



Planning and Transportation Committee

Date: TUESDAY, 13 JUNE 2017
Time: 11.00 am
Venue: LIVERY HALL - GUILDHALL

Members:

Christopher Hayward (Chairman)	Alderman Vincent Keaveny
Deputy Alastair Moss (Deputy Chairman)	Oliver Lodge
Rehana Ameer	Paul Martinelli
Randall Anderson	Andrew Mayer
Alderman Sir Michael Bear	Deputy Brian Mooney
Mark Boleat	Sylvia Moys
Mark Bostock	Barbara Newman
Deputy Keith Bottomley	Graham Packham
Henry Colthurst	Susan Pearson
Peter Dunphy	Judith Pleasance
Emma Edhem	Deputy Henry Pollard
Sophie Anne Fernandes	Jason Pritchard
Marianne Fredericks	James de Sausmarez
Graeme Harrower	Oliver Sells QC
Christopher Hill	Graeme Smith
Alderman Robert Howard	Deputy James Thomson
Deputy Jamie Ingham Clark	William Upton
Alderman Gregory Jones QC	

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Lunch will be served in Guildhall Club at 12.30PM
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 23 May 2017.

For Decision
(Pages 1 - 8)
4. **STREETS & WALKWAYS SUB-COMMITTEE - 16 MAY 2017**
To receive the minutes of the Streets & Walkways Sub-Committee held on 16 May 2017.

For Information
(Pages 9 - 18)
5. **DELEGATED DECISIONS OF THE CHIEF PLANNING OFFICER AND DEVELOPMENT DIRECTOR**
Report of the Chief Planning Officer and Development Director.

For Information
(Pages 19 - 36)
6. **VALID APPLICATIONS LIST FOR COMMITTEE**
Report of the Chief Planning Officer and Development Director.

For Information
(Pages 37 - 40)
7. **NEIGHBOURHOOD PLANNING ACT**
Report of the Remembrancer.

For Information
(Pages 41 - 42)
8. **REPORTS RELATIVE TO PLANNING APPLICATIONS**
 - a) 1no. Telephone Kiosk O/S 118A London Wall London EC2Y 5JA (Pages 43 - 60)

For Decision
 - b) Enforcement Plan Draft Supplementary Planning Document (Pages 61 - 106)

For Decision

9. **REPORTS OF THE DIRECTOR OF THE BUILT ENVIRONMENT**

a) Local Development Scheme 2017 (Pages 107 - 122)

For Decision

b) International Comparative Study - Member Site Visit Approval (Pages 123 - 126)

For Decision

c) Departmental Business Plan: Department of the Built Environment (Pages 127 - 134)

For Decision

d) Department of the Built Environment Risk Management - Quarterly Report (Pages 135 - 148)

For Information

e) Electric Vehicle Charging Update (Pages 149 - 154)

For Information

f) Tudor Street Area Mitigation Measures - Statutory Public Consultation responses (Pages 155 - 166)

This item has been previously considered by the Streets and Walkways Sub-Committee on 16 May 2017 – a copy of the relevant minute is at item 4 of this agenda.

For Information

g) Congestion Review - Zebra Crossing Points (Pages 167 - 176)

This item has been previously considered by the Streets and Walkways Sub-Committee on 16 May 2017 – a copy of the relevant minute is at item 4 of this agenda.

For Information

10. **REFURBISHMENT OF TOWER BRIDGE ENGINE ROOMS INTERNAL RECEPTION AND GIFT SHOP**

Report of the Director of Open Spaces.

For Decision
(Pages 177 - 182)

11. **COORDINATED ACTION TO DEAL WITH UNNECESSARY VEHICLE ENGINE IDLING**

Joint Report of the Director of Markets and Consumer Protection and the Director of Built Environment.

For Information
(Pages 183 - 188)

12. **APPOINTMENT OF SUB-COMMITTEE CHAIRMEN**

Report of the Town Clerk.

For Information
(Pages 189 - 194)

13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

15. **EXCLUSION OF THE PUBLIC**

MOTION – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-public Agenda

16. **NON-PUBLIC MINUTES - STREETS & WALKWAYS SUC-COMMITTEE**

To receive the non-public minutes of the Streets and Walkways Sub-Committee meeting held on 16 May 2017.

For Information
(Pages 195 - 198)

17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Any drawings and details of materials submitted for approval will be available for inspection by Members in the Livery Hall from Approximately 9:30 a.m.

PLANNING AND TRANSPORTATION COMMITTEE

Tuesday, 23 May 2017

Minutes of the meeting of the Planning and Transportation Committee held at the Guildhall EC2 at 9.30 am

Present

Members:

Christopher Hayward (Chairman)	Deputy Jamie Ingham Clark
Rehana Ameer	Paul Martinelli
Randall Anderson	Andrew Mayer
Alderman Sir Michael Bear	Deputy Brian Mooney
Mark Boleat	Sylvia Moys
Mark Bostock	Barbara Newman
Deputy Keith Bottomley	Graham Packham
Henry Colthurst	Judith Pleasance
Emma Edhem	Deputy Henry Pollard
Marianne Fredericks	James de Sausmarez
Graeme Harrower	Oliver Sells QC
Christopher Hill	Graeme Smith
Alderman Robert Howard	Deputy James Thomson

Officers:

Simon Murrells	-	Assistant Town Clerk
Amanda Thompson	-	Town Clerk's Department
Jennifer Ogunleye	-	Town Clerk's Department
Deborah Cluett	-	Comptrollers & City Solicitor
Carolyn Dwyer	-	Director of Built Environment
Annie Hampson	-	Department of the Built Environment
Steve Presland	-	Department of the Built Environment
Gwyn Richards	-	Department of the Built Environment
Peter Shadbolt	-	Department of the Built Environment
Craig Stansfield	-	Department of the Built Environment
Paul Wilkinson	-	City Surveyor

At the start of the meeting a minutes silence was held for those killed, injured and affected by the tragedy in Manchester the previous day.

1. APOLOGIES

Apologies for absence were received from Deputy Alastair Moss, Peter Dunphy, Alderman Gregory Jones, Alderman Vincent Keaveny, Oliver Lodge, Susan Pearson and Jason Pritchard.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations of interest.

3. **MINUTES**

RESOLVED - That the minutes of the meeting held on 21 March 2017 be agreed as a correct record.

A Member expressed concern in relation to 11.1 Creed Court which she felt did not adequately reflect the long debate that had taken place or include sufficient details of all the questions and answers, which might need to be relied upon in court should the application go to appeal

The Town Clerk responded that the minutes were not intended to provide a verbatim account of proceedings but to provide a record of the decision-making.

In response to a question concerning the recording of meetings, the Town Clerk advised that this was not current practice.

The Chairman asked Members if this was something they wished to consider but there was no support for the proposal.

4. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

The Committee received a report of the Director of the Built Environment in relation to the temporary private footbridge across Upper Thames Street at Thames Court which was erected following an agreement reached in 1997 between the CoL Corporation and the owners of Thames Court. The agreement provided that the owners make the footbridge available for use by the public throughout its operating life.

The report advised that the Thames Court footbridge was now closed and its owners were in discussions with Transport for London, the current local highway authority for Upper Thames Street, about a road closure to allow the footbridge removal works to be undertaken. Although the footbridge was across Upper Thames Street, parts of the abutments and footings of the footbridge on either side were located on adjoining highways for which the CoL Corporation was the local highway authority.

There was a local desire for the footbridge to be retained although a wider public need for the footbridge had not been demonstrated. Transport for London (TfL) was willing, without prejudice, to consider having the footbridge vested in TfL as a highway structure in order to allow it to be retained if all parties considered this to be desirable.

Brian Mooney spoke in support of the retention of the footbridge and **MOVED** an Amendment to Recommendation 3 to state that if neither TfL

or the owner of the structure were willing to take over ownership then the CoL Corporation should do so.

The Amendment was **SECONDED** by Marianne Fredericks.

Discussion ensued and although Members were sympathetic to local residents and retaining the bridge, they sort further clarification on the financial implications of doing so and whether or not the CoL would still be able to take it down at a later date if it required.

The Director of the Built Environment advised that a further report on costs and the full implication would need to come back to the Committee for consideration.

Arising from the discussion a vote was taken on the amendment:

12 FOR
8 AGAINST

And the Committee **RESOLVED** that:

- 1) Transport for London be approached to have the Thames Court footbridge vested in it as a highway structure should the owner of the structure be willing to transfer it to Transport for London.
- 2) Should Transport for London and the owner of the structure be willing to have the footbridge vested in Transport for London as a highway structure the Director of the Built Environment be authorized to enter into any necessary agreements with Transport for London to enable to Transport for London to exercise the City's local highway authority functions in respect of those parts of the footbridge that are located on highways for which the City is the local highway authority.
- 3) Should Transport for London not be willing to accept the t vesting of the Thames Court as a highway structure, then the CoL Corporation should take over responsibility for its retention and maintenance. .

5. **DELEGATED DECISIONS OF THE CHIEF PLANNING OFFICER AND DEVELOPMENT DIRECTOR**

The Committee received a report of the Chief Planning Officer and Development Director in respect of development and advertisement applications dealt with under delegated authority.

RESOLVED – That the report be noted.

6. **VALID APPLICATIONS LIST FOR COMMITTEE**

The Committee received a report of the Chief Planning Officer and Development Director which provided details of valid planning applications received by the department since the last meeting.

RESOLVED – That the report be noted

7. **REPORTS RELATIVE TO PLANNING APPLICATIONS**

7.1 **Barbican and Golden Lane Estates - Proposed Conservation Area**

The Committee received a report of the Director of the Built Environment setting out the steps to be followed for consideration of a new conservation area following a request from Barbican and Golden Lane Estate Residents Association who had requested that a new conservation area be designated by the City to include the Barbican and Golden Lane Estates and surrounding area.

In response to a question concerning what the likely costs and timescales would be, the Chief Planning Officer advised that it would take about four months and a full report including the costs would be brought to the Committee in the Autumn.

RESOLVED – To

- 1) Note the report
- 2) Agree that assessment and analysis of the proposed area would be carried out in accordance with policy and national guidance; and
- 3) Consider the results of this work and if a conservation area should be designated.

7.2 **Bernard Morgan House 43 Golden Lane London EC1Y 0RS**

The Committee received a report of the Chief Planning Officer (CPO) in respect of the redevelopment of the site for 'Demolition of existing building, retention of existing basement and construction of new residential building to provide 99 dwellings, together with ancillary car parking, hard and soft landscaping and associated works'.

The development comprised the demolition of the existing building and the construction of a new residential building. The height of the proposed building would range from ten storeys opposite Cripplegate House to six/eight storeys opposite Bowater House, and would reduce in height along Brackley Street from ten storeys to four storeys in the southwest corner. Of the 99 private flats proposed ten would be studio flats, 41 would be one-bedroom flats (including two duplex flats), 39 would be two-bedroom flats (including ten duplex flats) and nine would be three-bedroom flats (including two duplex flats).

The CPO reported that the Committee's resolution in respect of the previous Item, to agree the carrying out of an assessment as to whether a conservation area should be designated to include the application site, was material to the consideration of the application. However, the CPO advised that it should be given limited weight as the matter was in very early stages of consideration, and it did not affect the evaluation and recommendation.

The CPO reported that in addition to the representations referred to in the report, a number of other representations had been received subsequently and had been circulated to Members. In addition, an email had been received from solicitors acting for the Bernard Morgan House Liaison Group requesting an adjournment of the Committee's consideration so that omissions in the Daylight, Sunlight and Overshadowing evaluation (which it was thought missed out consideration of some windows) could be considered and addressed. The CPO advised that the City, having received advice from its appointed Daylight and Sunlight expert, Paul Littlefair of the Building Research Establishment, did not consider there was any omission, or that windows which should have been considered had not been taken into account. She stated that Paul Littlefair would address the Committee and comment on the concern expressed regarding the perceived omission, and that it was not considered an adjournment was required.

Paul Littlefair clarified that the concerns about perceived omissions arose due to inconsistent labelling between different analysis, but that all relevant windows had been analysed to establish the impacts of the application. He also reported on his independent review of the Applicant's Daylight, Sunlight and overshadowing assessment of the impacts of the application, and. Reported that while there would be some impacts these were generally minor in nature and acceptable given the densely built up urban nature of the site.

Mark Campbell, Emma Matthews and Fred Rodgers (Bernard Morgan House Liaison Group), Tim Godsmark (Golden Lane estate Residents Association) Mai Le Verschoyle (Cobalt Building), Mary Durcan and William Pimlott (Court of Common Council Members, Cripplegate ward) spoke in objection to the proposals, including concerns that they did not meet the CoL Corporation's planning policy, were an over-development of the site, would have a negative impact on its surroundings, including neighbouring dwellings, church, school and park in terms of over-shadowing, over-looking and over-domination. All without adequate contribution to the affordable housing supply.

Ingrid Osborne, Paul Henry, Lloyd Spencer and Nick Lane were heard on behalf of the applicant Taylor Wimpey.

Members raised a number of questions in relation to daylight/sunlight issues including the relevance of balconies in assessing impacts, compliance with the London Plan's Density standards, the contribution towards the provision of affordable housing including whether the applicant would be willing to make a greater contribution or agree a review of the contribution, and whether the viability assessment was out of date. Members also queried the impact on the community, transport, servicing and parking.

During consideration of this item, and in respect of Standing Order No. 40, the Chairman sought the Committee's consent to extend the meeting to allow the item to be considered.

In debating the issue Members' principal issues of concern included the contribution to social housing which did not follow the CoL's policy for on-site affordable homes and instead was replacing key worker housing with housing that was unaffordable to the majority of the local population and therefore would not benefit the public. Issues of concern also included impacts on daylight, sunlight and overshadowing and the methodology for assessing impacts. A Member questioned whether or not the CoL were achieving 'best value' as the applicant appeared to have underestimated selling prices and over-estimated the building costs. The site value should have equated to market value. Concern was also expressed that concessions appeared to have been made in evaluating the application which seemed in the Applicant's favour,

The CPO advised that the NPPF advised planning authorities that they should adopt a presumption in favour of sustainable development and the Local Plan needed to be looked at a whole. The proposals were considered to be appropriate, well served by public transport, and the density was considered appropriate.

Alderman Sir Michael Bear MOVED an Amendment to Recommendation 2 to make provision for an upward only review of the affordable housing contribution. .

The Amendment was SECONDED by Randall Anderson

Arising from the discussion a vote was taken on the amendment:

20 FOR
0 AGAINST
1 Abstention

A vote was also taken on the original recommendation

13 FOR
10 AGAINST

The AMENDMENT was CARRIED and the Committee **RESOLVED**:

- 1) That planning permission be granted for the above proposal in accordance with the details set out in the attached schedule subject to: planning obligations and other agreements being entered into in respect of those matters set out in the report, the decision notice not to be issued until such obligations have been executed;
- 2) That your Officers be delegated to negotiate and execute obligations in respect of those matters set out in "Planning Obligations" under

Section 106 and that provision be made in the Section 106 Agreement for an upward only independent review of the affordable housing contribution which the Chairman and Alderman Sir Michael Bear will be consulted on; and

- 3) That you agree in principle that the land affected by the building which is currently public highway and land over which the public have right of access may be stopped up to enable the development to proceed and, upon receipt of the formal application, officers be instructed to proceed with arrangements for advertising and (subject to consideration of consultation responses) making of a Stopping-up Order for the area shown marked on the Stopping-up Plan annexed to this report under the delegation arrangements approved by the Court of Common Council.

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

In response to a question from a Member on the speed of response to developers in discharging planning conditions, particularly in light of all the conditions imposed on the previous application, the Committee heard that many conditions did not need to be discharged prior to implementation. Where they did, responses would be provided as soon as possible, but due to the information and input involved, it was not always possible to respond as swiftly as hoped for.

In response to a question from a Member on a policy approach relating to information on viability being made public, the Committee heard how the City Corporation's starting point, set out on its pre-Application website advice, was that all information provided in connection with planning applications (from pre-application stage onwards) was publicly available. However, there were statutory exceptions, and if the person providing the information felt this applied and the CoL Corporation agreed the information was not disclosed. Officers reviewed this on a case by case basis. Members were also advised that the approach to disclosure and to the viability test in assessing affordable housing contributions and changes of use were being reviewed as part of the Local Plan Review. However, local policy was required to conform to Government policy, and this made provision for affordable housing contributions to be subject to viability. It was agreed that a Viability Workshop would be useful for Members to better understand the process.

9. **EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There were no items.

The meeting closed at 1.00 pm

Chairman

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**STREETS AND WALKWAYS SUB (PLANNING AND TRANSPORTATION)
 COMMITTEE**

Tuesday, 16 May 2017

Minutes of the meeting of the Streets and Walkways Sub (Planning and Transportation) Committee held at the Guildhall EC2 at 10.30 am

Present

Members:

Christopher Hayward (Chairman)	Deputy Clare James (Ex-Officio Member)
Oliver Sells QC (Deputy Chairman)	Alderman Gregory Jones QC
Randall Anderson	Paul Martinelli
Emma Edhem	Deputy Alastair Moss
Marianne Fredericks	Graham Packham
Alderman Alison Gowman (Ex-Officio Member)	Jeremy Simons (Ex-Officio Member)

Officers:

Amanda Thompson	-	Town Clerk's Department
Sam Cook	-	Remembrancer's Department
Simon Glynn	-	Department of the Built Environment
Matthew Pitt	-	Town Clerk's Department
Ian Hughes	-	Department of the Built Environment
Sam Lee	-	Department of the Built Environment
Olumayowa Obisesan	-	Chamberlain's Department
Steve Presland	-	Department of the Built Environment
Iain Simmons	-	Department of the Built Environment
Alan Rickwood	-	City of London Police
Sarah Smallwood	-	City of London Police

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

Alderman Alison Gowman declared an interest in agenda item 15 – Beech Street Property Usage by virtue of being a resident of Beech Street.

Deputy Clare James declared an interest in agenda item 15 – Beech Street Property Usage as she was Chairman of the Board of Governors of the City of London Girls School.

Graham Packham declared an interest in agenda item 8a) – Tudor Street Area Mitigation Measures and advised that he would remain in the meeting but would not vote on the decision.

Jeremy Simons declared an interest in agenda Item 8(c) - New Street Square Section 106) by virtue of being a resident of Pemberton Row.

3. ELECTION OF CHAIRMAN

RESOLVED – That Christopher Hayward be elected Chairman in accordance with Standing Order 29 for the ensuing year.

On being elected, the Chairman expressed thanks to the Committee for its support.

4. ELECTION OF DEPUTY CHAIRMAN

RESOLVED – That Oliver Sells be elected Deputy Chairman in accordance with Standing Order 30 for the ensuing year.

On being elected the Deputy Chairman expressed thanks to the Committee for its support.

The Chairman thanked the immediate past Deputy Chairman for his contribution to the work of the Committee.

5. TERMS OF REFERENCE

RESOLVED – That the Sub-Committee terms of reference be noted.

A Member suggested that it would be helpful if consultation comments could be included in all future reports.

6. MINUTES

RESOLVED – That the minutes of the meeting held on 14 February be agreed subject to the inclusion of the following:

5.2 – 11-19 Monument Street

The proposed screen in option 2 displaying the view from the Monument would be vulnerable to vandalism. The inside of the proposed new Visitor Centre was a more sensible location and officers were asked to postpone the installation until the new building was available to house this.

Officers were asked to delay or re-plan phase 3 works on Monument Yard where the new Visitor Centre would be located to minimise unnecessary rework.

7. **OUTSTANDING REFERENCES**

RESOLVED – That the list of outstanding references be noted and updated as appropriate.

Parking for Motorcyclists

Members expressed concern regarding the period of time this issue was taking to address and asked that a clear and robust policy, including environmental issues, be brought to the Sub-Committee as soon as possible.

The Director of the Built Environment reported that the issue remained a priority however further staff resources were required to undertake what would be a very challenging programme and these were proving very difficult to recruit.

It was agreed that officers bring proposals for the programme to the Sub-Committee to enable priorities to be set, and to determine exactly what resources would be required to deliver it.

Swan Pier

The Chairman expressed frustration that there was no representative from the City Surveyor's department at the meeting and asked that Alderman Gowman, who had initially raised the issue, be written to directly and the rest of the Sub-Committee be copied into the response.

8. **REPORTS OF THE DIRECTOR OF THE BUILT ENVIRONMENT :-**

8.1 **Tudor Street Area Mitigation Measures - Statutory Public Consultation responses**

The Sub-Committee received a report concerning the outcomes of the consultation on measures to improve the circulation of traffic within the Tudor Street area undertaken in February 2007.

Members were advised that there were five responses received during the consultation objecting to the relocation of a length of motor cycle parking from Carmelite Street to Tallis Street. The report identified an alternative location for the motor cycle parking while the remainder of the proposed measures that drew no comment would be implemented to avoid delaying the benefits the measures will deliver to the traffic flow in the Tudor Street area.

Members raised a number of questions in relation to the numbers and types of people using the spaces, the availability and location of alternative free parking and how this could be highlighted to users, the likely displacement effect relocating would have, and whether or not further consultation on other options should be undertaken.

Arising from the discussion a vote was taken:

6 FOR
2 AGAINST
1 ABSTENTION

And the Sub-Committee RESOLVED to:

- 1) Agree not to relocate the motor cycle parking to the western section of Tallis Street as agreed previously by the Court of Common Council on 12 January 2017.
- 2) Agree that the objectors be informed of the decision accordingly.

8.2 **60 - 70 St Mary Axe**

The Sub-Committee received a report relating to the redevelopment of 60-70 St Mary Axe, and the associated changes that would be required as set out in the accompanying Section 106 agreement.

The Sub-Committee was advised that once options had been drafted a wider public consultation would be arranged to ensure that stakeholders in the wider area were given an opportunity to consider and comment on the proposals.

In response to a question concerning assurance that there would be built in resilience arrangements, officers advised that this would be a key focus of the traffic assessments and would also be funded by the Section 106 funding. A further paper on an electrical charging policy would also be coming to the Sub-Committee.

RESOLVED – To approve the Scheme Objectives as detailed in Appendix 1 of the report and authorise the progression of the project and the release of funds as set out in Table 2 – subject to the receipt of funds.

8.3 **City Transportation Major Projects Consolidated Report**

The Sub-Committee received a Gateway 7 outcome report consolidating three major city transportation projects - Winchester House Security, Monument Subway and New Street Square – all of which had delivered many enhancements across the City.

The Sub-Committee was advised that there was a budget underspend on the Monument Subway project and a proposal to ask the developer if the unspent funds could be put towards the Aldgate Highway Changes and Public Realm Improvement project was suggested.

The Sub-Committee noted that the Winchester House Security Project was not completed at the request of Deutsche Bank. A balance of £424,513.95 was

currently being held by the City of London and a recommendation was proposed regarding these funds.

In response to a suggestion that the Monument Street Subway should not be closed and the roundells on the highway replaced, officers advised that they could look to working with TfL to achieve this and it was agreed that a report on costs be brought back to the next meeting.

Winchester House Security

RESOLVED - That

- 1) The final cost of the project be noted (Appendix 1);
- 2) The Chamberlain be authorised to return unspent Section 278 Payment of £293,530.75 to Deutsche Bank (plus interest);
- 3) The unspent Mitigation Payment of £120,000 (plus interest) be used to fund the Aldgate Highway Changes and Public Realm Improvement Project, subject to the agreement of the Resource Allocation Sub-Committee;
- 4) The project is closed

Monument Subway

RESOLVED - That

- 1) The final cost of the project be noted and the project is closed;
- 2) The developer be asked if the unspent funds of £58,334 could be put towards providing further signage. (Members noted that authority was previously delegated to the Director of the Department of the Built Environment at Gateway 5 to seek additional sources of funding, provided there were no negative impacts on the City Corporation's resources).

New Street Square

RESOLVED – That

- 1) The final cost of the project is noted; and
- 2) The lessons learnt be noted and the project is closed.

8.4 Congestion Review - Zebra Crossing Points

The Sub-Committee considered a report on detailing the findings of the zebra crossing review in order to identify which crossings caused significant traffic delay and assess the potential for reducing localised

congestion. Members were advised that three of the four locations identified were either outside of the City's direct control or within other active plans to modify streets.

Members expressed support for the proposals concerning New Fetter Lane which was considered to be heavily congested, and it was further suggested that the installation of refuges all along the road were a low cost option to ease congestion without slowing traffic, although these might encourage jay-walkers.

Members also discussed the need to install a signal crossing suitable for people with disabilities, and parents with young children in push-chairs.

In response to a question concerning likely costs and timescales, officers advised that it was likely to be approximately two years, and more detailed costs would be refined at the next gateway. Consultation needed to be undertaken with TfL as well as the London Borough of Islington. Officers further advised that it would be sensible to undertake trials before committing large sums of money.

RESOLVED that a feasibility review of how to mitigate congestion at the New Fetter Lane pedestrian crossing, which will need to follow the corporate gateway process, be undertaken.

8.5 Road Danger Reduction

The Sub-Committee considered a report of the Director of the Department of the Built Environment and the Commissioner of the City of London Police in respect of the Road Danger Reduction Programme 2017/18.

The report advised that officers would be conducting a number of fact finding visits over the next few months including a number of visits to TfL and the highest performing Boroughs to see what lessons might be learnt to try and improve road safety.

Members noted that officers were proposing a wide range of measures aimed at reducing casualties further, including

- Physical Engineering Measures
- Closer working with City businesses to target messages to City workers
- A broad range of Education Training and Promotion (ETP) including schools but particularly focused towards City workers
- Targeted enforcement by the City of London Police (CoLP)

In response to questions the Director of the Built Environment advised that it was expected that all of these measures would contribute to reducing casualties on City Streets, however analysis of casualties over the last year had made it clear that one of the biggest issues to address was 'inattention' and it

was proposed that 17/18 would see a particular focus on addressing inattention by all road users.

A Member made reference to the 'Active City Network' and whether or not commercial vehicle enforcement was part of this, and another Member suggested that it would be helpful to know how the Police would work with DBE staff to ensure consistent compliance data. Members also suggested that more could be done to reduce the number of 'visitor' incidents, perhaps by including more obvious signage and reminders to look left and right, as well as warning regarding 'danger zones'.

RESOLVED – to note the decisions taken by the Planning and Transportation Committee as follows:

- 1) The 2017/18 Road Danger Reduction Work Programme be approved;
- 2) City Mark be introduced as part of the Considerate Contractors Scheme (CCS);
- 3) Road Danger Requirements (as set out at Appendix 5 to the report) be included within corporate contracts (subject to the agreement of the Finance Committee, and
- 4) The Communications Strategy be approved.

9. **QUARTERLY SUMMARY OF CITY OF LONDON POLICE TARGETED ROADS POLICING ACTIVITY.**

The Sub-Committee received a report detailing recent and forthcoming planned criminal enforcement and educational activity carried out by the City of London Police Transport and Highways Operations Group (THOG) in support of the City of London Road Danger Reduction Plan, National Police enforcement campaigns, and public safety.

In relation to the Enforcement Activity data in the table of page 125 of the report, a Member commented that the CoL Police would need to prioritise these as there wasn't enough officers to undertake all of the activities all of the time.

RESOLVED – That the report be noted.

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

Tudor Street

A Member reported that he was aware that TfL had recently undertaken a survey outside Blackfrars station and asked for an update on the traffic re-organisation agreed with TfL in the Tudor Street area of the City as it was evident that some actions had delayed the traffic flow resulting in the opposite effect to the desired one.

Officers responded that they were aware that the system was not working efficiently and that TfL were compiling data to try and improve the traffic flow, however they had not shared this with the City of London Corporation and officers were currently seeking clarity on the issue and an urgent meeting with TfL.

The Chairman expressed concern that he had not been made aware of this, especially as he had given assurance to the Court of Common Council back in January that work was ongoing to develop a deliverable scheme.

Officers advised that they were continuing to work through the detailed technical aspects of the agreed option and there had been no material change to the situation. As expected the scheme was a complex one to deliver and work was ongoing with TfL to find a solution that both sides could both be confident would work.

The Chairman asked that an urgent meeting with TfL be arranged to include both the Deputy Chairman and himself.

Two-Way Cycle Routes – Consultation

A member asked whether any consultation had been undertaken with local residents prior to introducing two-way cycle routes in the Trinity Square area, and also suggested that railings were needed on Byward Street as people were spilling out of pubs & railings onto the road.

Officers advised that a vigorous design process had been undertaken and they would ensure that the public were consulted in the traffic order making process.

Citigen Roadworks

A Member asked that although the Citigen roadworks were being taken out of Aldersgate St, he understood they would be returning later in the year and given there had been a number of minor collisions on that junction during their time there, would lessons be learned to avoid the sort of accidents that have occurred?

Officers undertook to look into this.

London Wall Place

A member asked if all the necessary procedures had been put in place to promptly adopt the London Wall Place high walks and to ensure the lift that had been out of service functioned properly when these were reinstated?

Officers agreed that lessons had been learned and would be fed into the design of the future works.

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
12. **EXCLUSION OF THE PUBLIC**
RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.
13. **NON-PUBLIC MINUTES**
RESOLVED – That the non-public minutes of the meeting held on 14 February be agreed.
14. **ISLINGTON'S CONTROLLED PARKING ZONE CHANGE**
The Sub-Committee received a report concerning the impact of the London Borough of Islington's changes to its controlled parking zone.
15. **BEECH STREET - PROPERTY USAGE**
The Sub-Committee received a report in relation to Beech Street.
16. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no non-public questions.
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was one item of non-public urgent business noted by the Sub-Committee.

The meeting closed at 1.00 pm

Chairman

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Agenda Item 5

Committee(s)	Dated:
Planning and Transportation	13th June 2017
Subject: Delegated decisions of the Chief Planning Officer and Development Director	Public
Report of: Chief Planning Officer and Development Director	For Information

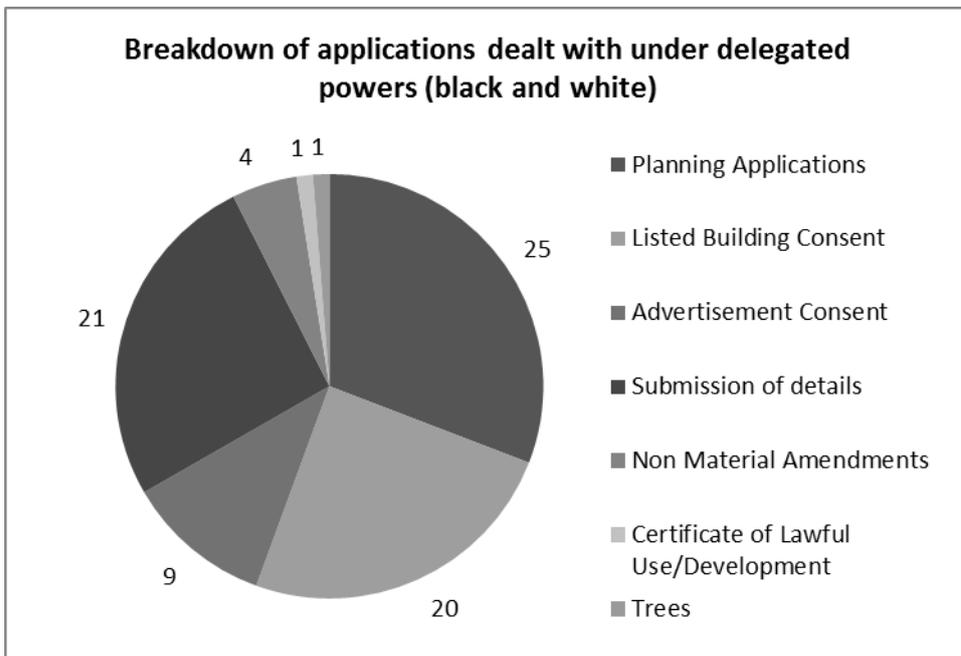
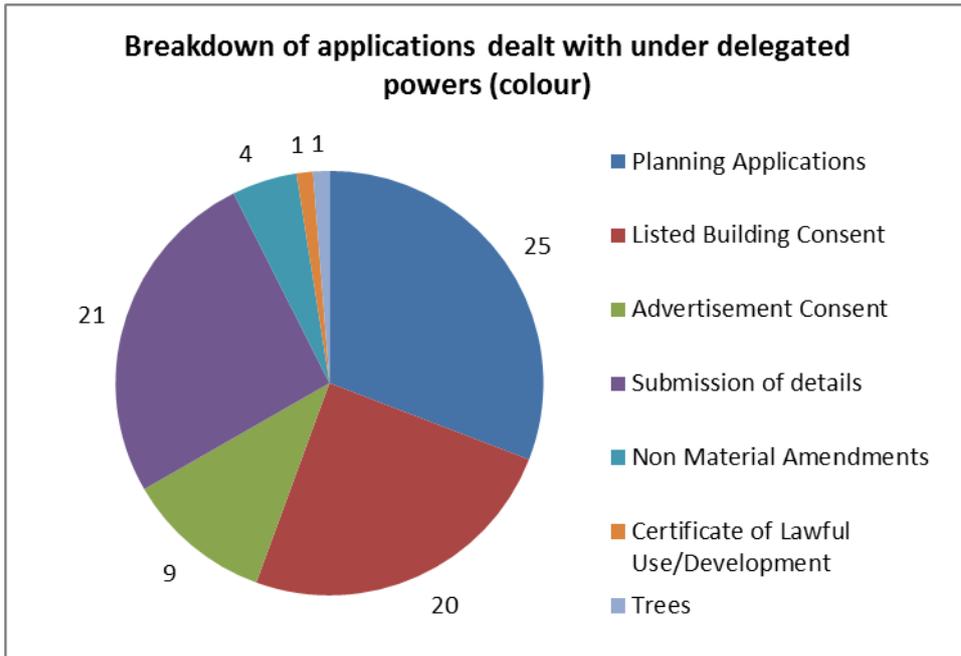
Summary

Pursuant to the instructions of your Committee, I attach for your information a list detailing development and advertisement applications determined by the Chief Planning Officer and Development Director or those so authorised under their delegated powers since my report to the last meeting.

