

Appendix B
PROJECT INITIATION DOCUMENT

Mile End Play Pavilion Air Conditioning

Project Initiation Document (PID)

Project Name:	Mile End Play Pavilion Air Conditioning		
Project Start Date:	January 2017	Project End Date:	September 2017
Relevant Heads of Terms:	Parks and open spaces		
Responsible Directorate:	Communities, Localities and Culture		
Project Manager:	Paul Sammut		
Tel:	X2253	Mobile:	07983106338
Ward:	Mile End East, Mile End and Globe Town, St Dunstan and Stepney Green, Bow West		
Delivery Organisation:	Culture		
Funds to be passported to an External Organisation?	No		
Does this PID involve awarding a grant? ('Yes', 'No' or 'I don't know')	No		
Supplier:	Okrey		
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, the capital estimate will be adopted as part of Cabinet process.		
Has this project had approval for capital expenditure through the Capital Programme Budget-Setting process or	No		

through Full Council? ('Yes' or 'No')	
<u>S106</u>	
Amount of S106 required for this project:	£30,000
S106 Planning Agreement Number(s):	PA/07/00241
<u>CIL</u>	
Amount of CIL required for this project:	Nil
Total CIL/S106 funding sought through this project	£30,000
Date of Approval:	

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	Chris Holme	Finance, D&R
LBTH - D&R	Andy Scott	Service Manager – Economic Development
LBTH – D&R	Matthew Pullen	Infrastructure Planning 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	Tope Alegbeleye	Strategy, Policy and Performance Officer
LBTH - D&R	Anna McGill	S106 Planning Obligations Officer
LBTH CLC	Thorsten Dreyer	Strategy & Business Development Manager -

Organisation	Name	Title
		Culture, Public Realm and Spatial Planning
LBTH Public Health	Tim Madelin	Senior Public Health Strategist
LBTH ESCW	Pat Watson	Head of Building Development
LBTH CLC	Shazia Hussain	Service Head Culture Learning and Leisure
LBTH CLC	Stephen Murray	Head of Arts and Events
LBTH CLC	Oscar Ford	Service Manager Strategy, Performance and Resources

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 To provide improvements to the Children's Play Pavilion located to the south of Mile End Park. The improvements will enhance the physical environment of the building and enrich the visitor experience to the facility.

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 an 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 development. 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.
- 2.4 This 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 Blackwall St, Lawrence Street, Gaselee Street, Blackwall Way PA N0 PA/07/00241.

The agreement obliged the Developer to pay the Council a £40,000 "Open Space Payment" toward "Improvements to existing open space and recreational facilities within the borough". The Council received payment totalling £40,000 on 22nd February 2012. There is no expiry date.

3.0 Legal Comments

- 3.1 As stated in paragraph 2.5 above, the S106 contribution funding this project is

defined as being for the purposes of mitigating demand on local open space and recreational space facilities. The agreement goes on to specify that the Council must use the monies on “improvements to existing open space and recreational facilities within the Borough”. There is perhaps a tension between addressing local impacts on one hand and funding improvements elsewhere in the Borough on the other, but this can be resolved if the agreement is interpreted such that the Borough wide improvements should be for the overarching objective of mitigating local demand.

- 3.2 The project is for an improvement to an existing recreational facility. Accordingly, we would be satisfied that the use of the contribution would be in accordance with the intention for which it was paid, if it can be demonstrated that the new air conditioning unit will result in more people from the locality of the Blackwall Way development using the Play Pavilion.
- 3.3 These comments are limited to addressing compliance with the terms of the s106 agreements mentioned above (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 The overall case for this work is the improvement of the visitor experience when attending the Mile End Children’s Play Pavilion. In particular core users, adults, children, and SEN Users and school groups.

The play pavilion is south facing and the entire front of the pavilion comprises of glass windows. As a result of this the building is extremely hot when the sun is out, causing the environment to be extremely uncomfortable for the users of the facility.

This has resulted in low visitor numbers during the sunny periods. Installing air conditioning will allow comfortable use throughout the year, improving the experience of all users.

The pavilion acts as both a stand-alone facility and one that is used in conjunction with the outdoor play facilities in the park, more often the latter than former. So lack of air conditioning during hot days can have an impact on the use of the building and the park itself.

5.0 Business Case

- 5.1 The overall case for this work is the improvement of the visitor experience when attending the Mile End Children's Play Pavilion.

The Play pavilion has a busy programme of community activities 7 days a week from 10am until 5 pm and hosts:

- Early years soft play session
- Stay and play sessions
- Home education group
- Somali integration project
- Alhuda Play project
- Children's centres play sessions
- East London scouts group

On average we have between 400 to 500 users across the week. The majority of users are children, toddlers and school children with additional needs.

The installation of air conditioning within the public space of the play pavilion will allow greater use of the pavilion during the sunny summer period, allowing the user groups to use the facility comfortably. This will also increase our ability to attract more private party bookings which generate income to support the park maintenance.

During the busy summer period we intend to deliver a programme of structured community events and activities which will attract substantial footfall, particularly children. Therefore the need for air condition to provide a comfortable environment is important.

