



Barbican Estate Residents Consultation Committee

Date: MONDAY, 6 JUNE 2016

Time: 6.30 pm

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Graham Wallace - (Chairman)	John Tomlinson - Cromwell Tower
Tim Macer - (Deputy Chairman)	Mary Bonar - Wallside
Robert Barker - (Deputy Chairman)	Fred Rodgers - Breton House
Mark Bostock - Frobisher Crescent	David Graves - Seddon House
Gordon Griffiths - Bunyan Court	Richard Dykes - Gilbert House
Fiona Lean - Ben Jonson House	Ted Reilly - Shakespeare Tower
Jane Smith - Barbican Association	Christopher Makim - Speed House
John Taysum - Bryer Court	Nancy Chessum - Andrewes House
Janet Wells - John Trundle House	Bethan Cobley - Mountjoy House
Prof. Michael Swash - Willoughby House	
Averil Baldwin - Thomas More House	
Robin Gough - Defoe House	

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Julie.Mayer@cityoflondon.gov.uk

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS BY MEMBERS IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

- a) To agree the minutes of the last meeting on 29th February 2016.
- b) To receive the draft minutes of the AGM on 8th February 2016.

For Decision
(Pages 1 - 10)

4. **TERMS OF REFERENCE OF THE BARBICAN RESIDENTS CONSULTATION COMMITTEE**

Members are asked to note the Committee's Terms of Reference.

For Information
(Pages 11 - 12)

5. **'YOU SAID: WE DID' ACTIONS UPDATE**

Report of the Director of Community and Children's Services.

For Information
(Pages 13 - 14)

6. **SLA REVIEW**

Report of the Director of Community and Children's Services.

For Information
(Pages 15 - 30)

7. **BARBICAN ESTATE RESIDENTIAL BAGGAGE STORE/STORAGE SPACE INSTALLATION**

Report of the Director of Community and Children's Services.

For Information
(Pages 31 - 34)

8. **WORKING PARTY REVIEWS - GARDENS ADVISORY GROUP AND BACKGROUND UNDERFLOOR HEATING**

a) To receive the Minutes of the Gardens Advisory Group and Review of its Terms of Reference.

b) To receive the Minutes of the Background Underfloor Heating Working Party.

For Information
(Pages 35 - 72)

9. **REPAIRS AND MAINTENANCE TO ROOFS/BALCONIES FOLLOWING WATER PENETRATION**
Report of the Director of Community and Children's Services.
For Information
(Pages 73 - 84)
10. **WATER SYSTEM SAFETY WORKS**
Report of the Director of Community and Children's Services.
For Information
(Pages 85 - 92)
11. **PROGRESS OF SALES AND LETTINGS**
Report of the Director of Community and Children's Services.
For Information
(Pages 93 - 98)
12. **UPDATE REPORT**
Comprising of:
1. Blake Tower Service Charge related issues
 2. Service Based Review
 3. Working Party Update (Appendix 1)
 4. Leaseholder Service Charge working Party
 5. Parcel Tracking System Review
 6. Home Improvements Pack (Appendix 2 – *will follow shortly*)
 7. Agenda Plan 2016
 8. Property Services update (Appendix 3)
 9. City Surveyors' Update (Appendix 4)
- Report of the Director of Community and Children's Services.
For Information
(Pages 99 - 114)
13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

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BARBICAN ESTATE RESIDENTS CONSULTATION COMMITTEE (RCC) **Monday, 29 February 2016**

Minutes of the meeting of the Barbican Estate Residents Consultation Committee held in Guildhall on Monday, 29 February 2016 at 7.00 pm

Present

Members:

Graham Wallace - Chairman
Robert Barker - Deputy Chairman
Mark Bostock - Frobisher Crescent
Gordon Griffiths - Bunyan Court
Jane Smith - Barbican Association
Janet Wells - John Trundle House
Prof. Michael Swash - Willoughby House
Robin Gough - Defoe House
Fred Rodgers - Breton House
David Graves - Seddon House
Richard Dykes - Gilbert House
Christopher Makim - Speed House
Monique Long - Mountjoy House
Natalie Robinson - Andrewes House

In attendance:

Ann Holmes – Deputy Chairman, Barbican Residential Committee (BRC)
Randall Anderson – Barbican Residential Committee

Officers:

Michael Bennett - Community and Children's Services
Paul Murtagh - Community and Children's Services
Anne Mason - Community and Children's Services
Mike Saunders - Community and Children's Services
Barry Ashton - Community and Children's Services
Julie Mayer - Town Clerk's

1. APOLOGIES

Apologies were received from Fiona Lean, John Taysum, Averil Baldwin, Ted Reilly and Gary Moore, Chairman of the BRC.

2. DECLARATIONS BY MEMBERS IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. MINUTES

- The minutes of the meeting held on 30th November 2015 were approved.
- The draft minutes of the Annual General Meeting held on 8th February 2016 were received.

Before commencing the business on the agenda, the Chairman welcomed and introduced Mr Paul Murtagh the new Assistant Director (Barbican and Property Services). Mr Murtagh set out his career background to date and looked forward to working with Officers and Members. Those present were then invited to introduce themselves.

4. **SERVICE LEVEL AGREEMENT (SLA) REVIEW**

The Committee received a report of the Director of Community and Children's Services which updated Members on the review of the estate-wide implementation of Service Level Agreements and Key Performance Measures for the quarter October – December 2015.

Members noted that the first 11 of 12 pre-committee questions, which had been circulated on Friday 26th February, related to various service areas and would be incorporated into the SLA action plans.

In response to a question about the Frobisher Crescent works having been delayed due to the supply of doors, officers explained that it had not been possible to order these in advance of letting the contract. Officers were fully aware of residents' frustrations in this matter and were taking steps to ensure more efficient contract management in the future.

Members were asked to note a drafting error on this report in respect of KPIs; % overall resident satisfaction of completed major works projects, progress against target should show as a 'non-smiley face'. The surveys related to Frobisher Crescent external redecorations and three out of four respondents were satisfied with the works.

5. **'YOU SAID: WE DID' - ACTIONS UPDATE**

Members received the Committee's Outstanding Actions update and noted the following update, since the agenda had been printed and published:

Repairs & maintenance works for Andrewes and Ben Jonson House roof/balconies 2014/15 following water ingress – were these not claimable under the guarantees?

All works orders to Ben Jonson House and Andrewes House are currently being investigated. In 2014/15 there were 30 orders relating to Andrewes House (10 flats) and 37 orders relating to Ben Jonson House (21 flats). Many of the orders are for investigation works and in some cases resulted in works not related to the roof works. Where remedial works could be covered under the existing roof guarantee, officers are dealing with the insurance company to reclaim the costs.

In response to supplementary questions, the following matters were raised/noted:

- There would be confirmation by the next meeting as to whether the works would be covered under the guarantees and, if so, there would be a credit to the residents of Ben Jonson and Andrewes Houses. Officers

advised that the terms of the guarantees often differed between blocks and others were being investigated as part of this work.

- In respect of the electric vehicle charging points, residents suggested that the electrical points should be installed before residents purchased electric cars and therefore the survey should be extended. Officers advised that this was a Department of the Built Environment project and, whilst the survey results so far had been helpful, it was too early to provide further detail. Members noted that they would receive an update in the next 'You Said; We Did; update.
- In respect of the timings on the Beech Gardens fountains; Members noted that the survey had received 61 responses and would close later this week. Officers agreed to investigate the excessive white foam coming off the fountain as it was becoming unsightly.

6. SERVICE BASED REVIEW - GENERATING INCOME FOR CAR PARKING AND BAGGAGE STORES FOR 2017/18

The Committee received a report of the Director of Community and Children's Services in respect of the Service Based Review; specifically in relation to generating income from car parking and baggage stores.

During the discussion, the following matters were raised, specifically for the attention of the Barbican Residential Committee when it meets on 14th March 2016:

Would Breton House's car park be considered for commercial use and would there be any disturbance resulting from the use of the car parks as commercial ventures? A Member pointed out that there is a City policy that requires deliveries in residential areas to be restricted to between 7 am and 11pm and that might affect the option for delivery consolidation.

- The possibility of losing staff was a concern - Will the car park attendants' overheads be reviewed and will there be changes to their shift patterns?
- The report now before Members set out a series of 6 options, with options 5 and 6 recommended for further consideration, should options 1 – 4 prove unfeasible.
- The Car Park Account is in deficit due to the City's own Capital Charges. Could the Estate Office undertake a short survey on the use of work rooms and studios, given that a lot of Barbican residents work in creative arts and such units are in short supply.
- When storage company use had been considered some years ago there had been some concerns raised about security.

7. CAR PARK CHARGING

Members received a report of the Director of Community and Children's Services, which sought to extend the current charging policy for car parking on the Estate for a further nine months, from June 2016 to March 2017. Members noted that this report had been presented to the Barbican Residential Committee at its last meeting and subsequently deferred. Therefore, officers had presented this report again, along with the Service Based Review report, at the previous item on this agenda.

The Deputy Chairman of the Barbican Residential Committee (BRC) advised that, at its last meeting, Members had deferred this report as they felt there was no logical reason behind a proposed 5% increase and had asked for a set of options. Furthermore, there had been no pre-determination by Members of the BRC as to whether or not residents would be prepared to accept a 5% increase. One resident member suggested that a 5% increase be taken forward to the BRC.

8. PROGRESS OF SALES AND LETTINGS

Members received a report of the Director of Community and Children's Services which set out the surrenders of tenancies and the sale and letting of flats in accordance with Standing Orders 77a and 77b.

9. UPDATE REPORT

The Committee received the Director of Community and Children's Services regular update report and during the discussion, the following matters were raised/noted:

- Potentially, Asser keys could be retro-fitted to Blake Tower, as had been the case with Frobisher Crescent.
- In respect of pre-Committee question (11) – appended to these minutes - Members noted that an automated barrier on St Giles Terrace would require planning consent and they were advised to canvass their ward members of the Planning and Transportation Committee.

10. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

In response to further questions, the following matters were noted:

- Frobisher Crescent Leaseholders' relationship with the Barbican Centre would be considered at the SLA Working Party at its next meeting in April. Mr Bostock would be invited to this meeting as a guest.
- The control system for the underfloor heating would need to be replaced by September 2016, when the current contract expires. There was not the same urgency on the other works.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

- Members noted that a Member had raised a pre-committee question in respect of the Aldersgate Turret, which was outside the remit of this Committee. Members noted that a consultant has been appointed to ascertain the feasibility of converting the disused space into residential use and an application for a pre-planning meeting had been lodged by the consultant. Once there was anything more substantial to report, the RCC/BRC would receive an update for information only.

- Members agreed to put the start time of meetings back to 6.30 pm

The meeting ended at 8.00 pm

Chairman

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BARBICAN ESTATE RESIDENTS CONSULTATION COMMITTEE

Monday, 8 February 2016

**Minutes of the meeting of the Barbican Estate Residents Consultation
Committee held Guildhall on Monday, 8 February 2016 at 7.00 pm**

Present

Members:

Tim Macer - Willoughby House
Robert Barker - Lauderdale Tower
Mark Bostock - Frobisher Crescent
Gordon Griffiths - Bunyan Court
Jane Smith - Barbican Association
Janet Wells - John Trundle Court
Robin Gough - Defoe House
Graham Wallace - Andrewes House
Fred Rodgers - Breton House
Monique Long - Mountjoy House
Natalie Robinson – Andrewes House
Jane Northcote – Cromwell Tower (representing John Tomlinson)
Christopher Makim – Speed House

In Attendance

Officers:

Julie Mayer – Town Clerk's - In the Chair for items 1-5
Linda Cross – Town Clerk's - Minutes

1. **APOLOGIES**
Apologies were received from Fiona Lean, Richard Dykes, Averil Baldwin, John Taysum, and John Tomlinson. Mr Tomlinson was represented by Jane Northcote.
2. **DECLARATIONS BY MEMBERS IN RESPECT OF ITEMS ON THE AGENDA**
There were no declarations.
3. **MINUTES**
The minutes of the Annual General Meeting held on 9th February 2015 were approved.
4. **TO ELECT A CHAIRMAN**
Being the only Member willing to serve, Graham Wallace was duly elected Chairman of the Barbican RCC for 2016-17.

As the Chairman accepted his election, Members proposed a vote of thanks to Mr Macer for his work and contribution to the Barbican RCC over three years and commended him for the way in which he had chaired the Committee with a fresh perspective and “hands on” approach.

Mr Graham Wallace thanked Members for their support.

5. **TO ELECT TWO DEPUTY CHAIRMEN**

In accordance with City of London Corporation Standing Orders, the immediate past Chairman was asked if would be willing to serve as Deputy Chairman. Mr Macer indicated that he was and he was duly elected.

There was one further nomination to serve, from Robert Barker. Being the only Member willing to serve, he was duly elected as the Deputy Chairman of the Barbican Estate Residents Consultation Committee for the ensuing year.

6. **COMMITTEE’S TERMS OF REFERENCE**

A question was asked about the Disputes Resolution Panel; i.e. what it was, who sat on it, and when had it met? The Committee was informed that the Panel had not met recently, if ever, as there were no unresolved disputes. It was suggested that the RCC Member submit the question in advance to a future RCC meeting.

A further question was raised about how the Arts Centre related to Frobisher and whether the reference in Item 1 to “other occupiers” included the Arts Centre. If so, it was suggested that this should be specified. It was agreed that this was a very specific situation and that it was not appropriate to include the Arts Centre in the Terms of Reference, which might invited others to make further suggestions. Alternatively, the issue should be referred to the Service Level Agreement Working Party, with a position statement from the Barbican RCC saying that they wished to find a way to improve the channel of communications between Frobisher and the Arts Centre.

RESOLVED, that - the situation between the Arts Centre and Frobisher be referred to the Service Level Agreement Working Party.

7. **REVIEW OF WORKING PARTIES**

The Committee received a report from the Barbican Estate Office on the various Working Parties, including representation and dates of future meetings. It was explained that the Minutes were received throughout the year at RCC meetings and a general review took place at the Annual General Meeting.

RESOLVED, that - The review of working parties be noted.

8. **PROPOSAL TO FORM A LEASEHOLD SERVICE CHARGE WORKING PARTY**

The Committee received a report from the Immediate Past Chairman which outlined the background to the proposal and the need to form a working party to look at service charges. The current arrangements only allowed for consideration of service charges in a reactive way and there was no mechanism for examining issues such as value for money in a proactive manner. It was also the only item in the Terms of Reference which was not specifically covered by a Working Party. He thanked Jane Northcote for the work she had done in producing the accompanying paper.

Members thanked the Immediate Past Chairman and Jane Northcote for their proposal and expressed their wholehearted agreement with the formation of a new working party. It was suggested that it might be appropriate to appoint between 2-4 Members from the RCC to allow more representation from other residents. The Chairman said that he fully supported the initiative but would not be able to take the matter forward, for the time being. The Immediate Past Chairman offered to undertake this role and start the process by inviting residents to become members of the Working Party.

RESOLVED, that - the proposal to form a Leasehold Service Charge Working Party be agreed.

9. **2015 RESIDENTS' SURVEY**

The Committee received a report from the Barbican Estate Office on the 2015 Residents Survey, specifically in respect of Question 16 and the level of satisfaction with the involvement of residents in the management of the Barbican Estate and consultation over decisions or new initiatives. The results showed that over 60% of respondents were satisfied or very satisfied and only 10% were dissatisfied or very dissatisfied.

In answer to a question, the current means of communications were outlined. Members noted that this would depend on the type of information being distributed. If it concerned something which had to be seen by all residents, then it was issued in hard copy. Other items could be sent by email and these were seen by 1300 residents. Some of these might be duplications to the same address, or to landlords who were not resident on the estate. Information was also displayed on notice boards and passed to concierges, to disseminate it further. Links to Committee papers go out to all tenants and a Newsletter was issued every 6 months. Members agreed that there was still some room for improvement.

RESOLVED, that - the report be noted and that the Barbican Estate Office be asked to look at communications and how the flow of information could be improved.

10. **2015/16 COMMUNICATIONS PLAN**

The Committee received a report from the Barbican Estate Office on the communications plan for 2015/16.

It was suggested that the arrangements for responding to emails could be improved. At present, when residents sent emails raising issues, they received an automatic reply saying that the person was away and a reply would be sent within 10 days. This was a timeframe agreed when the RCC was set up many years ago and seemed too long now. The BEO should be asked to look at this with a view to improving communications.

It was pointed out that the website had now replaced much of the print media and documents such as Committee meeting papers were available on line. It was agreed that it would be useful if the BEO could publicise the website more and encourage residents to access the information which it contained.

RESOLVED, that - The 2015/16 Communications Plan and the comments, as set out above, be noted.

11. **ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS URGENT**

There were no items of urgent business.

The meeting ended at 8.25pm

Chairman

Contact Officer: Julie Mayer
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Barbican Residents Consultation Committee -Terms of Reference

1. To be the main formal channel of communication between tenants* and the Corporation of London in all landlord and tenant matters which affect the Barbican Residential Estate, including interfaces with other occupiers, and to present the views of tenants on the general management of the estate
2. To enable consultation and the flow of information between the Corporation of London and tenants and to work towards a partnership approach to management
3. To develop, in conjunction with the Corporation, Service Level Agreements between tenants and the Barbican Estate Office for the Estate as a whole and for individual House Groups and to be involved in the modification of these agreements as required
4. To oversee delivery of services against any Service Level Agreements with tenants, third parties and Corporation departments, monitoring their performance and satisfaction with the service and making suggestions where appropriate for alterations or improvement
5. To identify Service Charge items and monitor service charge costs, receiving reports of all accounts relating to the estate
6. To discuss routine and major repair works and to consult on how these will affect tenants
7. To receive reports of the Disputes Resolution Panel as appropriate

*tenants refers to all persons who have a tenancy agreement with the Corporation and includes also any resident who no longer retains the Corporation as a landlord but still pays a service charge to the Corporation.

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Actions from February 2016 RCC & other outstanding issues (updates appear in italics)

Issue	Source	Officer	Action Escalation
Barbican Area CCTV			
Update from Officers in Street Scene, Strategy & Safer City Partnership: <ul style="list-style-type: none"> <i>The current position is that the project is on hold for the time being whilst a Privacy Impact Assessment (PIA) is carried out and until this is complete we cannot move forward. When the PIA is completed an update will be provided.</i> 	Sept 2015 RCC		
Beech Gardens Fountain			
<i>Following a survey with local resident representatives timings of the fountain have been agreed and this is now operational.</i>	May 2015 RCC	Helen Davinson	Completed
<i>Fountain – the excessive white foam issues from the fountain have now been resolved</i>	February 2016 RCC		Completed
Short-term holiday lets			
<i>The March bulletin to residents and the April quarterly letter to leaseholders provided an update on short-term holiday lets. The BEO continue to follow up on leads from the Estate Concierge and residents with the appropriate stage 2/3 letters to leaseholders regarding breaches to the lease.</i>	Ongoing updates	Michael Bennett	
Frobisher Crescent Lift Performance KPIs and Relationship with the Barbican Centre			
<i>A Lift in Service report is being prepared by City Surveyors for the Barbican Centre for the period January to March 2016 for the specific lifts related to Frobisher Crescent. This will be forwarded to the House Group when received. It is anticipated that this will form the basis for future KPI reporting.</i>	Nov 2015 RCC	Helen Davinson	
<i>The RCC representative for Frobisher Crescent was invited to the SLA Working Party meeting in April to discuss how to improve communication with the Barbican Centre. Officers are progressing this with members of the relevant committee.</i>	February 2016 RCC	Michael Bennett	
Electric Vehicle Charging			
The possibility of providing charging points for electric vehicles in the car parks is being progressed as a City Project led by the Department of the Built Environment in conjunction with City Procurement – <i>we are awaiting an update as to the current position.</i>	Dec 2015 BRC	Barry Ashton	
Contact: Michael Bennett, Barbican Estate Manager – 020 7029 3923 – barbican.estate@cityoflondon.gov.uk			

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Committee(s)	Dated:
Residents' Consultation Committee Barbican Residential Committee	06 June 2016 13 June 2016
Subject: Service Level Agreements Quarterly Review January – March 2016	Public
Report of: Director of Community and Children's Services Report Author: Michael Bennett, Estate Manager	For Information

Summary

This report, which is for noting, updates Members on the review of the estate wide implementation of Service Level Agreements (SLAs) and Key Performance Measures (KPIs) for the quarter January – March 2016. This report details comments from the House Officers and the Resident Working Party and an ongoing action plan for each of the SLAs.

Recommendation

Members are asked to note the report.

Main Report

Background

1. This report covers the review of the quarter for January – March 2016 following the estate-wide implementation of the SLAs and KPIs with comments from the House Officers and the resident Working Party as well as an ongoing action plan for each of the service areas.

Current Position

2. All of the agreed six weekly block inspections have been completed in the quarter January – March.
3. House Officers, Resident Services Manager and the Barbican Estate Manager attended the recent SLA Working Party review meeting in April to review the SLAs and KPIs.
4. New comments from the residents Working Party (Tim Macer, Randall Anderson, Jane Smith, David Graves, Robert Barker, Gianetta Corley, Graham Wallace,

Fiona Talbot), House Officers, surveys, House Group meetings, RCC and resident general comments/complaints are incorporated into the January – March comments.

