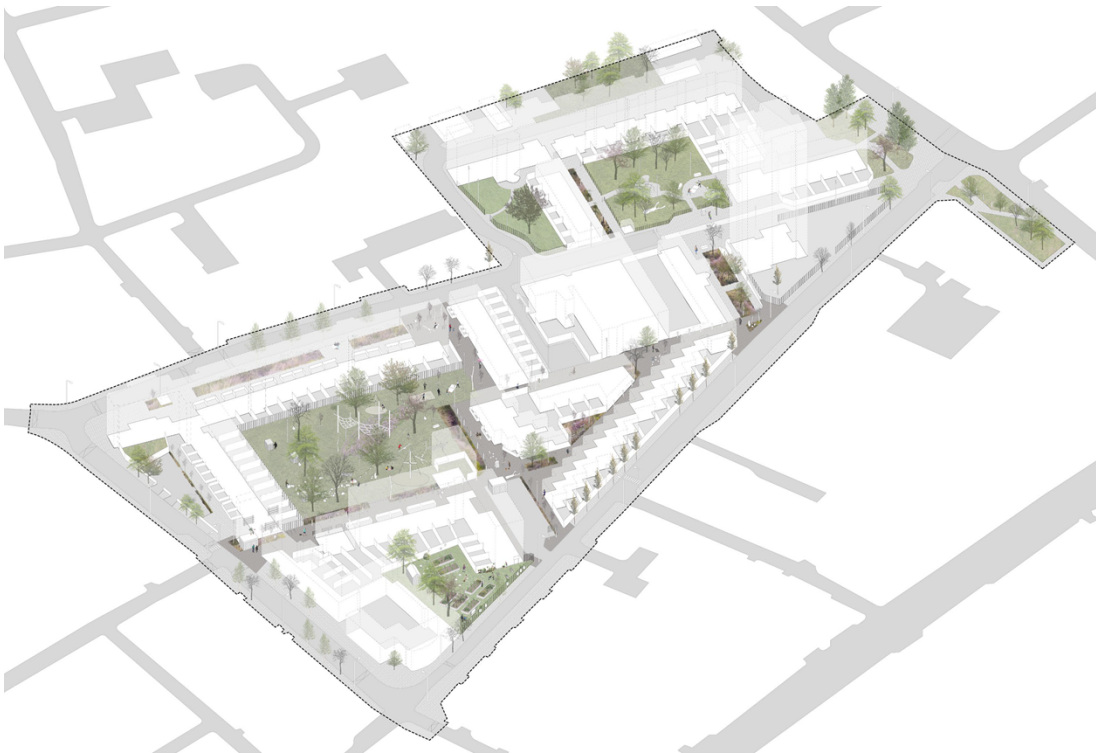
**, ** These dates are estimates, pending seasonal weather and optimal times for planting and installation of larger infrastructure.*

