

**Asset Management and Capital Delivery Working Group:
Report for Consideration**

Date: 30th July 2019

Title: Victoria Park One O'clock Club building

Officer: Patrick Azikie, Strategic Asset Manager



1. Executive summary

1.1 This report considers the options for the future use of the Victoria Park One O'Clock Club building which was operated as a stay and play facility by Children's Services until June 2018. Children's Services confirmed at their project board on the 1st July 2019 that the building was surplus to their requirements and they have no plans for future usage.

2. Recommendation

2.1 That the Group notes the current position regarding the premises, the options for future use and agrees the recommendation for the use put forward by the Park's department, subject to approval by the Capital Delivery Board.

3. Background

3.1 The One O' Clock Club building sits within Victoria Park, in the location shown on the attached map. The building is in the corporate estate and was operated by the Council's Early Years' Service under an historic memorandum of understanding for the purpose of running a One O' Clock club. The building is managed as part of the CLM and has been vacant since June 2018.

3.2 The Early Year's Team, within Children's Services have indicated that they no longer require the building to provide services to under-5s because there is adequate alternative provision in the local area and this approach has now been signed off by the Lead Member.

3.3 According to the condition survey carried out in June 2018, the property requires substantial repair, including a replacement roof, which is estimated to cost circa £54,000.

4. Options

4.1 Option 1 - Parks Proposal

The Parks Team are seeking to bring the building back into use as an asset for Victoria Park, alongside other buildings including the Hub, V&A building and pavilion changing rooms, to support the delivery of their apprenticeship service and volunteers.

Parks has recently started a Horticultural Apprenticeship scheme and has recruited an in house gardening team. The planned usage for the building is:

- Victoria Park Horticultural centre, with adjacent greenhouses
- Horticultural training centre for apprentices which could also be used for a range of other training and meetings
- Learning centre to hold various horticultural courses open to the local community
- Storing of equipment and materials relating to horticultural related activity.
- Growing of plants/shrubs for use in the parks

Other buildings in the park are unsuitable for the provision of this service and this building provides an opportunity for these services to be delivered in an under-used building.

The provision of a horticultural training centre would provide for a wide range of training, from apprentices to adult education. Apprentices would be able to carry out their classroom training on site with the appropriate equipment for modern learning methodology. As the activities would be linked to Park operating hours the variable closing times would not be an issue.

The following alterations would be required to create a training space:

- Altering double doors to a single door and putting in screens and projection equipment for training purposes.
- Changing toilet facilities from child fittings to adults.
- Upgrading the heating
- Furniture for training purposes.

The works to the site would include:

- Replacing existing fence with a higher one for increased security and safety.
- Construction of a large greenhouse, fitting out, water and electricity.
- Cloches for hardening off plants
- Equipment for horticultural training.

There are S106 monies to fund these works to the value of £148,101 which has been approved for these works. A PID (appendix B) was originally concerning the two empty lodges in East Side of Victoria Park and surrounding grounds. The proposed project is identical in content but utilising the One O Clock club and

surrounding area instead. The operating costs of the building will be met within existing budgets.

4.2 Option 2 – Alternative council use

No other alternative Council uses have been identified, partly because of the access restrictions of the park.

4.3 Option 3 – Commercial letting

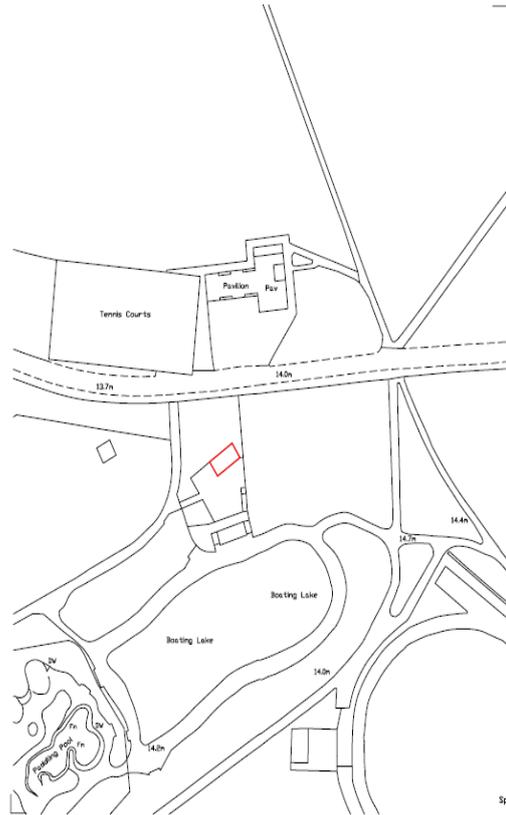
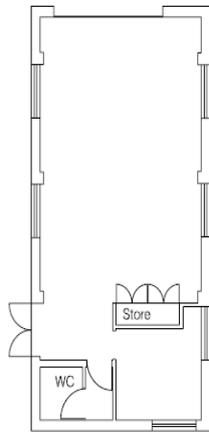
Securing a commercial letting will be difficult due to the poor quality of the existing building, limited market given location, planning position, licence only and restrictive hours linked to park closing times in the winter.