5. Actions identified following each quarterly review have been implemented where appropriate and comments are included in the action plans in Appendices 1 to 6.
6. The KPIs are included in Appendix 7. The action plans monitor and show the progress made from each of the quarterly reviews together with all of the comments and responses/actions from the House Officers and resident working party.
7. All of the unresolved issues from the previous quarterly reviews to December 2015 have been carried forward to this current quarterly review. The House Officers as residents' champions determine whether the issue has been dealt with and completed.
8. All of the resolved issues to December 2015 have been filed as completed by the House Officers in conjunction with the resident working party. Once comments are completed, they will be removed and filed.

Proposals

9. The Barbican Estate Office will continue to action and review the comments from the House Officers and Resident Working Parties related to the Customer Care, Supervision and Management, Estate Management, Property Maintenance, Major Works and Open Spaces SLAs.
10. The review of the SLAs and KPIs for the quarter April to June 2016 will take place in July and details of this review will be presented at the September committees.

Conclusion

11. The reviews will continue on a quarterly basis with the Resident SLA working party and actions will be identified and implemented where appropriate, to improve services.

Appendices

- Appendices 1- 6 - SLA Action plans
- Appendix 7 – Key Performance Indicators

Background Papers

Quarterly reports to committee from 2005

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Barbican Estate Manager

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APPENDIX 1

SERVICE LEVEL AGREEMENT REVIEW- CUSTOMER CARE, SUPERVISION AND MANAGEMENT 2016

	<u>Quarter</u>	<u>Source</u>	<u>COMMENT/QUERY</u>	<u>RESPONSE/ACTION</u>	<u>COMPLETED</u>
204	Jan - Mar 16	RCC	Frobisher Crescent leaseholders relationship with the Barbican Centre would be considered at the SLA WP meeting to find a way to improve the channel of communication between Frobisher Crescent and the Centre.	The RCC representative for Frobisher Crescent was invited to the SLA Working Party meeting in April to discuss how to improve communication with the Barbican Centre. Officers are progressing this with members of the relevant committee.	
203	Jan - Mar 16	Res	Underfloor Heating - procedure for switching on and off are different. Can this be discussed please and can it be formalised so switching on replicates switching off?	On - minimum number of requests plus review of weather forecast. Off - review of weather forecast only. Discussed at working party meeting. To discuss again Aug 2016 post tender.	
202	Jan-Mar 2016	RCC Qs	Is the SLA response for emails 10 working days or calendar days and can an automatic response be reviewed?	10 workings days. This will be reviewed as part of SLA booklet review by the SLA working party.	✓
201	Jan - Mar 15	RCC Qs	What is the Disputes Resolution Panel in the RCC Terms of Reference?	Was set up by the RCC over 10 years ago and has only met once. CoL Complaints procedure is now used. This will be reviewed as part of the SLA & RIP booklet review with the SLA working party.	✓
200	Jan-Mar 2016	BEO	New Duty Manager and Reception team member will help the standard of service to improve.	Comment only	✓
199	Oct-Dec 2015	ES	Car Park Box to be trialed as a "Communications Point" so that residents who are not online can remain informed.	Currently proposing that Thomas More Box be the trial area as the HG have expressed concern about being residents who are not online.	
198	July-Sept 2015	HO	Residents private alterations causing a nuisance to other residents. A periodic issue.	First stage review of the Home Improvements Pack has been carried out with the SLA Working Party. The second stage invited nominated representatives from the House Groups to comment in January. Third draft of HIP presented for final comments by 25.04.16. Fourth stage - draft to RCC for approval.	

APPENDIX 1

SERVICE LEVEL AGREEMENT REVIEW- CUSTOMER CARE, SUPERVISION AND MANAGEMENT 2016

189	Jan - Mar 15	RCC	BEO review of communications – following RCC comments at their AGM - BEO are prioritising the following areas of communications – quarterly bulletins via the email broadcast, SLA, RIP & Alterations handbooks & welcome packs, increasing resident awareness/usage of email broadcasts, car park offices/lobby desks as sources of information for residents, quarterly messages/updates via leaseholder letters, website.	Ongoing - part of the Comms Plan. Quarterly bulletins ongoing. Draft SLA/RIP/Alterations booklets being reviewed as per HIP (see 198). Quarterly leaseholder letters ongoing. Website now live.	✓
187	Jan - Mar 15	AGM	It was requested that BEO send a letter out to all absentee landlords to arrange emergency key access for their properties. This is very useful with cases of water penetration investigations.	Message gone out in Barbican Manager's letter - some details already received following this request	✓
Page 20	Oct-Dec 2013	HO	PS are looking to use all the resident data to improve the service eg. sending water penetration letters to absentee landlords	Work is progressing with the data processing. The introduction of Oracle in 2015 may help with this. Ongoing.	
			Completed Actions - House Officers as residents' champions determine whether the issue has been dealt with and completed satisfactorily		
			SLA Service Level Agreement	LS Leasehold Services	
			GAG Gardens Advisory Group	PS Property Services	
			CPA Car Park Attendant	LL/SC Landlord/Service Charge cost	
			LP Lobby Porter	DCCS Department of Children & Community Services	
			ES Estate Services	COG Core Operational Group	
			BAC Barbican Centre	BOG Barbican Operational Group	
			OS Open Spaces	ESM Estate Service Management	
				BOUG Barbican Occupiers Users Group	
		Source of comments			
		HO House Officers	COM Complaint		
		RCC Residents Consultation Committee	SURV Survey		
		RCC ? RCC Pre Committee Question	HGM House Group Meeting		
		RC Residents General Comments	AGM House Group Annual General Meeting		

APPENDIX 2
SERVICE LEVEL AGREEMENT REVIEW - ESTATE MANAGEMENT 2016

	<u>Quarter</u>	<u>Source</u>	<u>COMMENT/QUERY</u>	<u>RESPONSE/ACTION</u>	<u>COMPLETED</u>
186	Jan - Mar 16	SLA	New powers of Fixed Penalty Notices for fly tipping. Will BEO be liaising with Cleansing about various problem areas around the Estate?	Cleaning Manager liaising with Cleansing Department about this.	
185	Jan - Mar 16	HO	Podium Cleaning - KPI very low this quarter. Cleaning Manager to put in place an action plan for improvement.	This is still being monitored by House Officers when carrying out block inspections There are a number of areas where tiles are dirty or have scale built up on them.	
184	Jan - Mar 16	HO	Next round of balcony & Lobby inspections are due to start again in line with London Fire Brigade and FHS regs	For comment only.	
183	Jan - Mar 16	HO	Can it be reflected in the cleaning inspection report when the regular cleaner is not responsible for inspections that are graded less than the expected requirement of 'good' ? Suggestion is that HO can clarify that the report was completed whilst a temporary cleaner was present	House Officers will mention in the report if there is a change to regular cleaner etc. however the inspection is of the block, not the cleaner.	✓
182	Jan-Mar 16	RCC Qs	Can fox repellent application/use of mesh on perimeters rectify the situation of foxes damaging residents' cars in Bunyan Car Park?	Officers are seeking advice from our wildlife contractor when received we will update the affected residents.	
177	July-Sept 15	SLA	Beech Street tunnel Garchey bay - cleanliness has deteriorated.	Cleaning Manager reviewing cleaning schedules. * New signage to be installed in this area (not to dump builders waste) to be monitored by H.O.s This is being reviewed. Currently it is being more thoroughly cleaned	✓
172	Jan-Mar 15	HO	Cover staff working in Lobbies or non regular block cleaners.	House Officers should be informed in both instances to be aware of any issues arising. Continue to monitor with Security Manager & Cleaning Manager to ensure good communication. Uniform & ID being reviewed for all Lobby Concierge temporary staff cover. Still being monitored - Temp Cleaners are expected to maintain regular cleaning standards & understand the idiosyncrasies of each block	

APPENDIX 3

SERVICE LEVEL AGREEMENT REVIEW - PROPERTY MAINTENANCE 2016

	<u>Quarter</u>	<u>Source</u>	<u>COMMENT/QUERY</u>	<u>RESPONSE/ACTION</u>	<u>COMPLETED</u>
196	Jan - Mar 16	HO	Does PS have a skills shortage in terms of plumbing expertise (in house or contractor)? Can this be reviewed?		
195	Jan - Mar 2016	RCC QS	What can be done to stop contractors leaving equipment on balconies? Can dates of work be provided?	PS are liaising with contractors to provide programme dates which can be passed onto House Officer.	
194	Jan - Mar 2016	HO	Noisy work being organised by BEO with our contractors. No notification issued during recent works at Brandon Mews when Kango was being used. Health and Safety issues raised by BM Leaseholder with regard to trailing cables left by contractor	More communication from Property Services team with relevant House Officer, so these issues do not come as a surprise to residents	
193	Jan - Mar 2016	HO	Repairs orders to have more meaningful information e.g. not just complete works as per estimate. More accurate information could be the exact location of where the work is taking place and also if the work is being completed following water leak to a particular flat.	(Examples of works orders are 2110313 and 2107453 - Are these works on gullies planned maintenance, or following reports of leaks to flats?)	
192	Oct - Dec 2015	Res	Comments received with regard to main contractor's workmanship in terms of making good/bigger picture. This can be haphazard.		
191	Jul-Sept 2015	SURV	Issue with Repairs Contact Centre communicating with some residents. Little follow up with residents.	Any specific issues are now raised directly with PS	✓
190	Jul-Sept 2015	Res	Issues with damage to building by VFM contractors, e.g. carpet traps in Gilbert House, ceiling tiles in Frobisher Crescent	All repairs raised once installation programme has finished, and recharged back to VFM.	✓
189	Jul-Sept 2015	House Group	Results of the water testing, can these be disclosed to the House Group?	Property Services in the process of sending the last water testing results to the House Group.	✓
185	Jan - Mar 2015	HO	With regard to planned maintenance on the tower tanks, an inspection of the internal drains under the tanks to be added to maintenance, as these can get blocked.	Property Services confirmed that this will be added to future planned maintenance.	✓

**APPENDIX 4
SLA AGREEMENT REVIEW - MAJOR WORKS 2016**

	<u>Quarter</u>	<u>Source</u>	<u>COMMENT/QUERY</u>	<u>RESPONSE/ACTION</u>	<u>COMPLETED</u>
141	Jan - Mar 2016	SLA	Frobisher Crescent gable end project. End date keeps being put back.		
140	Jan - Mar 2016	RCC Qs	When will residents know the actual costs and results of the concrete testing?	Testing element actual costs in May/June. Repair costs are dependent on testing outcome and estimates are anticipated to be known June/July before going to tender.	✓
139	Jan - Mar 2016	RCC Qs	Frobisher Crescent heating/hot water - is there an update?	PS are currently liaising with City Solicitor on the details of the proposed contract. A report will be submitted to a future committee for information.	
138	Jan - Mar 2016	HG	House groups wish to see results of the concrete surveys.	Results and information to be provided at end of the project which is still ongoing.	✓
137	Jan - Mar 2016	HO	Another update is due from VFM with regard to tv services.	Email broadcast update to be arranged.	
136	Oct - Dec 2015	RCC Qs	Redecoration costs for Frobisher. Query about when work was last carried out and condition survey at time of development.	City Surveyors do not have a copy of the condition survey. Raised at last BOUG - Barbican Centre to look into.	
135	Oct-Dec 2015	PS	Concrete Survey for the rest of estate has now commenced.	Information only	✓
134	Oct-Dec 2015	PS	Redecs Project now commencing 2016/17: Lauderdale Tower External and Shakespeare Tower External	Pre-start meet the contractor meeting being arranged during May for Shakespeare Tower redecoration work. Colour consultation ongoing for Lauderdale Tower redecorations.	✓
133	Jul-Sept 2015	BEO	PS are liaising with the TV consultants & contractor as to the start date of the KPIs for the new Barbican TV network to begin to be monitored (which will be the handover date).	For latest, please see Property Services, Appendix 3, Update Report.	
132	Jul-Sept 2015	RCC	The Contract award for the works to the Frobisher Crescent west gable end is being progressed.	The works have started. Monthly updates being sent to HG, members and weekly to affected residents.	✓
130	April- June 2105	HO	Frobisher Crescent redecoration work has commenced		✓
128	April - June 2015	HO	Cromwell Tower external redecoration nearing final stages.	Resident walkabout being arranged and satisfaction survey out next month. Satisfaction survey going out late October. Most issues were to do with access, and will form part of the lessons learnt review of the project. Residents and contractors to cooperate with each other with regard to access issues. Project complete.	✓

APPENDIX 5
SERVICE LEVEL AGREEMENT REVIEW - OPEN SPACES 2016

	<u>Quarter</u>	<u>Source</u>	<u>COMMENT/QUERY</u>	<u>RESPONSE/ACTION</u>	<u>COMPLETED</u>
166	Jan - Mar 16	OS	Mulch from Royal Gardens has been provided by Open Spaces to help enrich the soil	For comment only	✓
165	Jan - Mar 16	GAG	Allotment Survey feedback.	Feedback from GAG has been provided and the information was shared via the Estate wide Email Broadcast	✓
164	Jan - Mar 16	BEO/OS	Willoughby Planters are in place and been filled	For comment only	✓
163	Oct-Dec 15	RES	Positive comments received about removal of wisteria in Speed Gardens and suitable replacement choice of Trachelospermum jasminoides (evergreen)	For comment only	✓
162	Oct - Dec 15	BEO	Barbican Lakeside path (Speed House side) - path is to be lifted and relayed with root barrier due to root growth of wisteria	For comment only	✓
161	July-Sept 15	SLA	Planter removal on Lauderdale Place a concern for Seddon and Lauderdale residents	This decision was taken by the BEO following discussion by the GAG. 3 Planters on order for Lauderdale Place.	✓
160	July-Sept 15	SLA	Lake appears to have more litter present.	Passed on to City Gardens Manager. Contributing factor School bins are were not being regularly emptied - this is now being done on a daily basis. Much improved.	✓
159	July-Sept 15	SURV	Is there sufficient investment in the large private gardens?	Being reviewed by the GAG in the first instance.	
157	Jul-Sept 15	SURV	Speed Lawn - new wildflower bed summer 2015 not a great success.	GAG have already discussed - will be rethought with OS plans presented to next GAG meeting	✓
156	Jul-Sept 15	BEO	Planting to be cut back	Planting (shrubbery) around Breton & Ben Jonson to be cut back in order to reduce abuse of the area.	✓
150	Oct - Dec 14	RCC	BEO reviewing drainage problems in Thomas More Garden	Drainage engineer to review the areas. Awaiting update from independent drainage specialist. Cleaners to sweep away water from pathway until further solution becomes available.	

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**APPENDIX 6
SERVICE LEVEL AGREEMENT :LANDLORDS COMMENTS 2016**

	<u>Quarter</u>	<u>Source</u>	<u>COMMENT/QUERY</u>	<u>RESPONSE/ACTION</u>	<u>COMPLETED</u>
28	Jan-Mar 2016	RCC Qs	Can an automatic barrier to St Giles terrace be installed?	St Giles' barrier is a City Asset of DBE. DBE have confirmed there is no budget at this time to do this.	✓
27	Jan-Mar 2016	Com	Positive comments about communication with regard to the public lift Speed Highwalk outage. Comment was "well done the team, clear and helpful"	For comment only	✓
26	Oct - Dec 2015	RCC Qs	Podium maintenance - issues with drainage causing leaks	Additional monies approved for drainage in 2015/16 for the cyclical programme. Longer term strategy for leaks through podium being reviewed.	
24	Oct - Dec 2015	RCC Qs	Frobisher Crescent lifts - to provide KPIs for the specific lifts	Current lift contract only includes KPIs for planned maintenance not reactive repairs. Barbican Centre looking to get performance reports incorporated into this current contract and for new contract (due 2017) to have KPIs for both planned maintenance and reactive repairs. A lift service report is being prepared by the City for the Barbican Centre for Jan - Mar 16 and this will be forwarded onto the HG when received - in the future these will be reported with other lift KPIs	
24	Oct-Dec 2015	PS	The amount of podium tiling repairs has increased and the new stair tile edges are being completed.	Information only. White paint being redone.	✓
23	Oct- Dec 2015	BEO	Beech Gardens Fountain Survey to be sent out in 2016.	Actions to follow from the responses.	✓
21	July-Sept 2015	HO	Signage Review - should the Bylaws for the Public Highwalk be more prominent than they are now?	Additional vinyl signs now purchased and installed	✓

Appendix 7. Barbican KPIs 2015-16

Title of Indicator	TARGET 2014/15	TARGET 2015/16	OCT - DEC 2104	JAN - MAR 2015	APR - JUN 2015	JULY - SEPT 2015	OCT - DEC 2105	JAN - MAR 2016	PROGRES S AGAINST TARGET	SUMMARY	Actual 2015/16
Customer Care											
Answer all letters satisfactorily with a full reply within 10 working days	100%	100%	94%	97%	100%	96%	100%	100%	☺	37/37	99%
Answer all emails to public email addresses within 1 day and a full reply to requests for information within 10 days	100%	100%	94%	100%	100%	96%	100%	95%	☹	38/40	98%
To resolve written complaints satisfactorily within 14 days	100%	100%	100%	100%	100%	100%	100%	100%	☺	No complaints received	100%
Repairs & Maintenance											
% 'Urgent' repairs (complete within 24 hours)	95%	95%	97%	97%	99%	99%	99%	99.2%	☺		99.0%
% 'Intermediate' repairs (complete within 3 working days)	95%	95%	98%	99%	99%	97%	99%	99.5%	☺		98.6%
% 'Non-urgent' repairs (complete within 5 working days)	95%	95%	99%	99%	99%	98%	100%	99.7%	☺		99%

Title of Indicator	TARGET 2014/15	TARGET 2015/16	OCT - DEC 2104	JAN - MAR 2015		APR - JUN 2015	JULY - SEPT 2015	OCT - DEC 2105	JAN - MAR 2016	PROGRES S AGAINST TARGET	SUMMARY	Actual 2015/16
% 'Low priority' repairs (complete within 20 working days)	95%	95%	100%	100%		95%	96%	99%	100%	☺		97.5%
Availability % of Barbican lifts	99%	99%	Tower lifts 98.98%	Tower lifts 99.03%		Tower lifts 98.49%	Tower Lifts 98.76%	Tower Lifts 97.45%	Tower lifts 99.36%	☺		98.5%
			Terrace lifts 97.96%	Terrace lifts 99.25%		Terrace lifts 99.54%	Terrace Lifts 99.17%	Terrace Lifts 98.89%	Terrace lifts 98.42%	☹	Missed the KPI target by 0.58%	99.0%
Percentage of communal light bulbs - percentage meeting 5 working days target	90%	90%	96%	96%		90%	96%	94%	89%	☹	284 out of 318 lights met the KPI. Missed the KPI target by 1%	92%
Background heating - percentage serviced within target. Total loss 24hrs/ Partial loss 3 working days	Total 90% Partial 90%	Total 90% Partial 90%	Total 95% Partial 100%	Total 88% Partial 98%		N/A	N/A	Total 100% Partial 100%	Total 100% Partial 99%	☺	11 orders Total loss & all in target. 89 orders partial loss, 1 out of target	Total 100% Partial 99.5%
Communal locks & closures - percentage of repeat orders raised within 5 working days of original order	0%	0%	0%	0%		0%	0%	0%	0%	☺		0%
Replacement of lift car light bulbs - percentage meeting 5 working days target	90%	90%	100%	93%		100%	100%	100%	91%	☺	21 out of 23 lights met the KPI	98%

Title of Indicator	TARGET 2014/15	TARGET 2015/16	OCT - DEC 2104	JAN - MAR 2015		APR - JUN 2015	JULY - SEPT 2015	OCT - DEC 2105	JAN - MAR 2016	PROGRES S AGAINST TARGET	SUMMARY	Actual 2015/16
Estate Management												
House Officer 6-weekly joint inspections with House Group representatives monitoring block cleaning - good and very good standard	90%	90%	92%	89%		93%	98%	100%	95%	😊	36/38	97%
House Officer 6-weekly joint inspections with House Group representatives monitoring communal window cleaning - good and very good standard	80%	80%	87%	76%		87%	98%	95%	97%	😊	37/38	94%
House Officer 6-weekly joint inspections with House Group representatives monitoring podium cleaning - good and very good standard	80%	80%	91%	95%		73%	85%	88%	68%	☹️	26/38 Improvement being implemented by Cleaning Manager.	79%

Title of Indicator	TARGET 2014/15	TARGET 2015/16	OCT - DEC 2104	JAN - MAR 2015		APR - JUN 2015	JULY - SEPT 2015	OCT - DEC 2105	JAN - MAR 2016	PROGRES S AGAINST TARGET	SUMMARY	Actual 2015/16
House Officer 6-weekly joint inspections with House Group representatives monitoring car park cleaning - good and very good	80%	80%	100%	81%		80%	90%	95%	100%	☺	36/36	91%
Open Spaces												
To carry out variations/additional garden works (other than seasonal works and unless other timescale agreed) within 6 weeks (30 working days) of BEO approval	80%	80%	100%	100%		100%	100%	100%	100%	☺		100%
Major Works												
% Overall Resident satisfaction of completed Major Works Projects (£50k+)	90%	90%	n/a	Breton 66% Ben Jonson 86%		NA	N/A	75%	NIA	☺		