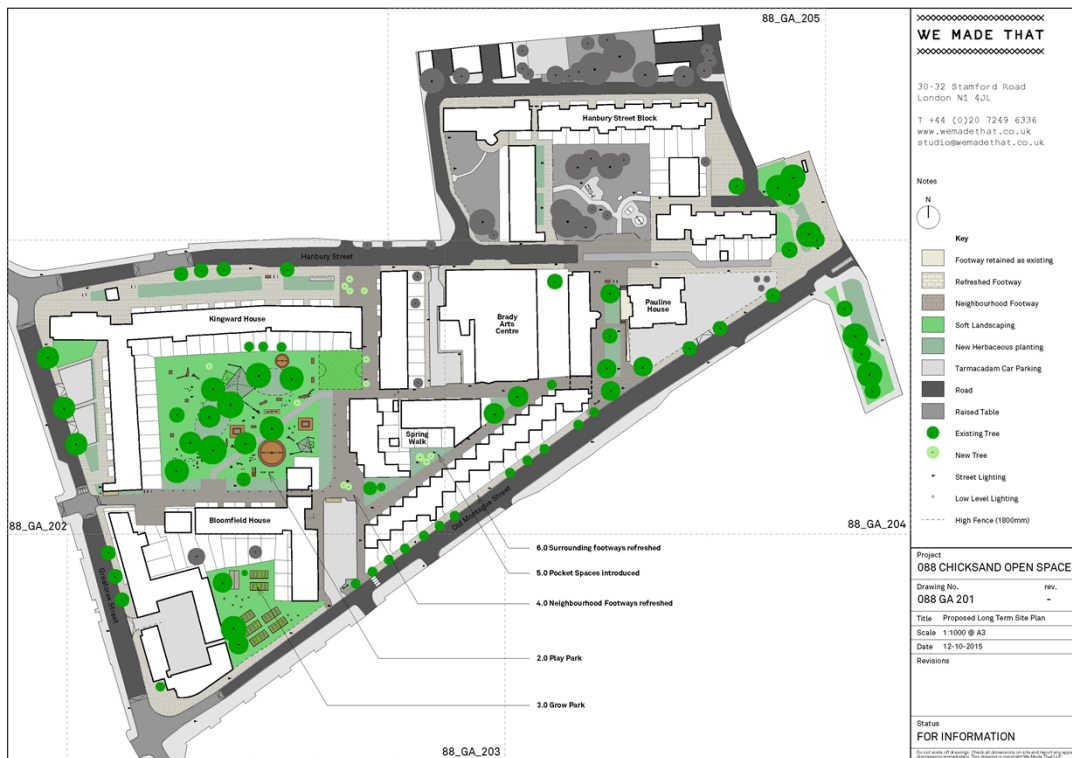
Project 4: Chicksand

The project aims to transform the underused green space between Kingwood and Bloomfield House on the Chicksand East Estate into a welcoming, safe open space for children and adults, including, seating, quiet spaces, natural planting areas and community growing garden that will encourage residents to use, care and value their green space.



The design of the green spaces will be developed in conjunction with the Chicksand residents over the June to August 2018 period, the diagrams below are indicative. It is envisaged that the programme will last over three years, with the tenants taking responsibility for management of the spaces at the end of that period.





The deliverables of the project are as follows, to work with residents and officers to develop the Estate Design Plan, develop proposals that will improve the external open space on the Chicksand East Estate that will make the area feel safer, more attractive and encourage residents to want to use the outside areas surrounding their homes, to be more neighbourly and active , create a framework for investment associated with the wider regeneration of the Whitechapel Vision area, maintain resident engagement and initiate work and training opportunities for residents at the implementation stage and pilot a process of guiding change that can be implemented on other estates within the Whitechapel Vision area.

Financial Profiling						
Description	2018	2019				Total
	Q4	Q1	Q2	Q3	Q4	
Consultation, engagement and development of contractor brief	24973					24973
Planting & works	13,027					13,027
Total	48,000					48,000

Project Outputs/Milestone and Spend Profile				
ID	Milestone Title		Baseline Spend	Baseline Delivery Date
1	RIBA stage presentation	2	£7,293.25	19th Feb 2018
2	RIBA stage presentation	3	£4,818.25	2nd April 2018
3	RIBA stage 4 completed		£7,343.25	25th June 2018
4	RIBA stages 5 to 7		£5,518.25	17th Sept 2018
5	Planting & works		13,027	17 th Sept 2018
6				
Total			£38,000	

****These dates are estimates.***

The Chicksand Estate Landscape Improvements is being funded by two interrelated PIDs, this Pocket Parks Programme (£48,000) and the Whitechapel Public Realm Improvements Projects £227,000, totalling up to £275,000, including any potential contingency. The Whitechapel Public Realm PID is supported by Section 106, PA/13/00218.