In the time since the last report to Planning & Transportation Committee 81 (Eighty-one) matters have been dealt with under delegated powers.

21 (Twenty-one) applications were for submission of details, 9 (Nine) applications for advertisement consent, 20 (Twenty) listed building consents, 4 (Four) non-material amendment applications, 1 (One) application for trees in a conservation area, and 1 (One) application for a certificate of lawful development.

25 (Twenty-five) applications for development including 5 (Five) changes of use, the creation of 2 (Two) new residential units and 161 sq.m. of floor space.



Any questions of detail arising from these reports can be sent to plans@cityoflondon.gov.uk.

Details of Decisions

Registered Plan Number & Ward	Address	Proposal	Decision & Date of Decision
16/00673/MDC Aldgate	Mitre Square, International House, Duke's Place, 11 Mitre Street & 1 Mitre Square, London EC3	Details of external surfaces within the site boundary including hard and soft landscaping and level confirmation are submitted pursuant to condition 8g and 13 of planning permission dated 09.06.2014 (Ref: 13/01082/FULMAJ)	Approved 11.05.2017
17/00251/FULL Aldgate	St. Katherine's House 2-16 Creechurch Lane London EC3A 5AY	Installation of metal guard rail to parapet wall along rear elevation to courtyard.	Approved 11.05.2017
17/00252/LBC Aldgate	St. Katherine's House 2-16 Creechurch Lane London EC3A 5AY	Installation of metal guard rail to parapet wall along rear elevation to courtyard.	Approved 11.05.2017
17/00356/FULL R3 Aldgate	St Mary Axe Western Footway London EC3A 8LE	Temporary installation of a sculpture, 'Support for a cloud' by Mhairi Vari, for a temporary period of up to one year to be taken down on or before 01 June 2018.	Withdrawn 17.05.2017
17/00210/LBC Aldersgate	162 Shakespeare Tower Barbican London EC2Y 8DR	Internal flat alterations and associated works including removal of existing partition walls and erection of new partition walls, installation of new doors, in-built cabinetry and suspended ceiling.	Approved 09.05.2017
17/00235/LBC Aldersgate	519 Bunyan Court Barbican London EC2Y 8DH	Installation of a ventilation grille within the existing clerestory window at roof level.	Approved 04.05.2017

17/00259/LBC Aldersgate	71 Thomas More House Barbican London EC2Y 8BT	Kitchen refurbishment and removal of sliding door between the kitchen and living room.	Approved 04.05.2017
17/00220/FULL Broad Street	Swedbank House 42 New Broad Street London EC2M 1JD	Change of use of part ground floor [91sq.m GIA] from Class B1(a) (office) to flexible Class B1(a) (office) and/or Class D1 (non-residential-institution).	Approved 11.05.2017
17/00221/CLOP D Broad Street	The Railway Tavern Public House 15 Liverpool Street London EC2M 7NX	Application for a certificate of lawful development for the use of the second and third floor levels for guest accommodation in lieu of staff accommodation.	Grant Certificate of Lawful Development 09.05.2017
17/00234/LBC Broad Street	Drapers Hall Throgmorton Avenue London EC2N 2DQ	Repairs and cleaning of the stonework within the internal courtyard	Approved 09.05.2017
17/00296/LBC Broad Street	14 Austin Friars London EC2N 2HE	Minor internal works at ground floor level.	Approved 30.05.2017
17/00432/MDC Broad Street	60 London Wall London EC2M 5TQ	Details of archaeological evaluation pursuant to condition 8 of planning permission dated 27 April 2017 (application number 16/00776/FULMAJ).	Approved 30.05.2017
17/00215/FULL Bridge And Bridge Without	23-29 Eastcheap London EC3M 1DE	Application under section 73 of the Town and Country Planning Act 1990 to remove condition 11 of planning permission 16/00267/FULL dated 24th May 2016 for the change of use of the ground floor unit at 23-25 Eastcheap from A1 (shop) to either A3 (restaurants and cafes) or A4 (drinking establishments) use, the ground floor unit at 27 Eastcheap from part A1 (shop) to B1a (office) and the basement at 23-29 Eastcheap	Approved 11.05.2017

		from part A1 (shop) and part A4 (drinking establishments) to either A3 (restaurants and cafes) or A4 (drinking establishments) use.	
17/00238/MDC Bridge And Bridge Without	23-29 Eastcheap London EC3M 1DE	Submission of a noise assessment for new plant pursuant to conditions 3(b) of planning permission 16/00267/FULL dated 24/5/2016.	Approved 04.05.2017
17/00278/MDC Bridge And Bridge Without	11 - 19 Monument Street, 46 Fish Street Hill And 1 - 2 Pudding Lane London EC3R	Details of a Full Travel Plan pursuant to Condition 29 of planning permission (application no. 13/00049/FULMAJ) dated 23rd September 2013.	Approved 25.05.2017
17/00289/LBC Bridge And Bridge Without	31 - 35 Eastcheap London EC3M 1DE	Internal alterations comprising the removal of existing chimney and removal of the wall at fourth floor level.	Withdrawn 19.05.2017
16/00343/NMA Bishopsgate	61 St Mary Axe, 80-86 Bishopsgate, 88-90 Bishopsgate, 12-20 Camomile Street, 15-16 St Helen's Place & 33- 35 St Mary Axe (North Elevation Only), London EC3	Non material amendment under section 96A of the Town and Country Planning Act 1990 to planning permission 12/00129/FULL dated 29 March 2012 for minor internal and external alterations.	Approved 25.05.2017
17/00044/FULL Bishopsgate	Dashwood House 69 Old Broad Street London EC2M 1QS	Installation of a retractable covered structure and new external lighting within the existing external seating area. Installation of new doors.	Approved 16.05.2017
17/00045/ADVT Bishopsgate	Dashwood House 69 Old Broad Street London EC2M 1QS	Installation and display of i) an externally illuminated projecting sign on the south elevation measuring 0.6m wide by 0.9m high located at a height of 2.75m above ground floor level	Approved 16.05.2017

		<p>ii) non-illuminated fascia sign on the south east corner measuring 0.8m wide by 0.3m high</p> <p>iii) internally illuminated adjoining menu boards on the south elevation measuring 0.5m wide by 0.3m high and 0.35m wide by 0.26m high located at a height of 1.2m above ground floor level.</p>	
17/00202/FULL Bishopsgate	Octagon Mall & Land Adjacent To 100 Liverpool Street Including The Fulcrum And Parts of Eldon Street & Blomfield Street London EC2	Public realm improvement works associated with the 100 Liverpool Street development including the alteration of floor levels and the lowering of the Fulcrum Sculpture located at the western end of Octagon Mall, alterations to the access ramp providing access into Broadgate Circle and changes to the stairs providing access to the Octagon Mall from Eldon Street.	Approved 08.05.2017
17/00204/ADVT Bishopsgate	4 - 5 Devonshire Square London EC2M 4YD	Installation and display of i) one internally illuminated projecting sign measuring 0.6m high by 0.6m wide at a height above ground of 2.84m, ii) one non-illuminated plaque measuring 0.4m high by 0.4m wide at a height above ground of 0.97m, iii) two non-illuminated plaques measuring 0.4m high by 0.4m wide at a height above ground of 2.2m and iv) one non-illuminated building number measuring 0.74m high by 0.44m wide at a height above ground of 2.5m.	Approved 11.05.2017
17/00206/LBC Bishopsgate	4 - 5 Devonshire Square London EC2M 4YD	Installation of one internally illuminated projecting sign, three non-illuminated wall mounted plaques and one non-illuminated building number.	Approved 11.05.2017

17/00262/FULL Bishopsgate	4 Devonshire Square London EC2	Installation of two wall lights to either side of building entrance door.	Approved 18.05.2017
17/00264/LBC Bishopsgate	4 Devonshire Square London EC2	Installation of two wall lights to either side of building entrance door.	Approved 18.05.2017
17/00283/ADVT Bishopsgate	100 Liverpool Street London EC2M 2RH	Installation and display of one non-illuminated hoarding advertisement associated with the 100 Liverpool Street development.	Approved 16.05.2017
17/00285/FULL Bishopsgate	100 Liverpool Street London EC2M 2PY	Installation of a temporary artwork, comprising a wrap extending from the top of the hoarding to the 6th floor.	Approved 16.05.2017
17/00301/FULL Bishopsgate	Whitecross Place Broadgate Place London EC2M 2PB	Erection of a single temporary retail unit (Class A1, A3-A5 uses) and associated works (29.75sq.m).	Approved 25.05.2017
17/00371/MDC Bishopsgate	61 St Mary Axe, 80-86 Bishopsgate, 88-90 Bishopsgate, 12-20 Camomile Street, 15-16 St Helen's Place & 33-35 St Mary Axe (North Elevation Only), London EC3	Details of samples of materials for windows and details of double glazing to the St Helen's Place facade pursuant to condition 11 (a) and (f) of planning permission 12/00129/FULL.	Approved 25.05.2017
17/00372/MDC Bishopsgate	61 St Mary Axe, 80-86 Bishopsgate, 88-90 Bishopsgate, 12-20 Camomile Street, 15-16 St Helen's Place And 33-35 St Mary Axe (North Elevation Only), London EC3	Details of railings on St Helen's Place pursuant to condition 11 (g) part of planning permission 12/00129/FULL.	Approved 25.05.2017

17/00219/FULL Bread Street	One New Change London EC4M 9AF	Change of use at part lower ground floor from shop (Class A1) use to gymnasium (Class D2) use [405sq.m GIA]	Approved 23.05.2017
17/00157/MDC Bassishaw	Land Bounded By London Wall, Wood Street, St. Alphage Gardens, Fore Street, Fore Street Avenue, Bassishaw Highwalk, Alban Gate Rotunda, Alban Highwalk, Moorfields Highwalk And Willoughby Highwalk, London, EC2	Details of car parking spaces for people with disabilities and electric vehicles pursuant to condition 36 of planning permission dated 30 June 2014 (ref: 14/00259/FULL).	Approved 23.05.2017
16/00300/ADVT Castle Baynard	6-7 New Bridge Street London EC4V 6AB	Retention of a non-illuminated display case measuring 0.9m x 0.65m situated at a height of 1.1m above ground level.	Approved 25.05.2017
17/00151/FULL Castle Baynard	1 Puddle Dock London EC4V 3DS	Application under Section 73(a) of the Town and Country Planning Act 1990 to retain works for the refurbishment of the building carried out without complying with conditions 5, 7, 11 and 13 of planning permission dated 24 July 2015 (application reference: 15/00536/FULL), which relate to details of alterations to the existing façade, ground floor elevations and office entrances, replacement window framing and glazing units, service entrance gates, window cleaning equipment and garaging, rooftop plant, plant enclosures and other excrescences at roof level, refuse collection and storage facilities and green roofs.	Approved 16.05.2017

17/00177/FULL Castle Baynard	12 Gough Square London EC4A 3DW	Alterations to the entrance including installation of new doors and alterations to ground floor windows on the north elevation. Alterations to windows on the east elevation. Replacement of bin store door and removal of vents on the west elevation.	Approved 18.05.2017
17/00444/NMA Castle Baynard	Bridge House 181 Queen Victoria Street London EC4	Non-material amendment under section 96A of the Town and Country Planning Act 1990 (as amended) to planning permission 14/00186/FULL dated 24th April 2014 to insert two air transfer louvres sized 2m x 0.6m each in the east elevation and to amend the central window on the lower ground floor south elevation.	Approved 30.05.2017
17/00229/LBC Cripplegate	509 Willoughby House Barbican London EC2Y 8BN	Internal alterations including the partial removal of kitchen partition walls.	Approved 04.05.2017
17/00309/LBC Cripplegate	52 Speed House Barbican London EC2Y 8AT	Removal of sliding door and partition between hallway and kitchen and construction of new partition and fitted cupboard in place.	Approved 30.05.2017
17/00171/FULL Cornhill	Rear of Gibson Hall 13 Bishopsgate London EC2N 3BA	Installation of new building services plant to roof area at rear of Gibson Hall, associated plant screening and replacement cladding to the masonry flank wall.	Approved 16.05.2017
17/00172/LBC Cornhill	Rear of Gibson Hall 13 Bishopsgate London EC2N 3BA	Installation of new building services plant to roof area at rear of Gibson Hall, associated plant screening and replacement cladding to the masonry flank wall.	Approved 16.05.2017

17/00179/LBC Cornhill	Royal Exchange Threadneedle Street London EC3V 3DG	Installation of water-proof membrane to the basement vaults of shops 5, 20, 29, 30 and 33.	Approved 09.05.2017
17/00325/ADVT Cornhill	17 Bishopsgate London EC2	Installation and display: (i) two halo illuminated fascia signs measuring 0.7m high by 4.90m wide at a height of 3.10m above ground level and two halo illuminated projecting signs measuring 0.6m high by 0.6m wide at a height of 3.9m above ground floor level.	Approved 25.05.2017
17/00426/PODC Cornhill	15 Bishopsgate & Tower 42 Public Realm. London EC2N 3NW	Submission of the Delivery and Servicing Management Plan (dated April 2017 - ref 17/00426) pursuant to Schedule 3 Paragraph 8 of the Section 106 Agreement dated 04 January 2016.	Approved 23.05.2017
17/00208/FULL Candlewick	55 King William Street London EC4R 9AD	Erection of flat deck gantry with handrail and access ladder for the siting of additional plant together with the installation of steel framed louvres and the relocation of two satellite dishes.	Approved 09.05.2017
17/00156/FULL Coleman Street	City Point 1 Ropemaker Street London EC2Y 9AW	Installation of 2 x 300mm and 2 x 600mm diameter dishes at roof level mounted on two steel poles fixed to the existing steelwork.	Approved 04.05.2017
17/00173/FULL Coleman Street	25 Copthall Avenue London EC2R 7BP	Creation of a terrace at 6th floor roof level to include timber decking and new doors to provide access. Conversion of the corner folly at roof level to create an amenity area by installing glazed balustrades. Removal of a redundant gantry housing and creation of 15sq.m additional office floor space. Associated works to include new stone cladding and new	Approved 16.05.2017

		windows at 6th floor level to the south elevation to match existing.	
17/00236/NMA Coleman Street	99 Gresham Street London EC2V 7NG	Application under Section 96a of the Town and Country Planning Act 1990 for a non-material amendment to vary condition 3 of planning permission dated 09 September 2004 (ref: 04/00525/FULL) to enable the use of part basement and part ground floor as an indoor golf club or gym (Class D2).	Approved 09.05.2017
17/00300/MDC Coleman Street	56-60 Moorgate, 62-64 Moorgate & 41-42 London Wall London EC2	Submission of details of archaeological evaluation pursuant to condition 4 of planning permission dated 14 February 2017 (application number 15/01312/FULMAJ).	Approved 11.05.2017
17/00305/ADVT Coleman Street	48 London Wall London EC2M 5TE	Installation and display of: (i) one internally illuminated fascia sign measuring 0.72m high by 3.77m wide at a height above ground of 2.2m; and (ii) one externally illuminated projecting sign measuring 0.79m high by 0.6m wide at a height above ground of 2.92m.	Approved 30.05.2017
17/00347/NMA Coleman Street	67 - 71 Moorgate London EC2R 6BH	Non-Material Amendment under Section 96A of the Town and Country Planning Act 1990 to planning permission (14/00518/FULL) dated 1st May 2015 to reflect minor detail alterations to the internal layout.	Approved 09.05.2017
17/00351/LBC Coleman Street	67 - 71 Moorgate London EC2R 6BH	Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to vary condition 4 (approved plans) of listed building consent (application no. 14/00519/LBC) dated 1st May 2015 to refer to a revised list of drawings amended to	Approved 25.05.2017

		reflect minor detail alterations to the internal layout.	
17/00164/MDC Cheap	81 - 90 Cheapside London EC2V 6EB	Details of a scheme for protecting nearby residents and commercial occupiers from noise, dust and other environmental effects during demolition pursuant to condition 2 of planning permission (application no. 15/01248/FULL) dated 18th February 2016.	Approved 04.05.2017
17/00197/FULL Cheap	Saddlers' Hall 40 Gutter Lane London EC2V 6BR	Application under section 73 of the Town and Country Planning Act 1990 to vary condition 14 of planning permission dated 22nd September 2016 (App No 16/00778/FULL) to incorporate minor material amendments at ground floor level on the north elevation and to the windows on the west elevation.	Approved 09.05.2017
17/00227/MDC Cordwainer	39-53 Cannon Street, 11-14 Bow Lane & Watling Court London EC4M 9AL	Details of plant equipment mountings pursuant to condition 24 of Planning Permission 13/00339/FULMAJ dated 27.02.14	Approved 11.05.2017
17/00266/FULL Dowgate	78 Cannon Street London EC4N 6HL	Installation of four condenser units on an existing plant tower.	Approved 25.05.2017
16/01111/PODC Farringdon Within	160 Aldersgate Street London EC1A 4DD	Submission of the Interim Travel Plan pursuant to Schedule 3 Paragraph 10 of the S106 agreement dated 30 April 2015 for the planning application reference 15/00086/FULMAJ.	Approved 23.05.2017
17/00196/MDC Farringdon Within	Mitre House 160 Aldersgate Street London EC1A 4DD	Soffit details pursuant to condition 10 (e) (in part) of planning permission dated 30 April 2015 (ref: 15/00086/FULMAJ).	Approved 09.05.2017

17/00199/MDC Farringdon Within	Mitre House 160 Aldersgate Street London EC1A 4DD	Details of green roofs pursuant to condition 11 of planning permission dated 30 April 2015 (ref: 15/00086/FULMAJ).	Approved 09.05.2017
17/00243/MDC Farringdon Within	Mitre House 160 Aldersgate Street London EC1A 4DD	Details of fire escape doors and fresh air intake louvres to the retained west façade pursuant to conditions 10 (d) (part) (windows and external doors) and 10 (f) (part) (alterations to the retained west elevation) of planning permission dated 30 April 2015 (reference: 15/00086/FULMAJ).	Approved 16.05.2017
16/01078/LBC Farringdon Without	Smithfield Poultry Market Central Markets Charterhouse Street London EC1A 9LH	(i) Replacement of the existing copper and asphalt roofs, repair and re-glazing of the East Poultry canopy. (ii) works of repair and refurbishment to include: M&E services, internal decoration of landlord areas and proposals to improve safe access for cleaning and maintenance operations.	Approved 24.05.2017
17/00082/FULL Farringdon Without	49 - 50 Fleet Street London EC4Y 1BJ	Application under section 73 of the Town and Country Planning Act 1990 to vary the approved drawings listed under condition 4 of the planning permission consent 15/00010/FULL dated 21st April 2016 in order to reconfigure rooftop plant and create a lightwell infill to allow sufficient floor space for servicing of the proposed refurbishment.	Approved 11.05.2017
17/00083/LBC Farringdon Without	49 - 50 Fleet Street London EC4Y 1BJ	Application under section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to vary the approved drawings listed under condition 4 of the listed building consent 15/00011/LBC dated 21st April 2016 in order to reconfigure rooftop plant and create a	Approved 11.05.2017

		lightwell infill to allow sufficient floor space for servicing of the proposed refurbishment and internal alterations.	
17/00099/MDC Farringdon Without	North Wing St Bartholomew's Hospital West Smithfield London EC1A 7BE	Details of the treatment of the east facing elevation of the North Block including the blind windows, quoins and uncovered stonework pursuant to condition 8 (e) of planning permission dated 24 February 2015 (ref: 14/01283/FULL) and condition 2 (e) of listed building consent dated 24 February 2015 (ref: 14/01281/LBC).	Approved 11.05.2017
17/00174/FULL Farringdon Without	Chancery House 53 - 64 Chancery Lane London WC2A 1QS	Installation of one condenser unit on a flat roof at 7th floor level.	Approved 09.05.2017
17/00233/FULL Farringdon Without	9 - 13 Cursitor Street London EC4A 1LL	Installation of new shopfronts, retail and office entrances on Cursitor Street and Took's Court elevations.	Approved 12.05.2017
17/00267/TCA Farringdon Without	St Bartholomew's Hospital West Smithfield London EC1A 7BE	Works of pruning to 11 trees within a one year programme.	No objections to tree works - TCA 04.05.2017
17/00292/FULL Farringdon Without	4 - 7 Lombard Lane London EC4	Erection of a one and two storey roof extension to form two residential units (Use Class C3) (161sq.m GIA).	Approved 25.05.2017
17/00303/FULL Farringdon Without	St Dunstan In-The-West Fleet Street London EC4A 2HR	Change of use of first floor from office (class B1) to Livery Company courtroom, museum/display (sui generis) (103.5sq.m). Extension of entrance landing, installation of a platform lift and iron railings, and associated alterations.	Approved 30.05.2017

17/00304/LBC Farringdon Without	St Dunstan In-The- West Fleet Street London EC4A 2HR	Internal and external works in association with the change of use, remodelling and refurbishment. Works to include: (i) extension of entrance landing; (ii) installation of a platform lift and iron railings; (iii) removal and replacement of suspended ceilings; (iv) installation of an internal lift; (v) installation of timber panelling on courtroom walls; (vi) removal of timber stair and enclosure, and installation of concrete stair and iron balustrade; (vii) other minor alterations.	Approved 30.05.2017
17/00346/MDC Farringdon Without	53 Fleet Street London EC4Y 1JU	Details of internal noise levels pursuant to condition 8 of planning permission Ref. 14/01037/FULL dated 16.12.2014	Approved 25.05.2017
17/00201/ADVT Langbourn	1 Lime Street Passage London EC3V 1AA	Installation of (i) one externally illuminated projecting sign measuring 0.60m in diameter and (ii) two sets of halo illuminated letters at ground floor measuring 0.62m high by 1.65m wide at 2.24m above ground level.	Approved 09.05.2017
17/00213/MDC Langbourn	21, 21A Lime Street, 8, 10, 10A, 11A & 11B Ship Tavern Passage London EC3	Details of details of junctions with adjoining premises; external paving and drainage pursuant to condition 5(f) (part) and 14 of planning permission 15/00089/FULL dated 16.04.2015.	Approved 25.05.2017
17/00012/ADVT Lime Street	46 Bishopsgate London EC2N 4AJ	Installation and display of one externally illuminated projecting sign measuring 0.6m high by 0.4m wide, displayed at a height of 2.7m above ground floor level.	Approved 18.05.2017

17/00257/LBC Lime Street	Lloyds Building 1 Lime Street London EC3M 7DQ	Installation of entrance door totems and associated alterations to the paving surface, alterations to access to lift towers and building entrance; installation of a platform lift access to the Old Library; installation of a temporary ramp to the Old Library stage; formation of accessible bathrooms in Tower 1 WCs.	Approved 25.05.2017
17/00237/MDC Portsoken	Dorsett City Hotel 9 - 13 Aldgate High Street London EC3N 1AH	Details of external security cameras pursuant to Condition 15(g) of planning permission dated 05.05.2016 application no. 15/00878/FULL.	Approved 18.05.2017
17/00254/MDC Portsoken	9-13 Aldgate High Street London EC3N 1AH	Details of new facades, roof and plant screen, particulars and samples of materials, soffits, balustrades and external lighting, and integration of roof plant pursuant to Conditions 2 a), b), and c) of planning permission 16/00742/FULL dated 24.11.2016	Approved 18.05.2017
17/00282/LBC Tower	Flat 4 26 - 27 Great Tower Street London EC3R 5AQ	Removal of and alterations to internal partitions and the raised floor. Alterations to the external pipework and installation of new services and vent flue. Refurbishment of the existing windows.	Approved 25.05.2017
17/00247/FULL Vintry	61 Queen Street London EC4R 1AE	Replacement of entrance screen and doors, and modification of reception window.	Approved 18.05.2017
17/00270/ADVT Vintry	19 - 20 Garlick Hill & 4 Skinners Lane London EC4	Installation and display of: (i) an internally illuminated entrance canopy and sign measuring 0.45m high, 3.74 wide, 1.17m deep, at a height above ground of 3.10m; (ii) One set of non-illuminated "Vintry & Mercer" wall mounted letters measuring	Approved 23.05.2017

		0.24m high, 0.5m wide, at a height above ground of 1.5m.	
17/00271/FULL Vintry	19 - 20 Garlick Hill & Miniver Place London EC4V 2AU	Installation of metal gates to Miniver Place.	Approved 23.05.2017
16/01346/MDC Walbrook	15 - 17 St Swithin's Lane London EC4N 8AL	Details of an Archaeological Addendum II to the Written Scheme of Investigation and foundation design; a piling method statement to include measures to prevent damage to the subsurface sewerage infrastructure pursuant to conditions 8, 9 and 11 of the planning permission dated 30th June 2014 (application number 13/00805/FULMAJ)	Approved 18.05.2017
17/00189/LBC Walbrook	14 Cornhill London EC3V 3ND	Internal alterations at first and third floor levels including the erection of internal partitions and other minor alterations associated with the refurbishment of the existing office space.	Approved 25.05.2017
17/00263/FULL Walbrook	1 - 6 Lombard Street London EC3V 9AA	Upgrade to the existing rooftop base station.	Approved 04.05.2017
17/00275/LBC Walbrook	1 - 6 Lombard Street London EC3V 9AA	Upgrade to the existing rooftop base station.	Approved 04.05.2017

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Agenda Item 6

Committee(s)	Dated:
Planning and Transportation	13 th June 2017
Subject: Valid planning applications received by Department of the Built Environment	Public
Report of: Chief Planning Officer and Development Director	For Information

Summary

Pursuant to the instructions of your Committee, I attach for your information a list detailing development applications received by the Department of the Built Environment since my report to the last meeting.

Any questions of detail arising from these reports can be sent to plans@cityoflondon.gov.uk.

Details of Valid Applications

Application Number & Ward	Address	Proposal	Date of Validation
17/00473/FULLR3 Aldgate	Lamp Column On Lime Street, Eastern Footway, O/s Willis Building, 51 Lime Street, London, EC3M 7DQ	Temporary installation of a sculpture 'Support for a cloud' by Mhairi Vari for a period of up to one year, to be taken down on or before 01.06.2018.	12/05/2017
17/00424/FULL Bishopsgate	4 Sandy's Row, London, E1 7HW	Change of use of the first floor level [23.56sq.m] from office (Class B1) use to residential (Class C3) use to form a maisonette with the existing 2nd floor flat.	28/04/2017
17/00260/FULL Bridge And Bridge Without	17-21 Eastcheap, London, EC3M 1BU	Installation of sprung -wire pigeon deterrent to the cornices, ledges and pediments of the building on the facade overlooking Eastcheap and Philpot Lane.	03/05/2017
17/00374/FULL Broad Street	The Railway Tavern Public House , 15 Liverpool Street, London, EC2M 7NX	Installation of three air-conditioning compressor units on roof level.	27/04/2017
17/00367/FULL Castle Baynard	St Paul's Cathedral , St	Replacement of two existing shelters located to the north and south of the	26/04/2017

	Paul's Churchyard, London, EC4M 8AD	Cathedral's Stone Gallery, alteration of two exterior metal access staircases, and associated works.	
17/00225/FULL Coleman Street	73 Moorgate, London, EC2R 6BH	Change of use at 1st to 4th floor levels from office (Class B1) use to hotel (Class C1) use to provide six bedrooms (associated with an adjoining hotel development) together with the installation of secondary glazing and the infill of existing ground floor window opening.	17/03/2017
17/00482/FULL Cordwainer	1 Poultry, London, EC2R 8EJ	Replacement of the entrance doors and glazing at ground and first floor levels.	16/05/2017
17/00284/FULL Cornhill	32 Threadneedle Street, London, EC2R 8AY	Application under section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to vary the approved drawings listed under condition 4 of the listed building consent 14/00855/LBC dated 14th October 2014 in order to amend the internal floor layouts.	02/05/2017
17/00466/FULL Cornhill	4 Royal Exchange Buildings, London, EC3V 3NL	Creation of a new entrance within existing window reveal to provide access to retail unit.	17/05/2017
17/00437/FULL Farringdon Within	Newbury House, 10 - 13 Newbury Street, London, EC1A 7HU	(i) Change of use at basement, ground, first, second and third floor levels from hotel (Class C1 use) to a flexible use for either Class C1 or Class C3 purposes to provide eight units of accommodation (ten bedrooms) / 500sq.m. (ii) Erection of a roof extension for a flexible use for either Class C1 or Class C3 purposes to provide one unit of accommodation (two bedrooms) / 100sq.m. (PLANNING PERMISSION GRANTED FOR A SIMILAR SIZE EXTENSION 21.12.2006 REF: 06/00992/FULL). (iii) External alterations comprising: retention and repair of Newbury Street facade, including installation of new windows / doors; demolition of the rear facade and its remodelling in brick; addition of a new (fourth) floor with amenity space enclosed by balustrades.	03/05/2017

17/00487/FULL Farringdon Without	9 - 13 Cursitor Street, London, EC4A 1LL	Construction of a deck above the flat roof to accommodate 5 no. condensers to be enclosed by a 1.65m high louvred enclosure.	17/05/2017
17/00409/FULL Langbourn	88 Gracechurch Street, London, EC3V 0DN	Installation of two air-conditioning condenser units and flue at roof level.	28/04/2017
17/00474/FULL Langbourn	21 Lime Street, London, EC3M 7HB	The use of part of the private roadway for the placing out of tables and chairs associated with the adjacent retail unit.	15/05/2017
17/00447/FULEIA Lime Street	6-8 Bishopsgate And 150 Leadenhall Street, London, EC3V 4QT	Demolition of existing buildings and the erection of a new building comprising lower ground level, three basement levels, ground floor plus part 10, 25 and 50 storeys including plant [217m AOD] to provide office (Class B1) use [85,892sq.m GEA], flexible shop/cafe and restaurant (Class A1/ A3) uses [445sq.m GEA] at part ground floor and level 1 and flexible shop/cafe/restaurant/office (A1/A3/B1) uses [199sq.m GEA] at part ground floor and level 1; The provision of a publicly accessible roof top viewing gallery (Sui Generis) [819sq.m GEA] at level 50 with dedicated entrance at ground floor level; the provision of hard and soft landscaping. [TOTAL 87,355sq.m GEA]. This application is accompanied by an Environmental Statement which is available for inspection with the planning application. Copies of the Environmental Statement may be bought from Gerald Eve LLP, 72 Wellbeck Street, London, W1G 0AY at a cost of £275 and further electronic copies can be purchased at a cost of £30 as long as stocks last.	04/05/2017
17/00441/FULLR3 Lime Street	The Leadenhall Building, Ground Floor, 122 Leadenhall Street, London, EC3V 4AB	Temporary installation of a sculpture, 'Tipping Point' by Kevin Killen, for a temporary period of up to one year to be taken down on or before 01 June 2018.	04/05/2017
17/00439/FULL Portsoken	4 - 6 Gravel Lane, London, E1 7AW	Installation of a new shopfront, retractable awnings and new high openable windows.	15/05/2017

17/00434/FULLR3 Tower	London Street, Northern Section, East of Fenchurch Place, London, EC3R 7JP	Temporary installation of a sculpture, 'Envelope of Pulsation (for Leo)' by Peter Randall-Page, for a temporary period of up to one year to be taken down on or before 01 June 2018.	03/05/2017
17/00419/FULL Tower	60 Mark Lane, London, EC3R 7ND	Use of part of ground floor as beauty salon (sui generis) in lieu of permitted Class A3 use. (192 sq.m. gia)	03/05/2017

Committee:	Date:
Planning and Transportation	13 June 2017
Subject: Neighbourhood Planning Act	Public
Report of: Remembrancer	For information
Report author: Sam Cook, Assistant Parliamentary Affairs Counsel	

Summary

This report advises the Committee of the enactment of the Neighbourhood Planning Bill previously reported to the Committee, and updates the Committee on developments during the passage of the Bill. These include further announcements about the measures to restrict the use of planning conditions, additions to the Bill concerning local plans and drinking establishments, and a policy indication about the use of 'article 4' directions to restrict commercial-to-residential conversions.

Recommendation

The Committee is invited to receive this report.

Main report

1. The Neighbourhood Planning Bill was reported to the Committee at its meeting of 25th October 2016. The Bill has now completed its passage through Parliament and become an Act.
2. The measures described in the October report survived the passage of the Bill and have accordingly become law. They will be brought into force through regulations in the usual way at a later date. Officers will monitor the position and take the necessary steps to prepare for timely implementation.
3. It will be recalled that the measures of greatest practical significance to the Committee concern the use of planning conditions. Pre-commencement conditions will no longer be permitted without the written agreement of the developer, and some further types of condition will be prohibited by regulations.
4. After the October report the Government published its response to a consultation on these measures. It proposes a ten-day limit for an applicant to respond to proposed pre-commencement conditions before they are deemed to be agreed. It also promises further detail about the other types of condition

which are to be prohibited. Broadly speaking, these will be conditions which unreasonably impact on the deliverability of a development, reserve outline application details, require the development to be carried out in its entirety, require compliance with other regulatory requirements, require land to be given up, or require payment of money or other consideration.

5. Three measures of note were added to the Bill after the October report. The first makes clear that local plans must identify and address the strategic priorities for the development and use of land in area concerned. The local plan for the City already seeks to do this. The second new measure empowers the Secretary of State to require planning authorities to prepare joint development plans. This measure is aimed at areas without local plans in place and is unlikely to affect the City.
6. The third measure, accepted by the Government following a defeat in the House of Lords, will remove permitted development rights for the demolition or change of use of pubs and other drinking establishments. Such development will accordingly require local planning permission. The measure is prompted by concern about the declining number of pubs.
7. During proceedings on the Bill the Government came under pressure about the conversion of office buildings into homes, following the introduction of a permitted development right in 2013. In response, the Housing and Planning Minister clarified the Government's position with respect to 'article 4' directions, whereby local planning authorities may restrict permitted development rights with the approval of the Secretary of State. The Minister indicated that the Government would not seek to limit the scope of an article 4 direction so long as the authority was meeting the housing requirements identified in its local plan and could show that the direction was necessary to protect the amenity and wellbeing of its area.
8. The City is among the areas exempt from the permitted development right until 2019, under national regulations. Members' approval will in due course be sought for an article 4 direction to take the place of the exemption once it expires. The City currently meets the housing targets which are set in the London Plan and reflected in the City's local plan. The London Plan is currently under review and the implications of any changes in housing targets will need to be considered in seeking approval for an article 4 direction.