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Agenda Item 7

Committees:	Dates:	Item no.
Corporate Projects Board	08/06/2016	
Residents' Consultation Committee	06/06/2016	
Barbican Residential Committee	13/06/2016	
Subject: Barbican Estate Residential Baggage Store/Storage Space Installation	Gateway 1 / 2 Project Proposal	Public
Report of: Director of Community & Children's Services		For Information (RCC)
Report author: Barry Ashton – Car Park Manager		

Project Summary

1. Context	The Barbican Residential Committee (BRC) approved the 3 year budget reduction plan of generating income for 2017/18 of £124,000 for car parking and £30,000 for baggage stores as part of the City's Service Based Review in 2014.
2. Brief description of project	<p>Baggage Stores are very popular and the Barbican Estate Office has an opportunity to install a further 300 stores/storage space as part of a development project within unoccupied car park areas.</p> <p>The stores provide a good financial income for the Barbican Estate and there are currently over 260 residents on the waiting list for a new store.</p>
3. Consequences if project not approved	If no action is taken an opportunity to improve the operation efficiency will be lost, the waiting list will not reduce and if there is anticipated to be a shortfall in achieving the 2017/18 budget plan then an option for a reduction in staff costs &/or increase to charges would need to be considered.
4. Success criteria	<ul style="list-style-type: none"> • New baggage stores/storage space for all residents on waiting list (currently 260) and immediate future. • Increased annual income of circa £132k from letting. • Best use of BEO asset and making use of an unoccupied space with an infill opportunity. Overall car park occupancy at 67% (498 vacant bays):- <ul style="list-style-type: none"> ○ Andrewes CP - 82% occupancy and 24 vacant bays ○ Breton CP - 42% occupancy and 125 vacant bays ○ Bunyan CP - 35% occupancy and 135 vacant bays ○ Cromwell CP - 73% occupancy and 25 vacant bays ○ Thomas More CP - 66% occupancy and 47 vacant bays ○ Willoughby House CP - 73% occupancy and 84 vacant bays

	<ul style="list-style-type: none"> Stakeholder consultation with Cultural Hub Project Board and the Beech Street Project Board to ensure best use of assets.
5. Notable exclusions	None
6. Governance arrangements	<p>Spending Committee: Barbican Residential Committee</p> <p>Senior Responsible Officer: Michael Bennett (Author: Barry Ashton)</p> <p>It is not envisaged that a separate project board will be set up to monitor this project, it will form part of the Housing Programme Board which oversees all projects on the Housing and Barbican</p> <p>Project Board: No</p>

Prioritisation

7. Link to Strategic Aims	2. To provide modern, efficient and high quality local services and policing within the Square Mile for workers, residents and visitors with a view to delivering sustainable outcomes
8. Links to existing strategies, programmes and projects	This will form part of development opportunities being reviewed by City Surveyors for the Barbican Estate.
9. Project category	3b. Income generating
10. Project priority	A. Essential

Options Appraisal

11. Overview of options	<ol style="list-style-type: none"> 1) Do nothing 2) Possibility of altering:- <ol style="list-style-type: none"> a) Specific Car Park Bay Locations b) Store Design c) Construction Materials d) Store Sizes e) Number of Stores
--------------------------------	--

Project Planning

12. Programme and key dates	<p>Overall programme: 12 Months, completion before March 2017</p> <p>Key dates: Procurement / Installation Start – October 2016</p> <p>Other works dates to coordinate: None</p>
13. Risk implications	<p>Overall project risk: Amber</p> <ul style="list-style-type: none"> Possible Planning Application required for change of

	use from resident car park amenity to resident storage facilities
14. Stakeholders and consultees	Property Services officers, BE Office staff, Town Clerk's Cultural Hub Property Director, City Surveyors, Chamberlains, City Planning and BE residents.

Resource Implications

15. Total estimated cost	2. £250k to £5m Likely cost: Approx. £300K and £37,500 for fees & staff costs
16. Funding strategy	The project will be funded by a bid to the City Fund New Projects £2m reserve for 2016/17.
17. On-going revenue implications	The additional income generated will help fund the required overall annual SBR savings. On-going costs associated with stores contained within existing revenue budgets.
18. Investment appraisal	Baggage Stores - City Fund with a payback period of approx. 2.6 years.
19. Procurement strategy	Contact CLPS:- <ul style="list-style-type: none"> • Advice on alternative procurement options • Ask them to identify companies • Receive Quotations Build as per existing blocks of baggage stores in car parks via Barbican Estate's Property Services Team.
20. Legal implications	Possible Planning Application required for change of use from resident car park amenity to resident storage facilities
21. Corporate property implications	Possible Cultural Hub and Beech Street project implications
22. Traffic implications	None
23. Sustainability and energy implications	Lighting
24. IS implications	None
25. Equality Impact Assessment	An equality impact assessment will be undertaken

Recommended Course of Action

26. Next steps	<p>Gateway 3 report – Project Sub-Committee</p> <ul style="list-style-type: none"> • Liaise with Planning Officers • Review options and liaise with City Procurement to determine the best route to market • Build as per existing blocks of baggage stores in car parks via Barbican Estate’s Property Services Team. 												
27. Approval track and next Gateway	<p>Approval track: 3. Light Next Gateway: Gateway 3/4 - Options Appraisal (Regular)</p>												
28. Resource requirements to reach next Gateway	<table border="1"> <thead> <tr> <th data-bbox="528 891 762 999">Item</th> <th data-bbox="762 891 1007 999">Reason</th> <th data-bbox="1007 891 1198 999">Cost (£)</th> <th data-bbox="1198 891 1390 999">Funding Source</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 999 762 1070">Staff</td> <td data-bbox="762 999 1007 1070">Staff Costs</td> <td data-bbox="1007 999 1198 1070">£2k</td> <td data-bbox="1198 999 1390 1070">Local Risk</td> </tr> <tr> <td data-bbox="528 1070 762 1211">Consultant</td> <td data-bbox="762 1070 1007 1211">Develop options for the locations</td> <td data-bbox="1007 1070 1198 1211">£5k</td> <td data-bbox="1198 1070 1390 1211">Local Risk</td> </tr> </tbody> </table>	Item	Reason	Cost (£)	Funding Source	Staff	Staff Costs	£2k	Local Risk	Consultant	Develop options for the locations	£5k	Local Risk
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Staff	Staff Costs	£2k	Local Risk										
Consultant	Develop options for the locations	£5k	Local Risk										

Contact

Report Author	Barry Ashton
Email Address	barry.ashton@cityoflondon.gov.uk
Telephone Number	02070293920

Annual Working Party Review – Minutes of Gardens Advisory Group (GAG) – July 2015 to May 2016

Gardens Advisory Group
4 September at 10.00

Helen Davinson	BEO	HD
Michael Bennett	BEO	MB
Louisa Allen	Open Spaces	LA
Geoff Rogers	Open Spaces	GR
Stephen Leaman	Open Spaces	SL
Sarah Hudson	Resident	SH
Paula Tomlinson	Resident	PT
Natalie Robinson	Resident	NR
Judith Serota	Resident	JS
Nancy Chessum	Resident	NC
Maggie Urry	Resident	MU
Candace Gillies-Wright	Resident	CGW
Colin Slaughter	Resident	CS
Mark Mallandine	Resident	MM
Jenni Addison	Resident	JA
Kate Wood	Resident	KW
Mary Winch	Resident	MW

	<p>Remit for Gardens Advisory Group</p> <p>The Barbican gardens which include the private areas at Speed House, Thomas More and Fann Street as well as the planted podium raised beds and planters are managed on behalf of residents by the Barbican Estate Office in accordance with a Service Level Agreement, the actual work is carried out by the City Gardens team of the City of London’s Open Spaces Department.</p> <p>Firstly the Residents' Consultation Committee (RCC) has approved the establishment of a Gardens Advisory Group dealing with “soft” issues to provide input to the technical aspects of garden maintenance process and introduce the knowledge and experience of residents who have an interest in gardening issues.</p> <p>Key remit areas:</p> <ul style="list-style-type: none"> • Quarterly Joint Inspections with House Officers and Open Spaces Officers • To comment upon plants being used. To help prioritise new and trial planting schemes for new planters such as those being installed outside Shakespeare Tower - all schemes subject to funding • To comment upon levels of maintenance being undertaken by Open Spaces such as pruning • To provide a steer for the RCC and BRC for new projects and trials eg. Providing allotment spaces - subject to funding 	
	<p>Fann Street Garden</p> <ul style="list-style-type: none"> • Stage 1 Wildlife Survey scheduled for April 2015. London Wildlife Trust. <ul style="list-style-type: none"> ○ To increase amount of water by 50% ○ To increase the wooded area (Bunyan side) to encourage more birds ○ To ascertain if LWT are able to help with recommendations from survey results. • Survey to be distributed with minutes. • £5000 bequest. How to be spent? 	FP/PT

	<ul style="list-style-type: none"> • McAleer and Rush – gift of £2000. How to be spent? • LWT will be a steer for both of these. • To order primroses for Fann St for next year • Open Squares Garden weekend – 993 visitors over the weekend. Poet in Residence very popular. • “enjoy and respect” gardens. BWG to come up with exact wording and HD will order. • Tap work to be completed. 	<p>OS</p> <p>HD HD</p>
	<p>Allotments</p> <ul style="list-style-type: none"> • Watering point for new Mountjoy/TMH planters (awaiting waterproofing works to be completed) Resident informed. • To also inform CGW • 30+ on waiting list • Extra 6 planters given over by Ben Jonson SC64. Watering point an issue. One over by Frobisher Crescent. One by SC64 • HD to chase up contractors who are watering points to ensure this is all complete. • Speed Planters to be emptied for removal by the end of February • If any of the planters from Brandon Mews/Willoughby House survive being emptied, to be moved to Defoe cluster. 	<p>GR</p> <p>HD CGW</p>
	<p>Membership</p> <ul style="list-style-type: none"> • New members welcomed to group. 	
	<p>Actions from Walkaround</p> <p>Thomas More Garden</p> <p>Lawn (both gardens) patchy. Possibly due to past use of Weed&Feed. Some Fairy Ring Toadstools also present. Bad summer due to issues with irrigation system in the garden. To better communicate with residents in future about issues. To be spiked and sanded Red Clover? Stays Green. Good for conditions of no watering. To “lift” trees Trees All healthy bar one that is being monitored for Honey Fungus. Should anymore have to come out – to replace in order to retain grid.</p> <p>Irrigation to be diarised to check/service every March. Tulips and snowdrops for Defoe side border (resident planting day as below) Foxes getting into litter bins. Can we get lids? Natural walkthrough – to get some stepping stone slabs.</p> <p>Berms No clear idea of cause of failure. End of natural life? Can they be replanted without draining? Unlikely to be drained in near future. To drain just for this would be prohibitively expensive. Gardeners when next in lake, to investigate further how plant are attached, secured, weighed down. Reeds to be cut down after Christmas</p> <p>Speed Lawn New bed has divided opinion. Looked lovely but only for a very short period of time. Rethink. Sign up (what’s happening here) <u>Wording to be provided by ???</u> Perennial shrubs? Returf and hedge of rosemary and lavender? Herbaceous border? Like Greyfriars Churchyard (min. of 1.5m depth) Possibly an extra tree to give added shade (Rowan) To not lift trees in Speed lawn Wildflower seeds to be used instead on B/Mews border (seed and bulbs) in area of scrappy broom. Lawn also an issue (as THG)</p>	<p>OS</p> <p>OS OS HD HD</p> <p>OS OS HD HD</p>

	<p>Past Outstanding Thomas More Lawn Honey fungus possible present. OS to monitor Speed Lawn Tree by Eucalyptus – not v. happy. To monitor. Thomas More Lawn Drainage has been the biggest problem recently esp. south east corner. Technical Services to advise if anything can be done to stop paths flooding. Property Services monitoring 28.11.14 update. Ed Payne form Landscape Agency is working with PS to come up with solutions. 18.03.15 Drainage Engineer has reviewed and come up with possible solution. Is drawing up some plans for PS to organise a trial against</p>	<p>OS OS Property Services</p>
	<p>AOB</p> <ul style="list-style-type: none"> • Annual online calendar for all gardening events? PT to look into. Work in Progress • BA news – Maggie Urry is Editor and happy to do brief quarterly overview of work of group. • Water Lilies to attempt to transfer again this year. (Previously failed due to shoots being eaten by the birds) If group could look into possible bird scarers. • Sunday Telegraph article about Beech Gardens. Most likely 04.10.15. • Gardeners Question Time. 11.06.15. FAQ to be circulated. 	<p>SH</p>
	<p>AOB Speed Garden and Thomas More Garden overview and replant. Small working party to be formed from within GAG to look at scope of rethink and to compose remit for possible Landscape Architect/Designer. Work could potentially be done in phases over several years. Volunteers to have interest/knowledge of</p> <ul style="list-style-type: none"> • Biodiversity • Horticulture • Design <p>Please email Helen if you are interested in joining with a short paragraph as to what you can bring to the sub group. Thank you.</p>	
	<p>Next meeting dates 13 November at 10am Walk-around to be first – Geoff Rogers to accompany</p>	
	<p>Autumn Bulb planting.</p> <ul style="list-style-type: none"> ▪ To add in bulbs to take home? Possible dates 31 Oct/1 Nov and 7/8 November ▪ SH to provide posters ▪ Predominantly tulips. Thomas More Garden and Cromwell Forecourt 	

Gardens Advisory Group
13 November at 10.00

Helen Davinson
Geoff Rogers
Sarah Hudson
Paula Tomlinson

BEO
Open Spaces
Resident
Resident

HD
GR
SH
PT

Natalie Robinson	Resident	NR
Judith Serota	Resident	JS
Nancy Chessum	Resident	NC
Candace Gillies-Wright	Resident	CGW
Jenni Addison	Resident	JA
Kate Wood	Resident	KW
Mary Winch	Resident	MW
APOLOGIES		
Michael Bennett	BEO	MB
Louisa Allen	Open Spaces	LA
Stephen Leaman	Open Spaces	SL
Maggie Urry	Resident	MU
Colin Slaughter	Resident	CS
Mark Mallandine	Resident	MM

Remit for Gardens Advisory Group

The Barbican gardens which include the private areas at Speed House, Thomas More and Fann Street as well as the planted podium raised beds and planters are managed on behalf of residents by the Barbican Estate Office in accordance with a Service Level Agreement, the actual work is carried out by the City Gardens team of the City of London's Open Spaces Department.

Firstly the Residents' Consultation Committee (RCC) has approved the establishment of a Gardens Advisory Group dealing with "soft" issues to provide input to the technical aspects of garden maintenance process and introduce the knowledge and experience of residents who have an interest in gardening issues.

Key remit areas:

- Quarterly Joint Inspections with House Officers and Open Spaces Officers
- To comment upon plants being used. To help prioritise new and trial planting schemes for new planters such as those being installed outside Shakespeare Tower - all schemes subject to funding
- To comment upon levels of maintenance being undertaken by Open Spaces such as pruning
- To provide a steer for the RCC and BRC for new projects and trials eg. Providing allotment spaces - subject to funding

Fann Street Garden

- LWT further visit very helpful
- "enjoy and respect" gardens. BWG to come up with exact wording and HD will order.
- Tap work to be completed. **HD to chase**
- New gate position looked at. Funding non service charge. Group to decide on location and report back.
- Possible pond layout. Funding from bequest. Group to decide how to implement scheme.
- Trial pits of different seed type to ascertain what works well and what doesn't
- Paths – chips and logs. PT to contact KPS direct as per last year.

Allotments

- 30+ on waiting list
- Extra 6 planters given over by Ben Jonson SC64. Watering point an issue. One over by Frobisher Crescent. One by SC64. **Still an issue.**
- **HD to chase up contractors who are watering points to ensure this is all complete.**
- Speed Planters to be emptied for removal by the end of February. HD to clarify with one resident that it is all 6. Some are very dilapidated now. If possible, they should go prior to Christmas. HD to liaise with CGW
- If any of the planters from Brandon Mews/Willoughby House survive being emptied, to be moved to Defoe cluster.
- Some negative comments received from Shakespeare Tower House Group about – proximity to their main entrance – some planters looking unkempt

- GAG found planters to be generally well planted. Some improvements and pruning needed on a few of the planters.
- CGW to organise an Autumn tidy up of all planters
- CGW to produce an update report which can publicise. What has worked well, what hasn't, variety of crops etc. photos
- Areas of moss around some of the planters on the tiles to be removed (by BEO cleaning team) – not to do with allotments, more an issue with the drains

**Actions from Walkaround
Fann Street Wildlife Garden
(as above)**

**Defoe Place – allotment planters
(as above)**

Thomas More Garden

- Resident planting day went really well.
- To possibly replicate for leaf clearing? Good activity for small children but will have to be organised fairly last minute. Plus leaves cannot be left for too long on the grass.
- Leaf composting. Group in agreement of trialling this activity. Composting area along Girls' School wall at the back of the bed. GR to clarify that the amounts we're talking about doesn't exceed regs. If at all possible to move quickly so can be of use this Autumn
- Tree pruning and crown lifting started. To be completed from 16.11.15.

Past outstanding

Thomas More Garden

Irrigation to be diarised to check/service every March.

Berms

(Please refer to AOB)

No clear idea of cause of failure. End of natural life?

Can they be replanted without draining? Unlikely to be drained in near future. To drain just for this would be prohibitively expensive.

Gardeners when next in lake, to investigate further how plant are attached, secured, weighed down.

Reeds to be cut down after Christmas

Speed Lawn

(Please refer to AOB)

New bed has divided opinion. Looked lovely but only for a very short period of time. Rethink.

Perennial shrubs?

Returf and hedge of rosemary and lavender?

Herbaceous border? Like Greyfriars Churchyard (min. of 1.5m depth)

Possibly an extra tree to give added shade (Rowan)

Thomas More Lawn

Honey fungus possible present. OS to monitor

Speed Lawn

Tree by Eucalyptus – not v. happy. OS to monitor.

Thomas More Lawn

Drainage has been the biggest problem recently esp. south east corner. Technical Services to advise if anything can be done to stop paths flooding. Property Services monitoring

28.11.14 update. Ed Payne from Landscape Agency is working with PS to come up with solutions.

18.03.15 Drainage Engineer has reviewed and come up with possible solution. Is drawing up some plans for PS to organise a trial against

AOB**Thomas More Hanging Gardens**

BEO has withdrawn their planning application. HD and LA have met with "Difficult Access" contractors (who have previously worked on Sculpture Court Buttresses). Works to be completed w/c Mon 16.11.15. They will then work on the buttresses (pruning and weeding) and the waterfall (weeding).

Speed Lawn bed and pathway.

Proposals for south side bed on hold due to path issues.

Path is badly cracked and has recently got much worse. BEO has met with OS and Planning to discuss options.

A section of path will be taken up so the roots can be inspected.

OS do not believe that the wisteria will survive the roots being drastically cut.

It may that it has to be replaced using a root barrier and planted further into the garden. GAG would like to see it preserved if at all possible.

Bed proposals will wait until this has been resolved. In the interim OS to turf and plant periodic lavender. Also Laurel as agreed at last mtg.

First step is to take up tiles for assessment.

Lake – access and berms update

Following reintroduction of Bryer Pond, it is apparent that the Risk Assessment for the main lake needs to be reviewed.

OS working with Barbican Centre to look at electricity cut off for when gardeners are in the lake.

In the interim, OS weeding from the side using long pole.

Berms review will be looked at as soon as this is resolved.

Small sub group

Speed Garden and Thomas More Garden overview and replant. Small working party to be formed from within GAG to look at scope of rethink and to compose remit for possible Landscape Architect/Designer. Work could potentially be done in phases over several years.

Volunteers picked:-

Sarah Hudson

Mark Mallindine

Nancy Chessum

Thank you to everyone who put their name forward.

HD to organise first meeting

Lauderdale and Shakespeare Tower planters

For April 2016

Comments from Lauderdale and Seddon re. removal of planters on Lauderdale Place

Comments from Shakespeare Tower HG about small wooden planters by their entrance.

Proposal for next year's concrete planters – 3, Lauderdale Place and 2, Shakespeare Tower entrance.

The 2 by Shakespeare Tower will be offered to Alex in the first instance. He currently maintains the wooden planters. GAG considered to a very high standard (plus he is prize winning) and excellent to encourage more diverse planting

3 on Lauderdale Place – to offer to residents? GAG to discuss.

If funds allow to then look at Cromwell Forecourt

In the interim. OS to look at planting for the 2 very wind burnt planters (Lauderdale and Cromwell)

Possible dogwoods which will also add colour?

Bulbs added to smaller Lauderdale Planters?

Resident Planting Day

Yes to holding again

Possibly May

HD to ascertain funding levels.

Next meeting dates.

Friday 15th January 2016 at 10am, Friday 29th April 2016 at 10am

Friday 16th September 2016 at 10am, Friday 18th November 2016 at 10am

To meet at Barbican Estate Office for walk around.