The overall landscape budget is £198,180 plus estimated Capital delivery Team fees (£19,818) totalling £218,000, including an estimated £16,000 capital from the Pocket Parks PID

Related Projects

9.4 Recognising the importance of green space and improved health and wellbeing, the 'Healthy lifestyles PID' was approved in 2015 to make environmental improvements to promote the health outcomes of our residents. To further develop the concept of 'Outdoor Gyms' the Mayor's fund is also funding an outdoor gyms programme of work.

9.5 Ongoing maintenance of each project will be delivered by:

Ongoing Maintenance	
Description	
Project 1: Green Mile	Transport for London (agreement and funding to support ongoing maintenance has been reached)
Project 2: Ropewalk Gardens	The gym is subject to a 7 year warranty from the Great Outdoor Gym Company. Weekly, Monthly and Annual Inspections are being carried out by the Green Team, and all repairs are referred to TGOGC. After the 7 year period, responsibility for maintenance will be passed to the Green Team.
Project 3: Marner Family and Community Space	A 'Friends of...' group or formalised arrangement with existing community group to manage day-to-day operations of the green space. Ongoing agreement with LBTH Parks for x4/year rough cut o shrubs and brambles.
Project 4: Chicksand	It is expected that tenants will provide the ongoing maintenance.

10 Opportunity Cost of Delivering the Project

10.1 These environmental improvements will in particular make it easier for children and families to be more physically active. Green space also has positive impact on mental wellbeing. Increasing and improving the provision of green space to overcome the deficiency of open space is seen as one of the major challenges to encouraging healthier lifestyles, thus reducing the demand on NHS services.

10.0 Local Employment and Enterprise Opportunities

10.1 Procurement imperative for maximising local benefits as agreed by Members will be integrated into the tendering documentation in consultation with the procurement team.

- 10.2 We recognise that providing local employment initiatives is an integral part of delivering upcoming projects, however, where term contractors are in place, we are limited in making changes.

11 Financial Programming and Timeline

Project Budget

- 11.1 Table 2 below sets out the details of the project's budget and funding sources.

Financial Resources			
Description	Amount	Funding Source	Funding (Capital/Revenue)
Project 1: Green Mile	£30k	S106	Capital
Project 2: Ropewalk Gardens	£38k	S106	Capital
Project 3: Marner Family and Community Space	£34k	S106	Capital
Project 4: Chicksand	£48k	S106	Capital
Total	£150,000.00		

Projected costs are estimates on the basis of the current market conditions and are benchmarked against similar projects recently delivered and currently in development e.g. Outdoor Gym Programme.

12 Project Team

- 12.1 The Project will be managed by project managers for individual elements of the project, with overall responsibility for reporting of Pockets Park PID by Open Spaces team.:

- Project Sponsor: Judith St John, Director of Culture, Learning and Leisure
- Alice Bigelow, Parks and Open Spaces (Ropewalk)
- Melanie Sirinathsingh, Healthy environment's project manager (Marner)
- Abdul Khan, Service Manager - Energy and Sustainability (A12)
- David Black, Poplar Harca Project Manager (A12)
- Brenda Scotland, Public Health Programme Manager (Chicksand)

- David Franks, Regeneration Specialist Project Officer (Chicksand)
- Alison Dickens, Interim Parks Manager (Ropewalk)
- Fokrul Hoque, Tower Hamlets Homes

13 Project Reporting Arrangements

- 13.1 Direct progress reporting will be dealt with via individual project work streams through the designated project manager highlighted in section 16. In addition, progress reporting will be provided to the Council through via Open Space team who will act as project sponsor.

14 Quality Statement

- 14.1 The project will conform to Council internal controls for assessment and reporting as designated within the established control frameworks. Procurement guidelines will be followed to ensure best value and high quality provision for the Pocket Parks work programme.

