

**Appendix B**  
**PROJECT INITIATION DOCUMENT**

Mile End Play Pavilion Air Conditioning

## Project Initiation Document (PID)

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

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

### 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 |
|---|---------------|----------------------|---------------|
| <b>If copies of the related documents are required, contact the Project Manager</b> |               |                      |               |
|   |               |                      |               |

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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 5<sup>th</sup> 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

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

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

## 10.2 Financial Profiling

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

## 10.3 Outputs/Milestone and Spend Profile

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



## 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

| <b>Table 7</b>                       |   |  |  |
|--------------------------------------|---|--|--|
| <b>Key Stakeholders</b>              | <b>Role</b>   | <b>Communication Method</b>  | <b>Frequency</b>   |
| IDSG                                 | Owen Whalley  | PIDS<br>Quarterly updates<br>Project closure   | Adhoc  |
| Project sponsor                      | Shazia Hussain  | Quarterly updates  | Every 12 weeks and Adhoc   |
| Project Group                        | Mohammed Raja<br>Ahkel Ahmed<br>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<br>S106 Team Project Manager | Forecast / Actual Spend and Delivery against outputs;<br>Key risks and issues;<br>Benefit Outcome Monitoring;<br>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:

| 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<br>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<br><br>Set out criteria of works in the specification for contractors             | 1          | 1      | 1     |