



Capital Buildings Committee

Date: WEDNESDAY, 9 JANUARY 2019
Time: 11.00 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Sir Michael Snyder (Chairman)
Deputy Edward Lord (Deputy Chairman)
Douglas Barrow
Peter Bennett
Deputy Keith Bottomley
David Brooks Wilson
Alderman Alison Gowman
Christopher Hayward
Deputy Jamie Ingham Clark
Alderman Ian Luder
Jeremy Mayhew
Deputy Catherine McGuinness
Deputy James Thomson
Alderman Sir David Wootton

Enquiries: Gregory Moore
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gregory.moore@cityoflondon.gov.uk

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

John Barradell
Town Clerk and Chief Executive

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 4 October 2018.
For Decision
(Pages 1 - 4)
4. **OUTSTANDING ACTIONS**
Report of the Town Clerk.
For Information
(Pages 5 - 6)
5. **TERMS OF REFERENCE: ANNUAL REVIEW**
Report of the Town Clerk.
For Decision
(Pages 7 - 10)
6. **ACTION TAKEN UNDER URGENCY PROCEDURES OR DELEGATED AUTHORITY**
Report of the Town Clerk.
For Information
(Pages 11 - 12)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
9. **EXCLUSION OF THE PUBLIC**
MOTION – That under Section 100A 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.
For Decision
10. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 4 October 2018.
For Decision
(Pages 13 - 18)
11. **FIRE COMPARTMENTATION**
Report of the Director of Major Projects.
For Information
(Pages 19 - 34)

12. **MUSEUM OF LONDON RELOCATION PROGRAMME**
Report of the City Surveyor.
For Decision
(Pages 35 - 54)
13. **FLEET STREET ESTATE UPDATE**
Report of the City Surveyor.
For Decision
(Pages 55 - 60)
14. **DISPOSALS OF WOOD STREET AND SNOW HILL POLICE STATIONS**
Report of the City Surveyor.
For Decision
(Pages 61 - 66)
15. **MARKETS RELOCATION UPDATE**
Director of Major Projects to be heard.
For Information
16. **ACTION TAKEN UNDER URGENCY PROCEDURES OR DELEGATED
AUTHORITY**
Report of the Town Clerk.
For Information
(Pages 67 - 70)
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 AGREE SHOULD BE CONSIDERED WHILST THE
PUBLIC ARE EXCLUDED**

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CAPITAL BUILDINGS COMMITTEE

Thursday, 4 October 2018

Minutes of the meeting of the Capital Buildings Committee held at the Guildhall EC2 at 9.30 am

Present

Members:

Sir Michael Snyder (Chairman)	Deputy Jamie Ingham Clark
Deputy Edward Lord (Deputy Chairman)	Alderman Ian Luder
Douglas Barrow	Jeremy Mayhew
Peter Bennett	Deputy Catherine McGuinness
Deputy Keith Bottomley	Deputy James Thomson
Alderman Alison Gowman	Alderman Sir David Wootton

Officers:

Peter Lisley	- Assistant Town Clerk & Culture Mile Director
Greg Moore	- Town Clerk's Department
Peter Kane	- Chamberlain
Caroline Al-Beyerty	- Deputy Chamberlain
Karen Baxter	- Commander, City of London Police
Martin O'Regan	- City of London Police
Rachel Vipond	- City of London Police
Nicholas Gill	- City Surveyor's Department
Ola Obadara	- City Surveyor's Department
Peter Young	- City Surveyor's Department
Tim Cutter	- City Surveyor's Department
Paul Friend	- City Surveyor's Department
Philip Everett	- Town Clerk's Department
David Spence	- Museum of London

1. APOLOGIES

Apologies for absence were received from Christopher Hayward.

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

There were none.

3. MINUTES

The public minutes and summary of the meeting on 4 July 2018 were agreed.

4. OUTSTANDING ACTIONS

The Committee noted the outstanding actions schedule and the updates provided in respect of each item.

RESOLVED: That the report be received and its content noted.

5. **POLICE ACCOMMODATION WORKING PARTY: TERMS OF REFERENCE**

The Committee Received a report of the Town Clerk providing an update in relation to the Police Accommodation Working Party's agreed terms of reference, given the Capital Building Committee's role in relation to the Police Accommodation Project.

Members observed that the wording of the terms of reference, particularly subsection (e), could be misconstrued as providing the Working Party with powers which were within the sole remit of the Capital Buildings Committee. The Chairman and Deputy Chairman of the Police Committee confirmed that the Police Committee and its new Working Party were clear as to the relevant bodies' respective roles and remits and the Capital Buildings Committee's locus in respect of agreeing and delivering the overall accommodation programme.

RESOLVED: That the report be received and its content noted.

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

There were no questions.

