



## Corporate Asset Sub (Finance) Committee

**Date:** MONDAY, 19 MARCH 2018  
**Time:** 11.00 am  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** Nicholas Bensted-Smith (Chairman)  
Dominic Christian (Deputy Chairman)  
Randall Anderson  
Mark Bostock  
John Chapman  
Henry Colthurst  
Karina Dostalova  
Alderman Alison Gowman  
Michael Hudson  
Deputy Edward Lord  
Deputy Jamie Ingham Clark  
Jeremy Mayhew  
Deputy Alastair Moss  
Deputy John Tomlinson  
Deputy Philip Woodhouse

**Enquiries:** John Cater  
[john.cater@cityoflondon.gov.uk](mailto:john.cater@cityoflondon.gov.uk)

**Lunch will be served for Members in the Guildhall Club at 1pm**  
**N.B. Part of this meeting could be the subject of audio video recording**  
**The next scheduled Sub-Committee meeting is 21<sup>st</sup> May 2018**

**John Barradell**  
**Town Clerk and Chief Executive**

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes of the meeting held on 13<sup>th</sup> February.  

**For Decision**  
(Pages 1 - 8)
4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**  
Report of the Town Clerk.  

**For Information**  
(Pages 9 - 10)
5. **WORK PROGRAMME FOR FUTURE MEETINGS**  
Joint report of the Town Clerk and City Surveyor.  

**For Information**  
(Pages 11 - 12)
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **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.

## Part 2 - Non-Public Agenda

9. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 13 February.  

**For Decision**  
(Pages 13 - 20)

10. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**  
Report of the Town Clerk.  

**For Information**  
(Pages 21 - 22)
11. **FACILITIES MANAGEMENT SERVICE BASED REVIEW UPDATE**  
Joint Report of The Chamberlain and The City Surveyor.  

**For Information**  
(Pages 23 - 26)
12. **CSD BUSINESS PLAN 2018-23**  
Report of The City Surveyor.  

**For Information**  
(Pages 27 - 32)
13. **STRATEGIC REVIEW OF THE CITY'S WHOLESALE MARKETS**  
Report of The Director of Markets and Consumer Protection.  

**For Information**  
(Pages 33 - 38)
14. **BARBICAN CENTRE CAPITAL CAP UPDATE**  
Report of The Director of Operations & Buildings, Barbican Centre  

**For Decision**  
(Pages 39 - 44)
15. **GUILDHALL SUB-METERING CAPITAL REPORT**  
Report of The City Surveyor.  

**For Decision**  
(Pages 45 - 52)
16. **SECURITY ENHANCEMENTS/SECURITY CROSS CUTTING - GUILDHALL, BARBICAN CENTRE, CENTRAL CRIMINAL COURT & MANSION HOUSE**  
Report of The City Surveyor.  

**For Decision**  
(Pages 53 - 60)

17. **65 & 65A BASINGHALL STREET - GUILDHALL CAMPUS - NORTHERN QUARTER MASTERPLANNING**  
Report of The City Surveyor.
- For Decision**  
(Pages 61 - 64)
18. **BERNARD MORGAN HOUSE - RIGHTS TO LIGHT**  
Report of The City Surveyor.
- For Information**  
(Pages 65 - 66)
19. **OPERATIONAL PROPERTY REVIEW PROGRAMME UPDATE**  
Report of The City Surveyor.
- For Information**  
(Pages 67 - 74)
20. **NEW HOUSING AND PLANNING ACT UPDATE**  
Report of The City Surveyor.
- For Information**  
(Pages 75 - 76)
21. **THIRD PARTY LEASES - SECURITY OF TENURE**  
Report of The City Surveyor.
- For Information**  
(Pages 77 - 80)
22. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
23. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

## **CORPORATE ASSET SUB (FINANCE) COMMITTEE** **Tuesday, 13 February 2018**

Minutes of the meeting of the Corporate Asset Sub (Finance) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Tuesday, 13 February 2018 at 1.45 pm

### **Present**

#### **Members:**

Nicholas Bensted-Smith (Chairman)  
Dominic Christian (Deputy Chairman)  
Randall Anderson  
Mark Bostock  
John Chapman  
Henry Colthurst  
Alderman Alison Gowman  
Michael Hudson  
Deputy Edward Lord  
Deputy Jamie Ingham Clark  
Jeremy Mayhew  
Deputy Philip Woodhouse

