

PROJECT INITIATION DOCUMENT

January 2015

Stepney City Farm Access Audit

Project Initiation Document (PID)

Project Name:	Stepney City Farm		
Project Start Date:	Jan 2015	Project End Date:	Jan 2016
Relevant Heads of Terms:	Environment and public Realm		
Responsible Directorate:	Development and Renewal		
Project Manager:	Jonathan Taylor		
Tel:	02073645812	Mobile:	
Ward:	Stepney		
Delivery Organisation:	Stepney City Farm		
Supplier:	Proudlock Associates		
Amount of S106 available for this Project:	£1080		
S106 Planning Agreement Number(s):	PA/13/00730		
Date of Approval:	6th February 2014		

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	Head of Programmes, Performance and Accountability
LBTH D&R	Andy Scott	Acting Service Head – Economic Development
LBTH D&R	Anne-Marie Berni	Infrastructure Planning Manager
LBTH Legal	Fleur Francis	Principal Planning Lawyer
LBTH D&R	Anna McGill	Planning Obligations Officer
LBTH D&R	Helen Green	Planning Obligations Officer
LBTH D&R	Andy Simpson	S106 Programme Manager
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			
	Proposal for Access Consultancy	Scope of works and fee proposal for undertaking Access audit	M:\STRAT & INNOV\SUSTAINABLE DEVELOPMENT\SUS DEV PROJECTS\S106 Ocean Estate\Stepney City Farm

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1.0 Purpose of the Project Initiation Document

- 1.1 This document provides details of the proposal for Stepney City Farm which will entail an access audit for the community farm to identify measures to provide better public access and promote more use of the space. The current pathways around the site are not considered to be DDA compliant with varying levels and surfaces present.
- 1.2 Stepney City Farm is a working farm and community meeting place and provides opportunities for children and adults a chance to meet farm animals, learn how to grow food and try out arts and crafts. The farm also hosts a farmers' market, a café and shop.
- 1.3 The audit would be an appraisal of access, egress and accessibility of all public facilities and services including external walkways and seating, exhibit information, signage.
- 1.4 The access audit will identify barriers to access for disabled people and make recommendations for improvements. A detailed report will be produced setting out a set of recommendations.
- 1.5 The works will enhance the local communities ability to use the farm and associated facilities.

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 Ocean Estate

development (PA/13/00730).

- 2.4 The agreement obliged the Developer to pay the Council a £250,000 "Ben Johnson Road Contribution" for carrying out the Ben Johnson Road Improvement Works: *"improvement works to Ben Johnson Road or other improvement works in the vicinity (within or adjacent to Ocean Estate) to be carried out by the Council in accordance with a scheme to be approved by Bellway and East Thames Homes in accordance with Schedule 18 of this agreement"* .
- 2.5 Schedule 18 required the council to prepare a proposed scheme within 8 months of the date of the agreement and to submit for approval by Bellway and East Thames Homes. The financial contribution was to be paid to the Council in two £125,000 equal shares from each developer on approval of the proposed scheme.
- 2.6 In September 2014 the Council submitted the proposed scheme to Bellway and East Thames Homes. The scheme was approved by both parties in September 2014.
- 2.5 The Council received payment totalling £250,000 in 2x £125,000 payments from both the respective developers on 15/10/2014 and 31/10/2014.
- 2.6 The s106 requires the Council shall commence the improvements no later than eight months following approval of the proposed scheme, therefore the expiry for this contribution is 28th May 2015.
- 2.7 It is proposed to use £1080 of this contribution.

3.0 Legal Comments

- 3.1 This PID complies with the terms of the s106 deed of variation entered into in connection with the development at Ocean Estate pursuant to PA/13/00730, and reflects the parties intentions at that time that the contribution detailed would be used towards improvement works to Ben Johnson Road or other improvements in the vicinity (within or adjacent to Ocean Estate). The agreement required the Council to agree the proposed scheme with Bellway and East Thames Homes and this PID confirms that this approval has been provided.
- 3.2 In terms of the public sector equality duty set out at s149 of the Equality Act 2010, it should also be noted that the scheme itself will have a positive impact on those with disabilities by providing equality of access to this facility.