15 Key Risks

- 15.1 The key risks to this project are set out in the Table 6 below:

Table 6							
Risk No.	Risk	Triggers	Consequences	Controls	Likelihood	Impact	Total
1	Further delays to project delivery	Lack of delivery against proposed 2016 PID	Delays to work programme delivery.	Review Pocket Park PID to repurpose and identify relevant project leads to ensure prompt delivery	2	2	4
2	Potential cost exceeds budget	Increase scope project deliverables	Overspend/ phase implementation	Regular finance meetings with contractors to manage costs	2	3	6
3	Works not	Alteration to	Lose time	Tightly defined	2	4	8

Table 6

Risk No.	Risk	Triggers	Consequences	Controls	Likelihood	Impact	Total
	delivered on time	scope of work, unidentified additional works	Additional funding may be required	plan and agreed delivery programme			
4	Work not of satisfactory quality		Additional cost in rectifying	Consult with residents on each project prior to implementation	1	2	2
5	Unforeseen site conditions	Results of site survey, feasibility studies	Increase costs Delay in delivery	Use of design information already available	1	2	2

16 Key Project Stakeholders

16.1 The principal stakeholders are shown in Table 6 below and will be engaged from the earliest stages of the project and through to project closure. The key stakeholders will be engaged as required, after delivery is completed.

Key Stakeholders	Role	Communication Method	Frequency
Alice Bigelow	Project Lead Ropewalk Garden Outdoor Gym	Project Working Groups	Monthly
Abdul Khan	Project Lead A12 Green Mile	Project Working Groups	Monthly
Matthew Pullen	Project Lead Chicksand East	Project Working Groups	Monthly
Mel Sirinathsingh	Project Lead	Project Working Groups	Monthly
Tower Hamlet Homes	Manager of Chicksand Housing Estate	Project Working Groups, face to face and email	Monthly
Poplar Harca	Delivery agent	Project Working Groups, face to face	Monthly

Key Stakeholders	Role	Communication Method	Frequency
		and email	
Women's Environmental Network(WEN)	Delivery Agent	Project Working Groups, face to face and email	Monthly, with regular phone and email communication
St Leonards Diocese	Strategic Partner	Project Working Groups, face to face and email	Monthly
Tower Hamlets Cemetery Trust	Strategic Partner	Project Working Groups, face to face and email	Monthly
TfL	Sponsor	Project Working Groups, face to face and email	Monthly
Alison Dickens	Project Manager Outdoor Gyms	Project Team Face to face and email	Monthly
Susie Crome	Public Health	Project Team Face to face and email	Monthly
Lisa Pottinger	Sports Development	Project Team Face to face and email	Monthly
Tim Clee	Sports Development	Project Team Face to face and email	Monthly
Mohammed Raja	Parks and Open Spaces Community Engagement	Face to face and email updates	Weekly
Keith Woodard	Parks and Open Spaces Infrastructure	Face to face and email updates	Weekly
Paul Sammut	Parks and Open Spaces (Play)	Face to face and email updates	Weekly
Matthew Twohig	Green Team	Face to face and email updates	Weekly
Steve Elliot	Great Outdoor Gym Company	Project Team Face to face and email	Monthly

TfL	Sponsor	Project Working Groups, face to face and email	
A12: Green Mile Pilot Project Steering Group	Making informed decisions on the project/programme including reporting outcomes and on-going viability/legacy.	Meetings Email Telephone	Financial year quarters and ad-hoc as required
LBTH Poplar Riverside Housing Zone	Sponsor	Project Working Groups, face to face and email	Ad-hoc as required

17 Stakeholder Communications

17.1 The key messages of the projects are:

- Reconfirming the aims of the projects as appropriate
- Communicating successes
- Providing stakeholder comments and review of outputs delivered
- Reporting progress against project milestones delivery and spend
- Every effort made by Project Manager to ensure opportunities for communications are highlighted and to liaise with Tower Hamlets Council's S106 Officers

18 Project Approvals

The PID has been reviewed and approved by the Chair of the IDSG and the Divisional Director for the Directorate leading the project.			
Role	Name	Signature	Date
IDSG Chair	Ann Sutcliffe		
Divisional Director	Judith St John		

