

PROJECT INITIATION DOCUMENT

October 2015

**Stepney City Farm Access Audit:
Improvement Works**

Project Initiation Document (PID)

Project Name:	Stepney City Farm		
Project Start Date:	November 2015	Project End Date:	Jan 2016
Relevant Heads of Terms:	EIST		
Responsible Directorate:	Development and Renewal		
Project Manager:	Jonathan Taylor		
Tel:	02073645812	Mobile:	
Ward:	Stepney		
Delivery Organisation:	Stepney City Farm		
Supplier:	LBTH		
Amount of S106 available for this Project:	£34,920		
S106 Planning Agreement Number(s):	PA/13/00730		
Date of Approval:	29 th October 2015		

Distribution List

Organisation	Name	Title
LBTH – D&R	Aman Dalvi	Corporate Director
LBTH – D&R	Owen Whalley	Service Head – Major Project Development
LBTH – D&R	Dave Clark	Head of Programmes, Performance & Accountability
LBTH - D&R	Andy Scott	Interim Service Head – Economic Development
LBTH – D&R	Matthew Pullen	(Acting) Development Implementation Team Leader
LBTH – D&R	Helen Green	S106 Programme Coordinator
LBTH – Legal	Gillian Dawson	Principal Planning Lawyer
LBTH Legal	Marcus Woody	Planning Lawyer
LBTH - D&R	Andy Simpson	Business Improvement & S106 Programme Manager
LBTH - CLC	Afiya Begum	Strategy, Policy & Performance Officer
LBTH - D&R	Anna McGill	S106 Planning Obligations Officer
LBTH CLC	Thorsten Dreyer	Strategy & Business Development Manager - Culture, Public Realm and Spatial Planning

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 document provides details of the proposal for Stepney City Farm 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 proposals include improvements to surfaces to facilitate access, egress and accessibility to all areas and facilities at the farm.
- 1.4 The proposals are based on the findings of the access audit, undertaken by the farm which identified barriers to access for disabled people and made recommendations for improvements.
- 1.5 The works will enhance the local community's 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 provisions of a the Deed dated 6 February 2014 creating Planning Obligations and undertakings for the development at the Ocean Estate development (PA/13/00730).