- 3.3 These comments are limited to addressing compliance with the terms of the s106 agreement (as based on the information detailed in the PID) and advice on any other legal matters (such as advice on procurement) should be sought separately if appropriate

4.0 Overview of the Project

- 4.1 This PID relates to the release of £1080 set aside to deliver improvements to Ben Johnson Road and its immediate environs. The proposed access audit is the initial piece of work required to deliver the improvements to the pathways around Stepney City Farm. The project to provide an accessible route around the farm and visitor information signs about the animals to improve visitor experience has been identified and agreed with both East Homes Limited and Bellway Homes Limited prior to release of the funds to Tower Hamlets. The £900 is part of the £11,000 agreed with the farm and contributors to be spent on delivering an *'accessible pathway to provide an accessible route around the farm and visitor information signs about the animals to improve visitor experience'*.

5.0 Business Case

- 5.1 Paragraph 1 of section 2.3.6 of the S106 agreement required the proposed scheme for improvement works to be submitted to and agreed with Bellway Homes Limited and East Homes Limited prior to the funds being release to Tower Hamlets. This was undertaken and an outline of proposed works submitted to the parties for agreement (See Appendix A).
- 5.2 The commencement of the works, and undertaking of the Access Audit to begin the process of delivering projects from the fund, is considered in accordance with part 3 of para 2.3.6 of the S106 which requires the Council to commence the improvement works no later than eight months following approval of the proposed scheme.
- 5.3 The works proposed will improve the quality of the public realm and contribute to place making within the Ocean Estate and upgrade works to Stepney City Farm to provide community benefits and improve inclusivity for all local residents.

6.0 Approach

- 6.1 The project will be executed by Stepney City Farm who have undertaken the procurement process in accordance with their procedures and included the attainment of 3 quotes for the works. Quotes have been obtained from three disability, access and equality specialists.

- 6.2 A project manager will be appointed to monitor the works and sign them off when completed

7.0 Deliverables

- 7.1 The access audit will quantitatively and qualitatively assess how well the location performs in terms of inclusion, access and ease of use by a wide range of potential users. The work will include examination of any existing relevant documentation including plans, drawings, health and safety file, accident report book, previous audits, fire safety risk assessments or certificates where provided. The work will take account of any known disabled users or particular access issues that are identified and indicated prior to or during the on site inspection. The audit will identify a set of measure to improve access on and around the City Farm which will be agreed with the Council prior to delivery through further S106 funding.

8.0 Local Employment and Enterprise Opportunity

- 8.1 Stepney City Farm have obtained quotes have been obtained from three disability, access and equality specialists. The access audit will identify measure to improve visitor experience and access for the local community.
- 8.2 The project will help to increase visitor numbers to the Stepney City Farm and the wider borough area adding to existing visitor attractions and facilities in this area.
- 8.3 All employment and enterprise opportunities will be explored and maximised where possible. Tower Hamlets employment and enterprise team will be contacted to help identify initiatives and opportunities for local employment for the delivery off the audits recommendations.

9.0 Programme Timeline

- 9.1 Project Budget

Table 1
Financial Resources

Description	Amount	Funding Source	Funding (capital/revenue)
Access Audit	£1080*	S106 - PA/13/00730	Revenue
Total (including VAT)	£1080		

* Any residual balance after the project is delivered will be returned to the s106 portfolio

9.2 Financial Profiling

Table 2									
Financial Profiling									
Description	14/15				15/16				Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Access Audit				£1080					
Total									£1080

9.3 Outputs/Milestone and Spend Profile

Table 3			
Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	Access Audit	£1080	February 2015
Total		£1080	