#### **Officers:**

Peter Kane	-	The Chamberlain
Paul Wilkinson	-	City Surveyor
Peter Young	-	City Surveyor's Department
Dianne Merrifield	-	City Surveyor's Department
Caroline Al-Beyerty	-	Financial Services Director
Paul Friend	-	City Surveyor's Department
Alison Hurley	-	City Surveyor's Department
Richard Litherland	-	City Surveyor's Department
Simon McGinn	-	City Surveyor's Department
Nia Morgan	-	City Surveyor's Department
Jonathon Poyner	-	Barbican Centre
Dorian Price	-	City Surveyor's Department
Martin Rodman	-	Open Spaces Department
John Cater	-	Town Clerk's Department
Jim Turner	-	Barbican Centre

#### **1. APOLOGIES**

Apologies were received from Karina Dostalova, Deputy Alastair Moss and Deputy John Tomlinson.

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

No declarations of interest were made.

3. **MINUTES**

Henry Colthurst requested that the minutes were amended to indicate that he was, in fact, in attendance, and not absent, at the meeting on the 22<sup>nd</sup> November 2017.

**RESOLVED** – That, further to the amendment above, the public minutes of the previous meeting held on 22 November are approved as an accurate record.

4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

Members received a report of the Town Clerk which provided information of outstanding actions from previous meetings.

**RESOLVED** – That Members noted the report.

5. **WORK PROGRAMME FOR FUTURE MEETINGS**

Members received a joint report of the Town Clerk and City Surveyor which provided information of the Work Programme for future meetings.

**RESOLVED** – That Members noted the report.

6. **CITY SURVEYOR'S RISK REGISTER - 2017-18 QUARTER 3 REPORT**

Members received a Report of the City Surveyor concerning the City Surveyor's Departmental Risk Register.

A Member commented that, in contrast to operational risks, market risk (SMT001), by its very nature, is more variable and uncertain – this was particularly the case in the lead up to Brexit.

**RESOLVED** – that Members noted the Report.

7. **ENERGY PERFORMANCE - 2017/18 Q2 REPORT**

Members received a Report of the City Surveyor concerning the half yearly energy performance update.

Members queried both the specific results for the Courts on page 15 of the Report (a differential of +24.1% on its energy consumption target) and, more generally, the robustness and accuracy of the whole data set. Officers responded that the figure for the Courts would come down in the medium term, and that they would return to Members with a future Report outlining how to adjust the result for changes in the total area of the portfolio as buildings are sold or purchased.

In addition, a Member asked why there had been a wide variance (page 17) in 2011/12. The City Surveyor responded that to the best of his knowledge, this was due to change in how the Corporation measured its footprint over those 12 months, he would investigate and come back to Members with a fuller answer in due course.

Members requested the Q2 result be republished and reported once any data errors had been corrected.

**RESOLVED** – that Members noted the Report.

8. **DRAFT CARBON DESCENT PLAN - PROPOSED TARGETS AND ENERGY PROCUREMENT UPDATE REPORT**

Members received a Report of the City Surveyor concerning the CDP Targets and current energy procurement activity.

Officers confirmed that they would return to the Sub-Committee in June 2018 with an implementation plan, the long term 2025 target reduction was proposed at 40%, but this would be fleshed out in the implementation plan.

In response to a query about what further steps were being taken, the Corporate Energy Manager informed Members that in addition to the Procurement Strategy workshop taking place in March, the Energy broker (due to start working with the Corporation in October 2018) would be able to advise more on Low & Zero Carbon energy.

Furthermore, a Member queried why the table on page 22 omitted the individual costs of the works – Officers would update the Report to include these costs in future.

**RESOLVED** – that Members noted the Report.

9. **MANSION HOUSE - EXTERNAL CLEANING AND LIGHTING**

Members received a Report of the City Surveyor concerning the external lighting and cleaning of the Mansion House.

Members were keen to see progress; the external appearance of the Mansion House “wasn’t good enough”, they asked Officers to return with more information and the practical options, Members were also concerned that the previous cleaning in 2001 hadn’t aged well and wanted to know the reasons behind this.

Officers confirmed they could initiate a new capital project and return to the Sub-Committee in July 2018 with a Report detailing options.

**RESOLVED** – that Members approved the Report.

10. **HERITAGE AT RISK REGISTER ANNUAL REPORT**

Members received a Report of the City Surveyor concerning the Heritage at Risk Register (HARR).