**Gardens Advisory Group
15 January 2016 at 10.00**

Rebecca Bello	BEO	RB
Michael Bennett	BEO	MB
Louisa Allen	Open Spaces	LA
Geoff Rogers	Open Spaces	GR
Sarah Hudson	Resident	SH
Paula Tomlinson	Resident	PT
Judith Serota	Resident	JS
Candace Gillies-Wright	Resident	CGW
Mary Winch	Resident	MW
Maggie Urry	Resident	MU
Colin Slaughter	Resident	CS
Mark Mallandine	Resident	MM

APOLOGIES

Helen Davinson	BEO	HD
Jenni Addison	Resident	JA
Natalie Robinson	Resident	NR
Nancy Chessum	Resident	NC

Remit for Gardens Advisory Group

The Barbican gardens which include the private areas at Speed House, Thomas More and Fann Street as well as the planted podium raised beds and planters are managed on behalf of residents by the Barbican Estate Office in accordance with a Service Level Agreement, the actual work is carried out by the City Gardens team of the City of London's Open Spaces Department.

Firstly the Residents' Consultation Committee (RCC) has approved the establishment of a Gardens Advisory Group dealing with "soft" issues to provide input to the technical aspects of garden maintenance process and introduce the knowledge and experience of residents who have an interest in gardening issues.

Key remit areas:

- Quarterly Joint Inspections with House Officers and Open Spaces Officers
- To comment upon plants being used. To help prioritise new and trial planting schemes for new planters such as those being installed outside Shakespeare Tower - all schemes subject to funding
- To comment upon levels of maintenance being undertaken by Open Spaces such as pruning
- To provide a steer for the RCC and BRC for new projects and trials eg. Providing allotment spaces - subject to funding

Fann Street Garden

- "enjoy and respect" gardens. BWG to come up with exact wording and HD will order.
- Tap work still to be completed. **HD to chase**
- New gate position looked at. Funding non service charge. Location has been decided PS officers met on 15/01/16 to review required work and start date. **HD to update the BWG with date for work**
- Possible pond layout. Funding from bequest. Group to decide how to implement scheme. The Conservation Trust has been contacted for advice on the pond.
- Trial pits of different seed type to ascertain what works well and what doesn't
- Paths – chips and logs. PT to contact KPS direct as per last year.
- KPS tree surgeons had recently carried out work to lift the plane trees.

Allotments

- 30+ on waiting list
- Extra 6 planters given over by Ben Jonson SC64. One by Frobisher Crescent. One by SC64.
- **Work to install the watering points at Ben Jonson scheduled for 25.01.16**
- Speed Planters to be emptied and all 6 removed (top and bottom of stairs) by the end of February. Some are very dilapidated now.
- Planters from Brandon Mews/Willoughby House are being cleared and removed to be replaced with new concrete ones. **GR to save 2 sets of large logs** to be moved to the Defoe cluster subject to the results of a **survey to Shakespeare and Defoe residents to be**

drawn up by SH and CGW.

- Decision on whether to keep the logs to be communicated to GR by the middle of February so a decision is made whether to have the spare logs removed by the crane or kept.
- Some negative comments received from Shakespeare Tower House Group about – proximity to their main entrance – some planters looking unkempt. Survey to be sent to Shakespeare and Defoe residents identifying whether more planters should be introduced in that area and looking for feedback **SH and CGW to draft the survey for BEO to send out**
- GAG found planters to be generally well planted. Some improvements and pruning needed on a few of the planters.
- CGW and SH organised an Autumn tidy up of the planters particularly looking at the ones at the Shakespeare Tower entrance and a letter has been sent to holders reminding them to tidy up their planters.
- Areas of moss around some of the planters on the tiles at Defoe Place has been cleaned by the BEO cleaning team – not to do with allotments, more an issue with the drains
- Report from CGW on allotments across the estate was circulated around the group – to be sent out via the email broadcast.
- Request for new identifying tags/labels to go on the allotment planters **HD to agree with CGW the size needed and then to purchase**
- Planting day to be arranged for after Easter.
- Potentially look at discussing a long term plan for allotments at a future meeting but need to have an audit of what allotments there are and to plot their location on a plan.

Actions from Walkaround

Beech Gardens and Bryer Pond

Open Gardens weekend 18/19 June will include a ticketed interview with Nigel Dunnett talking about Beech Gardens. Volunteers still working weekly with OS on the Beech Gardens beds. Dead birch trees have been replaced with smaller whips 1 meter in height.

Troughs facing Defoe Place – to be cut back as wildflowers have flowered and to allow new growth
Bryer Pond – the team are monitoring the water level and aeration. Topping up is switched off at present and the water level is good. Lots of water snails have been found. Pebbles on the “beaches” to be built up to allow the frogs to get out – OS to arrange.

Ben Jonson Place

BJ Place either side of the Ex Halls – wallflowers and gaura to be cut back. On the gardeners work schedule though focus at present is the Brandon/Willoughby planter replacement work.

Breton High Walk

Troughs overlooking Golden Lane **OS to be cut back, pruned and tidied up.** Bed around the curved seating facing Golden Lane location for bulb planting next autumn.

Horticultural Society planters – volunteers to cut back the lavender – **RB to contact the volunteers**

Willoughby High Walk

Large project organised by OS. All wooden planters to be removed apart from horticultural society ones, being replaced by concrete planters, this work will be carried out over 2 financial years with planting from April onwards. 1st March crane removal with road closures for removal of the logs and soil.

Past outstanding

Thomas More Garden

Irrigation to be diarised to check/service every March.

Berms

No clear idea of cause of failure. End of natural life? Unlikely to be drained in near future. To drain just for this would be prohibitively expensive. Difficult to see how the plants are attached, secured, weighed down but some sort of mesh/wire. Plug planting to be carried out and OS to get advice on the different options and advice to understanding why they have failed.

Speed Lawn

New bed has divided opinion. Looked lovely but only for a very short period of time. Rethink.

Perennial shrubs? Returf and hedge of rosemary and lavender? This is dependent upon the wisteria works then can look at possibly planting a herbaceous border – need to consider the effects of what climbers/species are used on the railings - *Trachelospermum jasminoides*. **Can a Rowan tree be planted – LA to advise and provide a quote for the tree.**

Herbaceous border? Like Greyfriars Churchyard (min. of 1.5m depth)

Possibly an extra tree to give added shade (Rowan)

Thomas More Lawn

Honey fungus possible present. OS to monitor

Speed Lawn

Tree by Eucalyptus – not v. happy. OS to monitor.

Thomas More Lawn

Drainage has been the biggest problem recently esp. south east corner. Technical Services to advise if anything can be done to stop paths flooding. Property Services monitoring
28.11.14 update. Ed Payne from Landscape Agency is working with PS to come up with solutions.
18.03.15 Drainage Engineer has reviewed and come up with possible solution. Is drawing up some plans for PS to organise a trial against. **HD to chase up with PS as no further action.**

AOB

Small sub group

Speed Garden and Thomas More Garden overview and replant. Small working party to be formed from within GAG to look at scope of rethink and to compose remit for possible Landscape Architect/Designer. Work could potentially be done in phases over several years.

Volunteers picked:-

Sarah Hudson

Mark Mallindine

Nancy Chessum

Thank you to everyone who put their name forward. First meeting booked for February

Lauderdale and Shakespeare Tower planters

For April 2016

Comments from Lauderdale and Seddon re. removal of planters on Lauderdale Place

Comments from Shakespeare Tower HG about small wooden planters by their entrance.

Proposal for next year's concrete planters – 3, Lauderdale Place and 2, Shakespeare Tower entrance. **HD to confirm the budget position as there will be no additional funding in 2016/17 for the Landlord's budget.**

The 2 by Shakespeare Tower will be offered to Alex in the first instance. He currently maintains the wooden planters. GAG considered to a very high standard (plus he is prize winning) and excellent to encourage more diverse planting

3 on Lauderdale Place – to offer to residents? GAG to discuss.

If funds allow to then look at Cromwell Forecourt

In the interim. OS to look at planting for the 2 very wind burnt planters (Lauderdale and Cromwell) **HD to chase for a date.** Possible dogwoods which will also add colour?

Bulbs added to smaller Lauderdale Planters?

Thomas More Garden

Group in agreement to trialling composting. Composting area along Girls' School wall at the back of the bed. **GR to provide quote for building the composter**

Compost from Buck House to be left in a large bag for collection by residents – broadcast to be sent. Mulch will be available in the next 2-3 weeks but not suitable for the allotments.

Thomas More Garden

Formalise a path through one of the beds with scattered stepping stones **GR to provide quote**

Resident Planting Day

Yes to holding again most probably in May. HD to ascertain funding but won't provide soil this time.

Feedback - Need more control over what plants are ordered – herbs, annuals and shade/wind loving, less variety but in larger numbers. Those volunteering will need to wear high vis vests and plants should only be given out after the talks.

Membership

Kate Wood has resigned from the group.

Please confirm whether you intend to continue on the working party for 2016.

Proposals

Can a schedule be prepared in advance of the walkarounds for the year so that comments can be invited from local house groups or could even invite local residents to join for the walkaround? Can an estate map be included with the agenda for those less familiar with the estate.

OS Update

City Gardens are entering in London and Britain in bloom this year with the theme Clean and Green. Planning meeting to follow. COL Biodiversity action plan – 1 Feb document to go out for consultation and then to April committee to endorse it as the plan for the next 5 years. More information to follow on training for volunteers. Silk Street bed – potentially to go and to be replaced with permanent planting. LA would welcome suggestions on planting from the group.

Watering of planters

Query via email – car park planters under Seddon facing Lambert Jones Mews and the troughs near Seddon House 03 entrance. Who if anyone waters them? They are so sheltered they get little rain water and the privet and bamboo planted there struggles and dies annually. OS to confirm who waters them? Also the troughs seem to be mainly sand. **OS to comment**

Funding

There will be no additional funding in 2016/17 for the Landlord's budget. Meaning no additional works for planters etc. can be approved.

Next meeting dates.

Friday 29th April 2016 at 10am, Friday 16th September 2016 at 10am, Friday 18th November 2016 at 10am

To meet at Barbican Estate Office for walk around.

Gardens Advisory Group 29 April 2016 at 10.00

Helen Davinson	Barbican Estate Office	HD
Louisa Allen	Open Spaces	LA
Geoff Rogers	Open Spaces	GR
Sarah Hudson	Resident	SH
Paula Tomlinson	Resident	PT
Judith Serota	Resident	JS
Candace Gillies-Wright	Resident	CGW
Maggie Urry	Resident	MU
Colin Slaughter	Resident	CS
Natalie Robinson	Resident	NR
Nancy Chessum	Resident	NC

APOLOGIES

Mark Mallandine	Resident	MM
Jenni Addison	Resident	JA
Mary Winch	Resident	MW

Remit for Gardens Advisory Group

The Barbican gardens which include the private areas at Speed House, Thomas More and Fann Street as well as the planted podium raised beds and planters are managed on behalf of residents by the Barbican Estate Office in accordance with a Service Level Agreement, the actual work is carried out by the City Gardens team of the City of London's Open Spaces Department.

Firstly the Residents' Consultation Committee (RCC) has approved the establishment of a Gardens Advisory Group dealing with "soft" issues to provide input to the technical aspects of garden maintenance process and introduce the knowledge and experience of residents who have an interest in gardening issues.

Key remit areas:

- Quarterly Joint Inspections with House Officers and Open Spaces Officers
- To comment upon plants being used. To help prioritise new and trial planting schemes for new planters such as those being installed outside Shakespeare Tower - all schemes subject to funding
- To comment upon levels of maintenance being undertaken by Open Spaces such as pruning
- To provide a steer for the RCC and BRC for new projects and trials eg. Providing allotment spaces - subject to funding

Fann Street Garden

- “enjoy and respect” gardens. BWG to come up with exact wording and HD will order.
- Tap work complete. Hose attachments to order once identified.
- Gate complete. To move notice board to Fann St side of garden – order raised.
- Possible pond layout. The Conservation Trust have provided quote. Bequest will cover vast majority of cost. Group to speak with TCV about logistics and scanning. Planning have been asked to confirm about archaeology concerns. Group would like to do planting, LA advised to leave quote as it and FWG assist with planting.
- Meadow - Trial pits of different seed type to ascertain what works well and what doesn't
- 4 benches to treated and stained – HD to raise order

Allotments

- 30+ on waiting list
- Watering taps – still an issue. 3 of 4 by Ben Jonson now fixed (GR to confirm). Thomas More - HD to reconfirm which peapod allows access.
- Concerns from Shakespeare Tower raised . Survey sent out in Feb 2016. 53 responses. **Attached for information.** Overall – positive. Email broadcast to 2 blocks who received survey with summary of results, summary of comments and actions taken/to be taken. 2 House Groups to receive full list of comments with individual responses.
- New labels ordered
- From survey, further planters to be positioned (GR to liaise with CGW and SH) and fill.

Actions from Walkaround

Tree height Thomas More Garden (closest to Seddon)

Resident of Seddon concerned at height of one tree which is beginning to block daylight and has caused the malformation of another tree in the garden.

Group pointed out that this was the only complaint, it's only an issue 2/3 months per year but that this tree is far closer to a block than any other. OS said a light pruning could occur but the height of the tree wouldn't be significantly altered.

Agreed to monitor this summer on 1st, 2nd and 3rd floors of Seddon and seek views of other Seddon residents

Beech Gardens

A vote of thanks from GAG to the group of volunteers who work each week on the new Garden.

Beech Gardens has been entered as a single garden for London in Bloom (judging will be in July with results announced in the Autumn)

The intention is that there will be no watering this summer bar the trees.

Possible info on species – OS to consider

Bryer Pond – some weed build-up – to be “biobombed” as per main lake. Pebble ramping for small creatures GR to organise.

Fann St Wildlife Garden

Covered above

Past outstanding

Berms

No clear idea of cause of failure. End of natural life? Unlikely to be drained in near future. To drain just for this would be prohibitively expensive. Difficult to see how the plants are attached, secured, weighed down but some sort of mesh/wire. Plug planting to be carried out and OS to get advice on

the different options and advice to understanding why they have failed.

A 2m trial of new planting slightly raised up to be attempted this summer

Thomas More Lawn

Honey fungus possibly present. OS to monitor

Drainage has been the biggest problem recently esp. south east corner. Technical Services to advise if anything can be done to stop paths flooding.

With Property Services

Speed Lawn

Tree by Eucalyptus – not v. happy. OS to monitor.

AOB

Small sub group

Speed Garden and Thomas More Garden overview and replant. Small working party to be formed from within GAG to look at scope of rethink and to compose remit for possible Landscape Architect/Designer. Work could potentially be done in phases over several years.

Volunteers picked:-

Sarah Hudson

Mark Mallindine

Nancy Chessum

Group has met and produced first outline to be used to seek fee proposal. **Attached.** GAG approved moving forward on this basis. LA recommending Tom Stuart-Smith in first instance.

Lauderdale and Shakespeare Tower planters

3 on order for Lauderdale.

2 to be ordered for front of Shakespeare later in year if budget allows.

The 2 by Shakespeare Tower will be offered to Alex in the first instance. He currently maintains the wooden planters. GAG considered to a very high standard (plus he is prize winning) and excellent to encourage more diverse planting

3 on Lauderdale Place – to offer to residents? GAG to discuss.

Thomas More Garden

Group in agreement to trialling composting. Volunteers to build. Will be sited alongside Girl's School wall in bed.

Compost for resident very successful and all went over one weekend. Sites used Thomas More and Fann St Garden.

Formalise a path through one of the beds with scattered stepping stones **HD has raised order.**

Resident Planting Day

4 June

Plants only

SH and CGW along with others to meet to discuss.

Open Spaces to order planting from list to be devised by volunteers – nectar rich, edibles, herbs, floral

Watering of planters

Query via email – car park planters under Seddon facing Lambert Jones Mews and the troughs near Seddon House 03 entrance. Who if anyone waters them? They are so sheltered they get little rain water and the privet and bamboo planted there struggles and dies annually. OS to confirm who waters them? Also the troughs seem to be mainly sand. **OS waters them and have focused on this area and all coming back.**

Willoughby Planters

Comments received about planting – not varied or colourful enough, too municipal. OS to respond.

The plants were chosen for their robustness, managing the conditions, maintenance value and plants that work well together (plus it's still very early days)

For next meeting to discuss middle brick planter – Cromwell Forecourt

Next meeting dates.

**Friday 16th September 2016 at 10am, Friday 18th November 2016 at 10am
To meet at Barbican Estate Office for walk around.**

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From GAG Minutes

Speed Lawn and Thomas More Garden overview and replant. Small working party to be formed from within GAG to look at scope of rethink and to compose remit for possible Landscape Architect/Designer. Work could be potentially done in phases over several years.

25.04.16 smaller group meet

Helen Davinson	BEO
Louisa Allen Open	Spaces
Sarah Hudson	Resident
Nancy Chessum	Resident
Mark Mallindine	Resident

The group felt that of the 2 gardens, the first to be tackled should be Speed Lawn.

- Of the 2, planting in Speed Lawn is more elderly/tired.
- Although piecemeal, there has been some recent investment within Thomas More Garden.
- There are potentially 2 large infrastructure projects that need attending to within Thomas More garden. Both could be quite expensive (irrigation and drainage). These need to be attended to first or as part of the project.
- Speed Lawn is smaller and it will therefore be easier to complete this project and set up a good model for costing, consultation and implementation.

Speed Lawn

- Speed Lawn is a well-used space, but popular with a differing groups. Families with younger children appear to like this garden but it's also popular for other residents as well.
- Speed Lawn is bordered on 2 sides by single glazed residential and one side by GSMD (office use).
- The play equipment needs to remain (or be replaced with like for like activities/kit –possibly in other materials?).
- Conflict between differing user groups
 - some resident don't like to see children playing in the borders
 - some would like more shade
 - some wouldn't want to see less lawn
- Whilst the garden is smaller there is still the opportunity to think of it as several smaller gardens.
- If these uses are then better defined it should help with conflict.

West Border

- Perfect to make this more for children.
- As it's farthest from residential, this could be the border that children can go in and through.
- Add interest with paths and areas of seclusion and climbing opportunities
- Add interest with height – mounds (both in the bed and nearby)



South Border

- Currently turfed over due to root barrier work.
- This will happen in May 2016 alongside replanting of climbers.
- One possibility would be to leave turf down, especially if borders were to be increased elsewhere in the garden.



Eastern Border

- Some shrubs in the border are too big and crowded for the space.
- But there are some nice specimens
- Currently, height and depth varies due to resident of Brandon Mews and their individual wishes. This should remain.
- Differing shape and colour to be added.



North Border

- A missed opportunity
- This is south facing and colour and interest in the form of herbaceous, pollinator friendly planting and small columnar trees could really be added to this bed. An example would be:-



- Height in front of the pillars?

- Plants gently trailing up brick



Other things to consider

- To possibly plant one more tree – a rowan? Or consider a bench within bed to allow for more shade
- New planting to include nectar rich and some edibles
- Seating. To consider locations and think of privacy. To consider style of seating – is what we have ok?
- To use gravel on natural pathlines

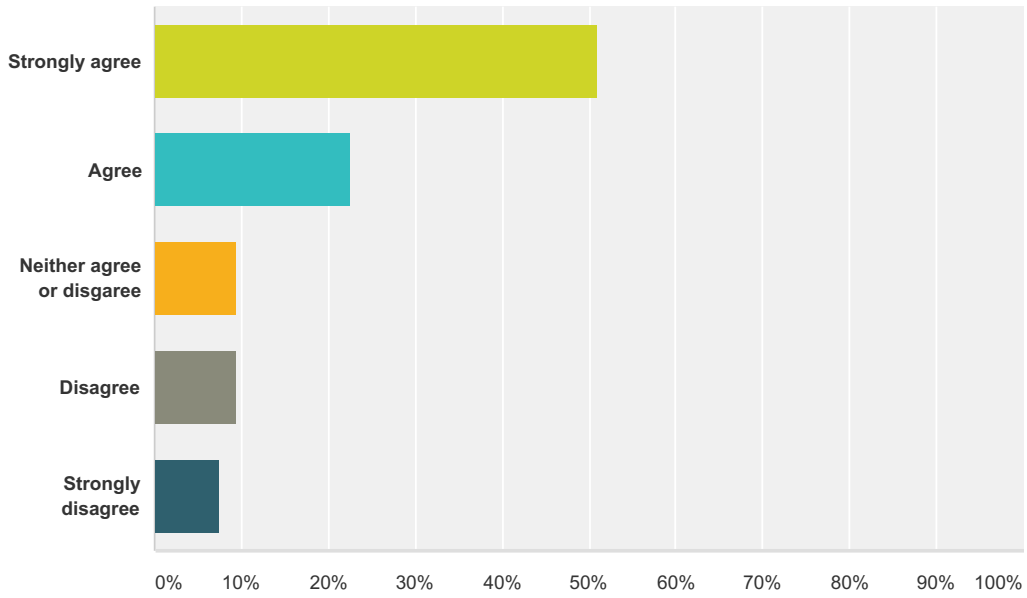
Next steps

- If GAG are in agreement with initial thoughts. Smaller Working Party to look to appoint Landscape Architect along these lines. Possible architects are:-

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Q1 There should be planters on the podium available for residents to garden?