Background papers

- 25th October 2016, Item 7 (Report of the Remembrancer on the Neighbourhood Planning Bill)

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Committee:	Date:
Planning and Transportation	23 May 2017
Subject: 1no. Telephone Kiosk O/S 118A London Wall London EC2Y 5JA Change of use of 1no. BT K6 telephone kiosk to an office pod (sui generis) and associated alterations.	Public
Ward: Coleman Street	For Decision
Registered No: 16/01176/FULL	Registered on: 31 January 2017
Conservation Area:	Listed Building: NO

Summary

Planning permission is sought for the change of use of a K6 telephone kiosk to an office pod (Sui Generis). The office pod would provide printing, scanning, copying and WiFi services for registered members.

Externally, the telephone kiosk would remain largely unaltered and would remain painted in BT phone box red. The existing glazed panels would be replaced with toughened safety glass to match the existing and a new electronic keypad operated mortice lock would be fitted below the pull handle.

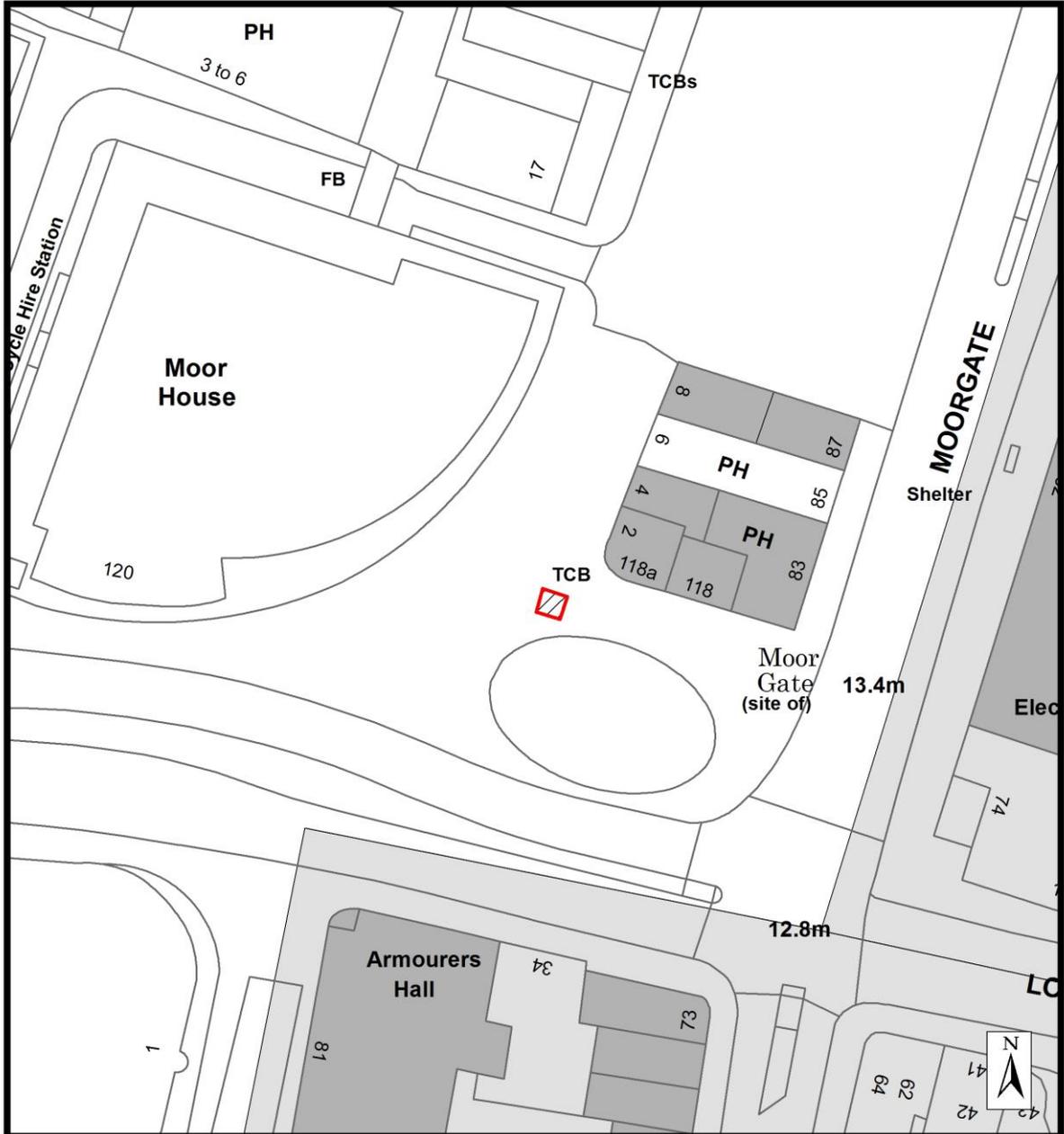
The proposed servicing and refuse collection arrangements are acceptable. There is sufficient footway capacity around the site and the proposal would not create additional obstructions or clutter on the highway.

The conversion to an office pod is satisfactory in design, heritage and use terms, complies with all relevant local and national policies, and ensures the reuse of these redundant structures.

Recommendation

That planning permission be granted for the above proposal in accordance with the details set out in the attached schedule.

Site Location Plan



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ADDRESS:

Telephone Kiosk O/S 118A London Wall

CASE No.
16/01176/FULL

-  **SITE LOCATION**
-  **LISTED BUILDINGS**
-  **CONSERVATION AREA BOUNDARY**
-  **CITY OF LONDON BOUNDARY**



DEPARTMENT OF THE BUILT ENVIRONMENT





Main Report

Site

1. The application relates to one K6 telephone kiosk located outside 118 and 118a London Wall. The kiosk sits against the hoardings around the Moorgate Crossrail site and to the south of the site is the green open space known as the Moor House lawn.
2. The K6 telephone was kiosk designed by Sir Giles Gilbert Scott and was introduced in 1936 to commemorate the silver jubilee of King George V.
3. The telephone kiosk is not listed. It is considered to be a non-designated heritage asset. The Bank Conservation Area is located to the south and the Finsbury Circus Conservation Area to the west. The grade II listed 2, 4 and 8 Moorfields and 118 and 118a London Wall are visible in views of the kiosk and it sits within the wider setting of the scheduled ancient monument and grade II* listed Armourers Hall and grade II listed 73 Moorgate. A further scheduled monument, the remains of the Moorgate and the Roman and medieval London wall, sits under the adjacent crossroads and is not visible from street level.

The Proposal

4. Planning permission is sought for the change of use of the K6 telephone kiosk to an office pod (Sui Generis). The existing telephone kiosk is redundant and the telecommunications equipment within the kiosk has been de-commissioned by BT.
5. The office pod would provide printing, scanning, copying and WiFi services and would be accessible to registered users only. Members can join by downloading an application form from the applicants' website or by downloading an app on a mobile device.
6. The proposal does not fall within a typical office use (Use Class B1) and the application before you would be for a sui generis use.
7. There would be a WiFi hotspot available to the general public within a 3m radius of the telephone kiosk.
8. The door of the telephone kiosk would remain closed during the day, except when users are entering and leaving the kiosk.
9. Externally, the telephone kiosk would remain largely unaltered and remain painted in BT phone box red. A new electronic keypad operated mortice lock would be fitted externally below the existing pull handle. The existing glazed panels would be replaced with 4mm toughened safety glass to match the appearance of the existing glazing.
10. The interior of the kiosk would be stripped back to the original cast iron shell and internal metal backboard, on which the redundant telephone equipment is mounted. A metal frame to carry the office equipment would be fixed into the metal backboard in place of the telephone equipment. Two shelves would extend from this frame approximately a third of the way into the kiosk. The office installation would be mounted on this frame, with servicing concealed between the frame and kiosk wall. A new

suspended ceiling mounted on existing supports would house a smoke detector, CCTV camera and light source. A stool would be bolted to the metal floor of the kiosk.

11. Maintenance of the office pod, equipment and supplies would be carried out daily. Waste would be collected in a bin within the telephone kiosk and would be collected daily by an external cleaning company and disposed of at the headquarters of the cleaning contractors.

Consultations

1. The application has been publicised on site and in the press.
2. The views of other City of London departments have been taken into account in the consideration of this scheme.
3. The City of London's Licensing Manager has expressed concerns about the proposal given that it would involve street trading. The applicant has been advised of the comments from the Licensing Team and has been asked to contact them for further advice on licensing requirements.
4. The City of London Police have been consulted and advised that a locked kiosk and monitored access offers a greater level of security than the current situation and the proposed plans would not increase the security risk.

Policy Context

5. The development plan consists of the London Plan and the City of London Local Plan. The London Plan and Local Plan policies that are most relevant to the consideration of this case are set out in Appendix A to this report.
6. Government Guidance is contained in the National Planning Policy Framework (NPPF).

Considerations

7. The Corporation in determining the planning application has the following main statutory duties to perform:-
 - To have regard to the provisions of the development plan, so far as material to the application, to local finance considerations so far as material to the application, and to any other material considerations (Section 70 (2) Town & Country Planning Act 1990);
 - To determine the application in accordance with the development plan unless other material considerations indicate otherwise (Section 38 (6) of the Planning and Compulsory Purchase Act 2004);
 - In considering whether to grant planning permission for development which affects a listed building or its setting, to have special regard to the desirability of preserving the building or its settings or any features of special architectural or historic interest which it possesses, (S66 (1) Planning (Listed Building and Conservation Areas) Act 1990).

- When considering the applications special attention shall be paid to the desirability of preserving or enhancing the character or appearance of nearby conservation areas (S72 (1) Planning (Listed Buildings and Conservation Areas) Act 1990.
8. Chapter 12 of the NPPF is relevant in this instance as it sets out the policy considerations for applications relating to designated and non-designated heritage assets. Considerable importance and weight should be given to the desirability of preserving or enhancing the setting of the conservation areas and the setting of listed buildings, when carrying out any balancing exercise in which harm to the significance of the conservation areas or the setting of listed buildings is to be weighed against public benefit.
 9. It is necessary to assess all of the policies and proposals in the Development Plan and to come to a view as to whether in the light of the whole plan the proposal does or does not accord with it.
 10. The principal issues in considering this application are:
 - The acceptability of the proposed alterations in design and heritage terms.
 - The suitability of the site to accommodate the proposed office pod (Sui Generis)
 - The impact of the proposed use on the highway

Acceptability of the proposal in design and heritage terms

11. Non-listed K6 telephone kiosks are considered to be non-designated heritage assets. They are a valued element of the public domain. The high quality of the design demonstrates Gilbert Scott's conversance with classical principles and represents an era when public bodies gave careful consideration to the aesthetic impact of such utilities.
12. A key characteristic of the K6 telephone kiosks is their 8 by 3 pattern of glazing, on three of the four walls, that maximises their transparency and permits townscape views through the structure. The proposed replacement toughened glass would match the appearance of the existing and the insertion of a locking system would not materially alter this transparency or the external appearance of the telephone kiosk. Further details of the external alterations and a sample of the glazing would be required by condition.
13. The office pod would be a modest intervention that maintains maximum transparency through the glazed sides of the kiosk, which is key to its character. The removal of the internal telephone equipment would be regrettable as it is visible through the glazed exterior of the telephone kiosk and defines its original purpose. However, the modest scale of the new office pod does not conflict with the overall character of the kiosk as a communications device.

14. The kiosk sits within the setting of the grade II listed buildings Nos. 2, 4 & 8 Moorfields and Nos. 118-118a London Wall. It is considered to make a positive contribution to the settings of these listed buildings and forms a group with them. The kiosk sits within the wider setting of the scheduled ancient monument and grade II* listed Armourers Hall, grade II No. 73 Moorgate and the Bank Conservation Area, all located to the south. As the proposed office pod would minimise changes to the kiosk's external appearance, and secure the repainting and refurbishment of the external metalwork, the proposal is considered to have a beneficial effect on the settings of these designated heritage assets.

The Suitability of the site to accommodate the proposed office pod

15. On 10th March 2016 officers reported Historic Telephone Kiosk Issues and Options to your committee. This established the City Corporation's position on historic K2 and K6 kiosks, namely that they should in principle be retained in red livery and appropriate new uses sought. Officers undertook further kiosk survey work and identified this site on London Wall as having the potential to support a new use without conflicting with uses of the highway.
16. The City of London Local Plan Policy CS1 seeks to promote innovative ways of working and to strengthen the City's international competitive advantage. The office, though small in scale, would provide workspace contributing to the range of office accommodation the City needs in order to meet varied demands.
17. The public would be able to access the office kiosk, by becoming members of 'Podworks', via an online application form or an app on a mobile device. The service would be chargeable and members would be provided with an access code once they have made an online booking which would allow access to the office pod for up to 1 hour. Access to the office pod would be available to members from 0600 hours to 2300 hours seven days a week.
18. Members would be able to have access to office functions such as printing, scanning, copying and access to WiFi. A free WiFi hotspot for members of the general public within 3m of the office pod would be available by signing onto the connection with an email address.
19. The proposed change of use of the telephone kiosk to an office pod (Sui Generis) would revive the neglected kiosk, which is currently in a poor state of repair, whilst respecting the characteristics that makes it significant whilst continuing to provide a communication related function.

Access

20. Due to the nature of the existing telephone kiosk it is not possible to make them fully accessible without fundamentally altering their appearance. The Access Officer has indicated that the proposed height adjustable stool within the kiosk is welcomed.

Transport and Highways

21. The telephone kiosk is sited on public highway. Policy DM10.4 of the Local Plan encourages the enhancement of highways, the public realm and other spaces.
22. Policy CS16 of the Local Plan aims to improve conditions for safe and convenient walking. London Plan Policy 6.10B states that development proposals should ensure high quality pedestrian environments. London Plan policy 7.5B advises that street furniture and infrastructure should be of the highest quality, maintain uncluttered spaces and should contribute to easy movement of people through space.
23. The site is in close proximity to Moorgate Station on a key access route to the station of the new Elisabeth Line station as well as Liverpool Street and experiences high levels of footfall, particularly during commuter and lunchtime periods. Notwithstanding this, the area immediately outside the telephone kiosk benefits from a generous footway width. During operational hours, the door to the telephone kiosk would remain closed and would only open when users are entering and exiting the kiosk. It is not considered that the proposed change of use would result in a significant increase in user traffic or create additional obstruction and clutter on the highway or adversely impact on pedestrian movement.
24. The applicants' design, access and heritage statement states that no external paraphernalia would be added to the kiosk. A planning condition would be added to ensure the external elevations of the kiosk remains free from clutter.
25. The proposed change of use would not detract from the public realm and permeability of the surrounding area supporting the aims of policies DM10.4, DM16.1 and DM17.1 of the Local Plan and policies 6.10B and 7.5B of the London Plan.

Waste

26. The modular unit would provide a waste bin. The waste would be collected daily by an external cleaning contractor, who would dispose of the waste at their headquarters which would prevent the need for waste to be deposited on the highway.

Security and Maintenance

27. An electronic mortice lock would be fitted externally and the kiosk would be kept locked at all times which would help protect the equipment within the kiosk. Members would be provided with an access code each time they wish to use the office pod. An emergency door release button would be located within the kiosk. The existing glazed panels would be replaced with 4mm thick toughened safety glass to help prevent the panels from being damaged from anti-social behaviour. A CCTV camera would be fitted internally, to help deter criminal activity. The proposed alterations in association with the change of use could help eliminate aspects of anti-social behaviour and criminal activity associated with dis-used telephone kiosks.

28. The kiosk would be cleaned and serviced daily between 2300 – 0600 hours and this would include cleaning the kiosk internally and externally, replacing any supplies such as paper and ink and ensuring the operating parts of the office pod are in good working order including repairing any damage. The daily maintenance programme would ensure the telephone kiosks would remain free of advertisements, flyers, graffiti and damage from anti-social behaviour.
29. The kiosks are let to the applicants from BT on a full repairing lease over a ten year period which includes a requirement that the applicant carries out annual maintenance works if the site is unoccupied. The annual maintenance programme would comprise a complete refurbishment if required, which would include all exterior and interior works. It is recommended the daily and annual maintenance of the telephone kiosks is secured as a planning condition of any approval.

Conclusions

30. The proposal for conversion to an office pod is satisfactory in design and heritage terms and complies with all relevant local and national policies.

Background Papers

Internal

Memorandum Department of Markets and Consumer Protection 16 Feb
2017

Email City of London Police 9 May 2017

External

Design and Access/Heritage Statement November 2016, Rev B

Planning Application (PodWorks Work Space Soul) 5th Revision 07/04/2017

Pod Works Workspaces Limited – Operational Overview

Podworks Agreed Locking Solution July 2016

City of London Podworks

Appendix A

London Plan Policies

The London Plan policies which are most relevant to this application are set out below:

Policy 7.2 All new development in London to achieve the highest standards of accessible and inclusive design.

Policy 7.3 Creation of safe, secure and appropriately accessible environments.

Policy 7.5 London's public spaces should be secure, accessible, inclusive, connected, easy to understand and maintain, relate to local context, and incorporate the highest quality design, landscaping, planting, street furniture and surfaces.

Policy 7.6 Buildings and structures should:

b be of a proportion, composition, scale and orientation that enhances, activates and appropriately defines the public realm

Relevant Local Plan Policies

CS3 Ensure security from crime/terrorism

To ensure that the City is secure from crime, disorder and terrorism, has safety systems of transport and is designed and managed to satisfactorily accommodate large numbers of people, thereby increasing public and corporate confidence in the City's role as the world's leading international financial and business centre.

CS10 Promote high quality environment

To promote a high standard and sustainable design of buildings, streets and spaces, having regard to their surroundings and the character of the City and creating an inclusive and attractive environment.

CS12 Conserve or enhance heritage assets

To conserve or enhance the significance of the City's heritage assets and their settings, and provide an attractive environment for the City's communities and visitors.

CS16 Improving transport and travel

To build on the City's strategic central London position and good transport infrastructure to further improve the sustainability and efficiency of travel in, to, from and through the City.

CS17 Minimising and managing waste

To support City businesses, residents and visitors in making sustainable choices regarding the minimisation, transport and management of their waste, capitalising on the City's riverside location for sustainable waste transfer and eliminating reliance on landfill for municipal solid waste (MSW).

DM3.2 Security measures

To ensure that security measures are included in new developments, applied to existing buildings and their curtilage, by requiring:

- a) building-related security measures, including those related to the servicing of the building, to be located within the development's boundaries;
- b) measures to be integrated with those of adjacent buildings and the public realm;
- c) that security is considered at the concept design or early developed design phases of all development proposals to avoid the need to retro-fit measures that impact on the public realm;

- d) developers to seek recommendations from the City of London Police Architectural Liaison Officer at the design stage. New development should meet Secured by Design principles;
- e) the provision of service management plans for all large development, demonstrating that vehicles seeking access to the building can do so without waiting on the public highway;
- f) an assessment of the environmental impact of security measures, particularly addressing visual impact and impact on pedestrian flows.

DM10.1 New development

To require all developments, including alterations and extensions to existing buildings, to be of a high standard of design and to avoid harm to the townscape and public realm, by ensuring that:

- a) the bulk and massing of schemes are appropriate in relation to their surroundings and have due regard to the general scale, height, building lines, character, historic interest and significance, urban grain and materials of the locality and relate well to the character of streets, squares, lanes, alleys and passageways;
- b) all development is of a high standard of design and architectural detail with elevations that have an appropriate depth and quality of modelling;
- c) appropriate, high quality and durable materials are used;
- d) the design and materials avoid unacceptable wind impacts at street level or intrusive solar glare impacts on the surrounding townscape and public realm;
- e) development has attractive and visually interesting street level elevations, providing active frontages wherever possible to maintain or enhance the vitality of the City's streets;
- f) the design of the roof is visually integrated into the overall design of the building when seen from both street level views and higher level viewpoints;
- g) plant and building services equipment are fully screened from view and integrated in to the design of the building. Installations that would adversely affect the character, appearance or amenities of the buildings or area will be resisted;
- h) servicing entrances are designed to minimise their effects on the appearance of the building and street scene and are fully integrated into the building's design;
- i) there is provision of appropriate hard and soft landscaping, including appropriate boundary treatments;
- j) the external illumination of buildings is carefully designed to ensure visual sensitivity, minimal energy use and light pollution, and the discreet integration of light fittings into the building design;
- k) there is provision of amenity space, where appropriate;
- l) there is the highest standard of accessible and inclusive design.

DM10.4 Environmental enhancement

The City Corporation will work in partnership with developers, Transport for London and other organisations to design and implement schemes for the enhancement of highways, the public realm and other spaces. Enhancement schemes should be of a high standard of design, sustainability, surface treatment and landscaping, having regard to:

- a) the predominant use of the space, surrounding buildings and adjacent spaces;
- b) connections between spaces and the provision of pleasant walking routes;
- c) the use of natural materials, avoiding an excessive range and harmonising with the surroundings of the scheme and materials used throughout the City;
- d) the inclusion of trees and soft landscaping and the promotion of biodiversity, where feasible linking up existing green spaces and routes to provide green corridors;
- e) the City's heritage, retaining and identifying features that contribute positively to the character and appearance of the City;
- f) sustainable drainage, where feasible, co-ordinating the design with adjacent buildings in order to implement rainwater recycling;
- g) the need to provide accessible and inclusive design, ensuring that streets and walkways remain uncluttered;
- h) the need for pedestrian priority and enhanced permeability, minimising the conflict between pedestrians and cyclists;
- i) the need to resist the loss of routes and spaces that enhance the City's function, character and historic interest;
- j) the use of high quality street furniture to enhance and delineate the public realm;
- k) lighting which should be sensitively co-ordinated with the design of the scheme.

DM12.1 Change affecting heritage assets

1. To sustain and enhance heritage assets, their settings and significance.
2. Development proposals, including proposals for telecommunications infrastructure, that have an effect upon heritage assets, including their settings, should be accompanied by supporting information to assess and evaluate the significance of heritage assets and the degree of impact caused by the development.
3. The loss of routes and spaces that contribute to the character and historic interest of the City will be resisted.
4. Development will be required to respect the significance, character, scale and amenities of surrounding heritage assets and spaces and their settings.

5. Proposals for sustainable development, including the incorporation of climate change adaptation measures, must be sensitive to heritage assets.

DM16.1 Transport impacts of development

1. Development proposals that are likely to have effects on transport must be accompanied by an assessment of the transport implications during both construction and operation, in particular addressing impacts on:
 - a) road dangers;
 - b) pedestrian environment and movement;
 - c) cycling infrastructure provision;
 - d) public transport;
 - e) the street network.
2. Transport Assessments and Travel Plans should be used to demonstrate adherence to the City Corporation's transportation standards.

DM17.1 Provision for waste

1. Waste facilities must be integrated into the design of buildings, wherever feasible, and allow for the separate storage and collection of recyclable materials, including compostable material.
2. On-site waste management, through techniques such as recycle sorting or energy recovery, which minimises the need for waste transfer, should be incorporated wherever possible.

SCHEDULE

APPLICATION: 16/01176/FULL

1no. Telephone Kiosk O/S 118A London Wall London EC2Y 5JA

Change of use of 1no. BT K6 telephone kiosk to an office pod (sui generis) and associated alterations.

CONDITIONS

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
REASON: To ensure compliance with the terms of Section 91 of the Town and Country Planning Act 1990.
- 2 Before any works thereby affected are begun the following details shall be submitted to and approved in writing by the Local Planning Authority and all development pursuant to this permission shall be carried out in accordance with the approved details:
(a) particulars and samples of the materials to be used on all external faces of the building including a sample of the proposed glazing
REASON: To ensure that the Local Planning Authority may be satisfied with the detail of the proposed development and to ensure a satisfactory external appearance in accordance with the following policies of the Local Plan: DM10.1, DM12.1
- 3 The refuse collection and storage facilities shown on the drawings hereby approved shall be provided and maintained throughout the life of the building for the use of all the occupiers.
REASON: To ensure the satisfactory servicing of the building in accordance with the following policy of the Local Plan: DM17.1.
- 4 Details of the maintenance regime including refuse collection shall be submitted to and approved in writing by the local planning authority before any works thereby affected are begun. The development shall be maintained as approved for the life of the development unless otherwise approved by the local planning authority.
REASON: To safeguard the appearance of the telephone kiosk in accordance with the following policies of the Local Plan: DM 10.1, DM 10.4, 12.1 and DM 17.1
- 5 Unless otherwise hereby approved no advertisements shall be displayed or external alterations shall be carried out on any part of the telephone kiosk without prior consent in writing from the Local Planning Authority
REASON: To ensure a satisfactory external appearance in accordance with the following policy of the Local Plan: DM10.1.

- 6 The development shall not be carried out other than in accordance with the following approved drawings and particulars or as approved under conditions of this planning permission: PL02 Rev B
REASON: To ensure that the development of this site is in compliance with details and particulars which have been approved by the Local Planning Authority.

Committee(s):	Date(s):	Item no.
Planning and Transportation Committee	13 June 2017	
Subject: Enforcement Plan Draft Supplementary Planning Document		Public
Report of: The Chief Planning Officer		For Decision
<p><u>Summary</u></p> <p>A draft Enforcement Plan Supplementary Planning Document (SPD) was issued for public consultation during October/December 2016. In response to comments received two amendments are proposed, as set out in Appendix B to this report.</p> <p>Recommendations</p> <ul style="list-style-type: none"> • That the amendments to the Enforcement Plan Supplementary Planning Document listed in Appendix B be agreed. • That Members resolve to adopt the amended Enforcement Plan SPD. 		

Main Report

Background

1. The National Planning Policy Framework (NPPF) 2012 supports the preparation of an Enforcement Plan. It advocates that local planning authorities should consider publishing a local enforcement plan to manage enforcement in a way that is appropriate to their area. This should explain how the local authority will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate to do so. The NPPF acknowledges that effective enforcement is important as a means of maintaining public confidence in the planning system.
2. The National Planning Practice Guidance for Tree Preservation Orders and trees in conservation areas advocates that local

planning authorities should consider publishing tree protection enhancement policies and have clear written procedures to deal with cases.

3. In accordance with these recommendations an Enforcement Plan, has been prepared to ensure public confidence in the system (Appendix A). The Enforcement Plan sets out the City's approach to planning enforcement. It explains the principles and procedures to be followed to ensure that development is properly regulated; standards and targets to be worked to and includes tree protection enhancement polices.
4. The Local Development Scheme (LDS) sets out the planning policy documents to be prepared and the timetable for preparing them. The LDS which came into effect on December 2015 includes a programme to complete an Enforcement Plan.
5. The City of London Local Plan, adopted in January 2015, establishes a presumption in favour of sustainable development in line with the NPPF. It contains polices which include the protection of local residents amenities, the townscape, the protection of trees and designated heritage assets including their settings. The Enforcement Plan is consistent with the approach outlined in the Local Plan.

Current Position

6. On 26 July 2016 your Committee agreed the draft text for the Enforcement Plan for formal public consultation. The draft SPD was made available for formal public consultation for a six week period from 31 October 2016 until 12 December 2016.
7. Prior to the consultation, in response to comments made by your Committee, additional text was added to the draft SPD dealing with short term let properties and faculty requirements.

Results of the SPD consultation

8. In total, 3 responses were received to the consultation. Natural England confirmed that they did not wish to comment and Transport for London confirmed that they had no comments. The Director of Open Spaces who was notified in advance of the formal consultation made comments but was broadly in support of the draft SPD.
9. Before adopting a SPD the local planning authority must prepare a consultation statement. A consultation statement has been

prepared that sets out the persons consulted, summarises the main issues raised at both the informal and formal public consultation stage and explains how these were addressed in finalising the SPD for adoption. The Statement is attached as Appendix B.

10. It is recommended that two amendments to the SPD are made in response to the Director of Open Spaces comments and these are set out in Appendix B to this report. Appendix B incorporates the Schedule of Proposed Changes included in the SPD document attached at Appendix A.

Corporate & Strategic Implications

11. The Planning and Compulsory Purchase Act 2004 and the 2012 Local Planning Regulations set out matters to be taken into account in preparing SPDs. In preparing the draft SPD regard has been had to these matters, including the London Plan, City of London Local Plan and the NPPF.
12. The Enforcement Plan supports the Strategic ambitions of the Departmental Business Plan by advocating a planning enforcement service that is both effective and appropriate to the City.
13. An Equality Analysis Test of Relevance has been carried out for the draft SPD and no equality issues were identified. (Appendix C).
14. A Sustainability Appraisal Screening Assessment has been carried out for the draft SPD which has concluded a full Sustainability Appraisal/Strategic Environmental Assessment is not required. This has been confirmed by statutory consultees. (Appendix D).

Implications

15. There are no financial, risk, legal, property or HR implications arising from the proposed SPD consultation and adoption process.

Conclusion

16. Subject to the amendments in Appendix B it is recommended that the SPD be adopted by resolution. Under its terms of reference your Committee is authorised to adopt SPDs without reference to Common Council. After adoption the SPD and the supporting documents will be publicised in accordance with statutory requirements.

Appendices

- Appendix A - Enforcement Plan Draft Supplementary Planning Document
- Appendix B - Statement of Consultation and Proposed Changes
- Appendix C - Equality Analysis Test of Relevance
- Appendix D - Sustainability Appraisal Screening Statement

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**Enforcement Plan
Draft
Supplementary
Planning
Document**

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1. Introduction

The City of London Corporation, (the City), is unique in its economic role as a business district with a world class environment. It is home to approximately 9,000 residents and 400,000 workers and host to over 10 million visitors each year. It is important that the quality of its built environment is maintained and that its character is protected. Planning enforcement has an important role to play.

The City is keen to promote sustainable development and where possible seeks to resolve breaches through negotiation rather than formal legislative action.

It is proposed that, subject to available resources, proactive enforcement projects will be identified as emerging trends arise. In identifying potential targets for action regard will be given to the views of Members, businesses, local residents and other stakeholders concerned with planning. This may be in the form of complaints, changes in planning policy and legislation, or specific issues that arise in the City. An annual report to be put before the Planning and Transportation Committee will identify future enforcement trends.

This Supplementary Planning Document (SPD) sets out the City's approach to planning enforcement. It comprises the Enforcement Plan for the City of London and explains the principles and procedures the City will follow to ensure that development is properly regulated. It contains standards and targets to be worked to and where possible the City will continue to seek a resolution without recourse to formal enforcement action. The SPD does not address enforcement in relation to CIL as this is addressed through separate CIL Regulations.

This SPD includes the approach to enforcement in relation to the protection of the City's trees, having regard to the City of London Tree Strategy SPD, to ensure the protection of a good quality sustainable environment. There are currently approximately 2,300 trees in the City.

The display of advertisements and works to listed buildings are subject to separate consent processes within the planning system and sections have been included in this SPD to deal with their enforcement. Included within the listed building section are procedures to deal with unauthorised works of demolition to unlisted buildings in conservation areas. A section on requiring land or buildings to be tidied or cleaned up has been included as this is also a separate process.

Users of the service are encouraged to provide feedback on the enforcement process in order to ensure that the City's planning enforcement service is effective. See section 5.

This document is not a statement of law and individuals should seek their own legal advice. Any action will be carried out in accordance with the current legislation as amended.

2. Legislative background and principles

Is planning permission or consent required?

- 2.1. To be effective planning enforcement must meet legislative requirements and this is often tested at appeal through the scrutiny of evidence. In this context the meaning of development is defined in the legislation as 'the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land'.
- 2.2. Works that may require planning permission include:
 - Physical works comprising:
 - Building operations
 - Engineering operations
 - Mining operations
 - Subdivision of a building (including any part of it) used as a dwellinghouse for use as two or more separate dwellinghouses
 - A material change of use
- 2.3. Many changes of use and certain types of building works are defined as 'permitted development' and do not require planning permission. In addition certain operations or uses do not, (as a matter of law), constitute development and these are set out in legislation.
- 2.4. Other permissions and consents may be required, for example:
 - Listed building consent for works to a listed building which affect the special architectural or historic interest
 - Express Consent for the display of advertisements
 - Consent to carry out works to trees the subject of a Tree Preservation Order or trees within a conservation area
 - Scheduled Monument Consent (Administered by Historic England)
- 2.5. This list is not exhaustive. It is for the local planning authority to determine whether planning permission or consent is required. Planning officers will be able to advise on what does and does not require planning permission. If in doubt advice should be sought.
- 2.6. The planning system is separate from other systems of public control relating to land. In order to proceed some developments or uses may need other consents or licences administered for example by Building Control, Licensing and Environmental Health. The onus is on the developer or operator to comply with all relevant legislation – see City of London Corporation's web site for guidance www.cityoflondon.gov.uk. In the case of church land or buildings a faculty may be required and this would be administered by the church authorities.

What is a breach of Planning Control?

2.7. A breach of planning control is defined as:

- the carrying out of development without the required planning permission, or
- failing to comply with any condition or limitation subject to which planning permission has been granted

2.8. It could also include but not exclusively:

- any contravention of the limitations on, or conditions associated with, permitted development rights
- unauthorised works to a listed building which affect the building's special architectural or historic interest, or failure to comply with conditions attached to a listed building consent
- advertisements displayed without the benefit of express consent or non-compliance with the standard advertisement conditions.
- unauthorised works to trees the subject of Tree Preservation Orders, trees within a conservation area and works to trees in breach of a planning condition
- untidy land or buildings
- failure to comply with a planning notice or legal agreement attached to a planning permission

2.9. Planning enforcement action cannot be taken if the works or changes of use do not require planning permission or consent; are permitted by planning legislation, unless there is a breach of any terms or conditions; or the development is immune from enforcement action. Development becomes immune from enforcement action if no action is taken within:

- 4 years of a substantial breach of planning control consisting of operational development
- 4 years of an unauthorised change to a single dwellinghouse
- 10 years for any other breach of planning control; essentially other changes of use or a breach of condition except a condition relating to the use as a single dwellinghouse where the period of immunity is 4 years.