Project Closure

Appendices

Appendix A: Recorded Corporate Director's Action Form;

Appendix B: Project Closure Document

Appendix C: Pocket Parks PID

Appendix D: Equalities Analysis

Project Closure Document

1.	Project Name:			
2a.	Outcomes/Outputs/Deliverables I confirm that the outcomes and outputs have been delivered in line with the conditions set out in the any Funding Agreement/PID including any subsequently agreed variations.			Please Tick ✓
	Yes		No	
2b.	<ul style="list-style-type: none"> Key Outputs <i>[as specified in the PID]</i> Outputs Achieved <i>[Please provide evidence of project completion/delivery e.g. photos, monitoring returns / evaluation]</i> Employment & Enterprise Outputs Achieved <i>[Please specify the employment/enterprise benefits delivered by the project]</i> 			
3a.	Timescales I confirm that the project has been delivered within agreed time constraints.			Please Tick ✓
	Yes		No	
3b.	<ul style="list-style-type: none"> Milestones in PID <i>[as specified in the PID]</i> Were all milestones in the PID delivered to time <i>[Please outline reasons for any slippage encountered throughout the project]</i> Please state if the slippage on project milestone has any impacts on the projects spend (i.e. overspend) or funding (e.g. clawback) 			
4a.	Cost I confirm that the expenditure incurred in delivering the project was within the agreed budget and spent in accordance with PID			Please Tick ✓
	Yes		No	

4b.

- Project Code
- Project Budget *[as specified in the PID]*
- Total Project Expenditure *[Please outline reasons for any over/underspend]*
- Was project expenditure in line with PID spend profile *[Please outline reasons for any slippage in spend encountered throughout the project]*

5.	Closure of Cost Centre I confirm that there is no further spend and that the projects cost centre has been closed. <ul style="list-style-type: none"> Staff employment terminated Contracts /invoices have been terminated/processed 	Please Tick ✓							
		Yes		No					
		Yes		No					
6.	Risks & Issues I confirm that there are no unresolved/outstanding Risks and Issues	Please Tick ✓							
		Yes		No					
7.	Project Documentation I confirm that the project records have been securely and orderly archived such that any audit or retrieval can be undertaken.	Please Tick ✓							
		Yes		No					
These records can also be accessed within the client directorate using the following filepath: <i>[Please include file-path of project documentation]</i>									
8.	Lessons learnt								
	<ul style="list-style-type: none"> Project set up <i>[Please include brief narrative on any issues faced/lessons learned project set up]</i> 								
	<hr/> <hr/>								
	<ul style="list-style-type: none"> Outputs <i>[Please include brief narrative on any issues faced/lessons learned in delivering outputs as specified in the PID, including the management of any risks]</i> 								
	<hr/> <hr/>								
	<ul style="list-style-type: none"> Timescales <i>[Please include brief narrative on any issues faced/lessons learned in delivering project to timescales specified in PID]</i> 								
	<hr/> <hr/>								
	<ul style="list-style-type: none"> Spend <i>[Please include brief narrative on any issues faced/lessons learned regarding project spend i.e. sticking to financial profiles specified in the PID, under or overspend]</i> 								
	<hr/> <hr/>								
	<ul style="list-style-type: none"> Partnership Working <i>[Please include brief narrative on any issues faced/lessons learned re: internal / external partnership working when delivering the project]</i> 								
		<hr/> <hr/>							
		<ul style="list-style-type: none"> Project Closure <i>Please include brief narrative on any issues faced/lessons learned project closure]</i> 							

	<hr/> <hr/>			
9.	Comments by the Project Sponsor including any further action required <i>[Use to summarise project delivery and any outstanding actions etc]</i> <hr/> <hr/>			
10.	The Project Sponsor and Project Manager are satisfied that the project has met its objectives and that it can be formally closed.			
	Sponsor (Name)		Date	
	Project Manager (Name)		Date	