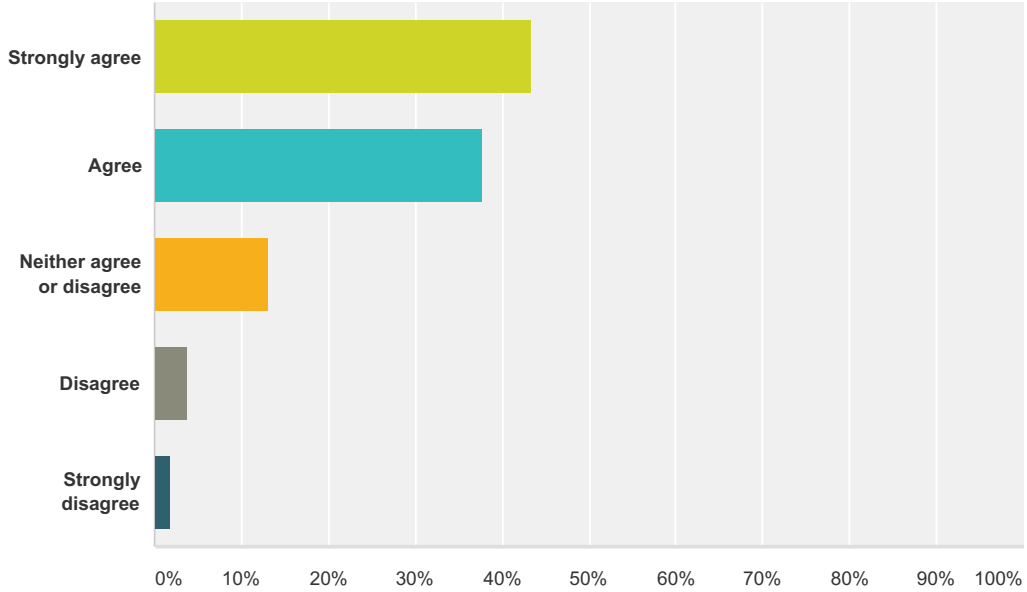
Answered: 53 Skipped: 0



Answer Choices	Responses	Count
Strongly agree	50.94%	27
Agree	22.64%	12
Neither agree or disagree	9.43%	5
Disagree	9.43%	5
Strongly disagree	7.55%	4
Total		53

Q2 The planters should be near to where residents live? (i.e. in different locations around the estate)

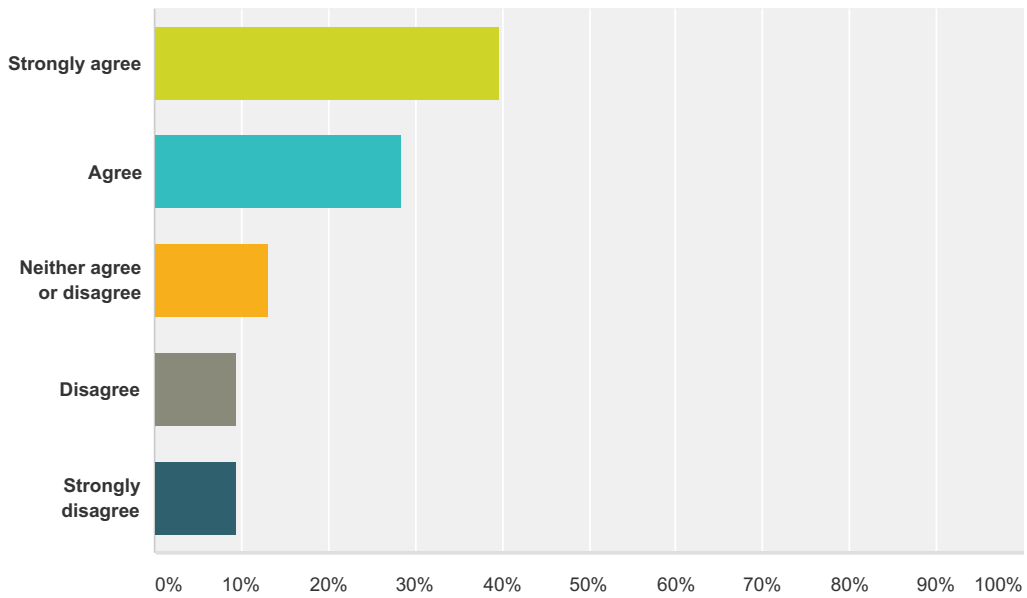
Answered: 53 Skipped: 0



Answer Choices	Responses	
Strongly agree	43.40%	23
Agree	37.74%	20
Neither agree or disagree	13.21%	7
Disagree	3.77%	2
Strongly disagree	1.89%	1
Total		53

Q3 Residents should be allowed to grow ornamental plants and/or edible ones?

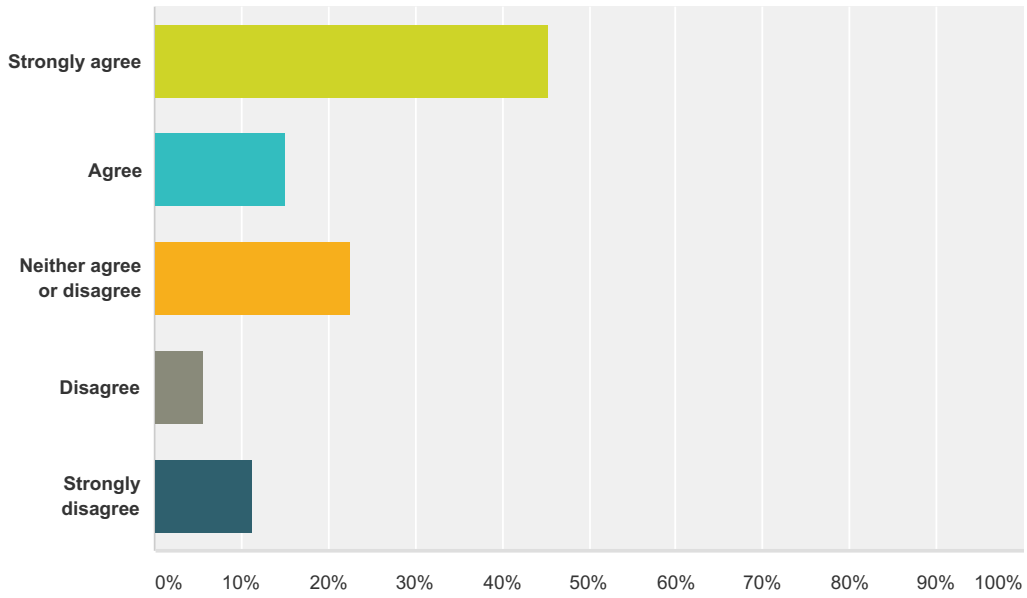
Answered: 53 Skipped: 0



Answer Choices	Responses	
Strongly agree	39.62%	21
Agree	28.30%	15
Neither agree or disagree	13.21%	7
Disagree	9.43%	5
Strongly disagree	9.43%	5
Total		53

Q4 There should be more planters available for residents to garden?

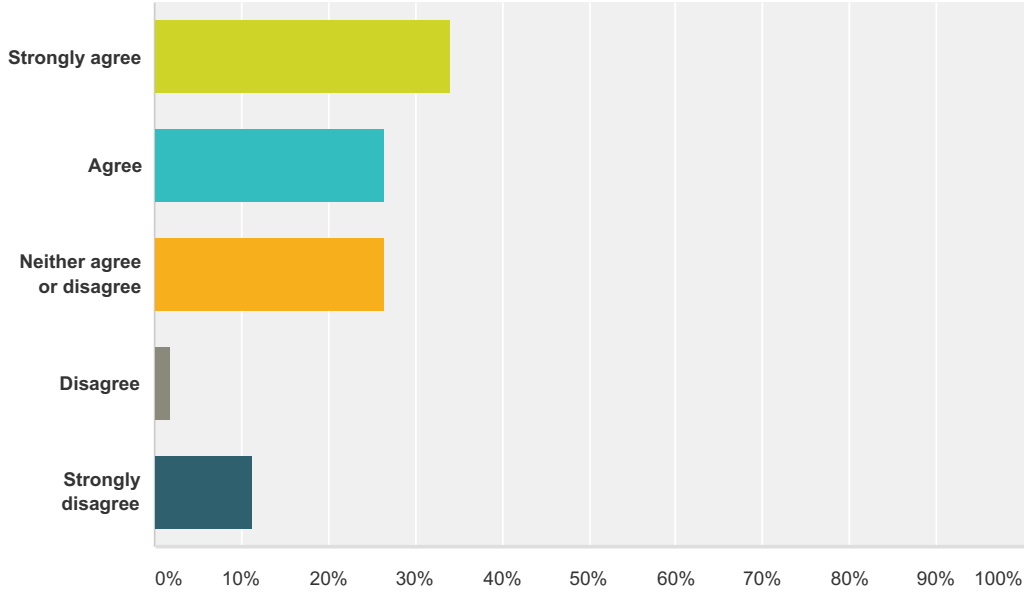
Answered: 53 Skipped: 0



Answer Choices	Responses	Count
Strongly agree	45.28%	24
Agree	15.09%	8
Neither agree or disagree	22.64%	12
Disagree	5.66%	3
Strongly disagree	11.32%	6
Total		53

Q5 The residents' planters on Defoe Place at the base of Shakespeare Tower should remain in their current location?

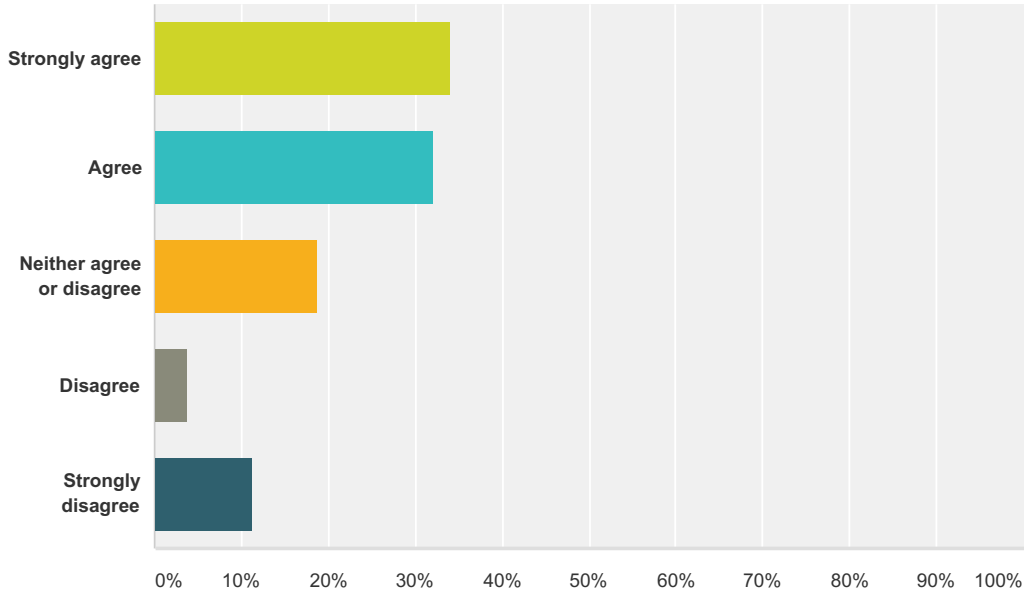
Answered: 53 Skipped: 0



Answer Choices	Responses	
Strongly agree	33.96%	18
Agree	26.42%	14
Neither agree or disagree	26.42%	14
Disagree	1.89%	1
Strongly disagree	11.32%	6
Total		53

Q6 Two further large wooden planters, recycled from Willoughby Highwalk, should be added to the current layout on Defoe Place at the base of Shakespeare Tower to create another four resident planter spaces?

Answered: 53 Skipped: 0



Answer Choices	Responses
Strongly agree	33.96% 18
Agree	32.08% 17
Neither agree or disagree	18.87% 10
Disagree	3.77% 2
Strongly disagree	11.32% 6
Total	53

Q7 Comments box

Answered: 28 Skipped: 25

Q8 Please also enter your name and email address if you would like to join the waiting list for a residents' planter space. Please indicate whether your main interest is in ornamental or food growing.

Answered: 11 Skipped: 42

Annual Working Party Review – Minutes of Background Underfloor Heating – April 2015 to January 2016

Barbican Underfloor Heating Working Party Meeting notes 13 April 2015 at 6:30pm

Attendee

Gareth Moore

Michael Bennett

Mick McGee

David Downing

Tim Macer

Sarah Bee

Renu Gupta

Garth Leder

Ted Reilly

Kate Wood

Organisation

Chair – Barbican Residential Committee Chair &

Common Councillor For Cripplegate Ward

Barbican Estate Office

CoL Housing Property Services

CoL Housing Property Services

Resident

Resident

Resident

Resident

Resident

Resident

Minutes

Item	Key discussion & action points
1	<p>Review of Preceding Minutes</p> <p>Welcome from Chair, Gareth Moore, thanking residents and officers present.</p> <p>The Working Party was quorate.</p> <p>Minutes of last meeting were agreed with no changes.</p>
2	<p>Update on existing Cyclo Control system</p> <p>MM advised that the existing Cyclo Control system functioned as expected through to the close of the 2014/15 heating season, however he confirmed that the period when they would be maintained by UK Power Networks had now expired. MM remains in contact with personnel from UK Power Networks should further advice be required in the short term.</p> <p>TR enquired as to whether temperature drift over the lifetime of the thermostats was being monitored. MM confirmed that it was not. He further advised that the UFH thermostats had last been replaced approx. 15 years ago.</p>
3	<p>Temperature Monitoring Data</p> <p>TR confirmed that the temperature monitoring data had been collected and was safely stored. He further advised that this data could be used as we see fit as long as it was sufficiently anonymised.</p>
4	<p>Potential Environmental Control System</p> <p>Nottingham, Essex & Reading Universities are collectively working on a large project investigating total environmental control within residential flats. A trial flat has already been specially constructed at a University of Essex site. The Research Group have requested permission to extend their trial to flats on the Barbican Estate. Furthermore, SB advised that EDF Energy R&D UK Centre were potentially interested in supporting this project.</p> <p>Early discussion indicates that trials would (following approval) be conducted in potentially five flats (comprised of different flat types and different resident profiles & demands) with any</p>

Item	Key discussion & action points
	<p>equipment required to be in place for the start of the next heating season. The potential to power the underfloor heating mats from the normal domestic supply was raised; MM raised no objection to investigating this further at this time.</p> <p>It was confirmed that if this project were to become active on the Barbican Estate there are to be no service charge implications or disruption to other residents' normal enjoyment of the Estate. Furthermore, any alterations or installations must be compliant with Listed Building guidelines. The CoL would also require sight of the Research Groups insurance policy before any consent would be granted.</p> <p>With these concerns noted, Resident Members of the Working Party were in agreement to continue to maintain an interest in supporting this research proposal at this time. The Working Party have supplied a signed letter of support for the project's funding application. It was also agreed that SB could progress dialogue/discussion between EDF Energy R&D UK Centre and the Research Group.</p> <p>The Working Party will await the decision on the Research Group's grant application. The submission to the awarding body is expected by the end of this month.</p>
5	<p>Energy Efficiency Measures & Promotion</p> <p>CoL officers' investigation of energy efficiency measures is ongoing. Update to follow when available.</p>
6	<p>Consultants Brief & Appointment Process</p> <p>Following confirmation that potential applicants would be expected to contact the BEO for further information before submitting a bid, it was agreed that the consultants brief could be sent out without further Working Party review. GM advised that the decision on who to appoint would fall to the appropriate CoL officers only as the consultant's fee was deemed non-service chargeable.</p> <p>The brief will be sent to prospective consultants on 1st May with a response date for submissions set for 25th May. Once appointed, the consultant would have three months to complete their report; receipt of which would therefore be expected by the end of August. Upon receipt, a further period of one month will be allowed to CoL officers for evaluation. The Working Party will be updated as appropriate throughout this process.</p> <p>Post Meeting Note: Suggested consultants to approach for the fee tender have been provided following consultation with the Advisory Group.</p>
7	<p>AOB</p> <p>None raised.</p>

**Barbican Underfloor Heating Working Party Meeting notes
16 June 2015 at 6:30pm**

Attendee

Gareth Moore

Michael Bennett

Mike Saunders

Mick McGee

David Downing

Tim Macer

Sarah Bee

Organisation

Chair – Barbican Residential Committee Chair & Common Councillor For Cripplegate Ward

Barbican Estate Office

CoL Housing Property Services

CoL Housing Property Services

CoL Housing Property Services

Resident

Resident

Attendee
Renu Gupta
Garth Leder
Ted Reilly
Kate Wood
Mary Hickman

Organisation
Resident
Resident
Resident
Resident
Resident

Minutes

Item	Key discussion & action points
1	<p>Review of Preceding Minutes</p> <p>Welcome from Chair, Gareth Moore, thanking residents and officers present.</p> <p>The Working Party was quorate.</p> <p>Minutes of last meeting were agreed with minor changes.</p>
2	<p>Environmental Control System Research Proposal</p> <p>TR advised that the universities research proposal was expected to be submitted shortly. GM, TM and MB confirmed that they each had supplied letters of support for this proposal. A decision on any award of funding is not anticipated for several months; it is therefore unlikely that anything will be in place before the start of the forthcoming heating season.</p>
3	<p>Energy Efficiency Measures & Promotion</p> <p>Recommendations on potential structural energy efficiency measures are expected shortly and will be circulated once available. It was noted that the Estates Listing would likely be the biggest constraint on any measures that could be employed, however the Working Party agreed that all potential energy efficiency measures should be considered at this point; Listed Building Consent could be sought to implement desirable measures if required.</p> <p>ACTION 1 – MS to advise on timescales for receipt of recommendations and ensure that those received are not excluding measures from consideration purely because they would require Listed Building Consent (commissioning extra work to cover this – at no cost to residents - if required).</p> <p>In addition to consideration of structural measures, it was agreed that Resident Members (in conjunction with the wider advisory board) would pool and collate ideas for smaller scale energy efficiency measures.</p> <p>ACTION 2 – Resident members collated ideas to be sent to CoL officers for assessment by Friday 26th June. Officers comments to be added by Friday 10th July.</p> <p>It was agreed that, once compiled and assessed, appropriate energy efficiency measures could be promoted to the Estate at large via email broadcast, followed by a note enclosed with the September service charge.</p> <p>TR queried the potential to vary ventilation within blocks or particular staircases to improve energy efficiency. It was confirmed that any experimental sealing or variation in ventilation would require the support of all residents affected in that location.</p> <p>ACTION 3 – Resident Members to discuss with wider advisory group and advise, should an appetite to pursue this arise, on locations and measures agreed with appropriate residents.</p>

Item	Key discussion & action points
4	<p>Consultants Brief & Appointment Process</p> <p>MS advised that the consultants brief was sent out to three firms (one of which nominated by the wider advisory group); two of these elected to submit bids for the tender. MS & MM have met with the lowest bidder and can confirm that the consultancy have a full understanding of our requirements. The contract will therefore be awarded, hopefully by the end of the week, with receipt of the report expected three months later. MS further commented that the consultants to be employed already have good working knowledge of the Barbican Estate having been involved in several previous projects.</p> <p>It is intended to circulate the report to Working Party members ahead of the next meeting (to be rescheduled) at which the consultants will be in attendance to address members' questions.</p> <p>As the existing Cyclo Control system will no longer be actively maintained by UK Power Networks, MM advised that time clocks would be installed as a back-up measure in each block ahead of the forthcoming heating season. These would ensure service provision in the unlikely event the Cyclo Controls fail in the interim period.</p>
5	<p>AOB</p> <p>Next meeting to be rescheduled to allow prior review of consultant's report as per Item 4.</p> <p>ACTION - DD to circulate revised date ASAP.</p>

Barbican Underfloor Heating Working Party Meeting notes 19 October 2015 at 6:30pm

Attendee

Gareth Moore

Michael Bennett

Mike Saunders

Mick McGee

David Downing

Russell Banks

Tim Macer

Sarah Bee

Renu Gupta

Garth Leder

Ted Reilly

Mary Hickman

Organisation

Chair – Barbican Residential Committee Chair &

Common Councillor For Cripplegate Ward

Barbican Estate Office

CoL Housing Property Services

CoL Housing Property Services

CoL Housing Property Services

Concero Ltd

Resident

Resident

Resident

Resident

Resident

Resident

Minutes

Item	Key discussion & action points
1	<p>Review of Preceding Minutes</p> <p>Welcome from Chair, Gareth Moore, thanking residents and officers present. Russell Banks (RB) from Concero Ltd was present to discuss the consultant's report.</p> <p>The Working Party was quorate.</p>

