



Barbican Estate Residents Consultation Committee ANNUAL GENERAL MEETING

Date: MONDAY, 28 JANUARY 2019

Time: 6.30 pm

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

Members:

Christopher Makin - Speed House	Prof. Michael Swash - Willoughby House
Jim Davies - Mountjoy House	David Lawrence - Lauderdale Tower
Gordon Griffiths - Bunyan Court	Mark Bostock - Frobisher Crescent
Jane Smith - Barbican Association	Heather Hawker - Speed House
John Taysum - Bryer Court	Vivian Fowle/James Undy - Gilbert House
Janet Wells - John Trundle House	Adam Hogg - Andrewes House
John Tomlinson - Cromwell Tower	Jane Samsworth - Defoe House
Mary Bonar - Wallside	Fiona Lean - Ben Jonson House
Fred Rodgers - Breton House	Rodney Jagelman - Thomas More House
David Graves - Seddon House	
Sandy Wilson - Shakespeare Tower	

Enquiries: Julie Mayer - tel.no.: 020 7332 1410
Julie.Mayer@cityoflondon.gov.uk

**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. **TO ELECT A CHAIRMAN**

Town Clerk to be heard.

For Decision

4. **TO ELECT TWO DEPUTY CHAIRMEN**

Town Clerk to be heard.

For Decision

5. **ELECTRIC VEHICLE CHARGING**

Report of the Director of Markets and Consumer Protection
This report has a large appendix, which will follow shortly

For Information
(Pages 1 - 6)

6. **MINUTES**

To approve:

1. The minutes of the Annual General Meeting on 29th January 2018; and
2. The minutes of the Extraordinary General Meeting on 25th June 2018.

For Decision
(Pages 7 - 16)

7. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Members are asked to consider the Committees Terms of Reference and make any comments or suggestions thereon.

For Decision
(Pages 17 - 18)

8. **ANNUAL REVIEW OF WORKING PARTIES**

Members are asked to consider the Terms of Reference and Membership of the various Working Parties and to make any comments or suggestions thereon.

For Discussion
(Pages 19 - 30)

9. **RECOGNISED TENANT ASSOCIATION (RTA) AUDIT 2018**

Report of the Town Clerk.

For Information
(Pages 31 - 34)

10. **UPDATE ON HOUSING GOVERNANCE**

Town Clerk to be heard.

For Discussion

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

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

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Committee(s)	Dated:
Residential Consultation Committee – for information Barbican Residential Committee – for decision	28/01/2019 31/01/2019
Subject: Barbican Estate Residents Electric Vehicle Charging Infrastructure	Public
Report of: Director of Community and Children's Services	For Decision
Report author: Beth Humphrey – Low Emission Neighbourhood Project Manager	

Summary

In December 2016, a Working Party was established by the Barbican Residential Committee to look to pilot the introduction of Electric Vehicle (EV) charging points across the Barbican Estate.

In May 2018, 22 charging units were installed in five car parks on the Barbican Estate providing a total capacity for 30 EV charging bays. A selection of charging units (3kW, 7kW, 22kW, dual, single, tethered and cable) were chosen and installed as part of the trial to determine the best type of charger to meet Barbican Estate residents' requirements.

15 participants took part in the 6- month pilot trial which concluded in November 2018. Consultants were contracted to oversee the pilot and produce a report of the study with recommendations for a working business model regarding cost and management of the charging units, and for further roll-out of EV charging on the Barbican Estate (Appendix 1).

The installation of the current electric vehicle charging units on the Barbican Estate, the pilot study and associated costs has been funded by the Low Emission Neighbourhood (LEN). However, this funding ceases in April 2019. Therefore, a decision is required on the immediate and long-term proposals for management and extension of EV charging on the Barbican Estate.

Recommendation(s)

The Residents Consultation Committee are asked to comment on and note the Electric Vehicle Charging Infrastructure report.

The Barbican Residential Committee are asked to approve that:

- From 1st April EV charging point costs be covered by EV charging bay users. Management of EV charging points and bay allocation to new users will follow same method as during the pilot trial as outlined in the management plan in paragraph 19 of this report.

- Officers continue to progress this project through the Working Party to install further EV charging in Barbican Estate car parks in line with forecasts and recommendations in the pilot study report and will report back to these committees in one-years' time as outlined in paragraph 20 of this report.