2.10. After these time limits the use or works become lawful. A landowner may apply for a Certificate of Lawful Existing Use or Development (CLEUD) to regularise the situation, the onus of proof resting with the landowner. If an Enforcement Notice or Breach of Condition Notice is served the clock is stopped in relation to these time limits.

2.11. Government advice clearly states that it is not appropriate to take enforcement action where the breach can be addressed through non-related legislation for example the Environmental Health Acts. See City of London web page.

Is it an offence to carry out unauthorised works?

2.12. In most cases it is not a criminal offence to carry out works without planning permission. It is, however, a criminal offence to carry out the following works:

- unauthorised works to a listed building where the works materially affect the historic or architectural significance of the building, or fail to comply with a condition attached to a listed building consent
- relevant demolition of an unlisted building in a conservation area without planning permission, or fail to comply with a condition attached to the planning permission
- unauthorised works to a tree with a Tree Preservation Order or located within a conservation area
- to display advertisements without the appropriate consent or in breach of the standard advertisement conditions

2.13. In general a criminal offence arises when a notice has been served and not complied with or for example a person makes a false statement in relation to a Notice or Certificate of Lawful Existing Use or Development (CLEUD).

Principles of good planning enforcement

2.14. The SPD aims to incorporate and implement the principles and policies set out in the following documents:

National Planning Policy Framework and Planning Practice Guidance

2.15. The National Planning Policy Framework issued by the Government in 2012 states that enforcement action is discretionary and local planning authorities should act proportionately in responding to suspected breaches of planning control. It advocates that local planning authorities should consider publishing a local enforcement plan to manage enforcement in a way that is appropriate to their area. This should set out how the local authority will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so.

2.16. The NPPF acknowledges that effective enforcement is important as a means of maintaining public confidence in the planning system. National Planning Practice Guidance 'Ensuring effective enforcement', published 6 March 2014 and updated regularly, provides advice which the City will have regard to in its decision making process.

2.17. The City's enforcement plan and enforcement policy are adopted as an SPD to be read in conjunction with the City's local Plan.

The Local Plan

2.18. The Local Plan, adopted 15 January 2015, sets out the planning priorities for the City reflecting the NPPF and London Plan. This establishes a presumption in favour of sustainable development and requires that when considering development proposals the City Corporation will take a positive approach and will work proactively with applicants to jointly find solutions. It sets out a number of policies which include policies to protect the amenities of local residents and townscape, the protection of trees and designated heritage assets, including listed buildings, unlisted buildings in conservation areas, scheduled ancient monuments, world heritage sites, registered parks and gardens and their settings.

The European Convention on Human Rights

2.19. Article 1 of the First Protocol, Article 8 and Article 14 are relevant to enforcement action. These Articles set out a need to look at the potential impact on the health, housing needs and welfare of those affected by the proposed action as well as those affected by a breach of planning control.

Equality Act 2010

2.20. Section 149 of the Equality Act 2010 requires the City to have regard to equality in the exercise of its functions.

The Regulators' Code

2.21. This sets out Government's expectations in respect of the provision by local authorities of clear and accessible complaints and appeal processes, for use by businesses and others that they regulate. Local authorities have a statutory duty to have regard to the Code in developing the principles and policies which guide their regulatory activities. This code is underpinned by the statutory principles of good regulation, which require regulatory activities to be carried out in a way which is transparent, accountable, proportionate and consistent and should only be targeted at cases where action is needed.

Expediency and harm

2.22. The City has responsibility for taking enforcement action necessary in the public interest. The power to issue an Enforcement Notice is discretionary and will only be issued where the City is satisfied that there has been a breach of planning control and it is expedient to do so. Expediency requires having regard to the provisions of the development plan and to any other material considerations including case law and human rights.

2.23. The City is not required to take enforcement action because there has been a breach of planning control and action will only be taken where there is harm. Planning harm is not defined in the regulations. Some of the factors that may contribute to an assessment of planning harm include:

- **Planning background** - History and related decisions, undesirable precedent, cumulative impact, age of breach
- **Policy** - Impact on planning policy
- **Amenity** - Noise, smell, daylight/sunlight, privacy/over bearing development, health and safety, fear of crime, culture/language, loss of access for disabled persons, wind mitigation
- **Visual impact** - poor design, inappropriate location, untidy sites, loss of protected trees
- **Change in character** – Sensitive sites including loss or damage to listed buildings, demolition of unlisted buildings in conservation areas, damage to a scheduled ancient monument, world heritage site and Registered Park and Garden and adverse effects on the setting of these heritage assets
- **Economic impact** – Effect on businesses
- **Impact on ecology** – Loss of bio-diversity
- **Road safety** – Access, traffic and pedestrian safety

2.24. The key tests are whether the breach of planning control would unacceptably affect public amenity and whether planning permission or other consents would have been granted having regard to the Development Plan.

2.25. The following are not material considerations: the applicant, land ownership, private rights, (e.g. access), restrictive covenants, property values, loss of private view, competition, 'better' use of site, change from a previous scheme.

2.26. It should be noted that the process, including the gathering of evidence and the potential for appeal, may mean that enforcement action may take some time to complete.

Available enforcement and legal action

2.27. There are a number of measures available to the City when considering enforcement and legal action. These measures will be carried out in accordance with the current legislation as amended and include, (but are not exclusive to), the following:

Table 1: Enforcement and Legal Action

Type of enforcement	Effect of action
Right of Entry	Authority to enter land to ascertain whether there has been a breach of planning control
Section 330 Notice	To require information as to interests in the land
Planning Contravention Notice	To request information and to set up a meeting with the 'offender'

Enforcement Notice	To remedy a breach of planning control
Breach of Condition Notice	To secure compliance with the terms of a planning condition
Planning Enforcement Order	To remedy a breach of planning control relating to the concealment of a building
Repairs Notice	To secure works considered to be reasonably necessary for the long term preservation of a listed building
Urgent Works Notice	To secure immediate works to stop deterioration of a listed building, or an unlisted building in a conservation area with the Secretary of State's permission
Listed Building Enforcement Notice	To remedy a breach of planning control relating to listed buildings
Section 215 Notice	To require steps to be taken to clean up land or buildings where their condition adversely affects the amenity of the area
Tree Replacement Notice	To secure a replacement tree removed in contravention of the Tree Regulations
Section 225 Notice	To require the removal or obliteration of posters or placards
Section 225A - Removal Notice	To require the removal of structures used for unauthorised display of advertisements
Section 225C - Action Notices	To remedy persistent problems with unauthorised advertisements
Section 225F - Defacement Removal Notice	To remedy the defacement of premises by advertisements
Discontinuance Action	To require the discontinuance of advertisements
Stop Notice	To prohibit any or all of the activities which comprise the breach as specified in the related enforcement notice
Temporary Stop Notice	To require an activity which is in breach of planning to stop immediately
Injunctions	To stop breaches that have occurred or are likely to occur causing serious harm with immediate effect
Prosecution	Steps taken when a criminal offence is committed
Direct Action	Authority to enter onto land to take steps required by a Notice and to recover costs
Proceeds of Crime Act	To seek to recover any monies or assets gained during the time a Notice was breached

How is this exercised?

2.28. The Chief Planning Officer and Development Director and other authorised senior officers have delegated authority to exercise a number of these enforcement powers and legal actions. Matters not within the scope of delegation are decided by the Planning and Transportation Committee.

Recording Notices

2.29. Details of enforcement notices, stop notices and breach of condition notices are recorded on an Enforcement Register

available for viewing at the Guildhall north wing reception. See section 5.5. It is proposed to convert this to an online format. There is a requirement to notify Land Charges of the service of some of these notices for inclusion on the Land Charges Register. Those registered would be revealed on a property search.

3. Managing enforcement, the complaint procedure and priorities

Managing enforcement

- 3.1. Enforcement will be managed in a way appropriate to the City having regard to the objectives of the Development Plan. Complaints will be investigated in accordance with the principles of good planning enforcement as set out in section 2.14-2.21 and to minimise costs of compliance.
- 3.2. To make the most effective use of resources enforcement may be carried out by planning officers in relation to applications or projects they are currently managing. Complaints will be prioritised, priority being given to breaches where harm is being caused and it would be expedient to take enforcement action or be in the public interest to prosecute. This may not always relate to who is complaining and how vocal they are.

Enforcement priorities

- 3.3. Enforcement priorities are set out in the following targets:

Table 2: Targets

Targets
Investigate all reported alleged breaches of planning control and acknowledge receipt
Within 1 working day start investigation of serious breaches including irreversible or serious damage to the environment and or a building, works/uses causing substantial harm, works to protected trees and traffic hazards.
Within 10 working days start investigation on 90% of all complaints.
Following initial investigation carry out a site visit or monitor if appropriate, (City to determine if this is necessary at this stage), make an assessment and negotiate or commence action
At key stages during the investigation update complainant and offender in accordance with the procedures set out below
Aim to resolve complaints and monitor outcome in accordance with the procedures set out below
Notify complainants of outcome in accordance with the procedures

Targets
set out below

Who can complain, how a complaint is made and confidentiality

- 3.4. Breaches of planning control may be identified and reported in a number of ways, including by members of the public. A complaint can be reported via the City of London web page on the enforcement form, by email, telephone or in writing (See section 5.9). These will be acknowledged upon receipt and details of the case officer and how the alleged breach will be assessed and managed will be provided.
- 3.5. Every effort will be made to keep the details of any individual reporting an alleged breach confidential where requested. As far as possible, anonymous reports will be investigated and dealt with in the same way as any other. In some cases there may be a need to identify a complainant, for example where a witness statement is required to demonstrate harm from a noise disturbance or where a case is taken to prosecution. This would be discussed with the complainant before any further action is taken.

The investigation

- 3.6. An initial investigation of the alleged breach of planning control will be carried out and will include a review of the planning history and any other relevant records. Checks may be made with other departments to see if they have any relevant information that may impact on the consideration of the case.
- 3.7. This will be followed by a site inspection to view the alleged breach if required. Sometimes it may be necessary to visit the complainant's premises and they may be asked to monitor the site to gather evidence. Advice will be given as to precisely what is required.
- 3.8. Officers have powers to enter land or buildings to carry out their enforcement duties. It is an offence to obstruct officers when carrying out this duty and if this results in potential prosecution a formal interview under caution may be required. If entry is refused officers can apply for a warrant from the Magistrates' Court which would permit them to use force if required to enter the property. The police would be informed and might be in attendance.
- 3.9. Depending on the complexity of the case legal advice may be sought which may result in further investigations and monitoring. Once all the background information and evidence has been gathered a decision will be made as to whether a breach of planning control has occurred, having regard to the criteria set out in section 2 and what action will be taken.

Negotiation

- 3.10. Negotiation has proved to be an effective means of resolving the majority of enforcement matters in the City. However, where it is not possible to negotiate a solution and harm is proven enforcement action will be taken.
- 3.11. In some cases it may not be justifiable or expedient to take formal action. If no action is to be taken interested parties will be notified of the reason why.

Submitting a planning application

- 3.12. Where a planning application could be made to regularise a breach of planning control, those in breach will be provided with an opportunity to discuss this with a planning officer and will be invited to attend a meeting if required at this stage. Advice will be given as to whether the application is likely to be recommended for approval, including whether any revisions need to be made to the works and any fees to be incurred. A Section 330 Notice or Planning Contravention Notice may be issued at this stage to seek further information or to set up the meeting. Failure to respond to any Notice is a criminal offence.
- 3.13. If an application is submitted interested parties, including the complainant, will be consulted and given the opportunity to comment on the application. A report setting out the planning history, (where relevant), planning policies, considerations and recommendation will be considered by the Planning and Transportation Committee or a nominated senior officer under delegated powers.
- 3.14. If permission or consent is granted conditions may be imposed that require alterations to works already undertaken or to the way the property is used in order to make the unauthorised development acceptable. If the application is considered unacceptable it will be recommended that planning permission or other consent be refused and reasons will be given. At the same time authorisation will normally be sought to take enforcement action. The complainant will be advised of the decision.

Enforcement action

- 3.15. In taking enforcement action the local planning authority will act proportionally. Where negotiation fails and a breach results in significant harm the City will commence enforcement action. See Table 1 for options.
- 3.16. Where the service of an Enforcement or other Notice has been authorised those with an interest in the land will be advised of the decision. Prior to service of the Notice an opportunity will be given

to remedy the breach within a reasonable period. Normally only one letter of notification will be sent prior to action being taken. If the breach is remedied and the case is closed the complainant will be notified either in writing or by telephone.

3.17. The Enforcement Notice will be served on those with an interest in the land and will set out:

- who has served the Notice
- the land to which the Notice relates
- the matters which appear to constitute the breach of planning control
- reasons for issuing the Notice
- what they are required to do to comply with the Notice
- time for compliance
- when the Notice takes effect
- their right of appeal
- what happens if they do not appeal

3.18. Other Notices vary slightly in format. See National Planning Practice Guidance – Ensuring effective enforcement – for model Notices. See Bibliography for link.

3.19. The time frame for compliance with the Notice will depend on the nature of the breach. Once an Enforcement Notice has been served the City has the power to decline a retrospective planning application if it does not accord with the provisions of the Development Plan or other material considerations including case law and human rights.

3.20. Complainants will be informed in writing of the requirements of the Notice and the timescale for compliance.

Serious breaches of Planning Control: Stop Notices, Temporary Stop Notices and injunctions

3.21. Where there is a serious breach of planning control a Stop Notice may be issued. It would be issued either when an Enforcement Notice is served, or afterwards, if the City considers it expedient that the activity should cease before the expiry of the period for compliance with the Enforcement Notice.

3.22. Where the City needs to act quickly to address certain breaches of planning control and it is expedient to do so, a Temporary Stop Notice may be issued to stop an unauthorised development or use for a period of up to 28 days. The effect of a Temporary Stop Notice is immediate and it does not have to wait for an Enforcement Notice to be issued. During this time the impact of the development or use will be assessed and consideration given to issuing a formal Enforcement Notice and Stop Notice.

3.23. An injunction may be sought to stop unauthorised works or uses. These powers would only be used where there is clear evidence that a breach of planning control has already occurred or is likely to occur and that the breach is or will cause serious harm and injunctive relief is a proportionate remedy in the circumstances of the case.

Appeal process

3.24. Anyone who has an interest in the land to which an Enforcement Notice relates or who is a relevant occupier, whether or not they have been served with a copy, has a right of appeal. A person having an interest in the building to which a Listed Building Enforcement Notice relates or a relevant occupier may also appeal to the Secretary of State. An appeal suspends the effect of a Notice. Not all Notices can be appealed. A Breach of Condition Notice is not subject to an appeal, nor is a Stop Notice or Temporary Stop Notice.

3.25. Appeals are dealt with by means of Written Representations, involving an exchange of statements, or at a Hearing, or Public Inquiry which is more formal depending on the nature of the case.

3.26. If an appeal is made to the Planning Inspectorate against an Enforcement or other Notice those with an interest in the land will be advised of the procedure, including the grounds of appeal and the timescale by the Planning Inspectorate. The City will notify the complainant and information will be provided about the appeal process and the statutory time frames. If an appeal is unreasonable the City may seek the award of costs.

3.27. Complainants should be aware that a right of appeal may substantially increase the time taken to resolve any breach and that it may result in a different decision from that of the City.

Prosecution action

3.28. Once an Enforcement Notice takes effect and no appeal has been made, there is a set period within which the requirements of the notice must be complied with. A criminal offence is committed if these requirements are not met. Some unauthorised works can also lead to a prosecution. See section 2.12.

3.29. In deciding whether to bring a prosecution the Code for Crown Prosecutors will be followed. The City will consider whether there is sufficient evidence to provide a realistic prospect of conviction and whether it is in the public interest to bring the prosecution.

3.30. The offender will be given notice of the offence and if the non-compliance continues, or other factors determine that the tests for prosecution have been met, prosecution action will be pursued.

Prior to service of the summons, those in breach will be informed in writing what is required, the time scales involved and options available. The complainant will be notified at the same time of the decision to take prosecution action and will be notified of the outcome of the court's decision.

Direct action

3.31. If the offender fails to comply with the Enforcement Notice Direct Action may be considered. This is where the City would undertake remedial action to ensure compliance with a Notice. Costs incurred would be recovered from the owner and would become a charge on the property via the Land Registry. Chargeable costs would include officer time, pre-application advice, notices served, costs of any compliance visits and cost of remedial action.

Proceeds of Crime Act 2002

3.32. Where it appears that there has been significant financial benefit in failing to comply with a Notice the City may use the Proceeds of Crime Act 2002 to seek to recover any monies or assets gained during the time the Notice has been breached. In most cases it will be necessary to obtain a criminal conviction before confiscation can be sought.

4. Other enforcement processes

Tree protection

- 4.1. The National Planning Practice Guidance for Tree Preservation Orders (TPO) and trees in conservation areas advocates that local planning authorities should consider publishing tree protection enforcement policies and have clear written procedures to deal with cases.
- 4.2. Trees are an important asset in the City and are protected by planning legislation if they are the subject of a Tree Preservation Order or lie within a conservation area. Trees may be protected by means of conditions attached to permissions, consents or legal agreements.
- 4.3. The City of London Tree Strategy Supplementary Planning Document (SPD) sets out what works require consent and the exemptions. Consent continues to be required if permitted development rights impacts on protected trees. Anyone proposing works to a tree is advised to refer to the SPD prior to undertaking any works and should consult a qualified arboriculturalist or tree surgeon.

- 4.4. There are additional controls on the felling of trees however a felling licence is currently not required to fell a tree within the City. Advice on this issue should be sought from the Forestry Commission before undertaking any works.
- 4.5. Common breaches of tree protection include:
- the unauthorised removal of a protected tree
 - unauthorised works to a protected tree
 - breach of a condition on a consent for works to a TPO'd tree or planning permission
- 4.6. Anyone who contravenes an Order by damaging or carrying out work on a protected tree without consent, or breaches a condition on a consent for works to a tree the subject of a Tree Preservation Order, or carries out works to a tree in a conservation area without notifying the City, subject to some exemptions, is guilty of an offence.
- 4.7. If it appears that an offence has been committed those committing the offence will be identified and cautioned. Anyone carrying out works likely to destroy a protected tree or any other unauthorised works are liable if convicted to a fine.

Investigation

- 4.8. Cases should be reported in the same way as other complaints, (with urgency if felling is involved) and will be investigated and dealt with in a similar manner to a planning enforcement complaint. See section 3.
- 4.9. The initial investigation will check whether the tree is protected, whether any consent or permission has been granted, who is the owner and who is carrying out the works. This will be followed by a site inspection. Officers have a right of entry and it is an offence to refuse entry. If entry is refused a warrant can be sought.

Options for action

- 4.10. The City will consider the following options when determining action in relation to unauthorised works to a protected tree:
- Consider whether action is justified by the particular circumstances. The City will normally require replacement trees to be planted whether or not a person is prosecuted.
 - Negotiate with the owner to remedy the breach to the City's satisfaction ensuring that remedial works to repair or reduce the impact of the unauthorised works are carried out
 - Consider issuing an informal warning to impress on the tree owner or others suspected of unauthorised works that such works may lead to prosecution

- Seek an injunction to stop on-going works and prevent anticipated breaches
 - Consider whether the test for commencing a prosecution are met i.e. whether there is a realistic prospect of prosecution and that it is in the public interest
- 4.11. Other related action that will be considered includes the issuing of Enforcement Notices, Breach of Condition Notices, Stop Notices and Temporary Stop Notices which will be carried out in accordance with the procedures as set out in section 3 including direct action and recovery of costs.
- 4.12. The City takes very seriously any unauthorised loss or damage to any tree and will take action to ensure their protection. In considering individual cases regard will be had to the impact that such works have had on the visual amenity of the tree and its resulting impact on the townscape, including conservation areas and bio-diversity of the area.
- 4.13. Landowners have a duty to replace a tree removed, uprooted or destroyed in contravention of the Tree Regulations. This duty applies also if a tree, (except a tree protected as part of a woodland), is removed, uprooted or destroyed because it is dead or presents an immediate risk of harm, the onus of proof rests with the person who carries out the works. In the case of a tree the subject of a Tree Preservation Order the replacement tree is automatically protected by the original Order except where it is lawfully removed and the replacement tree is planted under a condition of the consent.
- 4.14. The City's power to enforce tree replacement is discretionary. When serving a Tree Replacement Notice the City will consider:
- The impact on amenity of the removal of the trees and whether it would be in the interests of amenity to require their replacement. Amenity is not defined in law but guidance is given in the National Planning Practice Guidance on Trees
 - Whether it would be reasonable to serve a Tree Replacement Notice in the circumstances of the case
 - The possibility of a wider deterrent effect
- 4.15. If a Tree Replacement Notice is breached consideration will be given to entering the land and planting the tree(s) and any expenses reasonably incurred will be recovered. Chargeable costs could include officer time, notices served, cost of compliance visits and advice, costs of replacement trees and associated work.
- 4.16. Where a new TPO consent or Section 211 Notice is required for works to rectify damage to a tree, or in the case of a breach of condition on a permission or consent requiring, for example, details of the means of protection of trees, the installation of a root protection zone or the planting of a replacement tree, the same

principles will apply as set out in section 3. There is a right of appeal in respect of a refusal of TPO consent and any conditions on a TPO consent or planning permission. See sections 3.24 -3.27.

4.17. In all cases the City will consider and may pursue compensation and replacement costs to the full Capital Asset Valuation for Amenity Trees (CAVAT).

4.18. CAVAT is a system of expressing the value of individual trees according to their public amenity value which enables compensation and replacement costs to be awarded at a more realistic level. Information can be found on CAVAT at the following link: <https://www.ltoa.org.uk/resources/cavat>

Advertisements

4.19. The display of advertisements is subject to a separate consent process within the planning system and there are 3 categories of advertisement consent:

- Those permitted without requiring either deemed or express consent from the local planning authority subject to standard conditions
- Those which have deemed consent subject to standard conditions
- Those which require the express consent of the local planning authority

See Bibliography for link to the National Planning Policy Guidance Advertisements

4.20. The City has for many years sought to exercise careful control over the display of advertisements and seek improvements where appropriate. In order to protect and enhance the character of the City's streets, the City considers that advertising material should be restrained in quantity and form.

Investigation

4.21. Cases can be reported in the same way as other complaints and will be investigated and dealt with in the same manner as a planning enforcement complaint. See section 3.

4.22. The initial investigation will check which of the above three categories the advertisement falls within. This will be followed by a site inspection to determine the owner and identity of the person responsible for displaying and benefiting from the advertisement. If consent is required and the advertisement is considered to be in accordance with the Local Plan policies an application will be sought.

Options for action

- 4.23. The City is required to exercise control on advertisements having regard to visual amenity and public safety and has at its disposal a number of options for enforcement action see Table 1. The City's Street Enhancement Officers will ensure the removal of unauthorised advertisements on the public highway and some fly posting etc. mainly under the Highways Act 1980.
- 4.24. The advertisement regulations state that where an advertisement is displayed with the benefit of deemed consent and it results in substantial injury to the amenity of the locality or a danger to members of the public the City can take discontinuance action. There is an appeal process for those responsible for its installation. See section 3.24--3.27.
- 4.25. If an advertisement is displayed without the benefit of express consent or a person fails to comply with a discontinuance notice or the standard conditions, it is an offence. Those in breach will be asked to remove the advertisement or comply with the standard conditions if applicable. If they fail to do so, or other factors determine that it is in the public interest, consideration will be given to taking prosecution action. See sections 3.28-3.30.
- 4.26. There are a number of other actions which can be used to remedy a breach of the Advertisement Regulations where for example there is a need to:
- remove or obliterate a poster or placard,
 - remove structures used for unauthorised display of advertisements
 - resolve persistent problems with the display of unauthorised advertisements
 - remedy the defacement of premises by advertisements
- 4.27. Some of these actions are subject to the appeal process and the advertiser will be advised of any rights of appeal see sections 3.24-3.27. Consideration may also be given to serving an injunction and to recovering costs. Each complaint will be considered having regard to the most appropriate action. See Table 1 section 2.27 and sections 3.23 and 3.32.

City Sign Byelaws

- 4.28. The City operates The City Sign Byelaws. These control street projections for securing the safety and protection of the public and amenities of the street. Any person who erects any street projection so as to project into or over any street, except in accordance with byelaws is liable to a fine and the City may remove the street projection and recover its expenses in doing so.

Designated Heritage Assets: listed and unlisted buildings in conservation areas

- 4.29. The City currently has 607 listed buildings and 26 conservation areas which are designated heritage assets that contribute significantly to the townscape and contribute positively to visual amenity. The City takes very seriously any unauthorised works or damage to a listed building or an unlisted building in a conservation area and will take action to safeguard any building at risk. In assessing individual cases consideration will be given to the impact on the special architectural or historic fabric of the listed building and its setting or on the impact on the character and setting of any unlisted building in a conservation area, in line with local and national planning policies.
- 4.30. Carrying out work without the necessary listed building consent, demolishing an unlisted building in a conservation area without the required planning permission and failing to comply with a condition attached to that consent or planning permission, is a criminal offence – whether or not an Enforcement Notice has first been issued. Both large fines and custodial sentences can be applied on successful prosecution.

Investigation

- 4.31. Cases can be reported in the same way as other complaints and will be investigated and dealt with in a similar manner to a planning enforcement complaint, although urgency is key with irreplaceable fabric. See section 3.
- 4.32. The initial investigation will check relevant facts, whether any consent or planning permission has been granted, who is the owner and who is carrying out the works. A site inspection will be carried out. Officers have a right of entry and it is an offence to refuse entry.

Options for action

- 4.33. The City will consider the following when determining the course of action to take:
- Whether action is justified by the particular circumstances
 - Negotiating with the owner to remedy the breach to the City's satisfaction ensuring the remedial works to repair or reduce the impact of the unauthorised works are carried out
- 4.34. If remedial works are considered to be in accordance with the Local Plan policies.
- Seeking an application for consent or planning permission. [However, listed building consent and planning permission for relevant demolition cannot be granted retrospectively]

4.35. If the works are considered to be detrimental to the special architectural or historic character of the listed building and its setting or the character and setting of the unlisted building:

- taking enforcement action in accordance with the procedures as set out section 3.
- issuing a Stop Notice, Temporary Stop Notice or seeking an injunction to stop on-going works or to recover listed items removed without consent from a listed building or to prevent anticipated breaches
- issuing an informal warning to impress on the owner or others suspected of unauthorised works that such works may lead to prosecution
- commencing prosecution if the relevant tests are met i.e. if there is a realistic prospect of prosecution and is it in the public interest

4.36. There are no time-limits for issuing listed building enforcement notices or enforcement notices in relation to a breach of planning control relating to demolition. The length of time that has elapsed since the apparent breach may be a relevant consideration when considering whether it is expedient to issue a Listed Building Enforcement Notice or planning Enforcement Notice.

4.37. Where a Listed Building or planning Enforcement Notice is not complied with direct action will be considered enabling the City to enter the land and carry out the works. Costs will be recoverable see section 3.32.

4.38. Where a listed building is under threat consideration will be given by the City to serving a Repairs Notice and this will set out the repairs needed for the proper preservation of the building. See section 3 for general principles. This procedure is designed to ensure that a listed building is properly preserved and not allowed to deteriorate. There is no right of appeal.

When served with a Notice the owner has the option to:

- comply with the Notice
- do the works which he or she considers necessary

4.39. If the building is not repaired within 2 months a Compulsory Purchase order can be served. This would enable the City or the Secretary of State to acquire the building.

4.40. Where there is a need to secure immediate works to arrest the deterioration of a listed building consideration will be given by the City to serving an Urgent Works Notice in parallel to the Repairs Notice. This will enable the City to execute any works which are urgently necessary for the building's preservation. There is no right of appeal and the City will seek to recover costs. See section 3 for general principles.

4.41. There is no provision to serve a Repairs Notice on an unlisted building in a conservation area. Where there is a need to secure immediate works to stop the demolition of an unlisted building in a conservation area, in order to maintain the character or appearance of an area, an Urgent Works Notice can be served with the Secretary of State's permission. If these circumstances arise the City will give consideration to obtaining the necessary permission to proceed with the service of an Urgent Works Notice. See section 3 for general principles.

Section 215 Notices

4.42. A Section 215 Notice provides the power, in certain circumstances, to require land and buildings to be cleaned up when their condition adversely affects the amenity of an area including neighbouring land and buildings.

4.43. The City takes very seriously the amenity of its area and will serve such a Notice if it is considered that the condition of the site or building is detrimental to the amenity of the area. Their use is discretionary and it is for the City to decide whether a Notice under these provisions would be appropriate taking into account all the local circumstances for example:

- the condition of the site
- the impact on the surrounding area
- the scope of their powers

4.44. In some circumstances a section 215 Notice may be used in conjunction with other powers for example Repair Notices in respect of listed buildings or Dangerous Structure Notices.

Investigation

4.45. Cases can be reported in the same way as other complaints and will be investigated and dealt with in the same manner as a planning enforcement complaint. See section 3.

4.46. The initial investigation will check who owns the land or building and who is responsible for the works or mess in the case of land. This will be followed by a site inspection. Officers have a right of entry and it is an offence to refuse entry. If entry is refused a warrant may be sought.

Options for action

4.47. If action is not taken to remedy the situation to the City's satisfaction a Section 215 Notice may be served on the owner requiring the situation to be remedied. It will set out the steps to be taken and the time within which they must be carried out. See section 3 for general principles. There is a right of appeal to the Magistrates' Court.

4.48. In the case with non-compliance of the Notice the City has a number of options, the power to undertake the clean-up works and to recover the costs from the landowner and or prosecution. See sections 3.31, 3.32 and 3.28-3.30.

5. Reactive and proactive enforcement, monitoring and working relationships

Reactive/proactive enforcement

- 5.1. The City aims to provide an effective planning enforcement service i.e. to be reactive and effective in dealing with complaints that arise in relation to breaches of planning control.
- 5.2. The use of residential premises in the City as temporary sleeping accommodation is one issue. Temporary sleeping accommodation is defined as sleeping accommodation which is occupied by the same person for less than 90 consecutive nights. The Deregulation Act 2015 created a new section which provides that the use of any residential premises in Greater London as temporary sleeping accommodation does not constitute a material change of use for which planning permission would be required if certain conditions are met as set out in the Act. This includes a ceiling of ninety nights per calendar year. Often the lettings exceed the permitted number of nights and are therefore in breach of planning control. If expedient the service of an Enforcement Notice is an option for which it is an offence not to comply. For further guidance refer to the City of London Corporation web site.
- 5.3. The use of residential premises in the City as temporary sleeping accommodation is one issue. Temporary sleeping accommodation is defined as sleeping accommodation which is occupied by the same person for less than 90 consecutive nights subject to compliance with a number of conditions as set out in the relevant Act. The use of premises in compliance with the terms and conditions of this definition would not involve a material change of use. However, often the lettings exceed the permitted number of consecutive nights and are therefore in breach of planning control. If expedient the service of an Enforcement Notice is an option for which it is an offence not to comply.

Monitoring enforcement

- 5.4. The City deals with over 1,100 planning cases annually. Given the scale of development and resources available, it is not possible to monitor all the cases. The City has to rely on local people, its officers and ward Members to identify breaches.
- 5.5. Monitoring of serious breaches, as listed in Table 1, will be a priority. In addition checks will be made of:

- enforcement cases to ensure the breach has ceased
- enforcement cases where there is a potential for the breach to reoccur
- Notices issued to ensure compliance
- temporary planning permissions or consents to ensure that they are still valid
- works dealt with by the District Surveyor to identify breaches of planning
- legal agreements or obligations attached to any permissions or consents to ensure compliance

The City will monitor its own performance by preparing an annual report to be submitted to the Planning and Transportation Committee which will review priorities, targets and scope for charging. Any charges will be notified on the City's web page.

Working relationships

- 5.6. Particular care will be paid in working with small businesses by advising on and assisting them with compliance to help support activities which contribute to economic growth. Care will be taken to ensure that residents and others are protected from substantial harm. The City aims to continue to foster good working relationships with developers to help them deliver the high quality buildings that the City is renowned for and to continue fostering good working relationships with residents to protect their amenity.
- 5.7. Regular communication will occur with those in breach with regular updates for those who have complained. Comments will be sought and views incorporated into enforcement practices. The annual monitoring report will be used to encourage Members to engage with officers on enforcement matters.
- 5.8. Co-operation between City of London Corporation service areas such as Environmental Health, District Surveyors, Licensing, Safety Thirst, Police, Fire Authority, Comptroller and City Solicitor and Open Spaces, are essential to deliver an effective enforcement service and will continue to be fostered and protocols will be drawn up as and when required. Working parties such as the Licensing Liaison Partnership Group and the Built Environment User Panel will be used to seek views on enforcement and to provide enforcement advice.
- 5.9. Contacts will be maintained with other authorities and Government web sites accessed to keep abreast of good practice, national policy and recommended best guidance.

Feedback on the enforcement process

5.10. If you would like to comment on the enforcement process or web site in order to ensure its continuing effectiveness see contact details below.

Dissatisfied with the Planning Enforcement Service?

5.11. Every effort will be made to ensure that you receive a good quality service. If you have a complaint about our service please contact us directly. If you continue to be unsatisfied please contact the Performance and Standards Officer at the Department of the Built Environment. Your complaint will be investigated and you will receive a written response within ten working days with an explanation or a progress report if it has not been possible to deal with your complaint within that period. If you are still dissatisfied you may make a complaint under the City of London Corporation's Complaints Procedure as set out on City's web page. www.cityoflondon.gov.uk

How to contact us

The Department of the Built Environment
City of London Corporation
PO Box 270
Guildhall
London EC2P 2EJ
020 7332 1710
PlanningEnforcement@cityoflondon.gov.uk

Counter service

Between 9.15am-4.30pm Monday to Friday at Ground Floor of Guildhall, North Wing (entrance from Basinghall Street and Aldermanbury). You can find a map and directions on the 'How to find us page' on the City of London web site. See above.