A Member raised the current challenges affecting Wanstead Park. The situation posed significant problems and he requested that a report come back to Members with further information in due course.

A Member queried how things were classified on the heritage list to start with; in response officers confirmed that the Corporation worked in collaboration with Historic England. Members expressed their concerns that an over reliance on Historic England to catalogue the buildings would mean Corporation buildings at risk fell through the net, most notably Members queried why Crescent House wasn't on the list.

The Committee clerk would circulate to members a note of the action that is being taken to prevent Crescent House from being listed on the register, maintenance that is being currently undertaken, planned maintenance, and the relevant officers' view on the likelihood of Historic England listing this asset on next year's register.

Furthermore, for future iterations of the Report, a Member wanted to see more information about what the likely costs would be if one or more of the Heritage Lottery Fund bids fail.

**RESOLVED** – that Members noted the Report.

11. **SUB-COMMITTEE'S TERMS OF REFERENCE**

Members considered a Report of the Town Clerk concerning the Sub-Committee's Terms of Reference.

Members requested that the Town Clerk ensure the wording aligned with the amended wording in the (Grand) Finance Committee's Terms of Reference document.

As an aside, Members queried whether the new Capital Buildings Committee would have sole discretion of the disposal of operational properties linked to their capital projects. The Town Clerk would discuss with the City Surveyor to confirm the details of CBC's Terms of Reference.

**RESOLVED** – that Members approved the following:

- subject to any comments and agreement, approved the Terms of Reference of the Corporate Asset Sub Committee for submission to the Court (as a sub set of the Finance Committee Terms of Reference) as set out in the appendix 1;
- considered the frequency of meetings of the Sub-Committee to be adequate; and
- agreed that any changes to the Terms of Reference required in the lead up to the appointment of Committees be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman.



12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**  
There were no questions.
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
There were no urgent items.
14. **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.
15. **NON-PUBLIC MINUTES**  
The non-public minutes of the previous meeting held on 22 November were approved as an accurate record.
16. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**  
Members received a report of the Town Clerk which provided information of outstanding actions from previous meetings.
17. **COTAG ACCESS CONTROL GATEWAY 3**  
Members received a Report of the City Surveyor.
18. **WOODREDON & WARLIES PARK ESTATE**  
Members received a Report of the City Surveyor.
19. **CITY SURVEYOR'S BUSINESS PLAN 2017-18 QUARTER 3 PROGRESS REPORT**  
Members received a Report of The City Surveyor.
20. **CITY SURVEYOR'S DRAFT HIGH LEVEL BUSINESS PLAN - 2018/2023**  
Members received a Report of The City Surveyor.
21. **ADDITIONAL WORKS PROGRAMME PROGRESS REPORT Q3 2017/18**  
Members received a Report of The City Surveyor.
22. **BARBICAN CENTRE CAPITAL CAP - PROGRESS REPORT**  
Members received a Report of The Director of Operations & Buildings of the Barbican Centre.
23. **20-21 ALDERMANBURY - GATEWAY 2 REPORT**  
Members received a Report of the City Surveyor.
24. **FINSBURY CIRCUS GARDEN: COMPENSATION PROGRESS**

Members received a Report of the City Surveyor.

25. **POLICE ACCOMMODATION STRATEGY - 21 NEW STREET**  
Members received a Report of the Chamberlain, the Commissioner of the City of London Police and The City Surveyor.
26. **CITY CENTRE 3D MODEL AND VIRTUAL REALITY CENTRE**  
Members considered a Report of the City Surveyor.
27. **CITY FUND & CITY'S ESTATE HIGHWAY DISPOSAL - 30/34 MOORGATE, EC2**  
Members received a Report of the City Surveyor.
28. **SMITHFIELD MARKET - LEASE OF BASEMENT AREA TO CITIGEN**  
Members received a Report of The City Surveyor.
29. **ASSET MANAGEMENT - SBR UPDATE REPORT**  
Members received a Report of the City Surveyor.
30. **HERITAGE LOTTERY FUND APPLICATION DATES - ISSUES REPORT**  
Members considered a Report of The City Surveyor.
31. **FIRST REGISTRATION OF THE CITY'S FREEHOLD TITLES - PROGRESS SINCE JANUARY 2017**  
Members received a Report of the City Surveyor.
32. **GUILDHALL WEST WING MEZZANINE LEVEL IMPROVEMENT GATEWAY 2**  
Members received a Report of The City Surveyor.
33. **GUILDHALL - GREAT HALL - EVENTS CHAIR REPLACEMENT GATEWAY 2 REPORT**  
Members received a Report of the City Surveyor.
34. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**  
There were no questions.
35. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were no items of urgent business