Main Report

Background

1. In July 2016 the Mayor of London awarded the City of London Corporation £990,000 over three years to implement a Low Emission Neighbourhood (LEN) in the Barbican and Golden Lane area. The funding was designated to support a range of focused pilot measures to improve air quality locally. The funding for LEN projects ceases in end of the 2018/2019 financial year.
2. A survey of Barbican Residents in 2014 revealed that 150 residents would consider buying an EV with 22 actively wanting to. In the last 5 years, Barbican Estate Officers have received a number of requests for charging points, indicating a high level of demand.
3. Recognising the demand for EV charging units, a Working Party was set in up December 2016 by the Barbican Residential Committee, to investigate EV Charging options for the Barbican Estate.
4. To set a baseline for the pilot study of the charging infrastructure use, an additional survey ran from January – May 2018. Of the 81 respondents, 12 (24%) already owned a plug-in EV, with a further 51 (63%) of respondents considering purchasing an EV.
5. The Working Party and LEN Project team identified five car parks as the most suitable to pilot the introduction of charging points: Breton House, Bunyan Court, Cromwell Tower (02 Level), Thomas More and Willoughby House (01 Level).
6. In early 2018, funded through the LEN, work was undertaken to upgrade the power distribution in to these car parks to provide enough electrical supply for the charging points.
7. In May 2018, a total of 22 EV charging units were installed in the five carparks. Due to the 'dual charging' nature of some of the units, this provided 30 car parking bays with EV charging. For locations and types of chargers please see Appendix 1, pages 16-19.
8. A launch event was held in May 2018, with the attendance of over 80 residents, Members and EV industry professionals. At this launch event, the pilot trial began.
9. The pilot ran for 6 months with 15 participants, monitoring electricity usage from the EV charging points and assessing user and stakeholder experiences.
10. For the duration of the trial participants were granted a designated EV charging bay, in addition to their permitted car parking bay. In the majority of cases

participants ordinary use bay and EV charging bays were in the same car park as dictated by participant preference and convenience.

Current Position

11. Consultants WSP were contracted to oversee the pilot project and produce a report detailing their findings on EV charger use and user experience. They have produced a report of the study with recommendations for a working business model regarding user and management costs associated with the charging units, and for further roll-out of EV charging on the Barbican Estate (Appendix 1).

12. Key findings from the pilot study:

- Positive response to the pilot from participants
- Average electricity consumption of 1.3kW / day per participant
- Low charger usage is due to high proportion of plug-in hybrid EVs in the participant group and the low mileage typical of the inner-City location
- Concerns over bay dimensions
- Preference for users to be charged per kW of electricity they use
- Preference for dedicated use bays
- Convenience of charging units' locations is key to uptake of using charging points
- Preference for communicating charging units (RFID) that can be operated with a swipe card and are connected to the Chargemaster management system
- 7kW units identified as most suitable for the demand and use by Barbican Estate residents

13. Estimated uptake of EVs by residents on the Barbican Estate suggest by 2025 there will be 86 EVs (10% of total vehicles) and by 2030 there will be 230 EVs (30% of total vehicles). This forecast is based on an average drawn from industry, manufacture and government forecasts, and acknowledges the potentially higher uptake in the City due to local factors, for example the Mayor's Ultra Low Emission Zone coming into force in April 2019. A full forecast is found in Appendix 1, Chapter 6.

Options

14. Based on the demand for convenience, the Barbican Estate should take steps to install EV charging units into the remaining car parks that do not currently have this infrastructure (Appendix 1, Chapter 8).

15. To increase EV charging capacity to meet future demand, the Barbican Estate should install new EV charging infrastructure in a 'scalable' manner. For example, passive cabling infrastructure can be installed in identified banks of bays in all car parks within the next two years, providing the ability to install individual charging

units to selected car parking bays on an 'on demand basis' as the electrical supply infrastructure will already be in place (Appendix 1, Chapter 8).

16. The LEN is currently funding electricity costs associated with the charging points use, in addition to costs associated with the pilot study. All future costs associated with EV charging on the Barbican Estate should be covered through other means.

Proposals for the short term

17. It is proposed that, regarding the EV related costs, from 1st April all electricity and management overhead costs are picked up by the EV charging bay owner.

18. There are two options through which costs would be met by the EV charging bay user.

- a. Option 1: EV charging users are billed per kWh of electricity at a proposed rate of 20-25p/kWh (14p/kWh domestic rate + 5-10p management levy/kWh).
 - i. Advantage of users only paying for the electricity that they are using.
 - ii. Does require more management to obtain individual usage records and provide individual bills accordingly.
- b. Option 2: EV charging bay users have an additional quarterly surcharge on their car parking bay permits.
 - i. Very little management needed as would be included in standard car parking bay permit and payment procedures.
 - ii. Disadvantageous to users who only use a small proportion of electricity to charge vehicles compared to more regular users.