Bibliography

This SPD is mostly acting under, but not exclusively, the following documents. The bibliography covers current legislation and any subsequent amendments

Acts

- Town and Country Planning Act 1990
- Localism Act 2011
- Planning and Compensation Act 2008
- Planning and Compulsory Purchase Act 2004
- Planning Act 2008
- Planning (Listed Buildings and Conservation Areas) Act 1990
- Housing and Planning Act 2016
- Building Act 1984
- Scheduled Ancient Monuments & Archaeological Areas Act 1979
- Police and Criminal Evidence Act 1984
- Proceeds of Crime Act 2002
- Regulation of Investigatory Powers Act 1984
- Human Rights Act 1988
- Equality Act 2010

Orders

- Town and Country Planning (General Permitted Development) (England) Order 2015

Regulations

- Town and Country Planning (Use Classes) Order 1987
- Town and Country Planning (Tree Preservation) (England) Regulations 2012
- Town and Country Planning (Control of Advertisements) (England) Regulations 2007

Policy, Guidance and Byelaws

- National Planning Policy Framework – Department for Communities and Local Government
- National Planning Practice Guidance 2014 – Government publications
Link: planningguidance.communities.gov.uk
- Planning Inspectorate website
- London Plan 2015 – Mayor of London website
- City of London Local Plan Adopted 15 January 2015 – City of London website
- City of London Corporation Sign Byelaws
- Department for Business Innovation and Skills: Regulators' Code
- Stopping the Rot A Guide to Enforcement Action to Save Historic Buildings – Historic England website
- Scheduled Monuments Guide for home owners and occupiers - Historic England website

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Appendix B

CITY OF LONDON ENFORCEMENT PLAN SUPPLEMENTARY PLANNING DOCUMENT

CONSULTATION STATEMENT AND SCHEDULE OF PROPOSED CHANGES MAY 2017

The City of London Corporation is preparing an Enforcement Plan Supplementary Planning Document (SPD) which sets out the City's approach to planning enforcement including trees. The legislation requires a Consultation Statement to be produced referring to any consultation carried out before the adoption of the draft SPD and a Schedule of Proposed Changes. Two rounds of consultation have been undertaken in compliance with regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and is in accordance with the City of London Statement of Community Involvement.

Consultation Statement

Details of the two consultations carried out are set out below.

First Consultation

This was an informal consultation carried out with 4 key members of the Built Environment User Panel and took place between 28 June 2016 and 5 July 2016.

The consultation triggered three responses. The representations were reviewed and appropriate changes were made to the Enforcement Plan.

Responses

Two consultees were of the view that the draft SPD had been pitched at the right level. The first consultee stated that the proposed User Panel liaison sounded like a good idea. The second consultee requested that, in the introduction, 'businesses' should be separated out from the reference to stakeholders as they are the largest group affected by planning decisions. The text has been amended accordingly.

The Third consultee commented that in general the draft seemed fine and sets out expected protocol on enforcement action. They listed a number of points which they stated did not raise anything significant.

- Lack of paragraph numbering to the introduction
Response: It is not intended to number the introduction.
- Examples of breaches that can be addressed through other legislation would be helpful
Response: Readers will be guided to the City of London web page.
- Further clarification of planning permission required for demolition of unlisted buildings in conservation areas and non-compliance with conditions

- Response: It would be up to an individual to seek further legal advice
- Examples should be provided of Notices that can end up on a property search
Response: Property searches are a separate issue
- Need to explain that complainants would be given precise instructions as to what they would be asked to monitor to avoid snooping
Response: A sentence has been added to deal with this point
- Clarification needed as to when an application relating to the retention of works can be amended
Response: A comment has been added to deal with this point
- Helpful to state that the content of an advertisement can't be controlled
Response: This amount of detail is not a matter for the draft SPD
- Need to explain what a CPO is.
Response: A sentence has been added to deal with this point
- Noted an absence of managing expectations as to timescales involved in enforcement
Response: The City will monitor its own performance by preparing an annual report which will review priorities and targets and scope for charging. This has been noted in the draft SPD

In response to comments received the amendments were made to the Draft Enforcement Policy and reported to the Planning and Transportation Committee on the 26 July 2016.

Second Consultation

The draft SPD was made available for public consultation for a six week period from 31st October 2016 until 12th December 2016. The following measures were taken to consult the public on the draft SPD during the consultation period:

- **Website.** The SPD, the SPD documents and a statement of the SPD matters were made available in the City Corporation's web site. Information and a link were provided on the home page of the City's website and on the planning page.
- **Inspection copies.** A copy of the SPD, the SPD documents and a statement of the SPD matters were made available at the information desk at the Guildhall and the Guildhall, City Business, Barbican, Artizan Street and Shoe Lane public libraries.
- **Leaflet.** A leaflet was produced inviting comment on the Draft Enforcement Plan SPD copies of which were distributed to the public libraries at Guildhall, City Business, Barbican, Artizan Street and Shoe Lane.
- **Notifications.** Letters and emails containing information about the SPD and inviting comments were sent to relevant specific and general consultation bodies. The City Corporation maintains a database of all those who have expressed an interest in the Local Plan and letters or emails were also sent to all those on the list (about 1,350 in total). Direct email notifications were sent to a small number of additional individuals likely to have an interest in this SPD, including officers with responsibility for licensing issues at the City of London Police and adjoining local authorities.

- **Meetings.** A presentation on the SPD was given to the Conservation Area Advisory Committee

Responses

The consultation triggered three responses comprising:

Natural England - who did not wish to comment
 Transport for London - who had no comments
 Director of Open Spaces - who commented as follows:

- Should loss of shelter/wind mitigation be mentioned as a form of ‘harm’ (paragraph 2.23)
- Is there any scope for monetary compensation as part of a negotiated settlement? In some circumstances it may be impossible to put in a replacement tree following loss of a tree. Also any replacement is likely to be far less mature and take many years (if ever) to have the same benefit in a location. It is possible to calculate the monetary value of the amenity, etc. provided by a tree, e.g. using the CAVAT system. Does this come under ‘enforcement’?

Schedule of Proposed Changes in Response to the Second Consultation

The representations were reviewed and in response to the Director of Open Spaces comments appropriate changes were made to the Enforcement Plan:

- Wind mitigation was added to the list of planning harm as set out in paragraph 2.23 of the draft Enforcement Plan
- The issue of CAVAT was addressed as follows by the addition of two paragraphs in the draft Enforcement Plan:

4.17. In all cases the City will consider and may pursue compensation and replacement costs to the full Capital Asset Valuation for Amenity Trees (CAVAT).

4.18. CAVAT is a system of expressing the value of individual trees according to their public amenity value which enables compensation and replacement costs to be awarded at a more realistic level. Information can be found on CAVAT at the following link: <http://nato.org.uk/cavat>

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TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)



Introduction

The Public Sector Equality Duty (PSED) is set out in the Equality Act 2010 (s.149). This requires public authorities, in the exercise of their functions, to have ‘due regard’ to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not, and
- Foster good relations between people who share a protected characteristic and those who do not

The characteristics protected by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership.
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

What is due regard?	How to demonstrate compliance
<p>Page 97</p> <ul style="list-style-type: none"> • It involves considering the aims of the duty in a way that is proportionate to the issue at hand • Ensuring that real consideration is given to the aims and the impact of policies with rigour and with an open mind in such a way that it influences the final decision • Due regard should be given before and during policy formation and when a decision is taken including cross cutting ones as the impact can be cumulative. <p>The general equality duty does not specify how public authorities should analyse the effect of their business activities on different groups of people. However, case law has established that equality analysis is an important way public authorities can demonstrate that they are meeting the requirements.</p> <p>Even in cases where it is considered that there are no implications of proposed policy and decision making on the PSED it is good practice to record the reasons why and to include these in reports to committees where decisions are being taken.</p> <p>It is also good practice to consider the duty in relation to current policies, services and procedures, even if there is no plan to change them.</p>	<p>Case law has established the following principles apply to the PSED:</p> <ul style="list-style-type: none"> • Knowledge – the need to be aware of the requirements of the Equality Duty with a conscious approach and state of mind. • Sufficient Information – must be made available to the decision maker • Timeliness – the Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken not after it has been taken. • Real consideration – consideration must form an integral part of the decision-making process. It is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision. • Sufficient information – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty • No delegation - public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated. • Review – the duty is continuing applying when a policy is developed and decided upon, but also when it is implemented and reviewed. <p>However there is no requirement to:</p> <ul style="list-style-type: none"> • Produce equality analysis or an equality impact assessment • Indiscriminately collect diversity data where equalities issues are not significant • Publish lengthy documents to show compliance

- Treat everyone the same. Rather, it requires public bodies to think about people's different needs and how these can be met
- Make services homogeneous or to try to remove or ignore differences between people.

The key points about demonstrating compliance with the duty are to:

- Collate sufficient evidence to determine whether changes being considered will have a potential impact on different groups
- Ensure decision makers are aware of the analysis that has been undertaken and what conclusions have been reached on the possible implications
- Keep adequate records of the full decision making process

Test of Relevance screening

The Test of Relevance screening is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the PSED.

Note: If the proposal is of a significant nature and it is apparent from the outset that a full equality analysis will be required, then it is not necessary to complete the Test of Relevance screening template and the full equality analysis and be completed.

The questions in the Test of Relevance Screening Template to help decide if the proposal is equality relevant and whether a detailed equality analysis is required. The key question is whether the proposal is likely to be relevant to any of the protected characteristics.

Quite often, the answer may not be so obvious and service-user or provider information will need to be considered to make a preliminary judgment. For example, in considering licensing arrangements, the location of the premises in question and the demographics of the area could affect whether section 149 considerations come into play.

There is no one size fits all approach but the screening process is designed to help fully consider the circumstances.

What to do

In general, the following questions all feed into whether an equality analysis is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full equality analysis must be undertaken.

If no negative / adverse impacts arising from the proposal it is not necessary to undertake a full equality analysis.

On completion of the Test of Relevance screening, officers should:

- Ensure they have fully completed and the Director has signed off the Test of Relevance Screening Template.
- Store the screening template safely so that it can be retrieved if for example, Members request to see it, or there is a freedom of information request or there is a legal challenge.
- If the outcome of the Test of Relevance Screening identifies no or minimal impact refer to it in the Implications section of the report and include reference to it in Background Papers when reporting to Committee or other decision making process.

1. Proposal / Project Title: City of London Enforcement Supplementary Planning Document (SPD).

2. Brief summary (include main aims, proposed outcomes, recommendations / decisions sought): The Enforcement SPD sets out the City Corporation’s approach to planning enforcement. It explains the principles and procedures the City Corporation will follow to ensure that development is properly regulated. It contains standards and targets and promotes the resolution of enforcement issues without recourse to formal enforcement action.

3. Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations), indicate for each protected group whether there may be a positive impact, negative (adverse) impact or no impact arising from the proposal:

Protected Characteristic (Equality Group) <input checked="" type="checkbox"/>	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaches of planning control could result in development that could impact negatively on this group.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaches of planning control could result in development that could impact negatively on this group.
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaches of planning control could result in development that could impact negatively on this group.
Marriage and Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaches of planning control could result in development that could impact negatively on this group.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaches of planning control could result in development that could impact negatively on this group.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaches of planning control could result in development that could impact negatively on this group.
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaches of planning control could result in development that could impact negatively on this group.
Sex (i.e gender)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaches of planning control could result in development that could impact negatively on this group.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaches of planning control could result in development that could impact negatively on this group.
4. There are no negative/adverse impact(s) Please briefly explain and provide evidence to support this decision:	The Enforcement SPD seeks to ensure that development in the City complies with planning policies. The City of London Local Plan contains planning policies that do not result in a negative impact on equality groups.			
5. Are there positive impacts of the proposal on any equality groups? Please briefly explain how these are in line with the equality aims:	The Enforcement SPD will have a positive effect on all equalities groups, as without the Enforcement SPD, there may be breaches of planning control which would have a negative impact on equality groups.			
6. As a result of this screening, is a full EA	Yes	No	Briefly explain your answer: A full EA is not necessary as there is not expected to be any	

necessary? (Please check appropriate box using <input type="checkbox"/>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	negative impacts on equalities groups resulting from the Enforcement SPD.
7. Name of Lead Officer: Lisa Russell		Job title: Senior Planning Officer	Date of completion: 04 July 2016

Signed off by Department Director :	<i>Paul Beckett</i>	Name: Paul Beckett	Date: 04/07/16
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Appendix D

Screening Statement

On the determination of the need for a Strategic Environmental Assessment (SEA) in accordance with the *Environmental Assessment of Plans and Programmes Regulations 2004* and *European Directive 2001/42/EC* of the:

Enforcement Supplementary Planning Document

11 July 2016



Sustainability Appraisal/Strategic Environmental Assessment Screening

Enforcement SPD

1. Purpose of Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA)

- 1.1. The SEA Directive identifies the purpose of SEA as “ to provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development” (Directive 2001/EC/42)
- 1.2. Sustainability Appraisal (SA) is the process by which this Directive is applied to Local Plan documents. SA aims to promote sustainable development through the integration of social, environmental and economic considerations into the preparation of plans.
- 1.3. The City’s Local Plan is subject to Sustainability Appraisal. However the 2008 Planning Act allows for Supplementary Planning Documents to be prepared without a full SA as long as they are screened to establish whether they will result in significant effects as defined by the SEA Directive.
- 1.4. The SEA Directive exempts plans and programmes from assessment “*When they determine the use of small areas at local level or are minor modifications to the above plans or programmes...*” and states that “ *....they should be assessed only where Member States determine that they are likely to have significant effects on the environment.*”
- 1.5. The criteria for determining the significance of effects are taken from schedule 1 (9 (2) (a) and 10 (4) (a) of the Environmental Assessment of Plans and Programmes Regulations 2004 and are defined in appendix 1. These can be split into the criteria related to (i) the scope and influence of the document (ii) the type of impact and area likely to be affected

2. Purpose of the Enforcement SPD

- 2.1. The Enforcement SPD sets out the City’s approach to planning enforcement. It explains the principles and procedures the City will follow to ensure that development is properly regulated. It contains standards and targets and seeks to resolve breaches through negotiation rather than formal legislative action.
- 2.2. This strategy is a Supplementary Planning Document which provides guidance regarding the City’s Local Plan policies for enforcement of planning law. It defines the approach that the City will follow in the event of a breach of planning control, associated with for example failure to secure the required planning permission or consent prior to commencing development, failure to comply with any condition or limitation associated with a permission, consent or permitted development or failure to comply with a Notice.
- 2.3. The London Plan and City of London Local Plan have been evaluated through the SA and Habitats Regulation Assessment (HRA) screening process, which

incorporates the requirements of the SEA Directive, and have been found to be sound. This document provides details of how the City will enforce planning decisions to comply with London Plan and Local Plan policies.

3. SEA Screening Procedure

3.1. The Responsible Authority (the City of London Corporation) must determine whether the plan or program under assessment is likely to have significant environmental effects. This assessment must be made taking account of the criteria set out in Schedule 1 of the Environmental Assessment of Plans and Programmes Regulations 2004 (see appendix 1), and in consultation with the Environment Agency, Historic England and Natural England.

3.2. Where the Responsible Authority determines that the plan or programme is unlikely to have significant environmental effects, and therefore does not need to be subject to full Strategic Environmental Assessment, it must prepare a statement showing the reasons for this determination.

3.3. Appendix 1 shows the results of this screening process for the Enforcement SPD.

4. Screening and Consultation Outcome

4.1. This screening demonstrates that the Enforcement SPD is unlikely to have significant effects on the environment. Therefore it will not be necessary to carry out a full SA/SEA on this document.

4.2. Each of the statutory consultees has been consulted on this initial screening statement and their responses are summarised below:

Consultee	Response
Environment Agency	No response
Natural England	Do not wish to comment
Historic England	No response

5. Determination

6. The Enforcement SPD is unlikely to have significant effects on the wider environment since it provides guidance on the implementation of Local Plan policies which will have largely positive impacts. Therefore it will not be necessary to carry out a Strategic Environmental Assessment on this SPD

Appendix 1 Criteria for determining the likely significance of effects on the environment

1. Characteristics of the Enforcement SPD having particular regard to:

SEA Directive Criteria Schedule 1 Environmental Assessment of Plans and Programmes Regulations 2004	Summary of significant effects
(a) The degree to which the SPD sets out a framework for projects and other activities, either with regard to the location, nature, size or operating conditions or by allocating resources	This SPD sets out the approach that the City Corporation will take to enforcement action in line with the policies of the Local Plan. It does not set a framework for other projects.
(b) The degree to which the SPD influences other plans and programmes including those in a hierarchy	This SPD does not influence any other plans or programmes. It will uphold the policies in the Local Plan which has been subject to Sustainability Appraisal fulfilling the requirements of the SEA Directive.
(c) The relevance of the SPD for the integration of environmental considerations in particular with a view to promoting sustainable development	The City Corporation's planning policies promote sustainable development. This SPD describes how breaches of planning control will be dealt with in line with these planning policies.
(d) Environmental problems relevant to the SPD	This SPD may involve enforcement action associated with environmental issues such as noise, air quality, biodiversity, tree protection and other amenity matters. Investigation will begin within 1 day where serious breaches including irreversible or serious damage to the environment and / or a building, works/uses causing substantial harm, works to protected trees and traffic hazards. This will ensure that environmental problems are tackled quickly avoiding further damage.
(e) The relevance of the SPD for the implementation of Community legislation on the environment (for example plans and programmes related to waste management or water protection)	The guidance in this SPD will assist in implementing Community legislation in line with the City of London Local Plan.

2 Characteristics of the effects and area likely to be affected having particular regard to:

SEA Directive criteria Schedule 1 Environmental Assessment of Plans and Programmes Regulations 2004	Summary of significant effects
(a)The probability, duration, frequency and reversibility of the effects	The positive effects of this SPD in preventing or reversing harm caused by breach of planning controls will be on-going for the life of each development.
(b)The cumulative nature of the effects of the SPD	Any cumulative impacts will be positive in reinforcement of adopted planning policy which has been subject to Sustainability Appraisal
(c)The trans boundary nature of the effects of the SPD	This SPD is not likely to have any trans-boundary effects
(d)The risks to human health or the environment (e.g. due to accident)	Enforcement of planning controls will reduce any potential risks to human health and the environment.
(e)The magnitude and spatial extent of the effects (geographic area and size of the population likely to be affected) by the SPD	This SPD applies to development in the City of London geographic area which has a resident population of 9,000 and 400,000 workers. Some breaches of planning control (e.g. views protection, biodiversity and pollution control measures) could have potential impacts beyond the City's boundary. This SPD will prevent or reverse potential harm from breach of planning controls.
(f)The value and vulnerability of the area likely to be affected by the SPD due to: Special natural characteristics or cultural heritage Exceeded environmental quality standards or limit values Intensive land use	This area includes 26 conservation areas and over 600 listed buildings which will be protected through application of this SPD. The City is an air quality management area for nitrogen dioxide and fine particulates. Breaches of planning control which could lead to deterioration will be prevented or reversed by this SPD. Land use in the City is very intensive – this SPD will reduce adverse impacts of planning control breaches.
(g)The effects of the SPD on areas or landscapes which have recognised national Community or international protected status	Views of nationally important landmarks in and near the City will continue to be protected through the implementation of this SPD.

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Committee(s)	Dated:
Planning and Transportation Committee	13 June 2017
Subject: Local Development Scheme 2017	Public
Report of: Carolyn Dwyer, Director of the Built Environment	For Decision
Report author: Adrian Roche, Department of the Built Environment	

Summary

The Local Development Scheme (LDS) is a programme for preparing the City's planning policies. It sets out in general terms the subject matter of planning policy documents and the timetable for preparing them. The LDS needs to be periodically reviewed to keep it up to date. An updated LDS has been prepared setting out the programme for the review of the Local Plan, along with other planning policy documents. The updated LDS is appended to this report.

Recommendations

Members are recommended to:

- Approve the updated Local Development Scheme for publication;
- Resolve that the updated Local Development Scheme is to have effect from 13 June 2017.

Main Report

Background

1. A Local Development Scheme (LDS) is required under the Planning and Compulsory Purchase Act 2004, as amended by the Localism Act 2011. The LDS must set out the documents which, when prepared, will comprise the Local Plan for the area and the timetable for their preparation and revision. It must be made publicly available and kept up-to-date so that local communities and interested parties can keep track of progress.
2. The current City Local Plan was adopted in January 2015 and plans for development requirements up to 2026. At the time of adoption, it was recognised that an early review of the Local Plan would be necessary to take account of the Further Alterations to the London Plan and other new policy developments arising from Government initiatives.

Proposals

3. In October 2015, this Committee approved the commencement of work on a full review of the adopted Local Plan, which will look forward to 2036. The

Committee resolved at that time to proceed with the initial Issues and Options stage of the Local Plan review, but thereafter to further consider the timetable and process for the remainder of the Local Plan review.

4. The current version of the LDS was subsequently approved by this Committee in December 2015. This set out an indicative timetable for the Local Plan review, with adoption of the new Plan anticipated in July 2019.
5. Consultation on Issues and Options for the City's Local Plan review took place between September and December 2016. The purpose of that consultation was to gauge the views of interested organisations and members of the public on the key planning issues facing the City. A summary of responses to the consultation was reported to this Committee in March 2017.
6. Since this Committee first considered the Local Plan review timetable and process in October 2015, the need for a new Plan has been strengthened by emerging national and London-wide policy. The Government has continued to bring forward planning reforms, some of which have implications for the City's existing planning policies. The Neighbourhood Planning Act 2017 enables the Secretary of State to issue regulations requiring local planning authorities to review local plans at prescribed intervals. The Government has signalled its intention to set out in forthcoming regulations a requirement for local plans to be reviewed at least once every five years. In addition, the Mayor of London is undertaking a full review of the London Plan, with a draft London Plan expected to be published for consultation late autumn this year.
7. Attached to this report at [Appendix 1](#) is an updated LDS, which sets out the proposed stages and timetable for the remainder of the Local Plan process. In summary the key stages are reproduced below. It may in practice be possible to adopt the new Plan earlier than shown here, depending for instance on the number of representations received at consultation, the length of the examination and on committee timetables.

Stage of Plan	Dates
Preparation of Draft Local Plan	May - Nov 2017
Consultation on Draft Local Plan	Dec 2017- Feb 2018
Consultation on revised (Publication) Local Plan	Sept - Oct 2018
Submission to Secretary of State	Dec 2018
Public Examination	Dec 2018 - June 2019
Adoption	Dec 2019

8. The LDS is only required to include details of Development Plan Documents (DPDs), which in the City currently comprises a single Local Plan. However, it has been considered helpful in the past to include other planning policy documents within the City's LDS so that Members and users of the planning system can be aware of all documents that are either adopted or in preparation. It is proposed to continue this approach, and the updated LDS therefore provides details about Supplementary Planning Documents (SPDs) and the Community Infrastructure Levy.

9. Legislation requires that to bring the LDS into effect the local planning authority must resolve that the LDS is to have effect and in the resolution specify the date from which it is to have effect. It is recommended that the updated LDS be brought into effect from today's date.
10. The updated LDS will be published on the City Corporation's website, while any minor changes to the programme will be reported in the Local Plan Bulletin which is also published on the City Corporation's website. This will satisfy the requirement that the following information is made available to the public:
 - a) the up-to-date text of the scheme,
 - b) a copy of any amendments made to the scheme, and
 - c) up-to-date information showing the state of the authority's compliance (or non-compliance) with the timetable for the preparation and revision of development plan documents.
11. Any major changes to the programme for preparing the Local Plan will be brought back to this Committee for consideration.

Corporate & Strategic Implications

12. The LDS sets out the work programme for the revision of the Local Plan and preparation or review of other policy documents. The Local Plan and other planning policy documents listed in the LDS will be prepared or revised with regard to all the City Corporation's other plans and strategies, including the Corporate Plan.
13. The Local Plan Review will be delivered with existing staff resources and the existing Local Risk budget. Any requirements for additional budget allocation, in particular to meet Public Examination costs, will be brought back to this Committee for consideration.

Conclusion

14. Members are recommended to approve the updated LDS attached to this report for publication and to resolve that it should take effect from today's date.

Appendices

- Appendix 1 – Local Development Scheme 2017

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City of London Local Development Scheme 2017

Front cover image to be inserted

Published by the City of London Corporation,
Department of the Built Environment
June 2017



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1. Introduction

- 1.1 The City of London Corporation is the planning authority for the City of London. It prepares planning policies that shape the development of the City. These policies ensure that planning is co-ordinated with the City Corporation's other aims and strategies and provide the basis for decisions on planning applications.
- 1.2 The City Corporation's planning policies are contained in a number of documents. The Local Development Scheme (LDS) outlines the content of these documents and the programme for preparing or reviewing them. The LDS is reviewed regularly to keep it up to date. This version of the LDS came into effect on 13th June 2017.
- 1.3 Until the next review of the LDS any changes to the programme for preparing policy documents will be reported in the *Local Plan Bulletin*, which is regularly updated and is available on the City Corporation's website.
- 1.4 Full information on all the City's planning policies can be found on the website at www.cityoflondon.gov.uk/planningpolicy.

Planning Policies

- 1.5 The following documents set out the City Corporation's planning policies. The most important are termed Development Plan Documents (DPDs).
 - **Local Plan.** This DPD sets out the City Corporation's policies for planning the City of London. It incorporates both strategic and development management policies across a wide range of topics. The current Local Plan was adopted in January 2015, and a review is underway.
 - **Supplementary Planning Documents (SPDs)** explain the policies of the Local Plan in more detail where this is needed.
 - The **Community Infrastructure Levy (CIL)** is a statutory charge on new development. The City of London CIL came into effect on 1st July 2014. A review is expected to take place by 2019.



- The **Statement of Community Involvement** sets out measures for consulting the public on planning policies and planning applications in the City of London.
- 1.6 The content and preparation programme for these policy documents is described in the following pages.
- 1.7 The official “development plan” for the City currently comprises the adopted City of London Local Plan together with the London Plan. The Mayor of London is responsible for preparing the London Plan, whose policies apply throughout Greater London, including the City.

2. Local Plan

- 2.1 The Local Plan contains the objectives and principal policies for planning the City. It incorporates core strategic policies, which set out the overall planning strategy, and detailed development management policies to guide development in the City. The vision, delivery strategy and policies of the Local Plan are intended to provide an integrated and coordinated approach to planning the City and the Local Plan should therefore be read as a whole.
- 2.2 The Local Plan includes an accompanying Policies Map (in two parts) which shows where its policies apply to specific locations.
- 2.3 The current Local Plan was adopted in January 2015 and plans for development requirements up to 2026. It is important that the City's planning framework remains responsive and flexible to address changing circumstances, whilst providing a clear vision for how a future City should look. In October 2015, the Planning and Transportation Committee approved the commencement of work on a full review of the adopted Local Plan, which will look forward to 2036.
- 2.4 Work began on the new Local Plan, to be known as City Plan 2036, at the end of 2015. The first significant milestone in the review process was the publication of an Issues and Options document for consultation between September and December 2016. The purpose of this consultation was to gauge the views of interested organisations and members of the public on the key planning issues facing the City. A summary of responses to this consultation was reported to the Planning and Transportation Committee in March 2017.



2.5 Production of the new Plan will be informed by two further rounds of public consultation, together with evidence gathering from a range of different sources. It will also be shaped by an Integrated Impact Assessment, which assesses different policy options in terms of their compatibility with sustainability objectives, their implications for health and wellbeing and the promotion of equalities. The Local Plan must be consistent with national policy set out in the National Planning Policy Framework and in general conformity with the London Plan, which is also in the process of being reviewed.

2.6 The proposed timetable for the Local Plan review is set out below.

Stage of Plan	Dates
Issues and Options: Public consultation on key issues to be addressed and emerging options	Sept-Dec 2016
Draft Local Plan: A full draft of the Plan will be issued for public consultation	Dec 2017-Feb 2018
Publication: A revised Plan will be published for final public consultation	Sept-Oct 2018
Submission: The Local Plan, together with the representations received, are submitted to the Secretary of State who then appoints an independent Planning Inspector	Dec 2018
Examination: The Inspector considers the Plan and the representations made, including through public session(s) to hear evidence about the key issues	Dec 2018-June 2019
Adoption: The Inspector's recommendations are considered by the City Corporation and the Plan is adopted	Dec 2019

Table 1: Local Plan Review Timetable

3. Supplementary Planning Documents

3.1 Supplementary Planning Documents (SPDs) give further explanation of Local Plan policies where this is needed. A draft SPD is issued for public consultation before it is finalised and adopted. If it is helpful, preliminary consultation is carried out before the publication of the draft SPD.

Adopted SPDs

3.2 The following SPDs have already been adopted:



Adopted SPDs	Date of adoption
Protected Views: Guidance on the protection of views of St Paul's Cathedral, the Monument, the Tower and other City landmarks	January 2012
Tree Strategy: Guidance on the planting, preservation and management of trees in the City	May 2012
Barbican Guidelines: Listed Building Management Guidelines for the Barbican Estate Volume I & II: Introduction & Residential Buildings and Volume III: Landscaping	October 2012 (Volumes I & II) January 2015 (Volume III)
Golden Lane Guidelines: Listed Building Management Guidelines for the Golden Lane Estate	November 2013
Planning Obligations: Guidance on the use of s106 planning obligations, including requirements for affordable housing	April 2014
Office Use: Sets out the evidence required to support planning applications for the change of use of offices	January 2015
Open Space Strategy: Sets out how the City's open spaces will be increased and enhanced	January 2015
Thames Strategy: Guides development on the Thames Riverside in line with Local Plan policy CS9	June 2015
City Public Realm: Guidance on the management, design and improvement of the City's streets and spaces between buildings	July 2016
Enforcement: Sets out the City's approach to planning enforcement, including works to trees	June 2017
Archaeology and Development Guidance: Guidance on archaeology in the development process	July 2017

Table 2: List of adopted SPDs

SPDs in preparation

3.3 The following SPDs relating to the City of London are currently in preparation:

SPD	Consultation on Draft SPD	Date of adoption
Air Quality	January-March 2017	Summer 2017
Servicing and Freight	Sept-Oct 2017	January 2018
Management of the Historic Environment	Sept-Oct 2017	January 2018
Interpretation Strategy for Monuments and Archaeology	Sept-Oct 2017	January 2018

Table 3: List of SPDs in preparation



- 3.4 As the Local Plan review progresses, we will also review the scope of the guidance that is needed to support the policies in the new Plan. This may entail amending or replacing existing adopted SPDs, or preparing additional SPDs to provide more detailed advice on the implementation of new policies. Details will be set out in the next version of the LDS.
- 3.5 Character summaries and management strategies are being prepared as SPDs for each of the City's 26 conservation areas. The following tables list those which have been adopted and those which are currently in preparation.

Adopted Conservation Area SPDs

Adopted Conservation Area SPDs	Date of adoption
Bank	January 2012
Charterhouse Square	January 2012
Crescent	January 2012
Lloyds Avenue	January 2012
Bow Lane	September 2012
Queen Street	September 2012
Smithfield	September 2012
Eastcheap	March 2013
Fenchurch Street Station	March 2013
St Paul's Cathedral	March 2013
Bishopsgate	September 2014
Trinity Square	September 2014
Chancery Lane	February 2016
Fleet Street	February 2016
Whitefriars	February 2016

Table 4: List of adopted Conservation Area SPDs

Conservation Area SPDs in preparation

Conservation Area SPD	Consultation on Draft SPD	Date of adoption
Leadenhall Market	April-May 2017	July 2017

Table 5: List of Conservation Area SPDs in preparation



4. Community Infrastructure Levy

- 4.1 The Community Infrastructure Levy (CIL) is a statutory charge on new development that is used to help fund the provision of infrastructure. The CIL operates through a charging schedule, which specifies the rates that apply according to the land uses proposed. The City's CIL charging schedule was approved following an examination by an independent planning inspector, and was implemented on 1st July 2014.
- 4.2 The City Corporation intends to review its CIL charging schedule by 2019 to take account of the opening of Crossrail.

5. Statement of Community Involvement

- 5.1 The Statement of Community Involvement (SCI) sets out the procedures that will be used to consult the public in the preparation of planning policies and the determination of applications for planning permission and related consents in the City of London.
- 5.2 A review of the City's SCI was undertaken during 2015 and 2016, with an updated and revised SCI being adopted in July 2016. This provides the context for the consultation and engagement that will be carried out during the Local Plan review, as well as for the preparation of Supplementary Planning Document and for any review of CIL.
- 5.3 Given how recently the current SCI was adopted, there are no plans to review it at the present time.

6. Updates

- 6.1 The previous version of the Local Development Scheme came into effect on 15th December 2015. The following are the main changes that have been made in the current LDS:
- Local Plan review – the timetable for the Local Plan review has been updated.
 - Supplementary Planning Documents – SPDs adopted since December 2015 have been added, together with future SPDs.



- Statement of Community Involvement – the text has been updated to reflect the fact that the review specified in the previous LDS has been completed and a revised SCI was adopted in July 2016.

7. Risk Assessment

7.1 The timetable for preparing policy documents set out in this LDS is based on the current legislative and regulatory context, together with assumptions about the availability of resources and the work involved. There are uncertainties about these factors which should be recognised as they could lead to revisions to the programme. The following are the main sources of uncertainty and mitigation measures:

- **National planning reforms.** The Government is in the process of implementing a programme of planning reforms, including changes to the National Planning Policy Framework (NPPF) and changes arising from the Housing White Paper published in February 2017. In addition the Government has completed a review of CIL and is expected to announce its decision on the future operation of CIL as part of the 2017 autumn budget. These reforms may impact on the content and timing of the Local Plan review and the proposed review of the City's CIL Charging Schedule. This risk will be mitigated by adopting a flexible approach and by keeping abreast as far as possible of potential national changes.
- **London Plan.** The Local Plan review is progressing on a similar timeline to the Mayor's review of the London Plan, particularly at the Draft Plan stage. Given that the City's Local Plan has to be in general conformity with the London Plan, proposals for significant policy change in the London Plan may impact on the timetable for the Local Plan review. This risk will be mitigated through ongoing liaison with the Greater London Authority and ensuring that the City's specific planning needs are communicated to the GLA.
- **Response to consultation.** Public consultation may raise issues that had not been fully anticipated and give rise to the need to carry out further research or re-drafting. A continued emphasis on early



consultation and liaison, particularly with statutory Duty to Cooperate bodies, will mitigate this risk.