Item	Key discussion & action points
	<p>Minutes of last meeting were agreed with no changes.</p>
2	<p>Opportunity for City of London to learn from Westminster City Council</p> <p>The Working Party were informed that Westminster City Council had recently been through a similar exercise whereby existing Cyclo Controls within a number of their larger properties had had to be replaced as a result of the termination of support agreements. RB advised that Westminster had installed low power transmitters (supplied by Energy Assets) into a number of their tower blocks; it was noted that the replacement was successful albeit potentially expensive.</p> <p>The Working Party agreed that there was value in consulting directly with Westminster with Resident Members keen to be involved in any discussion.</p> <p>ACTION – It was agreed that RB would initiate dialogue with Concero’s contact at Westminster and try to arrange a meeting & secure access to relevant materials. RB to update Working Party via MS with progress.</p>
3	<p>Consultant’s Report: “Underfloor Heating, Cyclo Control Future Options Scope Study Report”</p> <p>The Concero report was presented to the Working Party by RB, followed by a Q&A session.</p> <p>RB advised that UK Power Networks had confirmed to Concero that they would do their best to support the existing Cyclo Controls through to the end of the current heating season. This offer of limited support would only be extended into the next heating season if a clear pathway is in place to demonstrate a commitment to a planned migration to modern equivalent technology. Any call out during this time may be chargeable.</p> <p>Q – <i>Energy Assets (ZigBee)</i>. Could the ZigBee solution be deployed in a phased programme? A – RB advised that initially Load Switches only could be fitted. Individual flat metering could be installed at a later date if desired.</p> <p>Q – <i>Energy Assets (ZigBee)</i>. Please clarify the mechanisms by which surplus load could be sold back to the National grid. A – ACTION 1 – RB to investigate and report back.</p> <p>Q – <i>Energy Assets (ZigBee)</i>. How well will the wireless network function in the concrete & steel structure of the Barbican Estate? A – ACTION 2 – RB to investigate and report back.</p> <p>Q – <i>Schneider Electric</i>. Is it concerning that Schneider Electric were unwilling to indicate the likely cost of full deployment for all potential phases of StruxureWare? A – RB advised that Concero had the impression that Schneider were looking for a more concrete indication of interest before investing the significant time to do the comprehensive survey required to estimate costs for all phases. It was also pointed out that as StruxureWare technology and installation is readily available on the open market, any contract to supply would have to be fully tendered to ensure value for money.</p> <p>ACTION 3 – RB to return to Schneider Electric for more costing information on later phases of a StruxureWare deployment.</p> <p>ACTION 4 – RB to approach alternative suppliers/installers of StruxureWare for costing information.</p>

Item	Key discussion & action points
	<p>Q – <i>Schneider Electric</i>. Would StruxureWare Phase 1 be considered a like for like replacement of the existing system? A – Yes, it would be the replacement of obsolete unmaintainable equipment with a modern equivalent that fulfils the same function.</p> <p>Q – <i>Schneider Electric</i>. Would StruxureWare Phase 1 therefore replicate the current heating situation i.e. some flats too warm, some too cold? A – Initially yes, but benchmarking and monitoring (provision for which should be included in the tender) would allow this to be rectified over time.</p> <p>Q – <i>V-Charge</i>. Is the Ethernet cabling to each flat necessary? The £100,000 connection charge estimated seems very high when the VFM network is largely in place? A – RB advised that the VFM fibre network was only in place to the flat door for those residents who had subscribed to VFM services.</p> <p>Q – <i>V-Charge</i>. Could an aggregate node be used in the basement of each block/staircase rather than the expense of installing the V-Charge equipment adjacent to each trimmer? A - ACTION 3 – RB to investigate and report back.</p> <p>Q – <i>V-Charge</i>. Would the V-Charge solution work on an opt in/opt out flat by flat basis? A - ACTION 4 – RB to investigate and report back.</p> <p>Q – <i>General</i>. Is there any risk of leaving flats without any form of heating if there prove to be any issues during implementation? A – The specification prescribed during the tender process would require implementation & testing to be done outside of the heating season.</p> <p>Q – <i>General</i>. What if unforeseen issues cause the planned implementation to overrun into the heating season? A – MM advised that a simple local switch could be fitted for each affected flat (which would need to be switched on & off manually). Residents would not be left without heat.</p> <p>Q – <i>General</i>. Other than the Cyclo Controls, what other services do the BEO run through the current BMS? A – MM advised that no other services for the Barbican Estate are run through the current BMS. Installing an independent BMS network should therefore not be an issue.</p> <p>Next Steps:</p> <p>GM advised the Working Party that a direct steer is required from residents (via the Resident Members of the Working Party & the wider Advisory Group) to inform the preparation of tender documents. He reminded the Working Party that the landlord has only the obligation to provide a like for like replacement of the existing service; a replacement of obsolete parts with modern (potentially scalable) equivalents being acceptable.</p> <p>ACTION 5 – It was agreed that RB would answer all outstanding (and any new) queries on the consultant’s report by the end of October. Responses to be sent to MS who will forward to TM for wider distribution. Any new queries for RB to be sent to MS for forwarding.</p> <p>It was agreed that Resident Members would share the consultant’s report with the wider Advisory Group & schedule a residents only meeting in early November to reach agreement on the steerage to be presented to CoL Officers at the December meeting of the full Working Party. Tender documents would then be prepared for mid-January & potentially signed off as a matter of urgency by BRC Chair if committee meeting cycle not appropriate.</p>

Item	Key discussion & action points
4	AOB None raised
5	Next Meeting It was agreed that due to a number of key members of the Working Party begin unable to attend the next meeting arranged for 8 th December that this meeting should be rescheduled elsewhere within the w/c 7 th December. ACTION – DD to poll availability for w/c 7 th December and update Working Party.

Barbican Underfloor Heating Working Party Meeting 1st December 2015 at 6:30pm

Attendee

Garth Leder
Michael Bennett
Mike Saunders
Mick McGee
David Downing
Danielle Baker-Wilson
Chris Sedgwick
Mary Hickman
Renu Gupta
Tim Macer
Sarah Bee
Ted Reilly
Kate Wood

Organisation

Chair – Resident
Barbican Estate Office
CoL Housing Property Services
CoL Housing Property Services
CoL Housing Property Services
CoL Housing Property Services
CoL Housing Property Services
Resident
Resident
Resident
Resident
Resident
Resident

Minutes

Item	Key discussion & action points	Who
1	Review of preceding minutes Welcome from Chair, Garth Leder. Round table of introductions. The Working party was quorate. Apologies were received from Gareth Moore. Minutes of last Working party Meeting were agreed with no changes.	
2	Update from meeting with Westminster City Council Minutes from the meeting with David Wickersham (DW) from Westminster City Council were circulated. The Working Party raised the following questions: (1) How does National Grid operate switching on/off the loads? i.e. Who/what decides when to switch and if it is National Grid, how would Barbican integrate with that? (2) At what times (on average) would they expect a switch? Is there a chance that Barbican on/off times will not often coincide?	

Item	Key discussion & action points	Who
	<p>(3) Confirmation of the rate Westminster currently pays.</p> <p>ACTION 1 – MS to pass questions to Concero.</p>	<p>MS</p>
<p>3</p>	<p>Review of clarifications received from V-Charge & Schneider Electric</p> <p>The Working Party expressed concerns that the Schneider option seems very expensive (an estimated £1m for phases 2-4), and that the V-Charge solution is effectively signing away the future. Resident members agreed that V-Charge option should be disregarded at this stage.</p> <p>The resident members also strongly advised that the reliability of any given solution must be a critical part of the tender process.</p> <p>SB informed the Working Party that a company called Red-M had previously collected measurements from her apartment as part of wider testing utilising Zigbee equipment, although she was unsure if the report was ever made available.</p> <p>ACTION 2 – SB to email Red-M Zigbee information to MM.</p>	<p>SB</p>
<p>4</p>	<p>Update from residents on consultant’s report: “Underfloor Heating, Cyclo Control Future Options Scope Study Report”</p> <p>It was advised that agenda item 4 referred specifically to the need for a steer from residents on the Tender Document.</p> <p>MS advised that the WP should for now focus on controls. The meeting with DW from Westminster focused more on Energy Provision/Efficiency and this could be a separate project altogether.</p> <p>It was agreed by residents that on the controls side, a system should be chosen that leaves the option to feedback to the National Grid in the future open. This option needs to be explored in parallel.</p> <p>ACTION 3 A) Officers to obtain contact details for Neil Rowley (National Grid) directly from David Wickersham, rather than going through Concero. B) Speak to National Grid about what would be necessary for the Load switching and the options for grid balancing.</p> <p>It was advised by SB that it was important to confirm that Barbican owned the data produced by a given control system, as in the future they may wish to use this data to prove past usage in negotiations with suppliers.</p> <p>ACTION 4 – Confirm with Concero if the data legally belongs to the Barbican Estate.</p> <p>RG expressed the need for a heating system that is more sophisticated in its decision of when to switch on/off, based perhaps on a learning profile rather than an experiential model. A requirement to have a temperature forecast of at least 2 days in order to allow more intelligent switching was suggested.</p> <p>ACTION 5 – MS to investigate the feasibility of hiring a consultant independently from the City to explore the grid balancing potential and to assess any potential saving for the Barbican Estate in negotiating its own electricity supply contract.</p> <p>SB noted that it may be possible to use a Third Party Intermediary (TPI), who (similar to an insurance broker) would shop around on Barbicans behalf. If a TPI is</p>	<p>MS/MM</p> <p>MS</p> <p>MS</p>

Item	Key discussion & action points	Who
	<p>used, a quote can be provided free of charge.</p> <p>It was noted by MS that if the energy supplier is changed and Barbican leaves the corporate contract, it would be necessary to go through a Section 20.</p>	
5	<p>Next Steps</p> <p>The work stream was broken into two separate issues, which will be treated separately.</p> <p>(1) Control Side (2) Energy Provision/Grid Balancing side</p> <p>Regarding (1), it was agreed to stay to the time scale previously agreed. Therefore the Tender Document is required by Mid-January in order to be ready for next years' heating season. Talks around integrating the hot water load will be suspended, as it is deemed out of the scope (timeline and budget) of this issue.</p> <p>Regarding (2) it was agreed that conversations need to start between us, David Wickersham and National Grid. (Action 3 above)</p>	
6	<p>AOB</p> <p>None raised</p>	
7	<p>Next Meeting</p> <p>It was agreed that the next Working Party Meeting will be held in mid-late January 2016.</p> <p>Action 9 – DBW to poll availability for mid-late January.</p>	DBW

**Barbican Underfloor Heating Working Party Meeting
26st January 2016 at 6:30pm**

Attendee

Gareth Moore

Michael Bennett
Mike Saunders
Mick McGee
Danielle Baker-Wilson
Mary Hickman
Tim Macer
Sarah Bee
Ted Reilly
Garth Leder

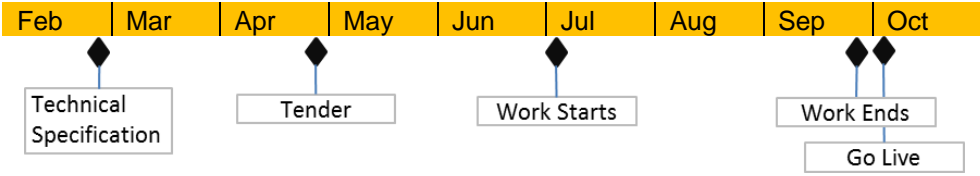
Organisation

Chair - Barbican Residential Committee Chair &
Common Councillor For Cripplegate Ward
Barbican Estate Office
CoL Housing Property Services
CoL Housing Property Services
CoL Housing Property Services
Resident
Resident
Resident
Resident
Resident

Minutes

Item	Key discussion & action points	Who
1	<p>Review of preceding minutes</p> <p>Welcome from Chair, Gareth Moore.</p>	

Item	Key discussion & action points	Who
	<p>The Working party was quorate.</p> <p>Minutes of last Working party Meeting were agreed with no changes.</p>	
2	<p>Update from Concero on questions raised following meeting with Westminster Council</p> <p>It was noted that Concero are still awaiting feedback from David Wickersham from Westminster council.</p> <p>Clarification of the V-Charge proposal was received and acknowledged by members of the party. It was agreed that they are now better informed for when V-Charge eventually submit a tender.</p>	
3	<p>Update on the status of communications with National Grid.</p> <p>It was explained that contact has been made with the Senior Account Manager from National Grid, Rebecca Yang. (Neil Rowley has moved on to another role). She has expressed an interest in discussing the opportunity at the Barbican and has offered to meet the City to discuss potentialities further at their Warwick or Wokingham offices.</p> <p>It was agreed that this meeting should ideally take place in Mid / Late February at their Wokingham Offices.</p> <p>Possible dates: Week beginning 15/02 or week beginning 22/02.</p> <p>Attendees: Mick McGee, Mike Saunders, Concero, Garth Leder, Tim Macer / Ted Reilly (date depending).</p> <p>Deadline of 8/9 February for:</p> <ul style="list-style-type: none"> - Finding out availability of both Rebecca yang and Barbican/City Attendees for proposed dates (above). - Deciding on and collating necessary supporting documentation to take to the meeting. <p>Action 1: DBW to confirm availability of Rebecca Yang from National Grid and attendees to set date for future meeting. Also to collate necessary supporting documentation to take to the meeting.</p>	DBW
4	<p>Update on the feasibility of hiring a consultant independently from the city.</p> <p>It was noted that Concero have expressed an interest in negotiating this contract on the Barbicans behalf. However it was questioned by the party whether it's efficient to pay a consultant to speak to a broker rather than speaking to the broker directly.</p> <p>It was decided that it is necessary to talk to Paul Kennedy's replacement (Corporate Energy Manager). Mick McGee will open up a line of communication about the upcoming renegotiations taking place at the end of the next heating season. The aim is to explain the status of the WP meetings and the direction the party would like to go with these renegotiations. Ideally the new Corporate Energy Manager should attend the upcoming UFH WP meeting to get a better feel first-hand of the situation in order to jointly come up with a way forward.</p> <p>Action 2: MM to contact Paul Kennedy's replacement to open up a dialogue.</p>	

Item	Key discussion & action points	Who
5	<p>Next Steps</p> <p>MM/MS to talk to Concero about the status of the technical solution / tender document for the control side.</p> <p>Action 3: MM and Concero to liaise to produce the Technical Specification by the end of February.</p> <p>Concerns were expressed regarding the timeline of the proposed solution (due for October Go-Live).</p> <p>Agreed that the project timeline should be included in these minutes, working backward from the go-live date.</p> <p>Action 4: Create project timeline for the Cyclo control installation, taking into account the go live date at the start of the next heating season (October 2016).</p>	<p>MM</p> <p>MM/MS</p> <p>MS/MM/DBW</p>
6	<p>AOB</p> <p>Timeline / Project Plan:</p>  <p>The diagram shows a horizontal timeline from February to October. Milestones are indicated by diamonds on the timeline line, with boxes below them connected by vertical lines. The milestones are: Technical Specification (Feb), Tender (Apr), Work Starts (Jul), Work Ends (Sep), and Go Live (Oct).</p>	
7	<p>Next Meeting</p> <p>Dates for the next four meetings:</p> <p>12/04/16 at 18:30 14/06/16 at 18:30 13/09/16 at 18:30 06/12/16 at 18:30</p>	

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Committees:	Dates:
Residents' Consultation Committee Barbican Residential Committee	6 June 2016 13 June 2016
Subject: Repairs and maintenance to roofs/balconies following water penetration	Public
Report of: Director of Community and Children's Services Report author: Paul Murtagh - Assistant Director, Barbican & Property Services	For Information

Summary

The purpose of this report is to advise Members on the City of London's approach to dealing with repairs and maintenance to roofs and balconies to the residential units on the Barbican Estate. The report gives particular regard to the validity or otherwise of the various roof warranties that were set up at the time major roof or balcony replacement works were carried out.

Recommendations

The Committee is asked to note the contents of this report and make any observations and comments as it sees fit.

Main Report

Background

1. At previous meetings of the Barbican Residential Committee (BRC) and the Residents' Consultation Committee (RCC), there have been discussions and questions relating to roof and balcony repairs to the various blocks on the Barbican Estate. Some of the discussion has revolved around the application and validity of the various warranties that were taken out at the time major roof or balcony replacement works were undertaken by the City of London.
2. Over a period of 10 years between 1996 and 2005, the surfaces to the flat roofs, barrel roofs and balconies to most blocks on the Barbican Estate were recovered. The scope of these works included the provision of warranties for the materials and workmanship. Such warranties typically ranged from 10 to 20 years and were largely underwritten by the manufacturer of the roofing system chosen at the time.

Considerations

3. Willoughby House was the first block on the Barbican Estate to be included in the programme of roof and balcony replacement works. In 1996, the coverings to the flat roof, barrel roof and balconies to the block were replaced. At the time, the City of London took up the option for a 15-year manufacturer's warranty, which subsequently expired in 2011.
4. Whilst warranties for works to several other blocks on the Barbican Estate have similarly expired, there are many other blocks where warranties have not as yet reached their expiry date. A spreadsheet outlining the warranties held on all blocks on the Barbican Estate is attached as Appendix 'A' to this report.
5. As with almost all manufacturers' warranties, the warranty will only be valid if certain conditions are met and there is an accepted and prescribed inspection and maintenance regime in place for the duration of the warranty period. In the case of the roof warranties taken up by the City of London for the Barbican Estate, the inspection and maintenance regime would include:
 - annual inspection of all works undertaken and reporting on any problems or defects;
 - annual cleaning of all surfaces to remove moss, pollutants, deleterious material etc;
 - annual cleaning of barrel roofs (where appropriate);
 - annual (or earlier as necessary) clearing of all gutters, drains and downpipes;
 - the reapplication of solar reflective material every 3 or 4 years (where applied to asphalt roofs).
6. It should also be noted that, as with most types of warranty, there will be exclusions to the warranty and matters that will be deemed to have breached the warranty causing it to become invalid. With particular regard to the warranties on the Barbican Estate, these include:
 - installation of eye bolts for abseiling purposes;
 - the method of window cleaning via the abseiling referred to above;
 - the installation of timber decking to balconies etc;
 - the use of heavy planters and plant plots located on balconies.
7. It is clear that for all the warranties that have yet to reach their expiry date, the City of London has not adopted and implemented an accepted and prescribed inspection and maintenance regime for the duration of the warranty period. As such, the warranties have likely been invalidated and any subsequent claims under the warranty will almost certainly fail.
8. Whilst this may appear in the first instance to be a failing on the part of the City of London, there is a strong view that the decision not to comply with the specific requirements of the warranty has proved to be more financially beneficial to the City of London and the Barbican residents. The logic behind this view is explained in the following case study.

Case Study – Ben Jonson House

9. The work to replace the coverings to the balconies, barrel roofs, flat roof and patio areas were completed in 2003. The City of London took up the option for a 16-year (barrel roofs) and 20-year manufacturer's warranty, both of which have yet to reach their expiry date.
10. In the 13 years since the work was completed, there has been no inspection and maintenance regime applied in accordance with the provision of the warranty and, as such, the warranty is now likely to have been rendered invalid.
11. In order to maintain the validity of the warranty and to comply with its provisions, it is estimated that the City of London would have incurred the following costs over the last 13 years:

Barrel roofs

Annual cleaning:	£7,000 per annum	Total: £91,000
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Asphalt areas

Solar reflective paint	£10,000 every 4 years	Total: £30,000
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Annual inspection

Independent annual inspection	£3,000 per annum	Total: £39,000
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Total for 13 years: £160,000

12. From our records, over the last 2 years, we have spent approximately £31,000 on works at Ben Jonson House relating to water penetration through roofs and balconies. Although accurate financial information is not readily available, it is estimated that costs in the 11 years previously were very low in comparison. Following recent surveys, it is the view of officers that the roof coverings at Ben Jonson House remain in a reasonably sound condition and it is expected that for the remainder of the warranty periods (3 years and 7 years respectively), response repair costs for water penetration will be relatively low.
13. Based strictly on the evidence we have so far to date, it would appear that the cost of maintaining the manufacturer's warranty for the full warranty period will significantly exceed the costs incurred as a result of not doing so.
14. The option of reviving the manufacturer's warranty has also been explored but the costs are particularly prohibitive. Hyflex Roofing, the company that carried out the original works in 2003 has quoted a cost of £201,000 for works to the roofs and balconies to provide for a new 10-year warranty. Hyflex has stated however that the £201,000 does not include costs for access and scaffolding systems, welfare facilities, rubbish removal and a number of other site specifics. It is estimated that the cost of those elements Hyflex has not allowed for will be in the region of a further £100,000. Given that the City of London, and subsequently leaseholders, will also have to fund the inspection and maintenance regime to maintain the warranty, this does not appear to be a realistic or necessary option to pursue.

Conclusions

15. The above case study at Ben Jonson House is believed to be indicative of the situation on the other blocks on the Barbican Estate. As such, whilst it is true that the City of London has, historically, failed to put in processes and procedures to ensure that the manufacturer's warranties for major roof or balcony replacement works remained valid, the evidence suggests that the financial benefits of not doing so have been positive.
16. It is clear that the issue of manufacturer's warranties needs to be given serious consideration going forward. There seems to be no merit whatsoever in paying extra for an extended warranty if either, the warranty conditions are not going to be met and provided for or, the cost of meeting the warranty conditions is prohibitive. It is intended that the issue of extended manufacturer's warranty will be considered as part of the remit of the Asset Maintenance Working Party that has recently been convened to help the City of London develop a robust Asset Management Strategy for future maintenance, improvements and major works projects on the Barbican Estate.
17. From the recent surveys that have been undertaken, it is the view of officers that the coverings to the balconies, barrel roofs, flat roof and patio areas to the various blocks on the Barbican Estate generally remain in a reasonably satisfactory condition. It is however acknowledged that there have been some significant issues with water penetration on the Barbican that have caused considerable distress to residents. The City of London remains committed to delivering high quality services to the Barbican residents and we recognise that any future issues need to be dealt with swiftly and effectively.