19. It is proposed that the following management plan be progressed:

- Option 2 above in relation to EV charging costs
- EV charging capable bays remain assigned to a dedicated user as opposed to becoming communal use charging bays
- pilot participants have the option of retaining their allocated EV charging bay and/or their dedicated non-charging bays and pay the appropriate licence fees for their occupied bays
- new EV owners wanting a charging capable bay would request one when applying for a car parking permit route (the application form has an option for 'Electrical User') and be assigned a dedicated bay according to the method used for the pilot participants (consideration of resident's location preference, convenience and charging bay availability)

Proposals for the longer term

20. It is proposed that the following is progressed in the longer term:

- in order to meet the longer term EV charging demand, Officers continue to progress this project to install further EV charging in the car parks in line with forecasts and recommendations in the pilot study report
- future EV charging bays are equivalent to two ordinary bays in recognition of the tight dimensions of the car parking bays and the need for extra space required to reverse park and plug-in chargers¹
- Officers to consider alternative funding sources post-March 2019
- Officers to report back to these committees in one-years' time

21. It must be noted that progress will be dependent on resourcing in the Barbican Estate Office as a result of the LEN project ending this financial year and subsequent withdrawal of the LEN project officers.

Corporate & Strategic Implications

22. This work supports the aims and objectives of the City of London Air Quality Strategy 2015 – 2020 and goes towards addressing air quality, which has been identified as a corporate risk.

23. This work supports Proposals 29 and 30 in the draft Transport Strategy that the City of London Corporation has recently consulted on.

24. Measures included in the LEN scheme support the Department of Community and Children's Services strategic aim of delivering value for money and outstanding services through the Barbican Estate's Service Based Review Programme.

Conclusion

25. This project is currently being fully funded by the LEN project. From April 1st, 2019 costs and management associated with the EV charging in Barbican car parks will no longer be sustained by LEN funding and will be sourced elsewhere. The Working Party and BEO Officers will continue to progress EV charging on the Barbican Estate and report back to these Committees in one year's time.

Appendices

26. Appendix 1 – Barbican Estate Residents Electric Vehicle Charging Infrastructure Study

Background Papers

ELECTRIC VEHICLE CHARGING POINTS PILOT PROJECT, Report of the Director of Community and Children's Services - Residential Consultation Committee, 22nd May 2017 and Barbican Residential Committee, 5th June 2017

Beth Humphrey

Low Emission Neighbourhood Project Manager

T: 020 7332 1190

E: beth.humphrey@cityoflondon.gov.uk

¹ For the present EV charging infrastructure, current and new users will remain with an EV charging bay of current dimensions. All the installed charging units are in adjacent bays within a charging block bank of bays (Appendix 1, Chapter 4). For future EV bays, charging units should be installed every other bay to allow for the an EV car parking bay to be equal to two bay's width.

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BARBICAN ESTATE RESIDENTS CONSULTATION COMMITTEE (RCC)
ANNUAL GENERAL MEETING
Monday, 29 January 2018

Minutes of the meeting of the Barbican Estate Residents Consultation Committee
held at Committee Rooms, 2nd Floor, West Wing, Guildhall

Present

Members:

Christopher Makin - Chairman
Graham Wallace – Deputy Chairman
Gordon Griffiths - Bunyan Court
Fiona Lean - Ben Jonson House
Janet Wells - John Trundle House
Jane Smith - Barbican Association
Averil Baldwin - Thomas More House
Jane Northcote - Cromwell Tower
John Whitehead - Breton House

Natalie Robertson - Andrewes House
Sandy Wilson - Shakespeare Tower
David Kirkby - Defoe House
Gillian Laidlaw - Mountjoy House
David Lawrence - Lauderdale Tower
Mark Bostock - Frobisher Crescent
Lorne Whiteway - Gilbert House

Officers:

Julie Mayer – Town Clerk's

1. APOLOGIES

Apologies were received from John Taysum (Bryer Court), John Tomlinson (Cromwell Tower – represented by Jane Northcote), Fred Rodgers (Breton House – represented by John Whitehead), David Graves – Seddon House, Nancy Chessum (Andrewes House – represented by Natalie Robertson), Jim Davies (Deputy Chairman) – represented by Gillian Laidlaw) and Prof. Michael Swash (Willoughby House).

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

There were no declarations.