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

There was one urgent item:

Co-option of External Member

The Chairman reminded the Committee that it had the power to co-opt individuals with suitable expertise to help it undertake its responsibilities. A suggestion had been made with regard to a particular individual, David Brooks Wilson, who would bring a significant wealth of expertise to the Capital Buildings Committee. The Committee was supportive of the suggestion and agreed that it would be prudent for the Chairman to meet with the individual to ascertain his suitability for the role, to inform any potential recommendation.

8. **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 by Part 1 of Schedule 12A of the Local Government Act.

9. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting on held on 4 July were agreed as an accurate record.

10. **FLEET STREET ESTATE: PROGRESS UPDATE**

The Committee considered and approved a report of the City Surveyor that provided an update in relation to the Fleet Street Estate project and sought approval for a number of items associated with the project.

11. **WOOD STREET POLICE STATION**

The Committee considered and approved a report of the City Surveyor in relation to the Police Accommodation Strategy and Wood Street Police Station.

12. **MUSEUM OF LONDON RELOCATION UPDATE**

The Committee received a report of the Town Clerk providing an update in relation to the Museum of London Relocation project.

13. **REPORT OF ACTION TAKEN UNDER URGENCY PROCEDURES OR DELEGATED AUTHORITY**

The Committee received a report of the Town Clerk advising of one action taken under urgency in relation to the purchase of a property for a major project.

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

There was one question, concerning the Committee's future work and oversight role.

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

There were not urgent items.

16. **FORTHCOMING MEETING DATES**

The dates of forthcoming meetings were noted as follows:

- Wednesday 9 January 2019 @ 11.00 am
- Thursday 21 March 2019 @ 10.30 am
- Tuesday 7 May 2019 @ 11.00 am
- Wednesday 3 July 2019 @ 11.30 am
- Tuesday 1 October 2019 @ 1.45 pm
- Wednesday 4 December 2019 @ 1.45 pm
- Wednesday 15 January 2020 @ 11.00 am
- Wednesday 18 March 2020 @ 11.00 am
- Wednesday 13 May 2020 @ 11.00 am
- Wednesday 15 July 2020 @ 11.00 am
- Wednesday 9 September 2020 @ 11.00 am
- Wednesday 11 November 2020 @ 11.00 am

The meeting closed at 10.25 am

Chairman

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**CAPITAL BUILDINGS COMMITTEE
OUTSTANDING ACTIONS LIST**

No.	Action	Officer Responsible	Status
1.	Museum Enabling Projects: Town Clerk to produce report seeking approval for transfer of enabling projects oversight to Capital Buildings Committee	Town Clerk	Report produced and approved by P&R 4/10/18. Overall programme budget envelope to be identified and sought from Court of Common Council.
2.	Planning Permissions (Fleet Street Site): Officers to ensure close and ongoing dialogue with City planners to avoid the risk of any misunderstandings in relation to intended development.	City Surveyor	Ongoing instruction to officers.
3.	Fire Compartmentalisation: Report to be produced in relation to background and lessons learnt.	Assistant Town Clerk	Complete – on agenda for 9 January 2019 meeting.

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Committee(s) Capital Buildings Committee	Dated: 9 January 2019
Subject: Terms of Reference and Frequency of Meetings: Annual Review	Public
Report of: Town Clerk	For Decision
Report author: Greg Moore – Town Clerk’s Department	

Summary

As part of the post-implementation review of the changes made to the City Corporation’s governance arrangements in 2011, it was agreed that all Committees should review their terms of reference annually. This is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council. The latest terms of reference of the Capital Buildings Committee are attached at Appendix 1 to this report for Members’ consideration.

Members may wish to note that, subject to the views of the Policy and Resources Committee at its January 2019 meeting, an amendment may be proposed to transfer responsibilities relating to remediation activities at the Barking Power Station Site to the Capital Buildings Committee. In addition, some minor adjustment may be required in respect of the transfer of ownership of the various enabling projects associated with the Museum of London project. Finally, Members may wish to consider the arrangements for ex-officio Membership for the various Chairmen and Deputy Chairmen of those service committees which will become responsible for completed capital building projects, extending to them the ability to nominate representatives rather than serve themselves.

This annual review also affords Members an opportunity to review the frequency of a Committee’s meetings and determine whether it remains appropriate or requires adjustment.

Recommendations

It is recommended that:

- the terms of reference of the Committee, subject to any comments, be approved for submission to the Court in April 2019; and,
- Members consider whether any change is required to the frequency of the Committee’s meetings.