Appendices

Appendix 1 – Barbican Warranty Spreadsheet

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Block & Roof Type	Consultant	Contractor	Guarantor	Start	End	Period
Andrewes						
Flat Roof	M.Flowers & Ptrs	Darkan Ltd	Permanite	01/01/2000	01/01/2016	16
Balcony	M.Flowers & Ptrs	Darkan Ltd	Permanite	01/01/2000	01/01/2016	16
Barrel Roof	M.Flowers & Ptrs	Darkan Ltd	Triflex	22/09/1999	21/09/2014	15
Ben Jonson House						
Flat Roof	Pellings	Mullaley		01/12/2003	01/12/2023	20
Balcony						
Barrel Roof	Pellings	Mullaley		01/12/2003	01/12/2019	16
Brandon Mews						
Flat Roof						
Balcony						
Barrel Roof						
Cromwell Tower						
Flat Roof	N/A	Apollo	Anderson	01/12/2000	01/12/2010	10
Balcony	N/A					
Barrel Roof						
Defoe						
Flat Roof	M.Flowers & Ptrs	R.Richardson	Rock Asphalt	01/12/2004	01/12/2024	20
Balcony	M.Flowers & Ptrs	R.Richardson	Rock Asphalt	01/12/2004	01/12/2024	20
Barrel Roof	M.Flowers & Ptrs	R.Richardson	Triflex	16/03/2001	16/03/2016	15

Gilbert						
Flat Roof	Pellings	Lengard	Calliender	12/04/2001	12/04/2021	20
Balcony	Pellings	Lengard	Calliender	12/04/2001	12/04/2021	20
Barrel Roof	Pellings	Lengard	Triflex	12/10/2000	11/10/2015	15
Mountjoy						
Flat Roof	Pellings	Higgins City	Langley	18/10/2004	18/10/2024	20
Balcony	Pellings	Higgins City	Langley	18/10/2004	18/10/2024	20
Barrel Roof	Pellings	Higgins City	Triflex	11/05/2005	11/05/2020	15
Seddon						
Flat Roof	Pellings	Breyer Plc	Bauder	16/11/2004	16/11/2024	20
Balcony	Pellings	Breyer Plc	Bauder	16/11/2004	16/11/2024	20
Barrel Roof	Pellings	Breyer Plc	Decathane	01/03/2005	01/03/2025	20
Shakespeare						
Flat Roof	N/A	Apollo	Anderson	01/01/2003	01/01/2013	10
Balcony	N/A					
Barrel Roof	N/A					
Willoughby						
Flat Roof	BPS	R. Richardson		1996	2011	15
Balcony	BPS	R. Richardson	Rock Asphalt	1996	2011	15
Barrel Roof	BPS	R. Richardson	Granflex-Kemperol	1996	2011	15
Breton						
Flat Roof	Pellings	Mullaley				
Balcony	Pellings	Mullaley				
Barrel Roof	Pellings	Mullaley				

Bryer									
Flat Roof	M.Flowers & Ptrs	Breyer PLC	Langley	13/05/2005	13/05/2025	20			
Balcony	M.Flowers & Ptrs	Breyer PLC	Langley	13/05/2005	13/05/2025	20			
Barrel Roof	M.Flowers & Ptrs	Breyer PLC	Triflex	14/12/2005	14/12/2020	15			
Bunyan									
Flat Roof	M.Flowers & Ptrs	Gee Constr	Langley	24/03/2005	24/03/2025	20			
Balcony	M.Flowers & Ptrs	Gee Constr	Langley	24/03/2005	24/03/2025	20			
Barrel Roof	M.Flowers & Ptrs	Gee Constr	Triflex	06/12/2005	06/12/2020	15			
Cromwell									
Flat Roof		Apollo	Anderson						
Balcony	N/A								
Barrel Roof	N/A								
John Trundle Court									
Flat Roof	M.Flowers & Ptrs	Gee Constr	Langley	24/03/2005	24/03/2025	20			
Balcony	M.Flowers & Ptrs	Gee Constr	Langley	24/03/2005	24/03/2025	20			
Barrel Roof	M.Flowers & Ptrs	Gee Constr	Triflex	06/12/2005					
Lambert Jones Mews									
Flat Roof	City Surveyors C.O.L								
Balcony	City Surveyors C.O.L								
Barrel Roof	City Surveyors C.O.L								
Lauderdale Tower									
Flat Roof		Apollo	Anderson	01/01/2003	01/01/2013	10			
Balcony	N/A								
Barrel Roof	N/A								

Speed						
Flat Roof	HSB	R. Richardson	Rock Asphalt	22/03/2000	22/03/2020	20
Balcony	HSB	R. Richardson				
Barrel Roof	HSB	R. Richardson				
Thomas More						
Flat Roof	M. Flowers & Ptrs	R. Richardson	Rock Asphalt	01/12/2004	01/12/2024	20
Balcony	M. Flowers & Ptrs	R. Richardson	Rock Asphalt	01/12/2004	01/12/2024	20
Barrel Roof	M. Flowers & Ptrs	R. Richardson	Triflex	14/10/2002	14/10/2017	15

Block	Roof Type	Consultant	Contractor	Guarantor	Start	End	Period
Andrewes	Balcony	M.Flowers & Ptrs	Darkan Ltd	Permanite	01/01/2000	01/01/2016	16
Andrewes	Barrel Roof	M.Flowers & Ptrs	Darkan Ltd	Triflex	22/09/1999	21/09/2014	15
Andrewes	Flat Roof	M.Flowers & Ptrs	Darkan Ltd	Permanite	01/01/2000	01/01/2016	16
Ben Jonson House	Balcony	Pellings	Mullaley	Langley	28/10/2003	28/10/2023	20
Ben Jonson House	Barrel Roof	Pellings	Mullaley	Triflex	30/08/2003	30/08/2019	16
Ben Jonson House	Flat Roof	Pellings	Mullaley	Langley	28/10/2003	28/10/2023	20
Ben Jonson House	Patio 7th level	Pellings	Mullaley	Langley	28/10/2003	28/10/2023	20
Brandon Mews	Balcony	N/A					
Brandon Mews	Barrel Roof	N/A					
Brandon Mews	Flat Roof	N/A					
Breton	Balcony	Pellings	Mullaley	Langley	28/10/2003	28/10/2023	20
Breton	Barrel Roof	Pellings	Mullaley	Triflex	30/08/2003	30/08/2018	15
Breton	Flat Roof	Pellings	Mullaley	Langley	28/10/2003	28/10/2023	20
BRETON HOUSE	Patio 7th level	Pellings	Mullaley	Langley	28/10/2003	28/10/2023	20
Bryer	Balcony	M.Flowers & Ptrs	Breyer PLC	Langley	13/05/2005	13/05/2025	20
Bryer	Barrel Roof	M.Flowers & Ptrs	Breyer PLC	Triflex	14/12/2005	14/12/2020	15
Bryer	Flat Roof	M.Flowers & Ptrs	Breyer PLC	Langley	13/05/2005	13/05/2025	20
Bunyan	Balcony	M.Flowers & Ptrs	Gee Constr	Langley	24/03/2005	24/03/2025	20
Bunyan	Barrel Roof	M.Flowers & Ptrs	Gee Constr	Triflex	06/12/2005	06/12/2020	15
Bunyan	Flat Roof	M.Flowers & Ptrs	Gee Constr	Langley	24/03/2005	24/03/2025	20
Cromwell	Balcony	N/A					
Cromwell	Barrel Roof	N/A					
Cromwell	Flat Roof	J.TILLEY	Apollo	Anderson	01/12/2000	01/12/2010	10
Cromwell Tower	Balcony	N/A					
Cromwell Tower	Barrel Roof	N/A					
Cromwell Tower	Flat Roof	J.TILLEY	Apollo	Anderson	01/12/2000	01/12/2010	10
Defoe	Balcony	M.Flowers & Ptrs	R.Richardson	Rock Asphalt	01/12/2004	01/12/2024	20
Defoe	Barrel Roof	M.Flowers & Ptrs	R.Richardson	Triflex	16/03/2001	16/03/2016	15
Defoe	Flat Roof	M.Flowers & Ptrs	R.Richardson	Rock Asphalt	01/12/2004	01/12/2024	20
Gilbert	Balcony	Pellings	Lengard	Calliender	12/04/2001	12/04/2021	20
Gilbert	Barrel Roof	Pellings	Lengard	Triflex	12/10/2000	11/10/2015	15
Gilbert	Flat Roof	Pellings	Lengard	Calliender	12/04/2001	12/04/2021	20
John Trundle Court	Balcony	M.Flowers & Ptrs	Gee Constr	Langley	24/03/2005	24/03/2025	20
John Trundle Court	Barrel Roof	M.Flowers & Ptrs	Gee Constr	Triflex	06/12/2005	06/12/2020	15
John Trundle Court	Flat Roof	M.Flowers & Ptrs	Gee Constr	Langley	24/03/2005	24/03/2025	20

Lambert Jones Mews	Balcony	City Surveyors C.O.L							
Lambert Jones Mews	Barrel Roof	City Surveyors C.O.L							
Lambert Jones Mews	Flat Roof	City Surveyors C.O.L							
Lauderdale Tower	Balcony	N/A							
Lauderdale Tower	Barrel Roof	N/A							
Lauderdale Tower	Flat Roof	J.TILLEY	01/01/2003	Anderson	Apollo	18/10/2004	01/01/2013	10	
Mountjoy	Balcony	Pellings	18/10/2004	Langley	Higgins City	11/05/2005	18/10/2024	20	
Mountjoy	Barrel Roof	Pellings	11/05/2005	Triflex	Higgins City	18/10/2004	11/05/2020	15	
Mountjoy	Flat Roof	Pellings	18/10/2004	Langley	Higgins City	16/11/2004	18/10/2024	20	
Seddon	Balcony	Pellings	16/11/2004	Bauder	Breyer Plc	01/03/2005	16/11/2024	20	
Seddon	Barrel Roof	Pellings	01/03/2005	Decathane	Breyer Plc	16/11/2004	01/03/2025	20	
Seddon	Flat Roof	Pellings	16/11/2004	Bauder	Breyer Plc		16/11/2024	20	
Shakespeare	Balcony	N/A							
Shakespeare	Barrel Roof	N/A							
Shakespeare	Flat Roof	J.TILLEY	01/01/2003	Anderson	Apollo		01/01/2013	10	
Speed	Balcony	HSB			R.Richardson				
Speed	Barrel Roof	HSB			R.Richardson				
Speed	Flat Roof	HSB	22/03/2000	Rock Asphalt	R.Richardson	01/12/2004	22/03/2020	20	
Thomas More	Balcony	M.Flowers & Ptrs	01/12/2004	Rock Asphalt	R.Richardson	14/10/2002	01/12/2024	20	
Thomas More	Barrel Roof	M.Flowers & Ptrs	01/12/2004	Triflex	R.Richardson		14/10/2017	15	
Thomas More	Flat Roof	M.Flowers & Ptrs	01/12/2004	Rock Asphalt	R.Richardson		01/12/2024	20	
Willoughby	Balcony	BPS	1996	Rock Asphalt	R.Richardson		2011	15	
Willoughby	Barrel Roof	BPS	1996	Graniflex-					
Willoughby	Flat Roof	BPS	1996	Kemperol	R.Richardson		2011	15	
Willoughby	Flat Roof	BPS	1996		R.Richardson		2011	15	

Ben Jonson Hous Balcony	Pellings	Mullaley	Langley	28/10/2003	28/10/2023	20
Ben Jonson Hous Barrel Roof	Pellings	Mullaley	Triflex	30/08/2003	30/08/2019	16
Breton Balcony	Pellings	Mullaley	Langley	28/10/2003	28/10/2023	20

Ben Jonson House	Balcony	Apr-25
Ben Jonson House	Barrel Roof	Dec-19
Breton House	Balcony	Apr-25

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Committees:	Dates:	
Housing Management and Alms-houses Sub Committee	25/04/2016	
Barbican Residents Consultation Committee	06/06/2016	
Barbican Residential Committee	13/06/2016	
Projects Sub	29/06/2016	
Subject: Water System Safety Works at Residential Housing Estates	Gateway 3/4 Options Appraisal	Public
Report of: Director of Community & Children's Services		
Report author: Jason Crawford, Asset Programme Manager	For Decision	
<u>Summary</u>		
Dashboard		
Project Status	Green	
Time Line	Procurement – to December 2016 Gateway 5 / Authority to Commence Works – January 2017 Contractor Appointed – February 2017 Works Start - April 2017	
Programme status	Pending Approval of Gateway 3/4 – Options Appraisal	
Latest estimated cost of works	HRA Housing Estates £500,000	Barbican Estate £800,000
Expenditure to date	£4,000	
Total Project Cost	HRA Housing Estates £562,000	Barbican Estate £900,000
Progress to date (including resources expended and any changes since previous Gateway		
<p>The Gateway 1/2 report outlined a project approach to address the statutory requirement of risk assessments, monitoring & testing and the completion of remedial, minor and major works. An issue report was presented to the Residents Consultation Committee and the Barbican Residential Committee recommending separate procurement for Risk Assessment and Monitoring & testing contracts.</p> <p>The statutory obligation to carry out monitoring, testing and risk assessments have now been completed, and form the basis of this report which seeks approval of the programme and budget prior to procurement for a contractor to complete these works.</p>		

Overview of options

Option 1 – completing works reactively as they are identified. Any items which have been identified as high risk through the recent risk assessment programme must be completed as soon as reasonably practicable, items of a lesser risk may be completed as their risk level increases or items fail over the next 2-5 years.

Option 2 – completing a planned programme of works using the results of the risk assessments to prioritise the works.

Proposed way forward

The proposed way forward is to proceed with Option 2.

Procurement Approach

If the recommended option proceeds, the procurement approach will be to advertise the works as one contract openly on the City's procurement portal.

Table with financial implications

	HRA Housing Estates		Barbican Estate	
Description	Option 1: Immediate completion of High risk work items & reactive completion of remaining works	Option 2: Planned programme of all works	Option 1: Immediate completion of High risk work items & reactive completion of remaining works	Option 2: Planned programme of all works
Works Costs	£693,500	£500,000	£1,108,057	£800,000
Fees & Staff Costs	£86,687	£62,500	£138,057	£100,000
Total	£780,187	£562,000	£1,246,564	£900,000
Funding Strategy	HRA: £762,187 (30% recovery of £228,656) Almshouses Trust: £12,000 (0% recovery) City Fund – Spitalfields £6,000 (50% recovery of £3,000)	HRA £547,000 (30% recovery of £164,100) Almshouses Trust £10,000 (0% recovery) City Fund – Spitalfields £5,000 (50% recovery of £2,500)	City Fund and 96% proportional recovery (£1,196,701) from long leaseholders	City Fund and 96% proportional recovery (£864,000) from long leaseholders
Items in parentheses are proportional recovery from long leaseholders, as applicable depending upon location of work.				

Recommendations

1. Approval to proceed with Option 2.
2. Take note of the estimated budget of £562,000 for HRA Housing Estates and £900,000 for Barbican Estate.
3. Approval of the additional budget now requested to reach Gateway 5 (£25,000 for HRA Housing Estates and £40,000 for Barbican Estate).

Options Appraisal Matrix

See attached.

Appendices

(1) PT4 Procurement report.

Contact

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Options Appraisal Matrix

	<i>Option 1 – reactive work</i>	<i>Option 2 – planned programme</i>
1. Brief description	Completing any high risk items immediately but dealing with medium and low risk items reactively – for example, as they become high risk or as items fail.	Using the results of the risk assessments to tender a 3 to 5 year works programme. This programme will address the works in priority order – addressing high, medium and low risk items.
2. Scope and exclusions	<p>Scope: All water supply systems for which the City is responsible at the Barbican and the Housing Revenue Account (HRA) Estates. This includes communal hot/cold water storage tanks, communal pipework, individual hot/cold storage tanks and pipework in tenanted properties, hot/cold water tanks and pipework in estate offices.</p> <p>Exclusions: Hot/cold water tanks, calorifiers and pipework within properties that are owned by long leaseholders.</p>	
Project Planning		
3. Programme and key dates	<p>Procurement – to December 2016</p> <p>Gateway 5 / Authority to Commence Works – January 2017</p> <p>Contractor Appointed – February 2017</p> <p>Works Start - April 2017</p>	
4. Risk implications	<p>High Risk Approach</p> <p>(1) Ensuring the safety of the systems that provide water is a statutory duty.</p>	<p>Medium Risk Approach</p> <p>(1) Ensuring the safety of the systems that provide water is a statutory duty.</p>

	<i>Option 1 – reactive work</i>	<i>Option 2 – planned programme</i>
	(2) Carrying out works reactively could put systems at risk while works are specified and procured.	(2) We are currently in a position where the risk assessments have identified the risk levels of all items of water equipment in our properties. (3) Instigating a programme which addresses the works in priority order – high, medium and low – will ensure that following a fixed period of time no high or medium risk items will remain in our properties.
5. Benefits and disbenefits	<p>Benefits:</p> <ul style="list-style-type: none"> • Statutory compliance is achieved – as each item of risk is identified and removed. <p>Disbenefits:</p> <ul style="list-style-type: none"> • Higher cost by not procuring a large contract. • Need to procure any item over £10,000, causing delays to works. 	<p>Benefits:</p> <ul style="list-style-type: none"> • Statutory compliance is achieved via a planned programme which addresses high, medium and low risk items in priority order. • Lower cost by procuring a larger contract.
6. Stakeholders and consultees	<p>Members and Ward Members.</p> <p>Residents, including leaseholders via statutory Section 20 consultation.</p> <p>Departments of City Surveyor's, Comptroller and City Solicitor, Town Clerks and Chamberlain's (including City Procurement).</p>	
<i>Resource Implications</i>		

	<i>Option 1 – reactive work</i>	<i>Option 2 – planned programme</i>
7. Total Estimated cost	HRA Housing Estates £562,000	Barbican Estate £900,000
8. Funding strategy	<ul style="list-style-type: none"> • Barbican Estate and Spitalfields properties - City Fund with a respective 96% and 50% proportional recovery from long leaseholders. • Almshouses - Almshouses Trust and there is no proportional recovery from long leaseholders. • HRA - The proportional recovery from long leaseholders across the HRA estates is estimated to be in the overall region of 30%; however this is likely to differ across individual estates and will be reviewed in greater detail at Gateway 5. 	
9. Estimated capital value/return	N/A.	
10. Ongoing revenue implications	There will be a minor decrease in annual costs. This is owing to the fact carrying out major works will reduce the risks in some locations (for example, replacing an ageing water tank with a modern one translates into a lower-risk item) Low risk items are not required to be risk assessed as frequently as higher risk ones.	
11. Investment appraisal	Carrying out works reactively is poor investment practice where works could be specified, prioritised and programmed.	Timely intervention to complete works reduces spend on reactive repairs and maintenance as unexpected failures occur less frequently.
12. Affordability	The works have been factored into the Asset Management plans for both the Barbican and HRA Estates.	
13. Legal implications	Water systems that include tanks or areas that are not regularly flushed with running water pose a risk of harbouring bacteria. There could be legal consequences where failure to monitor and maintain equipment	

	<i>Option 1 – reactive work</i>	<i>Option 2 – planned programme</i>
	has caused exposure to bacteria and led to illness.	
14. Corporate property implications	It is important that the City's assets remain in good, safe and statutory compliant condition. Therefore all necessary action should be taken to ensure that assets are kept as such throughout the assets' lifetime.	
15. Traffic implications	The detail of the traffic plan for the installation phase will be agreed with the successful contractor.	
16. Sustainability and energy implications	Should pipework be replaced or re-configured this may improve water flow rates with a marginal reduction in pumping requirements and therefore energy. However, the work may also involve tasks such as adjusting settings on hot water equipment to achieve higher temperatures for safe storage. A consequence may be higher energy usage.	
17. IS implications	N/A.	
18. Equality Impact Assessment	The proposed works will not have an impact on equality or protected characteristics. The delivery phase of the works will be carefully planned and implemented in conjunction with residents to ensure no adverse impacts. Failure to deliver these works would have a higher potential impact upon the elderly and vulnerable as they are at greater risk of Legionellosis (which includes Legionnaires' disease, Pontiac fever and Lochgoilhead fever.)	
19. Recommendation	Not recommended	Recommended
20. Next Gateway	Gateway 5 - Authority to Start Work	Gateway 5 - Authority to Start Work

	<i>Option 1 – reactive work</i>			<i>Option 2 – planned programme</i>		
21. Resource requirements to reach next Gateway			HRA, Almshouses and Spitalfields		Barbican Estate	
	Item	Reason	Cost (£)	Funding Source	Cost (£)	Funding Source
	Staff Costs	Liaise with consultants and city procurement	£7,000	HRA £22,000 (30% recovery of £6,600)	£10,000	City Fund (96% recovery of £38,400).
	Consultancy	Design and specification of works.	£18,000	Almshouses Trust £2,000 (0% recovery)	£30,000	
	Total		£25,000	City Fund – Spitalfields £1,000 (50% recovery of £500)	£40,000	
Items in parentheses are proportional recovery from long leaseholders, as applicable depending upon location of work.						

Committee(s) Barbican Residents Consultation Committee Barbican Residential Committee	Date(s): 06062016 13062016
Subject: Progress of Sales & Lettings	
Report of: Director of Community and Children’s Services Report author: Ann Mason, Revenues Manager	Public Information

Summary

This report, which is for information, is to advise members of the sales and lettings that have been approved by officers since your last meeting. Approval is under delegated authority and in accordance with Standing Orders. The report also provides information on surrenders of tenancies received and the number of flat sales to date.