9.4 Realisation

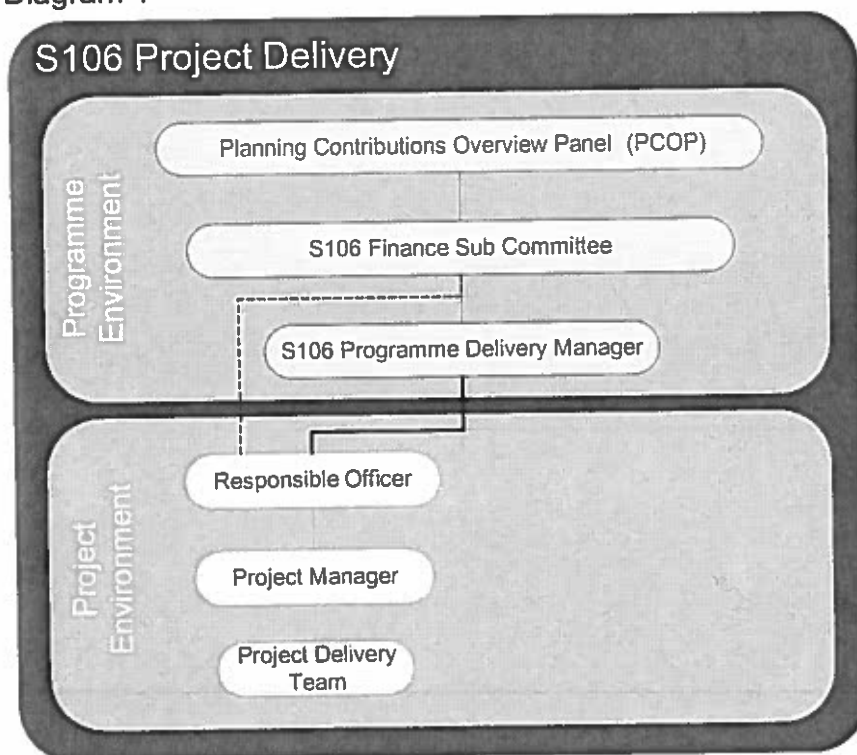
Table 4	
Benefit	Measure
The works proposed will improve the quality of the public realm and contribute to place making within the Ocean Estate and upgrade works to Stepney City Farm to provide community benefits and improve inclusivity for all local residents.	
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Table 4	
Benefit	Measure

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 – Abdul Khan
- Project Manager – Jonathan Taylor

11 Project Reporting Arrangements

Table 7

Group	Attendees	Reports/Log	Frequency
Stepney City Farm	Jonathan Taylor, Katherine Sharp	Project development , programme and implementation	Monthly Meetings

12. Quality Statement

12.1 The access audit will conform with Stepney City Farm controls, policies and procedures.

13. Key Project Stakeholders

Table 8			
Key Stakeholders	Role	Communication Method	Frequency
Stepney City Farm	Accountable for the successful delivery of project as well as maintenance of the site.	Email, phone	weekly

14. Stakeholder Communications

14.1 To the key stakeholders that have made a large contribution into this project will be kept in touch with as different projects are delivered through the S106.

15. Key Risks

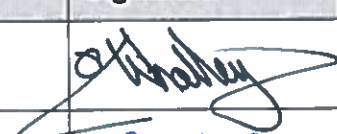

15.1 The key risks to this project are provided in the Table 9 below.

Table 9

Risk No.	Risk	Triggers	Consequences	Existing Internal Controls – to be confirmed	Likelihood	Impact	Total
1	Commencement of works in accordance with S106 requirements	Works to commence within 8 months of receiving funds (25 th May 2015)	Loss of £250,000 funding	Access audit confirmed and works ready to commence asap from date release of funding	1	3	3
2							
3							

16. Project Approvals

The PID has been reviewed and accepted by delegated PCOP Chair, Owen Whalley and Service Head, *Name, Title*. The risks identified are understood and acknowledged.

Role	Name	Signature	Date
Delegated PCOP Chair	Owen Whalley		25/04/16
Acting Service Head, Resources	Dave Clark CHRIS HOUNK		21/4/16