6.0 Approach

- 6.1 The contractor has been procured in line with the Council's established procedures to deliver the improvement to the park and the play facility. The project will be led by the CLC Directorate and will conform to the agreed Directorate project management and financial protocols.

Signage will also be displayed signifying the use of s106 contributions in delivering the play facility.

Any necessary maintenance has been factored into the parks and open spaces

maintenance programme.

7.0 Infrastructure Planning Evidence Base Context

7.1 This project is captured within the Open Spaces Improvement Programme referred to in the Infrastructure Delivery Framework Evidence Base. This is ranked as the equal top priority Open Spaces project.

8.0 Deliverables

8.1 This project will see the installation of a full VRF System in the public areas of the play pavilion.

Items to be delivered:

- Open Play Area 3no 12kw ceiling suspended units.
- Small play area 1no 5kw wall mounted unit
- The installation of 1 outdoor unit to roof area on new concrete plinth
- All Pipe work to be contained in white plastic trunking
- Testing and certificates will be provided upon completion

9.0 Local Employment and Enterprise Opportunity

9.1 Procurement imperative for maximising local benefits as agreed by members will be integrated into the tendering documentation in consultation with the council's Procurement team. Where current term contractors will be used to carry out any works, we will be contacting the Employment and Enterprise team to discuss initiatives that can be provided, such as work experience placements. The information will then be relayed onto our current term contractors. We recognise that providing local employment initiatives is an integral part of delivering upcoming projects, however where term contracts are in place we are limited in making changes.

10.0 Programme Timeline

10.1 Project Budget

Table 1			
Financial Resources			
Description	Amount	Funding Source	Funding (capital/revenue)
Air Conditioning	£ 25,000	106	Capital

Table 1			
Financial Resources			
Description	Amount	Funding Source	Funding (capital/revenue)
Contingency	£2,500	106	Capital
Project management (internal)	£2,500	106	Capital
Total excluding VAT	£ 30,000		

10.2 Financial Profiling

Table 2									
Financial Profiling									
Description	Year 2016/2017				Year 2017/2018				Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Installation of air conditioning				£25,000					£25,000
Contingency					£2500				£2,500
Project management					£2500				£2,500
Total				£25,000	£5,000				£30,000

10.3 Outputs/Milestone and Spend Profile

Table 3			
Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Spend	Delivery Date
1	Installation of air conditioning	£ 25,000	January 2017
2	Contingency 10%	£2,500	April 2017
3	Project management 10%	£2,500	April 2017
Total		£30,000	



11. Project Team

11.1 Information regarding the project team is set out below:

- Project Sponsor: Shazia Hussain
- Project Manager: Paul Sammut
- Project Team Members: Mohammed Raja, Ahkel Ahmed, Sam Brown

12. Project Reporting Arrangements

Table 7			
Key Stakeholders	Role	Communication Method	Frequency
IDSG	Owen Whalley	PIDS Quarterly updates Project closure	Adhoc
Project sponsor	Shazia Hussain	Quarterly updates	Every 12 weeks and Adhoc
Project Group	Mohammed Raja Ahkel Ahmed Sam Brown	Information on the scheme in terms of design, timing and co-ordination required for implementation	Site based information as works progress but minimum of quarterly meetings
S106 Programme Delivery Team Meeting	Finance S106 Programme Manager S106 Team Project Manager	Forecast / Actual Spend and Delivery against outputs; Key risks and issues; Benefit Outcome Monitoring; Satisfaction Surveys outputs.	Minimum: Financial Year Quarters

13. Quality Statement

13.1 The Project will conform to CLC internal controls for assessment and reporting as designated within the established control frameworks

14. Key Project Stakeholders

Table 8			
Key Stakeholders	Role	Communication Method	Frequency
Shazia Hussain	Accountable for the successful delivery of project	Email, telephone	Weekly
Paul Sammut	Accountable for the successful delivery of project	Email, telephone	Weekly
Pavilion user groups	Overview of project	E mail, telephone	Weekly
London Borough of Tower Hamlets	Provider	Email, letter and telephone	As required

15. Stakeholder Communications

15.1 The key messages of the project are:

- Reconfirming the aims of the Project as appropriate
- Communicating successes
- Providing stakeholder comments and review of outputs delivered (Quantitative and qualitative)
- Reporting Progress against project milestone delivery and spend
- Reporting the benefits to citizens living and working in and around Mile End Park.
- Every effort made by project manager to ensure opportunities for communications are highlighted and to liaise with S106 Officers regarding the key risks.

16. Key Risks

16.1 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	Designs / funding / other issues not agreed in time prompt start of works on site	Delay or changes to implementation of the work programme.	Potential increase in costs depending on length of delay.	Discussions with project steering group, engagement with external stakeholders	1	1	1
2	Potential cost exceeds budget	Increase scope of project deliverables	Overspend / phase implementation	Potential to reduce scope or standard of works A contingency has been allowed for each deliverable element of the project	1	1	1
3	Unforeseen site conditions	Results of surveys, site inspections and scans.	Increase costs due to additional works and delay or changes to the implementation works programme	Use of design information already available project/steering group; limit disturbance	1	1	1
4	Works not of satisfactory quality	Results of surveys and post installation inspection	Additional cost of rectifying	Check quality of work at regular intervals Set out criteria of works in the specification for contractors	1	1	1