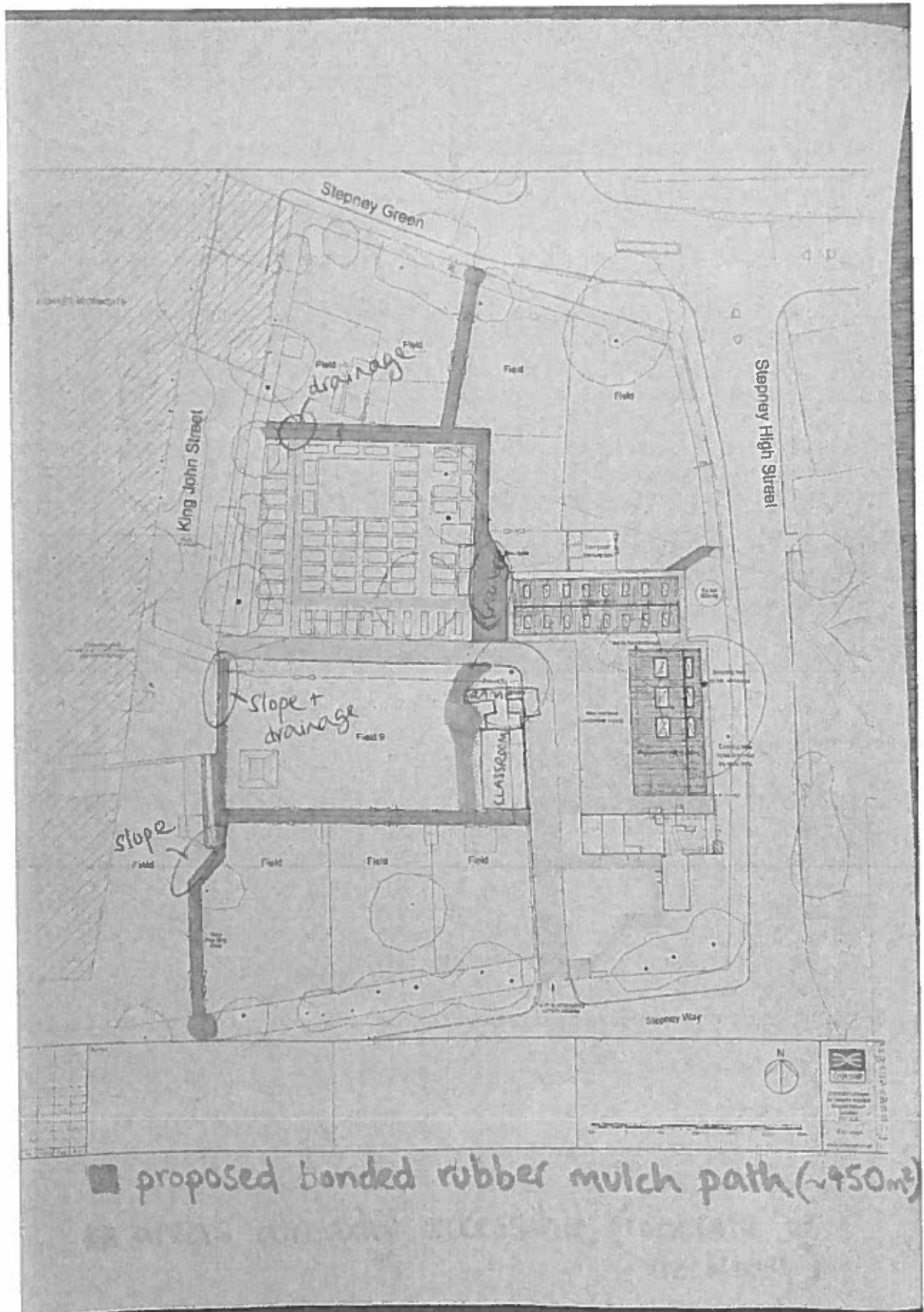
- 2.4 The agreement obliged the Developer to pay the Council a £250,000 "Ben Johnson Road Contribution" for carrying out the Ben Johnson Road Improvement Works: *"improvement works to Ben Johnson Road or other improvement works in the vicinity (within or adjacent to Ocean Estate) to be carried out by 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 (i.e. by 6 September 2014) 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.
- 2.5 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, with up to £121,000 ring-fenced for improvement works to the farm.
- 2.6 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.
- 2.7 From the £121,000 allocated to the farm, £1080 funded an access audit in March 2015. It is proposed to use £34,920 of the residual balance to deliver the capital works that were identified in the access audit.
- 2.8 The s106 requires the Council shall commence the improvements no later than eight months following approval of the proposed scheme, therefore the deadline was by 28th May 2015 (however the agreement itself does not require the Council to refund any of the contribution if it failed to start the works). Works commenced in March 2015, when access audit was undertaken.
- 3.0 Legal Comments**
- 3.1 This PID complies with the terms of the s106 agreement referred to paragraph 2.3 above. It reflects the parties' intentions at that time that the monies to be spent would be used towards access improvements approved by Bellway Homes and East Homes Limited. The improvements contemplated by this PID have been so approved and so we are satisfied that the spending of the contribution on them accords with the purpose for which it was paid.
- 3.2 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 £34,920 set aside to deliver improvements to Ben Johnson Road and its immediate environs. The improvements to the pathways around Stepney City Farm will provide an accessible route around the farm to improve visitor experience, as agreed with both East Homes Limited and Bellway Homes Limited prior to release of the funds to Tower Hamlets.
- 4.2 As previously noted the allocation of finances to the farm from the overall £250,000 S106 contribution was £121,000, split into delivering 4 main projects.
- 4.3 Historically only £11,000 was allocated to accessibility improvements (Accessible pathway to provide an accessible route around the farm and visitor information signs about the animals to improve visitor experience), of which £900 (+vat) was to fund the accessibility audit to inform the works to be undertaken. A budget of £25,000 was allocated to a Renewable Energy, however this can no longer be implemented as recent Government (Department for Energy and Climate Change) changes to renewable energy subsidies (FiT subsidy reduction of 87% from 1st January 2016) has resulted in the delivery of renewable energy on site not being cost-effective.
- 4.4 It is therefore agreed to allocate this £25,000 to the Accessibility improvement works project to enable the delivery of more comprehensive and intensive improvements works to the pathways, as identified in the audit. The total budget available will be £34,920.
- 4.5 The improvements will include the delivery of a recycled rubber mulch pathway and cover the areas shown in Figure 4.1.
- 4.6 The total for the proposed works is anticipated to be approximately £55,000. The additional funds for delivery of the works are being sought by Stepney City Farm from the Veoila Environmental Fund. The pathway improvement works are considered to meet the eligibility criteria and requirements of the Veoila Environmental Fund and Stepney City Farm are confident of securing the additional funds to deliver a comprehensive upgrade to the pathways. Should the additional funds not be available the Sustainable Development team will agree a smaller improvement package for the farm to deliver.
- 4.5 It is proposed the £34,920 is given to the farm through a grant and an appropriate clause attached to the release of the funds, either demonstrating additional funds have been secured or agreeing a reduced scope of works.