- **Staff availability/resources.** Meeting timetables is dependent on the availability of staff, especially those in the Planning Policy Section of the City Corporation's Department of the Built Environment. Financial constraints may affect the recruitment of staff and the resources available for the preparation of policy documents, carrying out public consultation or funding Public Examination costs.



Appendix 1: Contact details

Email: localplan@cityoflondon.gov.uk

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Telephone: 020 7332 1846

Contact Address:

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Committee(s)	Dated:
Planning & Transportation	13/06/2017
Subject: International Comparative Study – Member Site Visit Approval	Public
Report of: Director of the Built Environment	For Decision
Report author: Iain Simmons, Department of the Built Environment	

Summary

The purpose of this report is to outline the travel arrangements associated with a programme of International Comparative Study overseas site visits. These visits are part of the programme of congestion related works agreed at Planning and Transportation Committee on 30th November 2016. Three cities will be recommended for City officers to visit. The cities will be chosen based on their best practice schemes/projects, associated with managing freight and congestion, and the visits will involve viewing the operation of the schemes, their impact, and meeting with those directly involved in the project for further insight.

The process of delivering ambitious and successful best practice schemes typically involves addressing a variety of obstacles such as technical and financial matters. However, understanding the political challenges and impacts is also essential. As such, alongside technical and senior City officers attending the site visits, it is considered that the attendance of the Planning & Transportation Committee Chairman (or delegated Member) would be beneficial to both the committee and the study.

Recommendation

Members are asked to:

- Agree to Member travel associated with the International Comparative Study Site Visits

Main Report

Background

1. The commission of an International Comparative Study by external transport consultants was agreed as a result of the Traffic in the City report (at Planning & Transportation Committee 30th November 2016). This study would consist of identifying best in class examples of managing both freight and congestion in City Centre locations worldwide. It is proposed these visits are used to inform a

comprehensive technical audit of the Corporation's work and programmes to ensure that we are doing all that we reasonably can to improve traffic movement in the City.. A key component of the commission was to arrange several site visits for City officers to International Cities that have delivered/are delivering best practice schemes in order to view their operation, impact, and meet with those directly involved in the project for further insight.

2. It is considered that these visits will provide valuable technical information for officers and also provide an opportunity to understand the local and wider political impacts of actions taken by host cities.
3. In March 2017, consultants WSP/Mouchel were appointed to undertake this study and the project has now begun.

Current Position

4. From initial research undertaken, three cities are proposed to be visited; Paris, Stockholm and New York. However, this is subject to change as the consultants are currently undertaking a full desk-based research of best practice of numerous cities across the world that will assess and identify the most appropriate Cities to visit based on set criteria. It is envisaged that the location of these cities will remain as two cities within Europe and one further afield.
5. The site visits will involve visiting the project/scheme on the ground, and meeting with those involved in the project. This is expected to include officers/politicians from the local authority, the project managers and/or stakeholders.
6. The delivery of best practice schemes that are ambitious, successful and make an impact typically involve overcoming a variety of obstacles such as technical, financial and political/governance approval and support. As such, alongside technical and chief City officers attending the site visits, it is considered that the attendance of a Planning & Transportation Committee Member would be beneficial to both the committee and the study.
7. In accordance with the City of London Business Travel Scheme, Member travel requires approval from the spending committee.

Proposals

8. It is proposed that the Planning & Transportation Committee Chairman (or his delegated Member representative) will accompany City officers on the International Comparative Study site visits, in accordance with the City of London Corporation Business Travel Scheme.
9. The site visits are categorised as Category 2 business travel, as travel is a result of a fact finding best practice exercise.
10. The composition of the party will be 2-3 City officers, including at least one officer at Grade I and above, the Chairman (or delegated Member) of the Planning & Transportation Committee, and members of the consultant project team.

11. Travel arrangements will be organised by the consultants, with officer and Member attendance funded by the City of London Corporation.
12. The estimated cost of Member travel and accommodation for each European site visit is £650, whilst the further afield site visit is estimated at £2,500.
13. Due to the August holiday shut down in the majority of European cities, the two European site visits will be undertaken in the months of June and July. There is more flexibility for the further afield site visit and will be undertaken between June and August.
14. The specific dates of the site visits will be determined by the availability of the hosts of the visiting City. If the Chairman is unable to attend, it is proposed that the Chairman delegates the place to another Member.

Corporate & Strategic Implications

15. No Implications

Implications

16. No Implications

Health Implications

17. No Implications

Appendices

- None

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Committee(s)	Dated:
Planning & Transportation Committee	13 June 2017
Subject: Departmental Business Plan: Department of the Built Environment	Public
Report of: Carolyn Dwyer	For Decision
Report author: Elisabeth Hannah	

Summary

This report presents, for approval, the business plan for the Department of the Built Environment for the year 2017/18.

The high-level summary plan for the Department of the Built Environment (Appendix A) presents a strategic approach to achieve our vision of '*Creating and facilitating the leading future world class city*'. This supports the draft Corporate Plan and ensures we continue to deliver excellent services. Programmes specifically related to the work of this Committee are highlighted in paras 7-10.

This report also presents an early draft of the Corporate Plan 2018-23 (Appendix B) to give Members an opportunity to provide informal feedback before wider consultation on the draft Corporate Plan takes place in the autumn with staff, partners and other external stakeholders.

Recommendation(s)

Members are asked to:

- Approve the high-level departmental business plan for the Department of the Built Environment
- Note the draft Corporate Plan 2018-23 and provide initial feedback on the content.

Main Report

Background

1. A new framework for corporate and business planning is currently being developed, led by the City Corporation's Head of Corporate Strategy and Performance. The aim is for all the work carried out by or supported by the City Corporation to contribute to one overarching goal. This will be achieved by:
 - Identifying the overarching goal and the specific outcomes that support it in the refreshed Corporate Plan;
 - Ensuring that all the work carried out by departments, including projects and development plans, contributes to delivery of the outcomes in the refreshed Corporate Plan, and is included in their business plans;
 - Enhancing the "golden thread", such that everything we do and develop is captured within appropriate departmental business plans, team plans, and individual work plans;
 - Developing a culture of continuous improvement, challenging ourselves about the economy, efficiency and effectiveness of what we do and the value we add.
2. As this new approach involves parallel changes to a number of high-level processes, it will take 2-3 years to be fully implemented, so how plans are presented to Members is likely to develop during this time.

Departmental Business Plans

3. Revised departmental business planning documentation is being introduced in response to Member requests for consistency of presentation across the organisation, and a desire to see a succinct statement of key ambitions and objectives for every department. For this year, we have introduced new standardised high-level summary departmental plans. These will also allow corporate Committees and Sub Committees to see what is being proposed and delivered across the organisation as a whole.
4. Prior to the March Common Council elections, where meeting dates permitted, departments presented draft high-level departmental plans for discussion. Following feedback from Members and Chief Officers, the standard template for and content of these high-level plans has been finalised. As well as key information on ambitions, budget and planned outcomes, the template requires departments to include information on their plans for cross-departmental and departmental projects, development of the department's capabilities, and a horizon-scan of future opportunities and challenges.
5. This report presents at Appendix A the high-level plan for the Department of the Built Environment.
6. Further work will also take place on monitoring and reporting against the agreed outcomes at both corporate and departmental levels. This responds to Members' demands for more focussed and meaningful performance measures which demonstrate impact on outcomes rather than just outputs and activity. Ways in which reporting can become streamlined will also be considered.

Department of Built Environment

7. The high-level plan for the Built Environment, presents our strategic ambitions and objectives for the future, focusing on our portfolio of programmes and projects which support the Place, Prosperity and People Groups and the draft Corporate Plan. The Business Plan brings together the very specific programmes, projects and operational services that enable the Business City to flourish.
8. The coloured stars give Members the ability to follow the ambition themes throughout the Business Plan. This approach also gives the reassurance that the work of the Department is supporting our ambitions and objectives.
9. The work of the department (excluding the Cleansing and Waste team which reports to Port Health and Environmental Services Committee) is in the remit of this Committee and supports our wider ambitions, in particular:
 - 'To provide the capacity for future resilience and sustainable growth'
 - 'To maximise connectivity'
 - 'To create an environment for innovation and technology'
 - 'To support urban well-being by providing a distinctive, secure and healthy place to work, visit or live'
 - 'To shape a relevant physical infrastructure'
 - 'To provide high quality, effective and relevant services for a world class City'.
10. The following Built Environment programmes contain specific key projects relating to the work of this Committee:

Strategic Transport programme: transport and freight strategies

Strategic Infrastructure programme: support and accommodate major infrastructure initiatives, such as Crossrail and Thames Tideway Tunnel, to secure the best outcome for the City

Road Danger Reduction and Active Travel programme: RDR strategy

Future Public Space programme: Aldgate Public Square, Bank Junction

Eastern Cluster City Estate Management programme: area strategy and security scheme

Policy and Strategy programme: Local Plan review; Pedestrian and Other Modelling

Corporate Plan 2018-23

11. In parallel with the development of the high-level departmental plans, work has continued on developing a refreshed Corporate Plan for 2018-23. This will include a mission statement which is specific and relevant to the City Corporation; ambitious long-term outcomes against which we can measure our performance.
12. Draft 15-year ambitions developed by Chief Officers in the People, Place and Prosperity Strategic Steering Groups have been edited into three broad strategic objectives, aligned with a draft mission. Twelve draft outcomes are grouped under these objectives to form the basis of the refreshed plan. To support the development of this plan a new Corporate Strategy Network of senior officers has

been established. As a first task, this network is mapping activities listed in departmental business plans to draft outcomes in the Corporate Plan so that we can see where our efforts are currently being directed, and use this information to help inform future decisions.

13. A draft of the Corporate Plan is presented at Appendix B to give Members an opportunity to provide feedback on the plan before it is discussed at the informal meeting of the Resource Allocation Sub Committee in June. The draft mission, strategic objectives and grouped outcomes are on the first page of the draft plan. The second page describes the strategic principles, competencies and commitments that underpin how we will go about delivering the outcomes.
14. Members will have a further chance to comment on the Corporate Plan at Service Committees and in other working groups in the autumn.
15. Formal consultation will also take place with staff, partners and other stakeholders from September.
16. Officers are aiming to seek full Member approval of the Corporate Plan 2018-23 from the Court of Common Council prior to publication before the start of the 2018/19 financial year. Once the refreshed Corporate Plan has been approved, there will be closer alignment between the Corporate Plan and departmental business plans; for example departmental plans will explicitly refer to the relevant outcomes from the Corporate Plan.

Conclusion

17. This report presents the business plan for the Department of the Built Environment for approval, and an early draft of the Corporate Plan 2018-23, to give Members an opportunity to provide initial feedback before it is discussed at the informal meeting of the Resource Allocation Sub Committee in June and opened out to wider consultation in the autumn.

Appendices

For Approval:

- A. High level departmental plan – Department of the Built Environment

For Information

- B. Draft Corporate Plan 2018-23

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Creating and facilitating the leading future world class City

Our ambitions are:

- ★ To provide the capacity for future resilience and sustainable growth.
- ★ To maximise connectivity
- ★ To create an environment for innovation and technology
- ★ To support urban well-being by providing a distinctive, secure and healthy place to work, visit or live.
- ★ To shape a relevant physical infrastructure
- ★ To provide high quality, effective and relevant services for a world class City.

What we do is:

- Help promote and position the City to compete with other world class cities ★★
- Ensure the City is a welcoming, safe and inclusive place for visitors, workers and residents ★
- Improve public spaces to provide a thriving urban centre ★★
- Secure and support innovation to advance technological solutions to major challenges ★★
- Lead the way in creating a SMART city which supports modern workforces ★★
- Enable the development of high class architecture to ensure high quality choice of business space ★★
- Develop innovative approaches to safeguarding and sustaining our heritage, built and natural environment ★★

2017-18 budget:

	Exp £'000	Inc £'000	Net £'000
Local Risk	30,889	(15,227)	15,662
Central Risk	6,558	(11,885)	(5,327)
Recharges	16,725	(2,418)	14,307
Total	54,172	(29,530)	24,642

CIL income 16/17 £19,515,390
DBE pot is 40% £7,806,156

S106 Income 16/17 £1,133,588 (in relation to DBE specific schemes)

Capital programme value 2016/17 £34m, overall lifetime value of forecast project expenditure £199M

Our top line objectives are:

1. Advancing a flexible infrastructure that adapts to increasing capacity and changing demands. ★★★
2. Promoting the construction of high quality, inspiring buildings which attract diverse uses and users ★★
3. Developing a 'smart city' approach through use of data and technology ★★
4. Creating an environment that motivates creativity and innovation ★★
5. Enabling digital connectivity that meets business and lifestyle needs ★★
6. Creating an accessible city which is stimulating, safe and easy to move around in ★★
7. To lead and initiate research into microclimate issues for the benefit of London and the UK, and to minimise impact of climate change ★★
8. Empowering a rich and thriving social and cultural offer ★★
9. Improving quality of life for workers, residents and visitors ★★

What we'll measure:

- Successful implementation of the experimental Bank Junction scheme to reduce traffic related accidents without increasing average journey times ★★
- Deliver approved/built space in line with the local plan targets ★★
- Our readiness to be an early adopter of 5G ★★
- Improved traffic flow ★★
- Production of comfort criteria guidance and adoption ★★
- Deliver transformative initiatives that change the look and feel within the Cultural Hub Area ★★
- Improved air quality ★
- A successful 2017 'Sculpture in the City' creating a more stimulating and engaging urban environment ★
- Open a vibrant new community space at Aldgate Public square. ★★



At a Corporate level we will contribute to the Cultural Hub programme and will lead the Gigabit and Smart City programmes. At a departmental level we have developed a portfolio which will support our ambitions and prioritise our work going forward. The prioritised programmes within this portfolio are listed below. A number of identified projects within these programmes will be assured by the Department's Senior Leadership Team whilst the progress of other projects will be assured by divisional senior management teams. The Department's portfolio is:

1. **Cultural Hub programme:** creation of an attractive new retail and cultural offer in the area ★★☆☆
2. **Gigabit City programme:** improved digital connectivity across the City ★★☆☆
3. **Smart City programme:** use of smart-enablement and collaborative innovation to be more intelligent and efficient ★★☆☆
4. **Strategic Transport programme:** deliver a strategic approach to movement in the City which improves traffic flow and air quality whilst continuing to meet the needs of businesses ★★☆☆
5. **Strategic Infrastructure programme:** support and accommodate major infrastructure initiatives to secure the best outcome for the City ★★☆☆
6. **Road Danger Reduction and Active Travel programme:** highway and public realm changes which reduce traffic related injuries and encourages greater levels of cycling and walking ★★☆☆
7. **Future Public Space programme:** provide distinctive, attractive, inclusive spaces in which to work, live and enjoy ★★☆☆
8. **Cleansing and Waste programme:** future provision of the City's waste and street cleansing services ★★☆☆
9. **Eastern Cluster Estate Management programme:** an estate based approach to the ECC which includes consideration of security; highway network operation and cleansing/maintenance; planning and public space while recognising the area's increasing workforce ★★☆☆
10. **Policy and Strategy programme:** adoption of the Local Plan and other strategies and policies which inform and direct how future development and provision within the City will look, feel and operate ★★☆☆
11. **Foremost Services programme:** Provision of high quality, continually improving and reviewed, relevant services which provide excellent services to businesses, residents, workers and visitors ★★☆☆

How we plan to develop our capabilities this year:

- Continue to develop and expand effective partnerships
- Think strategically to link in with the People, Place, Prosperity Steering groups and Summit Group
- Develop our presence through communication and promotion
- Advance a consistent approach to programme and project management.
- Embrace and implement new technologies to modernise and enhance business processes
- Develop succession plans, undertake talent management and consider career development opportunities.
- Establish a more courageous and radical approach to problem solving and service improvement
- Better understanding of international cultural differences and changing business needs

What we're planning to do over the coming years

- Managing intensification, diversification of the City and the changing nature of its workforce
- Ensure we have the expertise within the department to deliver a future world class city
- Build on our intellectual capital to develop smart solutions
- Provide relevant, high quality end to end services for City developments
- Create a new public and performance space, piloting latest technologies and innovations
- Transformation of Bank Junction
- Facilitate relocation of Museum of London and the Centre for Music

What we'll measure:

- Deliver a series summer arts initiatives within the Cultural Hub area ★
- Cultural Hub Look and Feel strategy adopted ★★
- Deliver a world leading gigabit WiFi network ★★☆☆
- Deliver smart city 'quick win' projects ★
- City transport strategy adopted ★★☆☆
- Reduce the amount of freight using the City's streets ★★☆☆
- Increase in businesses using consolidation centres ★★☆☆
- Reduction in the number people injured in road traffic accidents ★
- Adoption of Road danger reduction strategy ★
- Improved air quality where public space has been enhanced ★★
- Percentage of land which has unacceptable levels of litter, detritus, graffiti and flyposting ★★☆☆
- Waste strategy adopted ★★☆☆
- Use of Healthy street criteria within the Eastern City Cluster ★★☆☆
- Establish collaborative estate management approach to the Eastern City Cluster ★★☆☆
- Revised Local Plan, fully consulted and adopted ★★☆☆
- Increase in office floorspace stock and employment ★★
- Strong SME presence and broader range of occupiers ★★☆☆
- DBE portfolio assurance implemented ★
- Building control options appraisal completed ★

Draft Corporate Plan 2018 - 23

The City of London Corporation is the governing body of the Square Mile dedicated to a thriving City, supporting a strong, sustainable and diverse London within a globally-successful UK.

We aim to...

Benefit society

By fostering a culture of inclusivity, opportunity and responsibility

Shape the future City

By strengthening its connectivity, capacity and character

Secure economic growth

By promoting the City as the best place in the world to do business

Everything we do supports the delivery of these three strategic objectives. We measure our performance by tracking our impact on twelve outcomes:

People

- People live enriched lives and reach their potential
- People enjoy good health and well-being
- People enjoy our thriving and sustainable public spaces
- People are safe and feel safe

Place

- The Square Mile is the ultimate co-working space: flexible, secure and inspiring
- The Square Mile is digitally and physically well-connected and responsive
- The Square Mile is known for world-leading culture and creativity
- The Square Mile has outstanding public spaces, retail, leisure and hospitality

Prosperity

- The City has the world's best access to global markets and regulatory framework
- The City is the global hub for business innovation – new products, new markets and new ways of doing business
- The City nurtures and has access to the skills and talent it needs to thrive
- The City's activities at home and abroad are known to benefit society and business

What we are responsible for...

London's world-leading financial and business centre, the Square Mile's local authority services, City of London Police, national economic security, London's Port Health Authority, five Thames bridges, London's biggest independent grant-maker, the UK's highest performing group of secondary Academies, three independent schools, Europe's largest multi-arts centre, numerous cultural and educational institutions, three wholesale markets, safe UK animal trade, housing, landholdings and historic green spaces

We want to...

Deliver far more for the City, the capital and the country by collaborating with our unique breadth and depth of partners and stakeholders

Our unique selling points are...

Our independent voice

Our convening power and reach

Our long-held traditions yet ability to be a catalyst for change

Our long-term view and local, regional, national and global perspectives

Our private, public and voluntary sector expertise

We commit to...

Unlocking the potential of our many assets – our people, our stakeholders, our relationships, our buildings and the valued cultural, educational, environmental and commercial assets we oversee

Championing diversity and London's cosmopolitan nature

Listening to our customers and providing excellent services

Being active partners, open to challenge, leading and learning

Innovation, always looking for ways to deliver more and add value through new technologies and smart approaches

Good governance, by driving the relevance, responsibility, reliability and radicalism of everything we do

Upholding our values – Lead, Empower, Trust - and displaying passion, pace, pride and professionalism in everything we do

Committee(s)	Dated:
Planning & Transportation Committee – For Information	13062017
Subject: Department of the Built Environment Risk Management – Quarterly Report	Public
Report of: Director of the Built Environment	For Information
Report author: Richard Steele	

Summary

This report has been produced to provide the Planning & Transportation Committee with assurance that risk management procedures in place within the Department of the Built Environment are satisfactory and that they meet the requirements of the corporate Risk Management Framework.

This report only considers risks managed by the Department of the Built Environment that fall within the remit of the Planning & Transportation Committee.

Risk is reviewed regularly as part of the ongoing management of the operations of the Department of the Built Environment. In addition to the flexibility for emerging risks to be raised as they are identified, a process exists for in-depth periodic review of the risk register.

Since the last report to Members there have been no changes in the list of Corporate risks managed by the department.

There is one Corporate Risk managed by the Department of the Built Environment. This is:

- CR20 - Road Safety (Current risk: AMBER – reduced from RED)
[Planning & Transportation Committee]

There are no Departmental RED Risks managed by the Department of the Built Environment.

Recommendation

Members are asked to:

- Note the report and the actions taken in the Department of the Built Environment to monitor and manage effectively risks arising from the department's operations.

Main Report

Background

1. The Risk Management Framework of the City of London Corporation requires each Chief Officer to report regularly to Committee the risks faced in their department.
2. Risk Management is a standing item at the Senior Leadership Team meetings.
3. Risk owners are consulted and risks are reviewed between SLT meetings with the updates recorded in the corporate (Covalent) system.
4. Each risk managed by the Department of the Built Environment is allocated to either the Planning & Transportation Committee or the Port Health & Environmental Services Committees. **This report only considers risks managed by the Department of the Built Environment that fall within the remit of the Planning & Transportation Committee.**

Parallel periodic reports are submitted to the Port Health & Environmental Services Committee.

Current Position

5. This report provides an update on the current risks that exist in relation to the operations of the Department of the Built Environment that fall within the remit of the Planning & Transportation Committee.
6. In order to reduce the volume of information presented, and accordance with the Corporate Risk Management Strategy, this report includes all Corporate and Departmental level risks but not Service Level risks (unless there are changes which are considered to be likely to be of interest to Members).
7. The risk register captures risk across all four divisions within the department, (Transportation & Public Realm, District Surveyor, Development and Policy & Performance) but risks relating to the City Property Advisory Team are managed by the City Surveyor.

Risk Management Process

8. Risk and control owners are consulted regarding the risks for which they are responsible at appropriate intervals based on the level of risk and the likelihood that this level will change. In general RED risks are reviewed monthly; AMBER risk are reviewed quarterly; and GREEN risks are reviewed quarterly, 6 monthly or annually depending on the likelihood of change.
9. Changes to risks were, historically, reported to Members as part of the Business Plan report. Members now receive this report quarterly in accordance with the Corporate Risk Management Strategy.

10. All significant risks (including Health & Safety risks) identified by the Department are managed through the Covalent Corporate Risk Management System.
11. Many of the department's risks have "Business As Usual" mitigations. These mitigations are ongoing and in Appendix 1 they do not have either a "Latest Note" or a "Latest Note Date". Because the Covalent system requires that they have a Due Date the fictitious (and meaningless) date of 31 Dec 2999 has been used.
12. Members will notice that some risks reported are already at the Target Risk Rating & Score and are only subject to Business As Usual changes. These risks are included in accordance with the Corporate Guidance "Reporting Risk Information to Grand Committees" to assist this committee to fulfil the role of Service Committees (as defined in the Corporate Risk Management Strategy) to "Oversee the significant risks faced by the Departments in the delivery of their service responsibilities."

Significant Risk Changes

13. Regular assessments of risks have identified no increase or decrease in the Risk Score of the Corporate or any Departmental risk.

Identification of New Risks

14. New risks may be identified at the quarterly review of all risk; through Risk reviews at the Department Management Team; or by a Director as part of their ongoing business management.
15. An initial assessment of all new risks is undertaken to determine the level of risk (Red, Amber or Green). Red and Amber risks will be the subject of an immediate full assessment with Red risks being report to the Department Management Team. Green risks will be included in the next review cycle.
16. No new risks that fall within the remit of the Planning & Transportation Committee have been identified since the last report.
17. The impact of Brexit continues to be reviewed and is referenced in DBE-PL-02 (relating to being alive to the needs/requirements of the world business centre and political environment).

Summary of Key Risks

18. The Department of the Built Environment is responsible for one Corporate Risk. This is:

- **Road Safety (CR20) which is AMBER**

This is the risk related to road traffic collisions.

Following the implementation of the Experimental Bank Junction Scheme on 22 May 17 the likelihood of this risk has been assessed as Possible – this is a reduction from Likely and, as a result, the risk rating has been reduced from RED to AMBER.

This risk is now assessed as having impact 8 (Critical) and Likelihood 2 (Possible).

Milestones for longer term Bank Junction Scheme have been adjusted but are still on track to be complete before the Bank Station upgrade opens in 2021. Valuable lessons will be learned from the interim scheme and will help focus the development of the long term. The Gateway 4 report is scheduled for June 2018 with construction starting in Q3 of 2019.

The RDRP Joint Work Programme for 2017/18 (including the Communications Plan) was approved by the Planning and Transportation Committee on March 21st and as a result, through the Operational Delivery Group, there is now a structure and programme to deliver a joint approach to Safer Transport. Work Programme delivery will be reported to the Planning and Transportation Committee in the RDRP annual report.

Conclusion

19. Members are asked to note that risk management processes within the Department of the Built Environment adhere to the requirements of the City Corporation's Risk Management Framework and that risks identified within the operational and strategic responsibilities of the Director of the Built Environment are proactively managed

Appendices

- Appendix 1 – City of London Corporation Risk Matrix
- Appendix 2 – Register of DBE Corporate and Departmental risks (Planning & Transportation Committee)

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City of London Corporation Risk Matrix (Black and white version)

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom right (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right (D) below, a green risk is one that just requires actions to maintain that rating.

(A) Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

(B) Impact criteria

Impact title	Definitions
Minor (1)	Service delivery/performance: Minor impact on service, typically up to one day. Financial: financial loss up to 5% of budget. Reputation: Isolated service user/stakeholder complaints contained within business unit/division. Legal/statutory: Litigation claim or find less than £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives.
Serious (2)	Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse local media coverage/multiple service user/stakeholder complaints. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness causing short-term disability to one or more persons. Objectives: Failure to achieve one or more service plan objectives.
Major (4)	Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national media coverage 1 to 3 days. Legal/statutory: Litigation claimable fine between £50,000 and £500,000. Safety/health: Major injury or illness/disease causing long-term disability to one or more people Objectives: Failure to achieve a strategic plan objective.
Extreme (8)	Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National publicity more than three days. Possible resignation leading member or chief officer. Legal/statutory: Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. Safety/health: Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective.

(C) Risk scoring grid

		Impact			
		Minor (1)	Serious (2)	Major (4)	Extreme (8)
Likelihood	X				
	Likely (4)	4 Green	8 Amber	16 Red	32 Red
	Possible (3)	3 Green	6 Amber	12 Amber	24 Red
	Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
	Rare (1)	1 Green	2 Green	4 Green	8 Amber

(D) Risk score definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

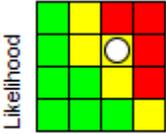
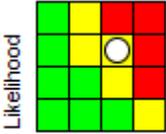
This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014.

Contact the Corporate Risk Advisor for further information. Ext 1297

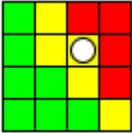
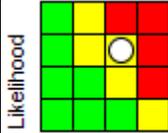
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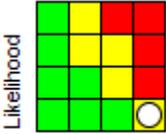
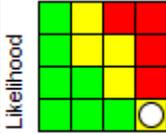
Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
CR20a Joint Safer Transport Team	Implement a joint City of London Corporation & City of London Police Road Safety/Safer Transport Team	<p>The Road Danger Reduction Partnership (RDRP) Operational Delivery Group (ODG) enables joint working between the City of London Corporation and the City of London Police (as well as TfL and the GLA).</p> <p>The RDRP Joint Work Programme for 2017/18 was approved by the Planning and Transportation Committee on March 21st and as a result, through the ODG, there is now a structure and programme to deliver a joint approach to Safer Transport. Work Programme delivery will be reported to the Planning and Transportation Committee in the RDRP annual report.</p> <p>[ACTION COMPLETED]</p>	Steve Presland	30-Mar-2017	31-Mar-2017
CR20b Permanent Bank Junction redesign	Permanent Bank Junction redesign	Milestones for longer term have been adjusted but are still on track to be complete before the Bank Station upgrade opens in 2021. Valuable lessons will be learned from the interim scheme and will help focus the development of the long term. G4 scheduled for June 2018 with construction starting in Q3 of 2019. The due date on this action has been adjusted accordingly.	Steve Presland	25-Apr-2017	30-Sep-2019
CR20c Interim Bank Junction design	Working with TfL to explore and, where practicable, deliver short term design/operational improvements to Bank Junction	<p>The Interim Bank Junction scheme went live on 22 May 17 as planned.</p> <p>[ACTION COMPLETED]</p>	Steve Presland	22-May-2017	22-May-2017
CR20d Road Safety Communications Strategy	Work with the Corporation's Communications Office to deliver a Road Safety Communications Strategy	<p>The Communications Plan was approved by the Planning and Transportation Committee on March 21st. The Road Danger Reduction Partnership will begin delivery as part of the 2017/18 Work Programme which was also approved by the Planning and Transportation Committee on March 21st.</p> <p>[ACTION COMPLETE]</p>	Steve Presland	30-Mar-2017	31-Mar-2017
CR20e City Contracts	Explore embedding vehicle and driver safety in all City of London Corporation contracts	<p>Vehicle and driver safety now a requirement in the City of London Responsible Procurement Strategy.</p> <p>[ACTION COMPLETED]</p>	Steve Presland	18-Oct-2016	30-Sep-2016

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
DBE-DS-01 The Division becomes too small to be viable 25-Mar-2015 Bill Welch	Cause: Reduced Income causes the service to be unviable Event: Development market fails to maintain momentum or our market share shrinks Impact: Reduced staffing levels do not provide adequate breadth of knowledge and experience	 Likelihood	12	Risk unchanged. (a) Contributing to consult with LABC & neighbouring Local Authorities ; (b) Options review opportunity outline complete - the substantive work is now expected to commence in July 2017. The Due Date has been adjusted accordingly 18 May 2017	 Likelihood	12	31-Dec-2017	 No change

Option no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
DBE-DS-01a	Business as usual mitigating controls	(1) Continue to provide excellent services [evidenced by customer survey]; (2) Maintain client links with key stakeholders; (3) Continue to explore new income opportunities; (4) Continue to undertake cross-boundary working.	Bill Welch		31-Dec-2999
DBE-DS-01b	Building Control business model review	(a) Contributing to consult with LABC & neighbouring Local Authorities ; (b) Options review opportunity outline complete - the substantive work is now expected to commence in July 2017. The Due Date has been adjusted accordingly	Bill Welch	18-May-2017	31-Dec-2017

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
DBE-PP-01 Adverse planning policy context 06-Mar-2015 Paul Beckett	Cause: A desire in Government and others to change the existing planning system in a way which may be detrimental to the City Event: Changes detrimental to the City are implemented Impact: Adverse changes cannot be prevented using local planning control	 Likelihood Impact	12	Risk unchanged. The Neighbourhood Planning Act 2017 could stimulate local expectations and processes that are inappropriate for the City. We will, in liaison with the Remembrancer, seek to influence the related draft regulations. 18 May 2017	 Likelihood Impact	12		 No change

Revision no, File,	Description	Latest Note	Managed By	Latest Note Date	Due Date
DBE-PP-01a Business as usual mitigating controls	(1) Ongoing monitoring of government regulations; (2) continue monitor progress of, and seek to influence, forthcoming legislation	Revised to refer to "forthcoming legislation" rather than a specific measure.	Paul Beckett	18-May-2017	31-Dec-2999

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
DBE-02 Service/Pipe Subways 02-Dec-2015 Giles Radford	<p>Cause: Provide safe access and egress for utilities and maintenance functions, whilst having operatives entering the confined space to undertake checks.</p> <p>Event: A lack of Oxygen, poisonous gases, fumes and vapour, liquids and solids that suddenly fill spaces, Fire and explosions, hot conditions, Entrapment and falling debris.</p> <p>Impact: Fatality / Major Injury / Illnesses</p>	 <p>Likelihood</p> <p>Impact</p>	8	<p>The risk is unchanged. Following achievement of the target risk rating and score (and completion of all except the Business As Usual mitigations) this risk will continue to be monitored as Business As Usual (and there is therefore no longer a Target Date).</p> <p>25 May 2017</p>	 <p>Likelihood</p> <p>Impact</p>	8		<p>↔</p> <p>No change</p>

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
DBE-02a Business As Usual Mitigations	<p>Confined space working is avoided when possible.</p> <p>All PPE and other equipment required for a SSOW shall be suitable and sufficient for the tasks identified. The following PPE and equipment shall be provided, as stated in the approved code of practice</p> <p>All openings are controlled through a central booking system. A subway must not be entered if permission to do so has been refused.</p> <p>No booking will be granted to parties who are not on the database. If the contractor is not on the database they must seek approval from CoL regarding their works. Once confirmed, the contractors will be added to the system before agreeing access.</p> <p>All works and operatives entering the pipe subway must comply with the code of practice for access and safe</p>		Giles Radford		31-Dec-2999

	<p>working in local authority subways.</p> <p>Regular inspections of the structure, covers, condition and asbestos surveys are undertaken.</p> <p>The Permit to enter form must be completed and contractors checked to ensure they have suitable and sufficient equipment to enter a confined space.</p> <p>No smoking is allowed at any time.</p>				
<i>DBE-02b Update Code of Practice</i>	<i>Revisit and update the approved code of practice working with other Local Authorities who have pipe subways.</i>	<i>COP went live in December 2016</i> <i>[ACTION COMPLETED]</i>	<i>Giles Radford</i>	<i>22-Feb-2017</i>	<i>31-Dec-2016</i>
<i>DBE-02c Permit to Enter application form</i>	<i>Update Permit to Enter application form to improve clarity and reduce incorrect completion</i>	<i>[COMPLETED]</i>	<i>Steve Presland</i>	<i>19-Apr-2016</i>	<i>01-Mar-2016</i>
<i>DBE-02d Web presence</i>	<i>Publish an extranet page that includes all relevant documentation to ensure that utilities have access to up-to-date documents at all times. This will also include an on-line booking form.</i>	<i>[COMPLETED]</i>	<i>Giles Radford</i>	<i>26-Aug-2016</i>	<i>30-Apr-2016</i>

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
DBE-PL-02 Not being alive to the needs/requirements of the world business centre and the political environment 23-Mar-2015 Annie Hampson	Cause: Staff are badly briefed in relation to the planning development needs of the City as a world business centre Event: Perception that we are not responsive to the planning development needs of the City as a world business centre Impact: The City's reputation suffers and we fail to deliver buildings that meet the needs of the City as a world business centre	 Likelihood Impact	6	Whilst the underlying risk is unchanged, there is additional uncertainty regarding the situation post General Election. 17 May 2017	 Likelihood Impact	6		 No change

Location no, File,	Description	Latest Note	Managed By	Latest Note Date	Due Date
DBE-PL-02a	(1) Continue to work closely with other parts of the department; the City Property Advisory Team; other City of London Departments; & the Greater London Authority. (2) Attendance at MIPIM.		Annie Hampson		31-Dec-2999

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
DBE-TP-03 Major Projects and key programmes not delivered as TfL funding not received 27-Mar-2015 Steve Presland	Cause: City of London fail to bid at the appropriate time or City of London lose credibility with TfL or Reduced funding from TfL Event: TfL funding for Local Investment Plan ceased or significantly reduced Impact: Unable to deliver highway investment & improvement programmes	 Likelihood Impact	4	Risk unchanged. 2017/18 funding allocation received and allocation approved by Planning & Transportation Committee. Target and review dates reset to relate to next financial year. 22 May 2017	 Likelihood Impact	4	30-Apr-2018	 No change

Action no, Title, Date	Description	Latest Note	Managed By	Latest Note Date	Due Date
DBE-TP-03a TfL bid process	Meet TfL bid timetable	Prepare 2018/19 programme by August 2017 and be prepared to submit funding bids in September 2017.	Steve Presland	07-Apr-2017	31-Aug-2017
DBE-TP-03b TfL meetings	Conduct quarterly meetings with TfL-	17/18 start of year meeting completed. Future meeting will be held as required. The next formal progress review is August 2017. Dates have been reset for FY17/18.	Steve Presland	07-Apr-2017	31-Aug-2017

Committee(s)	Dated:
Planning & Transportation Committee Port Health and Environmental Services Committee	13 June 2017 9 May 2017
Subject: Electric Vehicle Charging Update	Public
Report of: The Director of the Built Environment	For Information
Report author: Ian Hughes, Assistant Director (Highways)	

Summary

In the context of the current debate on air quality, Members of the Port Health & Environmental Services Committee recently requested an update on the current provision of electric vehicle charging facilities in the City.