5. Conclusion

The proposal from Parks would make good use of the asset in the medium term, is compatible with the location and funding has been identified. This option is recommended.

APPENDIX A

ONE O CLOCK CLUB VICTORIA PARK	Site Plan Scale : 1/100
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Creative & Technical Resources
Technical Information & Surveys

Tower Hamlets

Scale 1/1250

Reproduced from the 1892 Ordnance Survey 1:250 map with the permission of the Controller of Her Majesty's Stationery Office © Crown Copyright

PROJECT INITIATION DOCUMENT

(May 2015)

Victoria Park Lodges

Project Initiation Document (PID)

Project Name:	Victoria Park Lodges		
Project Start Date:	June 2016	Project End Date:	September 2016
Relevant Heads of Terms:			
Responsible Directorate:	CLC		
Project Manager:	Steve Murray Head of Arts Parks and Events		
Tel:	X7910	Mobile:	07985216304
Ward:	Bow East and West		
Delivery Organisation:	Contractors, some works via BATs		
Supplier:	TBC		
Amount of S106 available for this Project:	£148,101		
S106 Planning Agreement Number(s):	PA/14/00074 £72,313 PA/09/00326 £75,788		
Date of Approval:			

Distribution List

Organisation	Name	Title
LBTH D&R	Aman Dalvi	Corporate Director
LBTH D&R	Owen Whalley	Service Head – Planning and Building Control
LBTH D&R	Dave Clark	Interim Service Head; Resources
LBTH D&R	Anne-Marie Berni	Infrastructure Planning Manager
LBTH Legal	Fleur Fancis	Principal Planning Lawyer
LBTH D&R	Helen Green	D&R S106 Project Manager
LBTH D&R	Andy Simpson	S106 Programme Manager
LBTH D&R	Andy Scott	Acting Service Head – Economic Development
LBTH CLC	Gulshana Khatun	CLC S106 Project Manager

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 The purpose of the project is to bring back into use two empty lodges and the Gardens. Together they will provide a new community engagement and training project within the park.

2.0 Section 106 Context

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 an LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.

2.2 The Directorate of Development and Renewal in Tower Hamlets Council has put in place a corporate structure, leading to a transparent process for assessment, negotiation, agreement, expenditure and monitoring of section 106 resources.

2.3 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 at the sites identified below.

2.4 The agreement obliged the Developer to pay the Council amounts for the purposes of the Council as detailed below under funding requirement along with expiry dates.

Planning Application Number:	Head of Term	Site Address	Funding Requirement	Amount	Expiry Date
PA/14/00074	LSOS	Telehouse Far East, Sites 6 and 8	public open space anywhere in the borough	£72,313.00	TBC
PA/09/00326	ENV	Gun Wharf, 241 Old Ford Road,	Environment and Public Realm including mitigation for	£75,788.89	13/05/2023

		London, E3	increased pressure on Victoria Park		
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3.0 Legal Comments

[LBTH Legal Services to provide commentary]

3.1 XXXX

4.0 Overview of the Project

4.1 There are two lodges located in the north east corner of Victoria Park both of which have been vacant for some time and subject to squatting, vandalism and theft which has left them in a poor state. The project will create storage, office, training spaces, including a training kitchen, within the two buildings. Reinstatement of services and communications and improved security. Additionally the two gardens and yard storage area to the rear of the buildings will be landscaped to allow for growing projects and new green house facilities.

5.0 Business Case

5.1 The two buildings in question, White lodge and Molesworth lodge, are both out of use and suffering deterioration due to vandalism and lack of maintenance. As parks wish to move to a greater level of community engagement and utilise resources to support the Council's key objectives around community cohesion and healthy living, bringing existing unused resources into play is an efficient way forward. They will enable us to attract third sector partners and volunteers to run new projects around growing, cooking and healthy lifestyles. The greenhouse and growing facility will also allow us to start growing our flowers and shrubs for use across the park which overtime will afford significant savings, modern glasshouse heating being hugely more efficient than when parks last used them. The project addresses priorities around thriving community spaces and community cohesion by creating spaces and projects that bring people together. Additionally it supports the Healthy Living agenda through outdoor activity such as gardening.