Figure 4.1 – Proposed Pathway Improvements



5.0 Business Case

- 5.1 Paragraph 1 of section 2.3.6 of the S106 agreement required a proposed scheme for improvement works to be submitted to and agreed with Bellway Homes Limited and East Homes Limited prior to the s106 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 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 the will follow their procurement process in accordance with their procedures.
- 6.2 A project manager will be appointed to monitor the works and sign them off when completed.

7.0 Deliverables

- 7.1 The proposed pathway works will improve the deliverables of the farm in terms of inclusion, access and ease of use by a wide range of potential users.
- 7.2 The work will include:
- Ground preparation works
 - Digging out the existing woodchip
 - Provision of 100% recycled bonded rubber mulch pathways
 - Tap boards both sides of the path 100mm tall
 - Drainage improvements (where necessary)
- 7.3 The work will take account of recommendations outlines within the access audit and deliver a set of measure to improve access on and around the City Farm.

8.0 Local Employment and Enterprise Opportunity

- 8.1 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.

- 8.2 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 .

9.0 Programme Timeline

9.1 Project Budget

Table 1			
Financial Resources			
Description	Amount	Funding Source	Funding (capital/revenue)
Capital Path works	£34,920	S106 - PA/13/00730	Capital
Capital Path works	£20,080	Stepney City Farm to secure from Veolia Environmental Fund	Capital
Total excluding VAT	£34,920		

9.2 Financial Profiling

Table 2									
Financial Profiling									
Description	15/16				16/17				Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Pathway improvements					£34,920				£34,920
Total									£34,920

9.3 Outputs/Milestone and Spend Profile

Table 3			
Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	Pathway Improvements		July 2016
Total			

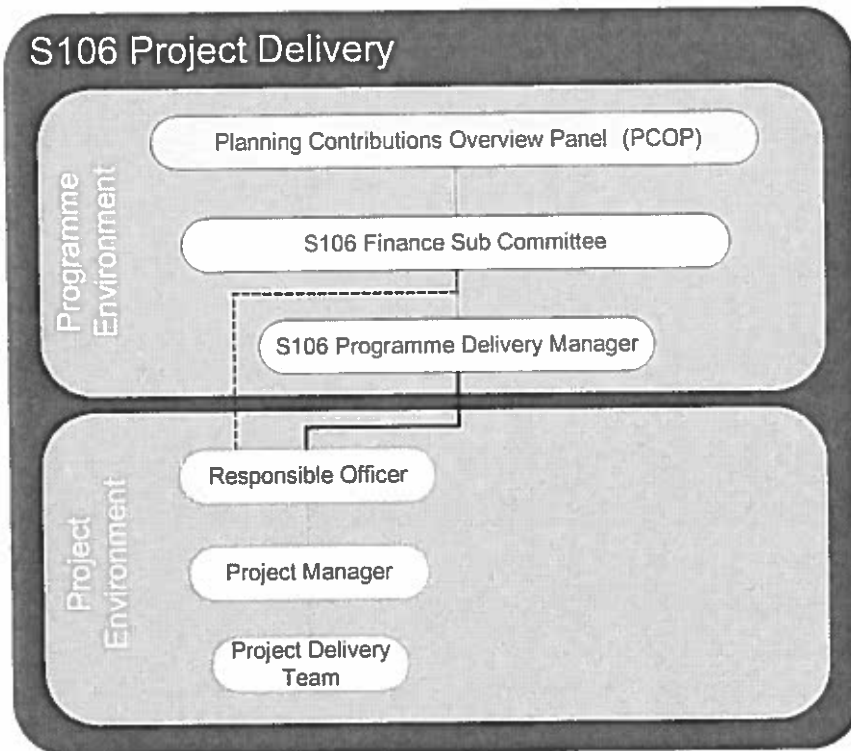
9.4 Realisation

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.	Delivery of pathways to meet access audit requirements
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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

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 improvements will conform with Stepney City Farm controls, policies and procedures.

13. Key Project Stakeholders

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 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.


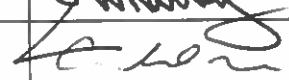
15. Key Risks

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

Risk No.	Risk	Triggers	Consequences	Existing Internal Controls – to be confirmed	Likelihood	Impact	Total
1	Delivery of works in accordance with S106 requirements	Works to designed to provide improvements to the Ben Johnson	Non-fulfillment of S106 requirements	Works identified and confirmed and ready to commence asap from date release of	1	3	3

Risk No.	Risk	Triggers	Consequences	Existing Internal Controls – to be confirmed	Likelihood	Impact	Total
		Road and surrounding area		funding			
2							
3							

16. Project Approvals

The PID has been reviewed and accepted by delegated PCOP Chair, Owen Whalley and Service Head, <i>Name, Title</i> . The risks identified are understood and acknowledged.			
Role	Name	Signature	Date
Delegated PCOP Chair	Owen Whalley		25/04/16
Service Head,	Chris Holme		21/4/16