**The meeting ended at 3.25pm**

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Chairman

**Contact Officer: John Cater**  
**john.cater@cityoflondon.gov.uk**

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## Corporate Asset Sub-Committee - Carry Forward Public Actions

Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress update
13 February 2018	<u>ITEM 7 - Energy Performance – 2017/18 Q2 Report</u> A Member asked why there had been a wide variance (page 17) in 2011/12. The City Surveyor responded that to the best of his knowledge, this was due to change in how the Corporation measured its footprint over those 12 months, he would investigate and come back to Members with a fuller answer in due course.	James Rooke	19 March 2018	Update at March CASC Meeting
13 February 2018	<u>ITEM 10 – Heritage at Risk Register Annual Report</u> The Committee clerk would circulate to members a note of the action that is being taken to prevent Crescent House from being listed on the register, maintenance that is being currently undertaken, planned maintenance, and the relevant officers' view on the likelihood of Historic England listing this asset on next year's register.	Paul Murtagh	19 March 2018	Hardcopy distributed at March CASC Meeting
22 November 2017	<u>ITEM 6 Sub Metering</u> Report planned for February CASC Meeting will now be March post officer Corporate Projects Board in February.	Dorian Price	13 February 2018	Report submitted for March CASC Meeting

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**Corporate Asset Sub-Committee – Draft Work Programme 2018**

Committee Date	19/03/2018	21/05/2018	11/07/2018	14/09/2018	1/11/2018
<b>Sustainable Management of the Corporation's Operational Property Portfolio</b>					
Corporate Property Asset Management Strategy	<b>Strategic Review of Wholesale Markets</b>	Asset Management Plans – Phase 1 progress report.  Asset Management SBR update report		New strategy for 2018-22 report	
City Surveyor's Business Plan	<b>CSD Business Plan 2018/23</b>	Business Plan 2017/18 Q4 outcome report	Business Plan 2018/19 Q1 outcome report		Business Plan 2018/19 Q2 outcome report
Facilities Management	<b>FM SBR update report</b>			General FM update report	
Portfolio management information	<b>New Housing and Planning Act – update report</b>  <b>Security of Tenure - Third Party Leases</b>			Annual report on changes to portfolio report  Annual report on third party income from portfolio report	
Operational Property Review (note individual assets will be reported as declared surplus by service committees)	<b>OPR overall programme update report</b>				
<b>Upkeep, maintenance and furnishing of operational properties not within the remit of another Service Committee.</b>					
	<b>Barbican Centre Capital Cap Progress Report</b>	AWP / CWP Progress Report Q4 2017/18  GSMD Capital Cap Progress Report  St Lawrence Jewry Church Refurbishment Gateway 3/4	AWP Progress Report Q1 18/19	GSMD Capital Cap Progress Report	AWP / CWP Progress Report Q2 2018/19
<b>To monitor major capital projects relating to operational assets</b>					

Committee Date	19/03/2018	21/05/2018	11/07/2018	14/09/2018	1/11/2018
	<b>65/65a Basinghall Street gateway report</b>  <b>Bernard Morgan House – Rights to Light</b>	Summary of new Capital projects across the portfolio  Guildhall - Justices Switch - Damp proofing and relocation of essential electrical services Gateway 1/2 Report  Walbrook Wharf – main depot roof. Gateway 1/2 Report  Guildhall Yard refurbishment - Gateway 1/2 Report  Guildhall Art Gallery Carpet Replacement and Wooden Floor Overhaul Gateway 1/2 Report			
<b>Recommending the annual programme of repair and maintenance works</b>					
				CWP for 2019/20 bid report	
<b>Responsibility for strategies, performance and monitoring initiatives in relation to energy</b>					
	<b>Guildhall Sub-Metering Capital Report</b>	2017/18 Energy performance Q3 report and update on Energy Procurement	Energy Performance – 2017/18 Q4 and update on Energy procurement	Energy Performance 2018/19 Q1 report	
<b>Monitoring and advising on bids for Heritage Lottery Funding</b>					



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