Appendices

- Appendix 1 – Terms of Reference

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CAPITAL BUILDINGS COMMITTEE

1. Constitution

A Non-Ward Committee consisting of,

- Five Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- Two Members appointed by the Policy & Resources Committee
- The Chairman and Deputy or a Vice Chairman of the Policy & Resources Committee (ex-officio)
- The Chairman and Deputy Chairman of the Finance Committee (ex-officio)
- The Chairmen and Deputy Chairmen of those service committees which will become responsible for completed capital building projects (ex-officio)*
- The Chairman of the General Purposes Committee of Aldermen (ex-officio)

** Such Chairmen and Deputy Chairmen to become ex-officio Members of the Committee upon the Court of Common Council giving its approval in principle for the project to proceed, with their membership to cease upon the new building being handed over to their Committee.*

Together with up to two non-City of London Corporation Members and a further two Court of Common Council Members with appropriate experience, skills or knowledge.

2. Quorum

The quorum consists of any five Members.

3. Membership 2018/19

Elected by the Court of Common Council:-

- 1 (1) Sir Michael Snyder, Deputy
- 1 (1) Christopher Michael Hayward
- 1 (1) Charles Edward Lord, O.B.E., J.P., Deputy *for three years*
- 1 (1) Alison Jane Gowman, Alderman *for two years*
- 1 (1) Ian David Luder, J.P., Alderman *for one year*

Appointed by the Policy & Resources Committee:-

- 1 - Peter Gordon Bennett *for one year*
- 1 - Keith David Forbes Bottomley, Deputy *for one year*

together with the several appointed and ex-officio Members, the two non-City of London Corporation Members, and the two co-opted Members of Common Council as referred to in paragraph 1 above.

4. Terms of Reference

In respect of major capital building projects[†] which have been approved in principle by the Court of Common Council, to be responsible for (without recourse to any other Committee):-

- (a) overall direction and co-ordination;
- (b) financial control and variances within the overall approved budget for the project;
- (c) review of progress;
- (d) decisions on significant option development and key policy choices; and
- (e) decisions in relation to the acquisition and disposal of properties related to the project, including disposal or alternative use of current operational properties to be vacated on completion of the project. Such properties, upon the approval of the capital building project, shall sit outside of the normal Standing Orders (53-60) governing acquisitions and disposals.[‡]

[†] Defined as projects for new or substantially refurbished buildings with an estimated budget of £100 million or more, or which have been otherwise referred to the Committee.

[‡] Such transactions shall therefore not require the additional approvals of the Property Investment Board, Corporate Asset Sub-Committee, Finance Committee, and Court of Common Council. However, the Policy & Resources Committee shall reserve the right to retain ultimate decision-making powers in respect of properties where the disposal is considered to have significant strategic or policy implications.

Notes:

- (i) Membership of this Committee shall not count towards the limit on the number of committees on which a Member may serve contained in Standing Order 22 and its Chairman shall be eligible to be Chairman of another Committee (Ward or non-Ward) at the same time, pursuant to the provisions of Standing Order 29 (3).

- (ii) *The Chairman and Deputy/Vice-Chairmen of the Policy & Resources and Finance Committees shall have the power to vote in the election of Chairman and Deputy Chairman.*
- (iii) *Whilst the Committee will need to have dealings with external parties relevant to the buildings concerned in projects for which the Committee is responsible, ownership and custody of these relationships shall rest with the relevant service committee and the Capital Buildings Committee shall act in accordance with this.*

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Committee: Capital Buildings Committee	Date: 9 January 2018
Subject: Actions Taken under Delegated Authority or Urgency Procedures	Non-Public
Report of: Town Clerk Report author: Greg Moore	For Information

Summary

This report advises Members of one action taken by the Town Clerk under urgency procedures or delegated authority in consultation with the Chairman and Deputy Chairman since the last meeting of the Committee, in accordance with Standing Orders No. 41(a) and (b).

Approval was given to the following item:

- The appointment of David Brooks Wilson as a co-opted Member.

Recommendation

That Members note the action taken since the last meeting.

Main Report

Appointment of Co-opted Member

1. The Terms of Reference of the Capital Buildings Committee provide for the option to appoint up to two non-City of London Corporation Members with appropriate experience, skills or knowledge.
2. At the October 2018 meeting of the Capital Buildings Committee, the Chairman informed Members that David Brooks Wilson, an individual with considerable experience relevant to the work of the Committee and with established links with the City Corporation, had been suggested as a possible co-optee. He subsequently sought and obtained the support of the Committee for his prospective appointment, subject to his meeting with Mr Brooks Wilson in the coming period, with a view to ascertaining his interest in the role and confirming his appointment accordingly.
3. The Chairman and Deputy Chairman subsequently met with Mr Brooks Wilson and were pleased to recommend his appointment to the Committee as a co-opted Member. Given Members' previous support for the appointment, the Committee's views were sought by e-mail, in order to facilitate an appointment being made under urgency procedures. This was to allow for Mr Brooks Wilson's appointment to be confirmed in time to begin 1 January 2019, ahead of the next meeting.

4. Members expressed support for the appointment and Mr David Brooks Wilson was consequently appointed to the Capital Buildings Committee as a co-opted Member, for an initial (renewable) term of two years, commencing 1 January 2019.

Full background report available upon request.

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