5.2 The new facilities will enable training and work experience opportunities supporting the Council's key priority of supporting job creation and improving employability

6.0 Approach

6.1 Both buildings have had recent conditions surveys which will help inform works specifications along with designs for specialist training facilities such as kitchen and growing facilities. Building based works will be procured through BATs and landscaping works tendered out to frameworks contractors or external depending on projected spend. The project will be overseen on the ground by the Parks infrastructure Officer Andrew McIntyre. Ongoing structural maintenance will sit with the Corporate Landlord, D&R, whilst internal repairs will fall to Arts parks and Events

6.2 'Signage' will be displayed signifying the use of s106 contributions on the hoarding or on street work frames.

7.0 Deliverables

7.1 The new facility will allow Victoria Park to expand its community engagement programme and build long term partnerships with third sector organisations delivering services to borough residents. The improved security, including CCTV, will help to limit vandalism and theft to this area of the park.

7.2 The physical deliverables will be the repairs and refurbishment of the White Lodge and Molesworth Lodge, repairs to floors, windows, roofs, plumbing and electrics and security. Clearing and reordering gardens and yard space to create growing space and access to small wood located behind the lodges.

7.3 Long term the scheme will enable the park to produce some of its own plant stock reducing the cost of buying it in.

8.0 Local Employment and Enterprise Opportunity

8.1 The new facility will offer opportunities for volunteering, work experience and apprenticeships. We will work with contractors to identify any scope for work experience.

9.0 Programme Timeline

9.1 Project Budget

Table 1			
Financial Resources			
Description	Amount	Funding Source	Funding (capital/revenue)
Project design	£5,000	S106	capital
Building works	£98,101	S106	capital
Landscape works	£30,000	S106	capital
contingency	£15,000	S106	capital
Total excluding VAT	£148,101		

Any unspent contingency will be returned back to the S106 portfolio.

9.2 Financial Profiling

Table 2									
Financial Profiling									
Description	15/16				16/17				Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
All necessary works					£5000	£143,101			£148,101
Total					£5,000	£143,101			£148,101

9.3 Outputs/Milestone and Spend Profile

Table 3			
Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	Design works	£5,000	June 2016
2	Building works	£98,101	July 2016
3	Landscaping works	£30,000	July 2016
4	contingency	£15,000	Sept 2016
5	Project Closure presentation	£0	Oct 2016
Total		£148,101	

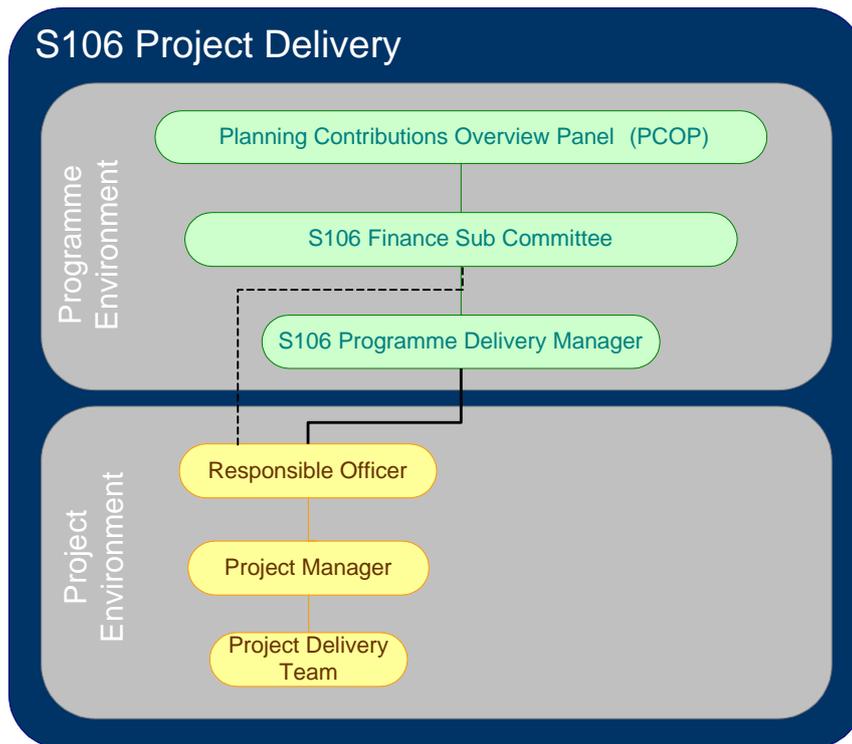
9.4 Realisation

Table 4	
Benefit	Measure
Building works will be quality controlled through BATs	Detailed specs including materials and equipment to be used
Landscape works will be quality controlled by parks staff	Detailed specs including materials and equipment to be used

10 Governance and Organisational Structure

The governance structure that provides for the delivery of programme/project funded in whole or in part by S106 resources is set out in diagram 1 below.