This report covers three specific areas, namely:

- Standard electric charging facilities in the City's car parks;
- Rapid charging facilities in the City's car parks;
- General on-street charging facilities.

Matters are progressing in all three areas, with a particular focus on improving the technology in our car parks to make it more reliable, and on taxi recharging facilities given that taxis are the primary source of NO₂ pollution from road based transport in the City. However, the urban realm impact, utility constraints and the ambition to better manage (and ideally reduce) traffic levels mean that the support for electric vehicles must be considered in a wider context.

As a result, this report just covers the most recent developments, and a further report considering the cross-cutting policy implications arising from this workstream will be brought to both the Port Health and Planning & Transportation Committees in due course.

Recommendation(s)

Members are asked to receive this report.

Main Report

Background

1. The City has provided some form of charging equipment for electric vehicles for nearly 15 years, during which time there has been a gradual increase in interest (if not necessarily demand) for using this equipment. This was firstly encouraged by the Congestion Charge concession for electric cars, and more recently by the increasing public awareness of air pollution issues.

2. During that time, the City's electric charging points have been exclusively provided in its five public car parks, namely:
 - Baynard House (Queen Victoria St)
 - London Wall
 - Minories
 - Smithfield
 - Tower Hill
3. By contrast, the City's constrained urban realm environment has meant that the opportunity to accommodate recharging equipment on-street has been extremely limited, typically because of the difficulty in finding available room for this equipment (both above and below ground) and because of its potential impact on the urban realm. In addition, the City's continual turnover of building development activity has not necessarily provided the steady state urban realm within which long-term locations for electric charging equipment could be selected.
4. Given the City's limited roadspace, and the need to address a wide range of policy objectives such as road danger reduction, green infrastructure provision, reducing congestion and supporting placemaking, officers have policy approval to reduce the amount of traffic in the City overall, to spread it over a longer period and to better manage it. Therefore the support for electric vehicles must be considered within the context of the need to have fewer vehicles in the Square Mile overall.
5. Nevertheless, the City's focus on air quality as a high corporate priority, and the establishment of the Low Emission Neighbourhood (LEN), has meant these opportunities and constraints are now being reconsidered, and the City's direction on electric charging provision will partly be informed by the various workstreams outlined in this report.
6. In particular, the Low Emission Neighbourhood is a scheme designed to improve local air quality by reducing traffic and encouraging / supporting low & zero emission vehicles. It centres on the Barbican and Golden Lane Estates, the Guildhall area and St Bartholomew Hospital, and improvements in air quality are expected both within these areas and more widely across the City due to an increase in low & zero emission vehicles. The City Corporation was awarded £990,000 over three years by the Mayor of London to implement the LEN, and the most successful measures will then be rolled out across the City.

Current Position

Standard electric charging facilities in the City's car parks

7. The City first offered off-street electric charging points nearly 15 years ago, and at that time, it came with free parking as well as free power supply. The use of electric vehicles was rare, but this concession became so popular as a marketing tool for electric vehicle manufacturers that by 2006 there were more free parking permits in circulation than we had spaces in our car parks.

8. Although actual uptake was still relatively low (given the number of electric vehicles available at the time), it did serve to bring vehicles to the City that would not otherwise have come here, and as the popularity of electric vehicles began to rise, the concession had the potential to become a major problem in terms of lost income and attracting vehicles without City destinations. As a result, Members approved for the concession to be withdrawn at that time.
9. Since 2006, drivers of electric vehicles have had to pay to park as a normal car park user, whether a residential season ticket holder or an hourly parker, but once inside the car park, they have been able to use one of 10 charging units in each of our facilities.
10. Those units had previously been supplied and operated by TfL under a pan-London scheme called Source London, but for various reasons, the equipment proved extremely unreliable, and TfL's contractor appeared unable or unwilling to resolve these issues. As a result, the equipment caused frequent public complaints, and usage levels were undoubtedly suppressed. (Surveys of our car parks last year typically found no more than one or two electric vehicles charging across all five car parks at any one time.)
11. It was felt this substandard service could not continue, particularly given the increasing focus on air quality, and a change in the Source London contract at TfL allowed the City to opt out of that commitment. As a result, the City has now procured its own contractor to replace Source London, reporting directly to the Department of the Built Environment through an appropriate Service Level Agreement to ensure much higher standards of reliability.
12. That contractor is Chargemaster, who have considerable experience in operating schemes of this type throughout the UK. Their agreement with the City has contractual standards for repair times, reliability, management information & customer care, and their equipment is suitable for use by all types of electric vehicle manufacturer. To charge a car, drivers sign up to Chargemaster's membership scheme called Polar, which can be done as a one-off user ('pay as you go') or as a scheme member for regular users. Details can be found at www.polar-network.com.
13. The process of swapping over equipment, installing new power supplies and improving communication links (all part of the underlying problem with Source London) is currently underway, with units already installed and operational in Minories and Tower Hill car parks. London Wall, Baynard House and Smithfield are due to follow in April, so that by the end of that month (at the time of writing), fifty 7kw recharging points should be available across the City's public car parks. Discussions are also underway to install this equipment in the Barbican Estate car parks, ensuring that like-for-like facilities are also available for local residents there.
14. We fully expect this initiative to resolve what have been justifiable complaints about TfL's equipment, which may result in an increase in usage as people find the new chargers to be much more reliable. Equally, developments in 'green fleet' micro consolidation centres may also increase the demand for charge points. If

either happens and we find that demand starts to outstrip the current supply, our contract with Chargemaster allows us to increase the number of units at nil cost to the City.

Rapid charging facilities in the City's car parks

15. Rapid charging equipment is similar in concept to a standard charging unit, but it can deliver the necessary charge in a much shorter timescale (ie 20-30mins rather than 3-4 hours). Such 50kw equipment has only recently become available and affordable, so this is likely to be the next stage of technology rolled out.
16. Traditional charging equipment is aimed at someone who is likely to leave their car all day to charge, meaning our typical customers have been commuters and residents. By contrast, rapid charging is aimed at those drivers who only want to stay for short periods, making it more suitable for taxi, delivery & courier drivers if they are prepared to enter our car parks to use it.
17. Initial assessments of our car parks suggest that finding an appropriate location for this equipment (to facilitate the faster turnaround) may be more of a challenge, but that review is currently on-going. In particular, the momentum and funding provided by the LEN initiative may help identify possible locations for this equipment to be installed within that geographical area.

General on-street charging facilities

18. As noted earlier, the City currently does not offer recharging facilities on-street, but given the impetus provided by the LEN, a small number of locations are now being considered for the trial of 22kw semi-rapid charging points. These are being targeted for use by taxis to begin with, with the equipment able to 'top up' an electric taxi's charge by 25%-40% in 30-40mins.
19. By focusing on taxis, who are the primary source of NO₂ pollution from road based transport in the City, this will help support the creation of a critical mass of London-wide infrastructure to facilitate a shift from diesel to electric taxis. The taxi rest bays in Noble Street and Ropemaker Street are the first locations being considered, although these and any other locations will still have to be subject to the usual constraints caused by the City's unique density of underground utility infrastructure.
20. The 22kw taxi rest bay trial is likely to form just one part of the wider solution, as research commissioned by TfL suggests that London will require a network of at least 150 rapid (50kw) charging points to cater for electric taxis in the long-term, many of which will need to be in Central London. With this in mind, the Mayor of London and the Chairman of London Councils' Transport & Environment Committee have recently written to the Chairman of the City's Policy & Resources Committee, asking for greater support to identify locations to install such equipment.
21. As the provision of on-street recharging facilities would become a new function for the City, it would incur new contractual costs in terms of energy &

maintenance, as well as a potential long-term liability should the equipment need to be removed. In addition to meeting a public need, the service must also be viable and cost-effective in the long term, and the recent examples of redundant electronic litter bins and seldom used pay phone kiosks means the City would not want to leave itself open to the risk of having to meet the cost of removing redundant equipment left in situ on-street.

22. TfL may have another Source London-type framework contract available to procure a supplier, but the physical size of the equipment, the maintenance aspects, the operational control and the urban realm issues will all need to be considered before commencement. However, exploring the viability and appropriateness of a wider trial within the LEN area is one of the project's ambitions for 2018, and although the initial priority is to accommodate charging provision for taxis, future consideration also needs to be given to the needs of delivery and servicing vehicles as more types of commercial electric vehicles are launched every year.

Corporate & Strategic Implications

23. Addressing issues of air quality, transport policy, car parking provision and urban realm design are all priority areas for the City Corporation, and are being proactively managed in co-operation between the Department of the Built Environment and the Markets & Consumer Protection Department.

24. The operational activities outlined here are serving to inform the aims and aspirations of the City Corporation, which will need to balance the benefits of facilitating a switch to electric vehicles by residents, taxis and servicing vehicles with the disbenefit of potentially attracting more traffic, adding to congestion and cluttering the urban realm. With the Mayor's Transport Strategy due to be published in May, a series of longer-term policy options to consider the dependencies between these areas will be brought to Members of both Committees later this year.

Conclusion

25. Progress is being made to upgrade the City's off-street electric charging equipment, so that it becomes reliable, fit for purpose and meets the needs of the City's car park users. Other options for electric vehicle charging trials are being considered given the momentum and funding provided by the Low Emission Neighbourhood, but are more likely to be implemented in the medium term.

Appendices

None.

Ian Hughes

Assistant Director (Highways), Dept of the Built Environment

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Committee(s)	Dated:
Streets and Walkways Sub-Committee – For decision Planning and Transportation Committee – For information	16/5/2017 13/6/2017
Subject: Tudor Street Area Mitigation Measures – Statutory Public Consultation responses	Public
Report of: Carolyn Dwyer	For Decision
Report author: Gerry Lightfoot – City Transportation	

Summary

The North-South cycle superhighway was introduced by Transport for London (TfL) along New Bridge Street in April 2016. However, concerns about the impact of the superhighway on the area around Tudor Street were expressed by the Temples and other residents and, following debate, proposals put forward to help mitigate the position were not supported by the Court of Common Council. Officers subsequently worked with TfL, the Temples and their transport consultants to develop a more effective scheme.

This scheme has been agreed in principle by the Court of Common Council on 12 January 2017 and is now subject to detailed assessment. It has been recognised that there is a need to continue to implement mitigation measures ahead of the introduction of the revised scheme.

The City of London Corporation consulted on measures to improve the circulation of traffic within the Tudor Street area in February 2017. There were five responses received during the consultation objecting to the relocation of a length of motor cycle parking from Carmelite Street to Tallis Street. This report identifies an alternative location for the motor cycle parking. The remainder of the proposed measures that drew no comment will be implemented.

Recommendations

Members are asked to:

1. agree not to relocate the motor cycle parking to the western section of Tallis Street as agreed previously by the Court of Common Council on 12 January 2017.
2. agree to the proposed alternative location for the motor cycle parking to the eastern section of Tallis Street (subject to no objections arising from the statutory public consultation) as shown in Appendix 3.
3. agree to delegate the resolution of any objections arising from the Tallis Street consultation to the Committee Chairman for resolution.
4. agree that the objectors be informed of your decision accordingly.

Main Report

Background

1. On 12 January 2017, the Court of Common Council approved recommendations, as detailed below, to resolve some of the concerns around the Tudor Street area following TfL's implementation of their North – South Cycle Superhighway.
 - a. agree and instructed officers to continue to work with TfL to progress an alternative Tudor Street junction layout;
 - b. approve a total estimated cost of £195,000, of which £175,000 is a contribution towards TfL's costs in delivering the alternative layout; and
 - c. approve and agree to the delivery of the mitigation measures (subject to the resolution of any objections arising from the statutory public consultation).
2. In relation to the discussions with TfL on an alternative junction layout, these are still in progress and it is too early to provide any material updates at this stage. This report therefore concerns the objections received following the statutory consultation on elements of the mitigation measures.
3. The mitigation measures include:
 - (a) Additional 'at any time' waiting and loading restrictions at the junctions along Tudor Street and throughout Bridewell Place;
 - (b) Removal of the parking places in Bridewell Place;
 - (c) Relocation of the taxi rank in Tudor Street;
 - (d) Relocation of part of the motor cycle parking from Carmelite Street to the western section of Tallis Street; and
 - (e) Amendments to traffic islands and some street corners.

Current Position

4. Statutory public consultation was carried out during February 2017 using press and street notices, and as a result five responses of objection were received. The consultation covered only those measures that are subject to traffic orders and not the works to amend the traffic islands and street corners.
5. The objections were all concerning the proposal to relocate part of the motor cycle parking from Carmelite Street to the western section of Tallis Street, where it would be on the north side, adjacent to the London Cycle Hire station at the rear of No. 21 Tudor Street (Victoria House).
6. The respondents all believed that locating the motor cycle parking place outside a residential building would result in unacceptable noise disturbance for the residents, particularly early in the morning and late at night. An alternative location in the eastern section of Tallis Street where there is already an existing motor cycle parking place with no nearby residential properties was suggested. There was a further suggestion that the Baynard House car park in Queen

Victoria Street provided sufficient space that did not require the relocation of the space from Carmelite Street.

7. One respondent was concerned that, with the existing London Cycle Hire station already in that length of Tallis Street, an additional motor cycle parking place may risk the street becoming too narrow and congested.

Options

8. During the working day, motor cycle parking places in the City are usually full and requests to the City Corporation for more parking places are very frequent. Reducing parking space is therefore not desirable when demand is so high. The suggestion that motorcyclists can use Baynard House car park instead, is not recommended as a comparable alternative as it is some 0.5km away or about 7 to 10 minutes walk including the need to cross the Blackfriars junction or other busy streets.
9. The current proposed motor cycle parking place is only 5 metres in length and 2 metres wide. It would leave 4.5 metres for through traffic. This is not considered to be narrow and many of the City streets are much less than this. The street is also not highly trafficked, so it is very unlikely that the proposal would cause traffic congestion.
10. However, in view of the concerns expressed and the possibility that the proposed relocation of the motor cycle parking could cause noise disturbances to residents, an alternative location, if possible, should be considered. The suggestion to re-position the bay towards the eastern end of Tallis Street, adjoining an existing motor cycle parking bay appears to be viable (see appendix 3) without adversely affecting other users or occupiers. It would retain this facility within the local area, serving local needs.

Proposals

11. The City Corporation is proceeding with the implementation of all the proposed measures that received no objections to avoid delaying the benefits the measures will deliver to the traffic flow in the Tudor Street area.
12. The proposed motor cycle parking place in the western section of Tallis Street should be withdrawn and the extension of the existing motor cycle parking place in the eastern section proposed as an alternative.

Conclusion

13. As there appears to be a viable alternative location for the motor cycle parking bay to be provided, without impacting on other road users or occupiers, the proposal should be amended to address the residents' concerns. To effect this change, a further statutory consultation will be necessary and can proceed separately to the implementation of the rest of the proposed measures that received no comment.

Appendices

- Appendix 1 – Objections received
- Appendix 2 - Plan of existing parking places in Tallis Street
- Appendix 3 - Plan of existing parking places in Tallis Street

Background Papers

Report – Planning and Transportation Committee
Tudor Street – Alternative Design & Mitigation Measures

Gerry Lightfoot

Traffic Orders Officer, City Transportation

T: 020 7332 1108

E: Gerry.Lightfoot@cityoflondon.gov.uk

From: [REDACTED]
Sent: 03 March 2017 11:09
To: Simmons, Iain
Subject: Reference DBE/CT/TMO-GL: proposed motor cycle parking on Tallis Street

FAO: Mr Simmons

I wish to comment on the Public Notice regarding the proposal to introduce a motor cycle parking bay on the north side of Tallis Street at the back of [21 Tudor Street](#). Motor bikes/scooters are significantly noisier than modern motor vehicles.

If a new bay is positioned at the proposed location, it will be sighted immediately next to the bedroom windows of the apartments in Temple House, the south facing apartments of which are located on Tallis Street. This means that residents will be materially disturbed when a higher proportion of motor bikes/scooters arrive during the early hours, and depart late, either before 730am, or after 10pm.

In fact, we have strict internal guidance within each apartment's lease documents that prevent noise pollution around those time triggers. The managing agent (RMG) enforces these provisions on a regular basis. As does the Street Environment Officers in the Department of the Built Environment. Constantine Christofis has attended the property previously in his capacity as such an Officer.

Given these facts, I would respectfully make the following points in the spirit of decent neighbourly conduct:

- (a) The existing bay further east on Tallis Street (on the south side of the old Guildhall School of Music building) which is further away from Temple House, could be lengthened instead.
- (b) The need for a new bay is questionable as free parking for motor cycles is provided in the nearby City owned Baynard House car park in Queen Victoria Street next to Blackfriars Station.
- (c) Other locations in the vicinity (which are not near residential properties) should be seriously considered.

Please acknowledge receipt of this email.

Kind regards

[REDACTED]

From: [REDACTED]
Sent: 06 March 2017 15:42
To: Simmons, Iain
Subject: Ref- DBE/CT/TMO-GL

Dear Iain,

I wish to comment on the Public Notice regarding the proposal to introduce a motor cycle parking bay on the north side of **Tallis Street at the rear of 21 Tudor Street**, reference as above.

The location is wholly inappropriate being sited immediately adjacent to a large number of residential bedroom windows in Temple House. Residents will be disturbed by motorcycles arriving and departing, often at unsocial hours.

I would therefore like to make the following comments;

1. The existing bay further east on Tallis Street (on the south side of the old Guildhall School of Music building) which is further away from Temple House could be lengthened instead.
1. The need for a new bay is questionable as free parking for motor cycles is provided in the nearby City owned Baynard House car park in Queen Victoria Street next to Blackfriars Station.
1. Other locations nearby which are not near residential properties should be considered.
2. The street already has significant 'Boris Bike' provision and the street risks becoming too narrow and congested with such a large provision of spaces in such a small street

Please acknowledge receipt of this email.

[REDACTED]

From: [REDACTED]
Sent: 02 March 2017 15:44
To: PLN - Comments
Subject: Motor Cycle Parking - Tallis Street

Dear Sirs

I wish to comment on the Public Notice regarding the proposal to introduce a motor cycle parking bay on the north side of Tallis Street at the rear of 21 Tudor Street.

I believe that this location will mean that residents in Victoria House and Temple House will be disturbed when motor cycles arrive and depart especially in the early morning.

It would seem more sensible that the existing bay further east on Tallis Street (on the south side of the old Guildhall School of Music building) which is further away from Victoria House and Temple House (residential properties) could be lengthened instead.

There must be other locations nearby which are not near residential properties and they should be considered.

Yours faithfully

[REDACTED]
[REDACTED]



: Motor Cycle Parking - Tallis Street

I wish to comment on the Public Notice regarding the proposal to introduce a motor cycle parking bay on the north side of Tallis Street at the rear of 21 Tudor Street.

If a new bay is positioned at the proposed location this will be sighted immediately next to the bedroom windows of the apartments in Temple House, the south face of which is located on Tallis Street. This means that residents will be disturbed when motor cycles arrive in the early week day mornings before 7am.

Given this I would like to make the following points:

The existing bay further east on Tallis Street (on the south side of the old Guildhall School of Music building) which is further away from Temple House could be lengthened instead.

The need for a new bay is questionable as free parking for motor cycles is provided in the nearby City owned Baynard House car park in Queen Victoria Street next to Blackfriars Station.

Other locations nearby which are not near residential properties should be considered.

Please acknowledge receipt of this email.

Graham Packham CC
Ward Member - Castle Baynard



1st March 2017

Highway

PLANNING & TRANSPORTATION		
PSDD	CPO	PPD
TPD	06 MAR 2017	LTP
OM		SSE
No	128411	PP
FILE		DD

Dear Sir/Madam

DBE/CT/TMO-GL

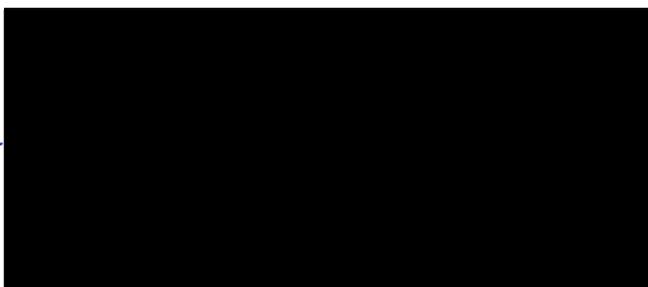
I refer to your Planning Notice in respect of provision of new motorcycle bays and wish to lodge my objection.

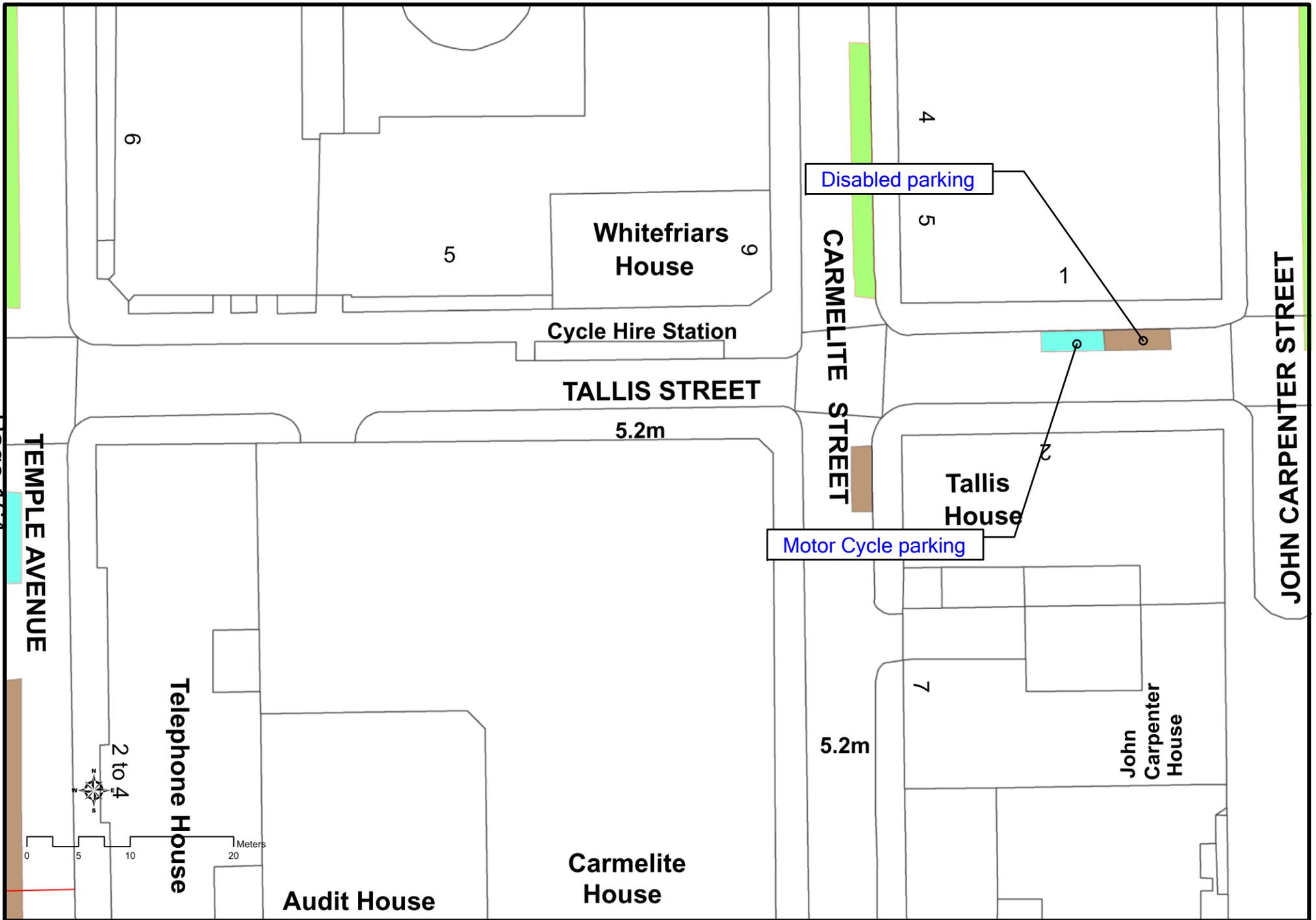
The positioning of these bays puts them outside of residential properties within an area predominantly populated by office premises. The noise that will be created early in the morning and late at night by motorcycles parked in such close proximity to these residential properties will create an unnecessary nuisance that is avoidable by extending existing motorcycle bays outside of office premises.

Ratepayers living in this area are already subject to noise pollution created by lorries and cabs which park with motors running in violation of parking restrictions and any further nuisance would be unacceptable

I hope that you will reconsider

Kind regards





TALLIS STREET - EXISTING PARKING

Proposed 6.5m extension to motor cycle parking place

Existing Motor Cycle Parking Place

Disabled Parking Place

1

TALLIS STREET

2

Tallis House

ARMELITE STREET

WARRINGTON STREET



TALLIS STREET - PROPOSED EXTENDED MOTOR CYCLE PARKING

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Committee(s):	Date(s):
Streets & Walkways Sub-Committee Planning & Transportation Committee	16/05/2017 13/06/2017
Subject: Congestion Review - Zebra Crossing Points	Public Public
Report of: Director of the Built Environment	For Decision

Summary

In November 2016, Members considered a report on Traffic in the City, which provided an overview of the current traffic situation in the City of London and agreed to a range of measures aimed at improving traffic flow, including a review into all the City's Zebra crossing points.

This report details the findings of the zebra crossing review in order to identify which crossings cause significant traffic delay and assess the potential for reducing localised congestion.

The main findings of the review are as follows:

- The majority of the City's zebra crossing points do not generate significant traffic delays.
- Four zebra crossing sites at London Wall, Montague St, Chiswell St and New Fetter Lane could benefit from being signalised to reduce traffic delays.
- However, three of these locations are either outside of the City's direct control (Chiswell St) or are within other active plans to modify streets (London Wall & Montague St).

Recommendation

Members are asked to approve:

- A feasibility investigation into the signalisation of the New Fetter Lane pedestrian crossing, which will need to follow the corporate gateway process.

Main Report

Background

1. In November 2016, Members considered a report on Traffic in the City, following a request from the Policy & Resources Committee for a plan to tackle congestion. The report provided an overview of the current traffic situation in the City and considered a range of measures that could be introduced or strengthened to improve traffic flows. One such proposal was to review all of the City's zebra crossing points to see if there is potential to reduce both localised congestion and improve safety.
2. The review of all the remaining zebra crossing sites across the City has now been completed and the findings are detailed in this report.

The Review

3. DfT guidelines suggest, amongst other things, that zebra crossings may be appropriate in locations where crossing flows are relatively low and traffic flows are no more than moderate. Higher flows of pedestrians may cause substantial delay to vehicles. In the City, other factors such as the needs of pedestrian convenience, footway crowding and wider network considerations also influence the choice of crossing.
4. The recent conversion of the zebra crossing at Ludgate Hill to a signalised crossing has demonstrated that localised traffic delays can be reduced whilst still balancing the needs of pedestrians crossing and without impacting road safety. This therefore demonstrates that other locations could potentially benefit from a similar approach.
5. This review therefore considers a number of factors to assess whether there would be any benefit to convert these crossings to signalised crossing places, to reduce traffic congestion. This includes:-
 - What are the current traffic delays?
 - What would be the delays if the crossing was changed to a signalised crossing?
 - What are the safety risks
 - What plans or initiatives are in the pipeline which could influence future action?

Current Delays

6. To understand the level of traffic delays, a survey was carried out at each zebra crossing location within the City of London, including those on the borough boundary. Appendix 1 provides a location plan of these crossings.
7. The data was obtained using cameras covering a whole week and then the results analysed to determine the average delays within the three peak periods (am, inter-peak (12-2pm) and pm) at each of the crossing sites. Appendix 2 provides a summary of the findings.

8. From Appendix 2, it can be seen that the majority of zebra crossing sites, generate low traffic delays, averaging up to 2 seconds to each driver's journey time. There are three crossings which generate moderate delays of up to 6 seconds and four, high delays of up to 13 seconds on average.
9. The four crossings which generate the highest traffic delays include those on:-
 - Chiswell Street – average increase of 13 seconds
 - Montague Street – average increase of 9 seconds
 - London Wall – average increase of 10 seconds
 - New Fetter Lane – average increase of 13 seconds.
10. It should be noted that delays at some of these crossings were affected by other factors, such as the need to give way to other traffic or delays caused further downstream. For example, at the London Wall and Montague Street crossings, delays to traffic were also caused by the need to give way to other traffic on the roundabout. At the Beech Street crossing, there were already queues emanating from the Aldersgate Street junction. It has therefore not been possible to separate all these delays from those caused by pedestrians crossing.

If Signalised

11. To understand the potential delays if the crossings were signalised, similar traffic signal timings and parameters for the Ludgate Hill crossing together with some additional considerations (where site conditions vary significantly, such as traffic & pedestrian flows) were used to assess the likely average peak delays. The results of this assessment are also shown in Appendix 2. The modelling for the Ludgate Hill crossing indicated an average traffic delay of about 8 seconds.
12. This work indicates that there are potential journey time savings across the four locations with the highest delays. The potential average savings are:
 - Chiswell Street – 6 seconds
 - Montague Street – 1 second
 - London Wall – 3 seconds
 - Fetter Lane – 4 seconds
13. It should be noted that this assessment is only a basic assessment and should only be used as a guide. To fully appreciate the impacts and benefits a more detailed traffic assessment including modelling would be required.

Safety Risks

14. The latest research data (2011 to 2013) from TfL has shown that zebra crossings in the City of London are very safe and have a much lower collision rate than at signalised pedestrian crossings (0.04 injury

collisions per year compared to 0.49 per year respectively). Across inner London boroughs, the collision rates are very similar with 0.72 and 0.77 per year respectively. This data is however several years old and to understand the potential safety implications if these crossings were signalised, a more detailed assessment would need to be carried out.

Current Plans, Initiatives or Considerations

15. The City has a very active programme of activities which will affect the way the streets functions. In particular there is significant work taking place in relation to the cultural hub and other major transformation works across the City. These may influence the crossings and whether it would be appropriate to take forward any sites for further assessment. This would particularly relate to:
- Chiswell Street – It is understood that this crossing was introduced by the London Borough of Islington and any change would require their agreement and lead. However, officers are aware that they are investigating signalisation as part of their highway and traffic responsibilities. Officers will continue to work with LB Islington to promote measures that alleviate congestion caused by the Chiswell Street zebra crossing.
 - Montague Street and London Wall – these two crossing are within the area which may be affected by the proposal for a Centre for Music. It is also within the area where a major transformation project, to remove the gyratory, has been initiated.
 - Fetter Lane – this is within the Fleet Street Courts and Lanes area strategy but no firm improvements have been identified which would impact on this crossing.