Recommendation:

That the report be noted.

Main Report

Background

1. The acceptance of surrenders of tenancies and the sale and letting of flats are dealt with under delegated authority and in accordance with Standing Orders 77a and 77b.

SURRENDERS

2.

Case No	Type	Floor	Rent Per Annum	Tenancy commenced/ expired	Reason for Surrender	Date of Surrender
1	21	4	£22,050	25/12/2015 24/12/2018	Tenant deceased	09/2/2016
2	21	4	£22,050	Service tenancy	Management move	14/03/2016

3	26	3	£24,400	18/01/2015 17/01/2018	Tenant deceased	01/04/2016
4	1B	15	£31,400	25/12/2013 24/12/2016	Tenant deceased	08/04/2016

RIGHT TO BUY SALES

3.

	3 May 2016	2 February 2016
Sales Completed	1079	1079
Total Market Value	£94,546,908.01	£94,546,908.01
Total Discount	£29,539,064.26	£29,539,064.26
NET PRICE	£65,007,843.75	£65,007,843.75

OPEN MARKET SALES

4.

	3 May 2016	2 February 2016
Sales Completed	840	838
Market Value	£137,923,771.97	£136,288,771.97

~~Fifteen exchanges of sold flats have taken place with the sum of £720,254 being paid to the~~

5. Fifteen exchanges of sold flats have taken place with the sum of £720,254 being paid to the City of London.
6. The freeholds of 14 flats in Wallside have been sold with the sum of £35,000 being paid to the City of London.
7. A 999 year lease has been completed with the sum of £43,200 being paid to the City of London.

APPROVED SALES

8.

CASE	Block	Floor	Type	Price	Remarks as at 3 May 2016
1	Lauderdale Tower	27	1B 4 bed	£1,850,000	Proceeding

2	Cromwell Tower	31	1A 4 bed	£1,850,000	Proceeding
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APPROVED LETTINGS

9.

CASE	Block	Floor	Type	Annual Rent	Remarks as at 3 May 2016
1	Thomas House	4	21 2 bed	£23,050	Service Tenancy Completed 14/03/2016

COMPLETED SALES

10. Since the last report two sales have completed. The sale of 533 Willoughby House completed on 11 March and of 37 Andrewes House completed on 13 April.

SALES PER BLOCK

11.

BLOCK	TOTAL NO. OF FLATS IN EACH BLOCK	TOTAL NO. SOLD IN EACH BLOCK	NET PRICE £	% NO. OF FLATS SOLD IN EACH BLOCK
ANDREWES HOUSE	192	184	16,648,760.00	95.83
BEN JONSON HOUSE	204	195	14,132,454.83	95.59
BRANDON MEWS	26	24	1,057,460.00	92.31
BRETON HOUSE	111	106	7,201,712.50	95.50
BRYER COURT	56	55	2,307,338.50	98.21
BUNYAN COURT	69	66	4,693,780.00	95.65
DEFOE HOUSE	178	170	14,644,782.50	95.51
GILBERT HOUSE	88	87	11,046,452.50	98.86
JOHN TRUNDLE COURT	133	131	4,467,527.50	98.50
LAMBERT JONES MEWS	8	8	1,400,000.00	100.00
MOUNTJOY HOUSE	64	63	5,925,723.50	98.44
THE POSTERN/WALLSIDE	12	8	2,499,630.00	66.67
SEDDON HOUSE	76	74	7,675,677.50	97.37
SPEED HOUSE	114	104	8,933,148.50	91.23
THOMAS MORE HOUSE	166	162	13,668,455.00	97.59
WILLOUGHBY HOUSE	148	146	14,337,670.50	98.65
TERRACE BLOCK TOTAL	1645 (1645)	1583 (1581)	130,640,573.33 (129,005,573.33)	96.23 (96.11)
CROMWELL TOWER	112	100	21,700,801.00	89.29
LAUDERDALE TOWER	117	113	22,703,779.63	96.58
SHAKESPEARE TOWER	116	109	25,225,415.76	93.97
TOWER BLOCK TOTAL	345 (345)	322 (322)	69,629,996.39 (69,629,996.39)	93.33 (93.33)
ESTATE TOTAL	1990 (1990)	1905 (1903)	200,270,569.72 (198,635,569.72)	95.73 (95.63)

The freeholds of 14 Flats in Wallside have been sold. The net price achieved for the purchase of the original leasehold interest and the subsequent freehold interest is £3,459,500. The figures in brackets are as stated at your last meeting.

Anne Mason

Revenues Manager

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Committee:	Date(s):	Item no.
Residents' Consultation Committee	6 June 2016	
Subject: Update Report		
Report of: Director of Community and Children's Services Report author: Michael Bennett, Estate Manager		Public For information
<p><u>Summary</u></p> <p>Barbican Estate Office</p> <ol style="list-style-type: none"> 1. Blake Tower (formally the YMCA) Service Charge related issues 2. Service Based Review (generating income for car parking & stores 2017/18) 3. Working Party Update - see appendix 1 4. Leaseholder Service Charge Working Party 5. Parcel Tracking System Review 6. Home Improvements Pack - see appendix 2 7. Agenda Plan <p>Property Services – see appendix 3</p> <ol style="list-style-type: none"> 8. Redecorations 9. Asset Maintenance Working Party 10. Public lift availability 11. Upgrade of the Barbican Television Network 12. Concrete Works 		

13. Background Underfloor Heating Working Party

City Surveyors Department – see appendix 4

14. St Alphege House – renamed London Wall Place

15. Conservation of the remains of the City Wall - Bastions 14, 13, 12, 11A and adjacent Wall

16. Bastion 13

17. City of London School for Girls – Gymnasium Extension

18. Bernard Morgan Police Section House

Recommendations: that the contents of this report are noted.

Background

This report updates members on issues raised by the Residents' Consultation Committee and the Barbican Residential Committee at their meetings in February/March 2016. This report also provides updates on other issues on the estate.

Barbican Estate Office Issues

1. Blake Tower (formally the YMCA) Service Charge related issues (No change from previous update)

Issue	Update
Will it be managed by the BEO as part of the Barbican Estate?	Yes.
If so, when from? Day 1 – or after a period?	After 2 years.
If after a period, are there any arrangements that are different before and after the BEO takes over management?	No Garchey or Underfloor Heating. The Concierge Service will be provided by the Lobby Porter for 12 hours and Estate Concierge (Car Park Attendants) for the other 12 hours.

Where do Blake Tower residents park their cars? Bunyan car park? Are there enough spaces?	Bunyan car park. Yes.
Do they have ASSA keys to the gardens and the rest of the estate?	Yes.
If so do the ASSA keys of existing residents allow them access to Blake Tower?	No. There is a fob system. Potentially, Asser keys could be retro-fitted as has been the case with Frobisher Crescent.
When does the adjustment of estate wide service charges to accommodate Blake Tower take place? From day 1 or from when the BEO takes over?	Day 1.

2. Service Based Review (generating income for car parking & stores 2017/18)

The Barbican Residential Committee approved a number of options to be progressed and that a report on the feasibility of commercial parking in terms of planning consent be presented. The updates are detailed below:

Blake Tower residential Car Parking

There has been interest from several potential future leaseholders of Blake Tower and these have been placed on our waiting list.

Additional residential stores/storage space

- Officers are progressing with the provision of 300 stores/storage spaces
- The residents survey highlighted a demand for a number of larger stores which will form part of the project
- A bid proposal for funding via a Gateway 1/2 report is being presented to the City's Corporate Projects Board on 8 June (see Project Proposal report in the agenda)
- A review of the car parks has been carried out in terms of availability for existing users, future potential residential stores/Consolidation Centre/commercial car parking, Cultural Hub/Beech Street possible

potential plans to ensure that all of the stakeholders needs are met. This will form part of our planning application.

- Officers have been liaising with the Planning Department and a planning application is being prepared and will be presented in June

Consolidation Centre

- There is still interest from the provider who was looking to set up a temporary contract for a Consolidation Centre in November/December 2015 and officers are progressing this
- A site visit to view their operation has taken place in May
- Market research is being carried out for alternative Consolidation Centre operators
- BEO are also liaising with officers/TFL regarding the ‘Low Emission Neighbourhood’ in the Barbican area and the possibility of potential funding for Consolidation Centre/Electric Vehicle Charging points

Feasibility of commercial parking in terms of planning consent

Following discussions with the City Planners the position is the following:

Planning permission would be required for use of the Barbican Estate car parks for car parking by those not resident on the Estate. This is because it would be a material change of use that constitutes development as a result of section 55(1) of the Town and Country Planning Act 1990.

At present the use of the Barbican Estate car parks falls within class C3 (dwelling houses) as the car park is for the use of Barbican Estate residents and is ancillary to the residential use of the estate. Condition 7 of the Outline Planning Permission dated 12 December 1962 states:

“ the space shown on the plan to be approved as providing for car parking, as required in condition (4) (vii) and (viii) shall be provided and retained permanently for the accommodation of vehicles of occupiers and users of the buildings only and shall not be used for any other purpose; provided that in the case of car parking or lorry parking provided in respect of non-residential accommodation, nothing in this condition shall prevent the use of such car parking accommodation or any part thereof, by persons or bodies for such

periods and at such times as the Council may from time to time approve in writing.”

Using the car parks or parts of them for commercial parking would be contrary to the above condition and would form a new planning unit with a new land use, i.e., car parking. This use would be *sui generis* (a use that does not fall within a use class) and the change of use from use class C3 (dwelling houses) to the *sui generis* use of car parking would constitute development requiring planning permission.

A new public car park not ancillary to the Barbican Estate would be contrary to adopted planning policy DM 16.6, which states that “No new public car parks will be permitted in the City, including the temporary use of vacant sites”. A commercial car park created from the car parking ancillary to the Barbican Estate would be a new public car park in planning terms. If an application for a change of use to a commercial car park were to be received, the Planning and Transportation Committee would need to assess the harm that would be likely to result from the non-compliance with policy DM 16.6, such as likely increased commuting to the City by car, and the resulting increases in traffic congestion and air and noise pollution, and weigh them against any benefits that the proposal may result in.

3. Working Party Update

The latest membership of the Working Parties is shown in appendix 1. Following the recent email broadcast seeking volunteers there are a number of new members to the Asset Maintenance and newly formed Leaseholder Service Charge Working Parties. There are currently two vacancies – please appendix 1.

4. Leaseholder Service Charge Working Party

It was agreed at the AGM of the RCC in February to form a Leaseholder Service Charge Working Party to look at service charges. This Working Party has since been formed with six resident volunteers via an email broadcast to all those residents on the Barbican Estate’s broadcast database and two RCC representatives. The first meeting is scheduled to take place in June and a draft Terms of Reference will be proposed which will be presented for approval to a future RCC.

5. Parcel Tracking System Review

The development of the internet and online shopping has increased at remarkable rates, with the BEO receiving and holding over 70,000 parcels a year for residents, via the onsite Concierge staff. The RCC set up a working party to review the Parcel Holding Service procedures and to see if there were any improvements that could be introduced.

A Parcel Delivery Survey received 582 responses from residents and remains the highest response the BEO has had to date for a survey - 302 responses were received on the first day.

The survey reflected the general feeling that the current 'holding' system for parcels and deliveries works well, is a big asset to the Barbican and any downgrading of the system would not be welcome. The working party agreed that the receiving of parcels is a very good benefit for residents and that awareness of this Parcel Holding Service should be promoted and clarified for new residents via the Residents Welcome Pack.

The working party proposed that the system remains the same, but to be reviewed in five years' time. This can be changed if necessary as couriers/postage methods is constantly changing and upgrading.

6. Home Improvements Pack

Officers have agreed a review process with the Service Level Agreement (SLA) Working Party for a number of our publications including the SLA, Residents Information and Home Improvements Packs:

- First draft to SLA Working Party via basecamp (web based discussion forum)
- Second draft to SLA Working Party and RCC representatives via basecamp
- Third draft to SLA Working Party and RCC representatives via basecamp for any other comments
- Fourth draft to RCC for approval

The fourth draft of the Home Improvements Pack is presented in appendix 2 – *to follow*.

7. Agenda Plan

The table below includes a list of pending committee reports:

Residents' Consultation Committee & Barbican Residential Committee

Report Title	Officer	RCC Meeting Date	BRC Meeting Date
"You Said; We Did" Actions (Separate list for RCC & BRC)	Michael Bennett	5 Sept	19 Sept
SLA Review	Michael Bennett		
Service Based Review Update – Generating income for Car Parking & Stores for 2017/18	Barry Ashton		
Brandon Mews Lease Variation	Barry Ashton		
2015/16 Revenue Outturn (Excluding the Residential Service Charge Account)	Anne Mason/Chamberlains		
2015/16 Revenue Outturn for the Residential Service Charge Account including Reconciliation between the closed accounts and amount to be charged to long leaseholders	Chamberlains		
Relationship of BRC Outturn Report to Service Charge Schedules – RCC Only	Anne Mason		
Progress of Sales & Lettings	Anne Mason		
Update Report: (Separate list for RCC & BRC) <ul style="list-style-type: none"> • Agenda Plan 2016 • Property Services Update • City Surveyors Update 	Michael Bennett		

(RCC Only)			
Arrears Report (BRC Only)	Anne Mason		
“You Said; We Did” Actions (Separate list for RCC & BRC)	Michael Bennett	28 Nov	12 Dec
SLA Review	Michael Bennett		
Car Park Charging	Barry Ashton		
Service Charge Expenditure & Income Account - Latest Approved Budget 2016/17 & Original Budget 2017/18	Chamberlains		
Revenue & Capital Budgets - Latest Approved Budget 2016/17 and Original 2017/18 - Excluding dwellings service charge income & expenditure	Chamberlains		
Annual Review of RTAs	Town Clerks		
Progress of Sales & Lettings	Anne Mason		
Update Report: (Separate list for RCC & BRC) <ul style="list-style-type: none"> • Agenda Plan 2016 • Property Services Update • City Surveyors Update (RCC Only) 	Michael Bennett		
Arrears Report (BRC Only)	Anne Mason		

Background Papers:

Minutes of the Barbican Residential Committee 29 February 2016.
Minutes of Residents’ Consultation Committee 14 March 2016.

Contact: Michael Bennett, Barbican Estate Manager
Tel: 020 7029 3923
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APPENDIX 1

Working Parties (WP) May 2016

Please find detailed below a list of working parties dealing with Barbican Estate issues.

Name	Chairman	Attended by:
Residents Consultation Committee		
<p>Gardens Advisory Group</p> <p>Meeting Dates: 15/01/16 29/04/16 16/09/16 18/11/16</p> <p><i>Report to RCC: 6 June (WP minutes for previous year)</i></p> <p>Action: Terms of Reference to be reviewed at June RCC</p>	<p>Helen Davinson</p>	<p>BEO Officers: Helen Davinson, Michael Bennett</p> <p>Open Spaces Officers</p> <p>11 resident representatives: Paula Tomlinson, Nancy Chessum, Sarah Hudson, Nathalie Robinson, Judith Serota, Maggie Urry, Candice Gillies-Wright, Colin Slaughter, Mary Winch, Mark Mallindine, Jenny Addison</p> <p>Vacancies: 0</p>
<p>SLA Review</p> <p>Meeting Dates: 18/01/16 25/04/16 25/07/16 24/10/16</p> <p><i>Quarterly Report to RCC</i></p>	<p>Michael Bennett</p>	<p>BEO Officers: Michael Bennett, Helen Davinson, Sarah Styles, Sheila Delaney, Luke Barton</p> <p>7 resident representatives – David Graves, Randall Anderson, Robert Barker, Jane Smith, Gianetta Corley, Graham Wallace, Fiona Talbot</p> <p>Vacancies: 1</p>
<p>Asset Maintenance</p>	<p>Mike Saunders</p>	<p>BEO Officers: Mike Saunders, David Downing, Asset Monitoring Officer (TBC), Michael Bennett, Sheila Delaney</p>

<p>Meeting Dates: 14/03/16 13/06/16 03/10/16 01/12/16</p> <p><i>Report to RCC: 28 November (WP minutes for previous year)</i></p> <p>Action: Terms of Reference to be reviewed – agenda for June WP meeting</p>		<p>7 resident representatives – Randall Anderson, Robert Barker, Ted Reilly, Fiona Lean, Robin Gough, Mike Greensmith, Henry Irwig</p> <p>Vacancies: 1</p>
<p>Background Underfloor Heating</p> <p>Meeting Dates: 26/01/16 16/05/16 13/06/16 03/09/16 06/12/16</p> <p><i>Report to RCC: 6 June (WP minutes for previous year)</i></p>	<p>Gareth Moore (Lead Officer Mike Saunders)</p>	<p>BRC representative</p> <p>BEO Officers: Mike Saunders, Mick McGee, David Downing, Michael Bennett</p> <p>8 resident representatives – Mary Hickman, Tim Macer, Ted Reilly, Kate Wood, Sarah Bee, Renu Gupta, Craig Allen & Garth Leder</p> <p>Vacancies: 0</p>
<p>Leaseholder Service Charge</p> <p>Meeting Dates: TBC June</p> <p><i>Report to RCC: 28 November (WP minutes for previous year)</i></p> <p>Action: Terms of Reference to be reviewed – agenda for June WP meeting</p>	<p>Anne Mason</p>	<p>BEO Officers: Anne Mason, Michael Bennett, Helen Davinson, Sarah Styles</p> <p>8 resident representatives – Lionel Green, David Graves, David Lawrence, Phillip Burgess, Jane Northcote, Mary Gilchrist, Helen Wilkinson, Tim Macer</p> <p>Vacancies: 0</p>

Officers:

Luke Barton, House Officer

Michael Bennett, Barbican Estate Manager

Helen Davinson, Resident Services Manager

Sheila Delaney, House Officer

David Downing, Asset Programme Manager, Barbican & Housing

Mick McGee, Senior Resident Engineer

Anne Mason, Service Charge & Revenues Manager

Mike Saunders, Head of Asset Maintenance, Barbican & Housing

Sarah Styles, House Officer

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3. Redecorations

2016/17-2019/20 Programme

Committee approval has been received for the forward programme of redecoration works. The contract is being set up and the first year's work is due to start in the summer

4. Public Lift Availability

Availability of the public lifts under the control of Property Services is detailed below:

Lift	From April 2014 to March 2015	From April 2015 to March 2016
Turret (Thomas More)	98.72%	99.75%
Gilbert House	99.68%	99.85%

5. Upgrade of the Barbican Television Network and Broadband Services

Handover of the upgraded television network is still progressing.

As part of an ongoing programme across the City BT Openreach are now currently looking to upgrade the existing cabling to the Barbican and are proposing to, initially, install a fibre network to the basement of the 3 tower blocks during the summer. This will be followed by an upgrade to the terrace blocks by December 2016 where they propose to install cabinets at street level.

Residents will then have the choice to use VFM who provide 'Fibre to the Home' or a number of service providers for Broadband services using the proposed 'Fibre to the Basement' provided by Openreach.

6. Concrete Works

Concrete testing is now complete. We are awaiting detailed reports from the consultant to determine a programme of works that may be required

7. Background Underfloor Heating

Please see additional appendix

City Surveyors Update

Officers from the City Surveyors Department have provided the following updates:

14. St Alphege House – Renamed London Wall Place

Brookfield Multiplex are making good progress with the construction of the new buildings. Completion is anticipated in May 2017. More information is contained in Brookfield Multiplex monthly newsletter sent out to adjacent Barbican residents and on the project website [#](http://www.londonwallplace.com)

The City Wall at St Alphege Garden which is a Scheduled Monument is currently in part inaccessible and will be re-surveyed when the adjacent scaffolding is taken down by the developer, which is programmed to take place this autumn. Until then, the planned conservation work led by the City Surveyor's Department in conjunction with the developer and Historic England, cannot be progressed.

15. Conservation of the remains of the City Wall - Bastions 14, 13, 12, 11A and adjacent Wall

Remedial work is to be carried out on the Bastion 11A (by the lake near The Postern), following the defects inspection in November 2015 and a further inspection with Historic England on 20th April. Initially the conservators will clear the areas where the mortar has failed to bond for further monitoring. Subject to re-inspection the remedial work is planned for September 2016.

The long-term maintenance proposals continue to be developed in consultation with the City's Open Spaces and Historic England, which consider abseiling to provide safe access to control plant growth on the walls in order to protect the Scheduled Monument.

16. Bastion 13

The BEO has reported that rough sleeping on the mound last year has stopped after the person was given sheltered accommodation. The debris left behind is now to be cleared by the City Surveyor's contractor, as well as extending the existing chestnut paling fence to reduce the ease of access onto the mound and thus reducing the likelihood of damage to the Scheduled Monument. The fence is a temporary measure until permanent landscaping is provided to allow safe access to this area.

17. City of London School for Girls: Gymnasium Extension

Works were completed on programme and the final accounts are now being agreed.

18. Bernard Morgan Police Section House

On the 6th January the disposal of Bernard Morgan House completed with the grant of a long lease to Taylor Wimpey Central London. Discussions are currently ongoing between the Corporation's planners and Taylor Wimpey in relation to their proposal to demolish the old Section House and construct multiple residential units within the City.