Diagram 1



Project Manager to complete the following - The governance arrangements for this project is set out below:

- Project Sponsor – Shazia Hussain
- Project Manager – Stephen Murray
- Project team members – TBC

11 Project Reporting Arrangements

Table 7			
Group	Attendees	Reports/Log	Frequency
Arts Parks and Events	Steve Murray Andrew McIntyre Ron Cain BATs	Minuted meetings with action points. Site visits with action points	As and when required: <ul style="list-style-type: none"> • Design stage • Procurement planning • Construction stage • Inspections and sign offs
Capital Projects Board	Capital Board Members	Minuted with action points	Every 8 weeks

12. Quality Statement

[This section outlines the way in which quality has been defined and therefore the way in which quality will be measured throughout the lifecycle of the project. It should reference any policy statements, manuals or procedures and quality standards of the client]

12.1 The building aspect of the project will be monitored by the Council's Building and Technical Services and signed off by their surveyor. Parks staff will receive training in any required maintenance issues associated with new equipment and systems. Project delivery on completion of the build will be managed by Arts Parks and Events staff.

13. Key Project Stakeholders

Table 8			
Key Stakeholders	Role	Communication Method	Frequency
Head of Arts Parks and Events	Project manager	Verbal and written report back	Bi weekly
Victoria parks Infrastructure Officer	On site management and supervision	Verbal and written report back	Bi weekly

14. Stakeholder Communications

14.1 We have received enquiries and comments around these empty properties and that area of the park. When the project is confirmed we will deliver a communications strategy working with the comms team and also via local groups such as Friends of Victoria Park. Early designs will be run past interested parties such as volunteer gardening group.

15. Key Risks

15.1 The key risks to this project are provided in the Table 9 below.

Table 9							
Risk No.	Risk	Triggers	Consequences	Existing Internal Controls – to be confirmed	Likelihood	Impact	Total
1	Overspend of budget	Unexpected costs	Failure to finish the works	Detailed planning, specs and contingency funds	2	2	4
2	Project slippage	Poor weather delays external works	Delayed end to works	Delays to landscaping will be built in contractual arrangements and will not adversely affect long term aims of the project	2	1	2

16. Project Approvals

The PID has been reviewed and accepted by delegated PCOP Chair, Owen Whalley and Service Head, Shazia Hussain, Culture, Learning & Leisure. The risks identified are understood and acknowledged.

Role	Name	Signature	Date
Delegated PCOP	Owen Whalley		

The PID has been reviewed and accepted by delegated PCOP Chair, Owen Whalley and Service Head, Shazia Hussain, Culture, Learning & Leisure. The risks identified are understood and acknowledged.

Role	Name	Signature	Date
Chair			
Service Head, Culture, Learning & Leisure	Shazia Hussain		

17. Project Closure

Please see the Project Closure Document Template. This is to be completed at the project closure stage and submitted to the s106 Programme Manager.

The relevant documents, as outlined in the Project Closure Report, must be made available on request.

Project Closure Document				
1.	Project Name:			
2.	Timescales	Please Tick✓		
	I confirm that the project has been delivered within agreed time constraints. If “No” please confirm below that there is no impact on the projects funding i.e. clawback	Yes	<input type="checkbox"/>	No
3.	Outcomes/Outputs/Deliverables			
	I confirm that the outcomes and outputs have been delivered in line with the conditions set out in the Planning Agreement including any subsequently agreed variations.	Yes	<input type="checkbox"/>	No
4.	Cost			
	I confirm that the expenditure incurred in delivering the project was within the agreed budget and spent in accordance with PID	Yes	<input type="checkbox"/>	No
5.	Closure of Cost Centre			
	I confirm that there is no further spend and that the projects cost centre has been closed.	Yes	<input type="checkbox"/>	No
6.	Risks & Issues			
	I confirm that there are no unresolved/outstanding Risks and Issues	Yes	<input type="checkbox"/>	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. An electronic copy of these Records has been provided to the Infrastructure Planning Team within D&R.	Yes	<input type="checkbox"/>	No
	These records can also be accessed within the client directorate using the following filepath:			
8.	Lessons learnt			

9.	Comments by the Project Sponsor including any further action required		
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