Summary of the assessments

16. A summary of the assessment can be found in the table below.

Crossing location	Current average delay	Impacts (delays) if converted to a signalised crossing	Proposed action
Golden Lane	Low	Increased	None
Beech Street	Medium	Increased	None
Silk St by Beech Street	Medium	Increased	None
Chiswell Street (LBI)	High	Reduced	None
Silk Street	Low	Increased	None
Moor Lane	Low	Increased	None
Charterhouse Square	Low	Increased	None
Lindsey Street	Low	Increased	None
Long Lane	Low	Increased	None

Aldersgate Street	Medium	Increased	None
Montague Street	High	Reduced	None
London Wall	High	Reduced	None
Middlesex Street (LBTH)	Low	Increased	None
Minories	Low	Increased	None
New Fetter Lane	High	Reduced	Investigate conversion

Proposal

17. The assessment has shown that there are four crossings which suffer from delays which could benefit from converting to a signalised crossing. However, three of the locations are either out of the City's direct control (Chiswell Street) or are within areas where there are active plans to modify the streets (Montague Street and London Wall). It is therefore recommended that only the crossing at New Fetter Lane is currently taken forward for further feasibility work which will need to follow the corporate gateway approval process.

Corporate & Strategic Implications

18. There are no corporate or strategic implications arising from these proposals. However, they do contribute to achieving the following strategic aims:-
1. To support and promote 'The City' as the world leader in international finance and business services
 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.

Implications

19. In carrying out its traffic functions, the City must have regard, inter alia, to its duty to secure the expeditious, convenient and safe movement of vehicular traffic and other traffic (which includes pedestrians) - s.122 Road Traffic Regulation Act 1984.
20. The likely cost of the project at this stage is estimated to be between £50,000 and £80,000. This will be refined at the next gateway. The cost of the feasibility investigation is estimated to be £32,000, which will be funded through the 2017/18 TfL LIP Grant allocation of £40,000 to the Congestion Review Programme. This project will follow the corporate project and funding approval processes.
21. Other implications will be set out in the gateway reports.

Conclusion

22. The assessment has shown that the majority of the zebra crossings in the City do not cause traffic delays. The assessment has also shown that delays to traffic can be reduced at four locations, but due to a number of factors, only one location is recommended to be taken forward for further feasibility work.

Appendices

- Appendix 1 – Zebra Crossing Points in the City & Boundary Streets
- Appendix 2 – Zebra Survey Summary

Sam Lee
Acting Group Manager,
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Appendix 2: Zebra Survey Summary (Weekday only)

Site 1 - Golden Lane*

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Southbound	AM	1	3.7
	IP	1	3.6
	PM	0	3.8
Northbound	AM	0	3.7
	IP	1	3.6
	PM	0	3.8
Combined	All Periods	0.5	3.7

Site 2 - Beech St

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Westbound	AM	8	7.6
	IP	8	7.4
	PM	3	7.9
Eastbound	AM	7	7.6
	IP	6	7.4
	PM	3	7.9
Combined	All Periods	5.8	7.6

Site 2a - Beech St / Silk St

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Southbound	AM	1	7.5
	IP	1	7.3
	PM	1	7.8
Northbound	AM	18	7.5
	IP	5	7.3
	PM	1	7.8
Combined	All Periods	4.5	7.5

Site 3 - Chiswell St

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Westbound	AM	16	7.1
	IP	26	6.9
	PM	14	7.3
Eastbound	AM	7	7.1
	IP	13	6.9
	PM	4	7.3
Combined	All Periods	13.3	7.1

Site 4 - Silk St*

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Westbound	AM	0	3.1
	IP	0	3.1
	PM	0	3.3
Eastbound	AM	1	3.1
	IP	1	3.1
	PM	0	3.8
Combined	All Periods	0.3	3.2

Site 5 - Moor Lane

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Southbound	AM	0	3.6
	IP	0	3.5
	PM	0	3.8
Northbound	AM	1	3.6
	IP	1	3.5
	PM	1	3.8
Combined	All Periods	0.5	3.6

Site 6 - Charter House Square *

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Eastbound	AM	1	3.6
	6a IP	2	3.5
	6b PM	1	3.8
Combined	All Periods	1.3	3.7

* Assumed that the pedestrian stage is called every 2 signal cycles
 IP = Inter-Peak Period (12-2pm)

Appendix 2 (contined): Zebra Survey Summary (Weekday only)

Site 7 - Lindsey St*

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Southbound	AM	2	3.5
	IP	1	3.4
	PM	1	3.7
Combined	All Periods	1.3	3.5

Site 7a - Long Lane*

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Westbound	AM	0	3.5
	IP	1	3.4
	PM	0	3.7
Eastbound	AM	0	3.5
	IP	0	3.4
	PM	0	3.7
Combined	All Periods	0.2	3.5

Site 8 - Aldersgate St

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Southbound	AM	9	8.0
	IP	3	7.8
	PM	3	8.3
Northbound	AM	4	8.0
	IP	2	7.8
	PM	1	8.3
Combined	All Periods	3.7	8.0

Site 9 - Montague St

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Eastbound	AM	9	7.3
	IP	11	7.1
	PM	6	7.5
Combined	All Periods	8.7	7.3

Site 10 - London Wall

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Westbound	AM	27	7.1
	IP	10	6.9
	PM	10	7.3
Eastbound	AM	6	7.4
	IP	2	6.9
	PM	4	7.3
Combined	All Periods	9.8	7.1

Site 11 - Middlesex St*

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Eastbound	AM	0	3.5
	IP	1	3.7
	PM	0	3.6
Combined	All Periods	0.3	3.6

Site 12 - Minories*

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Southbound	AM	2	3.7
	IP	2	3.6
	PM	1	3.8
Northbound	AM	2	3.7
	IP	2	3.6
	PM	4	3.8
Combined	All Periods	2.2	3.7

Site 13 - New Fetter Lane

Direction	Period	Average Delay (sec/veh)	Signal Average Delay (sec/veh)
Southbound 13a	AM	13	6.6
	IP	27	6.4
	PM	6	6.8
Northbound 13c	AM	8	6.6
	IP	19	6.4
	PM	7	6.8
Combined	All Periods	13.3	6.6

Committees:		Dates:
Projects Sub Planning & Transportation Culture, Heritage and Libraries		10 May 2017 13 June 2017 30 May 2017
Subject: Refurbishment of Tower Bridge Engine Rooms Internal Reception and Gift Shop	Gateway 7	Public
Report of: Director of Open Spaces		For Decision
Report Author: Jamie Bottono, Operations Manager		
<u>Summary</u>		
<u>Dashboard</u>		
Project Status Compared to GW 2	Budget: Green Specification: Green Programme: Green	
Project Status Compared to GW 5	Budget: Green Specification: Green Programme: Green	
Timeline	Project is complete	
Total Estimated Cost at GW 5	£359,580	
Approved Budget at GW 2	£415,000	
Final Approved Budget	£362,814	
Spend/ Committed to Date	£358,699	
Overall Project Risk	Green	
<u>Recommendations</u>		
It is recommended that the project is closed.		

Main Report

1. Brief description of project	Complete refurbishment and reconfiguration of the engine room's internal reception and gift shop.
2. Assessment of project against success criteria	<p>1. Increased income generated through offering a greater range of merchandise in the gift shop.</p> <ul style="list-style-type: none"> • The refurbished space has increased the size of the shop and provided additional shelf space to allow for more items and a greater range of merchandise to be offered. • The following table presents a comparison against the old and new shop.

<u>Activity</u>	<u>Dec 15 to Feb 16</u>	<u>Dec 16 to Feb 17</u>
No. of Transactions	19,882	27,779 (↑ 40%)
Gross Income (Paying visitors & passing footfall)	£154k	£250k (↑ 62%)
Spend per Head	£1.42	£2.13 (↑ 50%)
No. of Paying Visitors (engine rooms only)	108,883	117,367 (↑ 8%)
Average Transaction	£7.75	£9.00 (↑ 16%)
Admission Tickets Purchased in the Shop	6,052	7,256 (↑ 20%)

2. Attracting additional passing footfall through having a more prominent visible entrance and attractive modern gift shop.

- The location of the new entrance and the refurbished gift shop are highly visible when approaching the Bridge from the west along the south riverbank.
- The shop is having a positive effect in attracting passing footfall and interest from visitors to the area which in turn leads to increased trade in terms of retail and exhibition visitors.

3. Meeting visitor's expectations of a modern and forward looking tourist attraction.

- The shop now provides a modern and inviting environment for visitors to enjoy and is representative of the ambitions and expectations of the business to maintain its position in the tourism market.

4. An efficient operational space combining the entrance reception and gift shop to reduce congestion and provide visitors with a comfortable environment in which to browse.

- The reconfiguration of the space has allowed for better integration and communication between exhibition and security staff as well as improving the circulation space

	and flow of visitors throughout the shop.														
3. Key Benefits	<p>The larger and modern gift shop has provided the opportunity for further development of the retail element of the business and ability to offer a wider range of merchandise.</p> <p>The new entrance is highly visible from Shad Thames and has attracted additional passing footfall as well as further help raise the profile of the shop and exhibition in the immediate area.</p>														
4. Was the project specification fully delivered (as agreed at Gateway 5 or any subsequent Issue report)	Yes														
5. Programme	<p>The project was completed within the agreed programme</p> <p>The original programme identified at Gateway 2 was dependent on the completion of the relocation of the engine room's entrance as part of the Phase II Residence Project.</p> <p>However, the start on site date of Phase II was delayed and therefore the window of opportunity, during low season Nov - Mar, could not be met.</p> <p>This project commenced on 3rd October 2016 and the 6 week programme overran by 1 week due to minor snagging issues (Completion date 21st November 2016).</p>														
6. Budget	<p>The project was completed within the agreed budget</p> <p>The Gateway 2 budget of £415,000 was reduced to £359,580 at Gateway 5. Additional expenditure of £3,234 was required to cover additional building works identified during the project.</p> <table border="1" data-bbox="555 1429 1342 1955"> <tr> <td>Est Costs – GW 3/ 4</td> <td>£415,000</td> </tr> <tr> <td>Est Costs – GW 5</td> <td>£359,580</td> </tr> <tr> <td>(Main Works)</td> <td>£302,650</td> </tr> <tr> <td>(Prep works – not included in Phase II Project)</td> <td>£30,000</td> </tr> <tr> <td>(Audio Installation & Safe)</td> <td>£3,500</td> </tr> <tr> <td>(Fees)</td> <td>£23,430</td> </tr> <tr> <td>TOTAL PROJECT COST</td> <td>£362,814</td> </tr> </table> <p>Final Account Verified</p>	Est Costs – GW 3/ 4	£415,000	Est Costs – GW 5	£359,580	(Main Works)	£302,650	(Prep works – not included in Phase II Project)	£30,000	(Audio Installation & Safe)	£3,500	(Fees)	£23,430	TOTAL PROJECT COST	£362,814
Est Costs – GW 3/ 4	£415,000														
Est Costs – GW 5	£359,580														
(Main Works)	£302,650														
(Prep works – not included in Phase II Project)	£30,000														
(Audio Installation & Safe)	£3,500														
(Fees)	£23,430														
TOTAL PROJECT COST	£362,814														

Verification	
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Review of Team Performance

7. Key strengths	<p>As the engine rooms were shut for the six week programme all staff at the Bridge worked together to provide and promote the temporary shop on Level 2 of the south tower. This was successfully achieved with no substantial loss of income.</p> <p>At the same time there was the Bridge resurfacing project taking place and all staff as well as contractors co-ordinated these works with minimal impact on the business.</p>
8. Areas for improvement	N/A
9. Special recognition	N/A

Lessons Learnt

10. Key lessons	N/A
11. Implementation plan for lessons learnt	N/A

Appendices

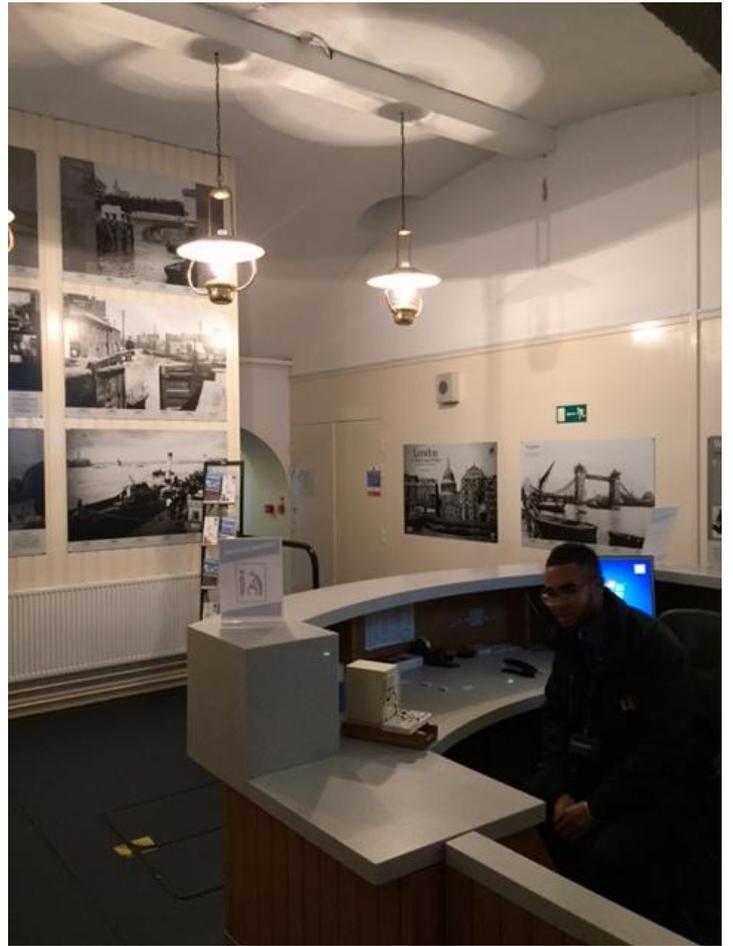
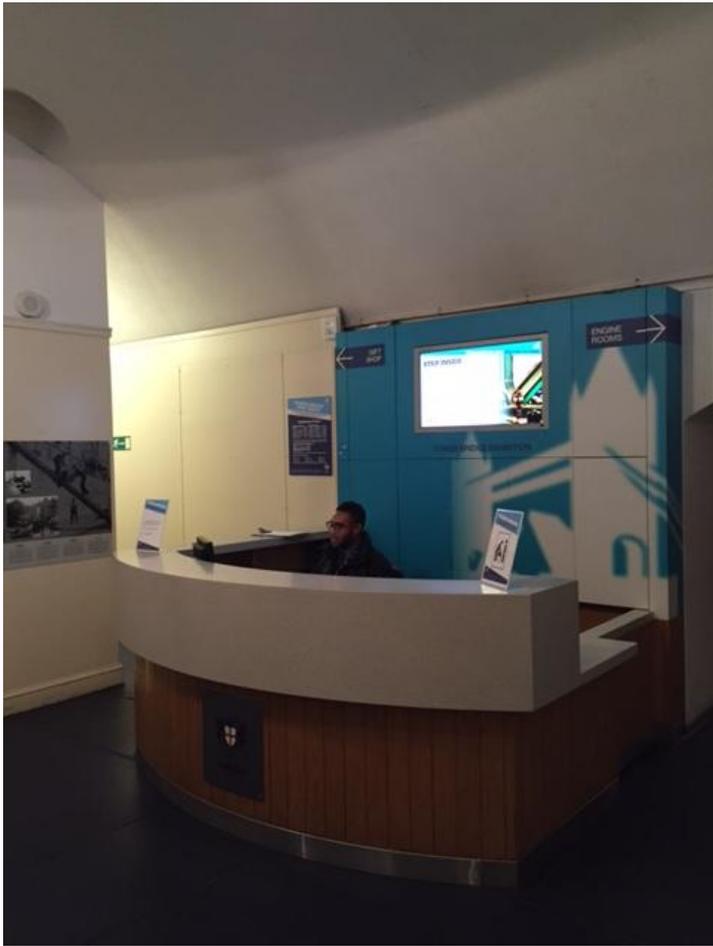
Appendix 1	Photographs of Before and After Project
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Contact

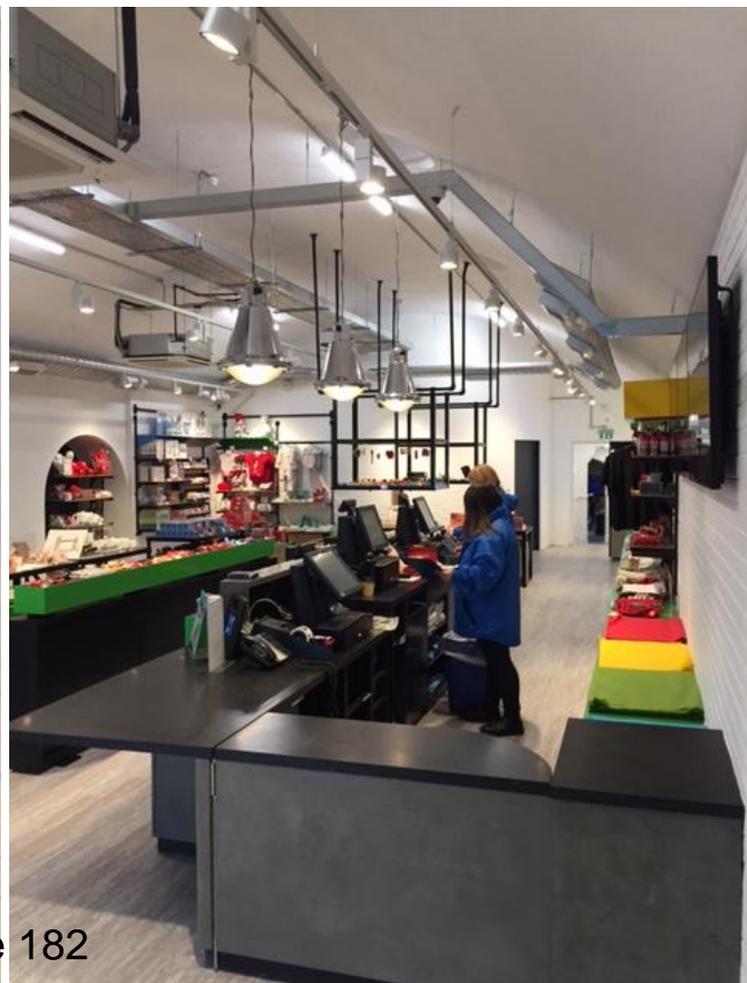
Report Author	Jamie Bottono
Email Address	jamie.bottono@cityoflondon.gov.uk
Telephone Number	020 7940 8391

Appendix 1

BEFORE



AFTER



Committee	Dated:
Port Health and Environmental Services Planning and Transportation	9 May 2017 13 June 2017
Subject: Coordinated action to deal with unnecessary vehicle engine idling	Public
Report of: Director of Markets and Consumer Protection Director of Built Environment	For Information
Report author: Ruth Calderwood, Air Quality Manager	

Summary

Vehicles that leave engines idling when parked are an unnecessary source of local air pollution. This has a negative impact on public health.

The City of London Corporation has powers to issue Fixed Penalty Notices to drivers who leave engines idling unnecessarily. However, due to the way the regulations and associated guidance are structured, the City Corporation has not been able to issue any Fixed Penalty Notices for this offence.

Consequently, the City Corporation has developed an alternative approach to deal with unnecessary engine idling. This report outlines the range of action that has been taken by the Department of Markets and Consumer Protection and the Department of the Built Environment, with the support of a range of residents, businesses and other organisations.

The coordinated action to deal with unnecessary engine idling is having a positive effect on driver behaviour. There has been a reduction in the number of vehicles found idling on City streets over the past two years.

Over 700 drivers have been asked to turn engines off on 'idling engine action' days. A further 73 organisations have received letters where a driver has been found with engines idling unnecessarily in the City. Permanent 'no engine idling' street signs have recently been placed in 16 roads that have been identified as hotspot areas.

Recommendation

Members are asked to:-

- note the report

Main Report

Background

1. The City Corporation has a statutory duty to assist the Mayor of London and the UK government in taking action to reduce levels of air pollution so that concentrations of pollutants do not exceed set limits. The City Corporation also has a responsibility to improve public health.
2. The City of London Air Quality Strategy 2015 – 2020 outlines action that will be taken to fulfil the City Corporation's statutory responsibility for Local Air Quality Management, and for reducing the health impact of air pollution on residents and workers. One of the actions within the strategy is to reduce the amount of vehicle engine idling as it is an unnecessary source of local air pollution.
3. As the City has been designated an Air Quality Management Area, the City Corporation has powers to issue Fixed Penalty Notices to drivers who leave engines idling unnecessarily. The City Corporation published its intention to do this in 2012. However, due to the way the regulations and associated guidance are structured, the City Corporation has not been able to issue and Fixed Penalty Notices for this offence. Consequently, the City Corporation has developed an alternative approach to deal with this problem.
4. The City Corporation is able to issued Penalty Charge Notices (PCN) for coaches idling in designated coach bays. Civil Enforcement Offices will issue a PCN if the offending coach company has already received a warning letter.

Dealing with idling vehicle engines

5. The Departments of Markets and Consumer Protection and Built Environment have taken the following coordinated action to deal with unnecessary vehicle engine idling
 - The ineffectiveness of the existing Fixed Penalty Notice provision has been raised with Department for the Environment Food and Rural Affairs and Department for Transport
 - Officers respond to specific complaints about engine idling by visiting the area and speaking to drivers. This is undertaken by the Air Quality Team, Civil Enforcement Officers and Street Environment Officers that work outside normal office hours
 - Officers speak to drivers who leave engines idling as they walk around the City on other business. A range of staff across the organisation have been trained to do this.
 - Temporary A-boards and lamppost signs have been erected in 'hotspot' areas
 - Specific areas have been targeted with letter drops, for example businesses in Carthusian Street, where delivery vehicles were causing a problem

- City businesses are asked to support the City no idling policy, and incorporate it into delivery and taxi contracts. Posters have been provided for delivery bays.
- The no vehicle idling policy is built into City Corporation contracts
- The Chairmen of Port Health and Environmental Services and Planning and Transportation have written to the taxi body representatives asking for their members' support
- Close liaison with construction and demolition companies is undertaken to ensure that vehicles waiting to access sites don't leave engines idling. Posters have been provided for sites. The requirement to switch engines off has been incorporated into the City Code of Practice for Construction and Deconstruction.
- The City Corporation has been holding monthly 'no idling action days' where staff and community volunteers go out to speak to drivers with view to educating drivers so they automatically switch their engine off when parked. Businesses and the Cheapside Business Alliance support these events. Appendix 1 contains further details of about the action days, which have received wide media coverage. The programme has been rolled out to an additional 11 London boroughs due to its success.
- Information collated by Civil Enforcement Officers (CEOs) has enabled the Parking Department to write to 73 companies whose drivers are observed in the City with engines idling whilst parked.
- A message regarding engine idling is played to customers that pay for parking by telephone
- The Department for Transport has recently approved wording for permanent street signs. Following data collection on hotspot areas, permanent signs have been erected in 16 roads.

Corporate & Strategic Implications

6. The work on air quality supports Key Policy Priority KPP3 of the Corporate Plan: 'Engaging with London and national government on key issues of concern to our communities such as transport, housing and public health'.
7. The work also supports delivery of the City of London Air Quality Strategy 2015 - 2020

Conclusion

8. The City Corporation has been taking a wide range of coordinated action to deal with idling vehicle engines.
9. The action is having a positive impact in reducing the incidence of unnecessary engine idling in the City.
10. When the City Corporation commenced idling engine action days in March 2015, there was little awareness about air quality and the importance of switching engines off when parked. However, this has changed dramatically over time due

to a combination of the action taken by the City Corporation and the associated media coverage.

Appendices:

Appendix 1: Idling engine action days

Background Papers: City of London Air Quality Strategy 2015 - 2020

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Air Quality Manager

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Appendix 1: Idling Engine Action Days

The Department of Markets and Consumer Protection has been running ‘Idling Engine Action Days’ since March 2015. City staff and community volunteers patrol City streets in pairs and speak to drivers who are parked with their engine idling. The aim of the campaign is **long term behaviour change through education**, rather than enforcement.

In addition to residents, the scheme is supported by a range of organisations including:

- Transport for London
- Living Streets
- City businesses including the Cheapside Business Alliance
- Construction and demolition companies



Volunteers, pictured above wearing blue ‘high-viz’ vests, are trained to approach drivers in a positive way. A positive approach invariably leads to a positive result.



The photographs above are of some of the resident volunteers speaking to drivers. They are trained to provide relevant information to encourage the driver to switch the engine off if they seem reluctant to do so.

Media Coverage

The action days have received a great deal of media coverage including:

- BBC radio 4
- BBC News / ITV News / London News / CNN / BBC One Show/Chinese Central TV
- City Matters / Evening Standard
- #noidling has been trending on Twitter on action days

Leading the way

Idling action days have been a low cost, visible, positive intervention. Due to the success of the scheme, the Mayor of London awarded the City Corporation funding over three years to the roll the model out to an additional 11 London Boroughs. Further information on the London scheme is available on www.idlingaction.London

The scheme has also been replicated by Cross River Partnership and other local authorities outside London with the City Corporation advice and guidance.



Outcomes

- Since the scheme began, over 700 drivers have been asked to turn their engines off in the City
- The vast majority of drivers comply with the request
- Some drivers need the engine to remain on to operate refrigeration systems or other equipment
- A small number of drivers drive away without further dialogue
- There has been a reduction in vehicles found idling on action days over time.
- At the start of the campaign, there was little awareness about air quality and the importance of switching engines off when parked. However, this has changed dramatically due to a combination of the wide range of action taken by the City Corporation and the media coverage

TO: **PLANNING AND TRANSPORTATION COMMITTEE** 13 June 2017

FROM: **POLICY AND RESOURCES COMMITTEE** Thursday, 16 March 2017

4. **APPOINTMENT OF SUB-COMMITTEE CHAIRMEN**

The Committee considered a report of the Town Clerk concerning the process for appointing chairmen of sub-committees.

The Chairman stated that the purpose of a sub-committee was to deal with matters referred to it by its parent committee. It was noted that whilst the Policy and Resources Committee was responsible for governance, without a change to standing orders, its recommendation regarding the appointment of chairmen of sub-committees was on the basis of the adoption of a convention only. Detailed discussion ensued during which the following comments were made:-

- The Chairman advised that the resolution to committees from the December meeting aimed to set a convention which enabled the Chairman of a grand committee who did not wish to chair a sub-committee to identify and nominate for the role another Member with the necessary experience and qualities, for approval of that Committee. In the interests of clarity the initial resolution would have benefited from being circulated with the substantive report.
- Members questioned the need for the convention particularly given the different nature of some committees, for example some were quasi-judicial and therefore required a different approach.
- As the intention of the convention was to clarify the process it might be better for grand committees to set out its approach to appointments in its terms of reference.
- Rather than seeking the adoption of a convention, Committees should be provided with some general guidance instead. Without being too prescriptive, could also include reference to the length of time a chairman could serve. Several Members supported this.

RESOLVED: that the following guidance be given to all Grand Committees:

- 1. in the event of a Grand Committee having no prior arrangement or custom in place for the way in which the chairmen of its sub-committees are selected, it should be usual practice for the Chairman of the relevant Grand Committee, should they not wish to serve themselves, to nominate an individual to serve in that capacity for the approval of the Grand Committee; and**
- 2. that the term of office of a chairman of a sub-committee would usually be no longer than the term of office of the Chairman of the Grand Committee e.g. three, four or five years, subject to the relevant Grand Committee being able to extend the term of the sub-committee's chairman on an annual basis.**

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Committee: Policy & Resources Committee	Date: 16 March 2017
Subject: Appointment of Sub-Committee Chairmen	Public
Report of: Town Clerk	For Decision
Report authors: Simon Murrells, Assistant Town Clerk	

Summary

This report concerns the process for appointing chairmen of sub-committees. There is no hard or fast rule and Members felt that the rather ad-hoc approach taken by the various Committees would benefit from greater consistency across the board. In light of this, the Policy & Resources Committee decided that when a Chairman of a Grand Committee does not wish to be the chairman of a sub-committee, a convention is adopted whereby the Chairman submits his or her nomination for chairman of the sub-committee to the Grand Committee for approval. Where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee.

This proposal was promulgated to the various Committees and was met with a mixed response. It was also discussed at the all-Member informal meeting on 9 February, with differing views being expressed. The Policy Chairman agreed that the issue should be reconsidered. To assist Members, set out are several options for Members to consider, including retaining the status quo, implementing the convention proposed by this Committee for Grand Committee Chairmen to nominate the chairman of the sub-committees, election of chairmen of sub-committees by the Grand Committee and election of Sub Committee chairmen by the sub-committee itself.

At the informal meeting of all Members in February, it was suggested that the introduction of term limits for chairmen of sub-committees should also be considered and the views of Members are sought on that matter.

Recommendations

It is **recommended** as follows:

- a) that further consideration be given to the implementation of a new convention for the appointment of chairmen of sub-committees, namely, when a Chairman of a Grand Committee does not wish to be the chairman of a sub-committee a convention is adopted whereby the Chairman submits his or her nomination for chairman to the Grand Committee for approval. Where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee;

- b) that consideration be given to the introduction of term limits for sub-committee chairmen.

Report

Background

1. This report concerns the recent review of the process for appointing chairmen of sub-committees.
2. The current arrangements for selecting the chairmen of sub-committees is for that to be determined by the relevant Grand Committee and quite often it can be the Chairman of the Grand Committee who takes on the responsibility, depending on circumstances. If not, it is usual practice for the sub-committee to decide, most often by election from amongst its membership. There is no hard or fast rule and Members felt that the rather ad-hoc approach taken by the various Committees would benefit from greater consistency across the board
3. In light of this, in December 2016 the Policy Committee proposed the introduction of a convention for the selection of sub-committee chairmen to ensure consistency across all Committees. The convention provides that, when a Chairman does not wish to be the chairman of a sub-committee and wishes a specific member to be appointed, the Chairman shall submit his or her nomination for chairman to the Grand Committee for approval. A resolution to that effect was circulated to all relevant Committees asking for the convention to be endorsed.
4. The Policy Committee based its decision on the following principles:
 - it should be accepted practice for the Chairman of a Grand Committee to chair any Sub-Committee appointed by it;
 - where the Chairman of a Grand Committee does not wish to chair a sub-committee, the Chairman should be able to nominate another Member of the Grand Committee with the necessary experience and qualities, for approval to fulfil that role; and
 - where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee.
5. The Chairman of the Finance Committee was particularly supportive of the P&R recommendation. Under his Chairmanship of Finance, he has been able to propose and to gain support for some significant changes in the way sub-committees operate and who chairs them. These changes have enabled more Members to play a more valuable part in, and to contribute to, the Committee's overall work, whilst also recognising that sub-committees should be servants of the Grand Committee's policies and priorities. Any changes should not get in the way of these two objectives.

6. It was noted at the informal meeting that the Policy & Resources Committee would take another look at the position. In addition, several Members asked for consideration to also be given to whether terms limits should be introduced for Chairmen of sub-committees, as they are for Chairmen of Grand Committees.

Options for Chairmanship of sub-committees

7. There are several options open to Members to consider for how Chairmen should be selected for sub-committees, including the following:
 - i) Retain the status quo. Currently, a Grand Committee has the option of choosing who should take the chair of a sub-committee that it appoints. In a number of cases that is the Chairman of the Grand Committee but not always. Grand Committees can also decide to leave such matters to the sub-committee who usually select their Chairman through a process of election. This has been the position for a number of years.
 - ii) Adopt the convention agreed by the Policy & Resources Committee in December, as described in paragraphs 3 and 4 above. This provides for a process whereby the Chairman of a Grand Committee does not wish to chair a sub-committee and has instead identified another Member for that role with the necessary experience and qualities. In those circumstances, the Chairman would submit his or her nomination to the Grand Committee for approval. Where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee who would nominate themselves.
 - iii) Grand Committees to appoint all sub-committee chairmen. In this case, when sub-committees are appointed (which they are annually), the Grand Committee would be asked to decide at that stage who should take the chair. This could be the Chairman of the Grand Committee or by inviting eligible Members of the Grand Committee to nominate themselves, followed by an election if there is more than one candidate.
 - iv) Sub-committees to appoint their own chairmen. In this case, the question of chairmanship would be left entirely to the sub-committee to decide, usually by election. Whilst this is an option, it should be noted that there are a number of sub-committees where Members may consider it appropriate, because of the nature of the business ie: it is sensitive or strategic, for the Chairman of the Grand Committee to be the chairman. In those circumstances, imposing such a rigid rule may not serve the City Corporation's best interests as it does not allow for any flexibility.
8. It should also be noted that the Chief Commoner automatically chairs several sub-committees including the Privileges Sub-Committee.

Term Limits

9. At the informal meeting of all Members reference was made to the possibility of introducing terms limits for chairmen of sub-committees. Currently there are no restrictions on the number of terms (or years) that a Member can serve as chairman of a sub-committee as there are for Grand Committees (there are, however, conventions affecting the chairmanship of the Property Investment Board, Financial Investment Board and Social Investment Board, all of which report directly to the Court of Common Council). Standing Orders provide for the Chairmanship of most Grand Committees to be no more than three years with three exceptions - the Policy & Resources and Finance Committees where the term is a maximum of five years and the Police Committee where the term is no more than four years.
10. Members' views are sought on whether term limits should be introduced for chairmen of sub-committees and, if so, what the term should be eg: three years. If Members decide to introduce a term limit, it would be prudent, where the Chairman of the Grand Committee chairs the sub-committee, for any limit to correspond with the term of chairmanship of the relevant Grand Committee.
11. Members should bear in mind that in a number of cases sub-committees are appointed to give more detailed consideration to certain topics and, over time, chairmen can develop an expertise and considerable knowledge of the area. This does, however, need to be balanced against the need for others to be given opportunities to serve and to bring fresh skills and experience to the work of the sub-committee. The loss, through the imposition of a term limit, of an experienced chairman does not necessarily mean that individual and their knowledge of a particular topic need be lost to the sub-committee.

Conclusion

12. The proposed convention agreed by the Policy & Resources Committee for appointing chairmen of sub-committees has been met with mixed views and at the recent informal meeting of all Members it was noted that the Committee would look again at the matter. This report asks Members to review the position and sets out some options that could be considered. It also asks Members for a view on whether a term limit should be introduced for chairmen of sub-committees and, if so, what that term should be.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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