3. TO ELECT A CHAIRMAN

It was proposed by Gillian Laidlaw and seconded by Averil Baldwin that Christopher Makin be nominated for Chairman of the Barbican Estate Residents' Consultation Committee. The only other Member who had expressed a wish to stand for Chairman was Graham Wallace; Christopher Makin having expressed a wish to stand for Deputy Chairman. With the agreement of both candidates a ballot was held, as follows:

11 – Christopher Makin
3 – Graham Wallace
2 Members abstained

Christopher Makin was therefore duly Elected as Chairman of the Barbican Estate Residents' Consultation Committee.

4. **TO ELECT TWO DEPUTY CHAIRMEN**

In accordance with City of London Protocol, the immediate past Chairman, Graham Wallace agreed to serve as Deputy Chairman for the ensuing year.

Jim Davies, being the only other Member willing to serve, was duly elected as Deputy Chairman for the ensuing year.

On taking the Chair, Christopher Makin thanked Members for their proposal and paid tribute to the Chairmanship of Graham Wallace, who had served as the RCC Chairman for 2 years. Members endorsed this vote of thanks and, in the interests of continuity, were pleased that Graham Wallace had agreed to serve as Deputy Chairman for the ensuing year.

5. **MINUTES**

The Minutes of the RCC's AGM held on 6 March 2017 were approved.

Matters arising

There were a couple of matters in respect of the Terms of Reference, which would be picked up under Agenda item 6.

Mark Bostock was pleased to announce excellent progress with the Frobisher Crescent Protocol, which would be shared with RCC Members.

6. **COMMITTEE'S TERMS OF REFERENCE**

Members considered the RCC's Terms of Reference and noted a couple of amendments, made last year, which had not been picked up on this version; i.e. expansion of ToR 1 and deletion of ToR 7. The Town Clerk would check that the latest version reflected this change.

A Member asked if a copy of the Barbican Estate Lease could be obtained from the Estate Office, as it would help widen the definition in the Terms of Reference. There was a further suggestion that this would assist with the Conservation Area Consultation and should also be forwarded to the Planning Department.

RESOLVED, that the Terms of Reference be agreed.

7. **WORKING PARTY REVIEW**

Members considered the current memberships and Terms of Reference of the Working Parties as follows:

Gardens Advisory Group

A communications strategy was being formed and, as it developed, inspections would be invited from House Group representatives. Ben Jonson House would like a representative on this working group, if possible.

SLA Review Working Party

Jane Smith asked for the membership list to be amended to reflect her membership as the Barbican Association's representative and not Seddon House.

Asset Maintenance Working Party

This group was carrying a vacancy and Gordon Griffiths volunteered.

Background Heating Underfloor Working Party

Members considered a short report from Ted Reilly, who was a long serving member of this Working Party and had been invited, by the Chairman, to address this Annual General Meeting. During the discussion the following points were noted:

Members of the Working Party would not like to merge with the Asset Maintenance Working Party at this time. They suggested that the Asset Maintenance Working Party already had a large agenda and therefore it would struggle to accommodate the Underfloor Heating Working Party. Furthermore, the Asset Maintenance Working Party was also heavily involved in building an asset database.

Residents clearly valued the underfloor heating and would strongly recommend an improvement to the control system.

The Working Party had previously had a Common Councilman as Chairman, who was also the Chairman of the BRC. Members felt that, if the Working Party had a Common Councilman as a Member and possibly as Chairman, it would re-energise it. However, Members would also like the Group to remain as a Working Party of the RCC and not the BRC. Mr Bostock agreed to make enquiries amongst his Ward colleagues to gauge interest.

The Working Party would like to revisit their Terms of Reference and the Chairman invited the Group to submit them the next meeting of the RCC.

A couple of Members of the Working Party had resigned due to lack of progress. However, if the Working Party were to be re-energised those Members were likely to re-join.

Given this was a strategic, forward looking project, which could potentially save costs if upgraded to a more refined system, it should be measured via a KPI.

The expertise of the UHWP could assist the Barbican Estate Office and the Working Party would also welcome attendance from more City of London Corporation Officers.

Leaseholder Service Charge Working Party

Members were concerned at the increase in the September service charge bill, particularly a perceived lack of communications, which had caused confusion. The Working Party were working with the Estate Office to improve communications to residents and would add this to their Terms of Reference.

Members agreed that it was important to report back from RCC meetings as fully as possible. This would enable the House Group, when approaching the BEO for further information/clarification on an ongoing issue, to quote relevant details from the RCC Member's feedback. In turn, this would enable the BEO to process the request more speedily, and without repeating information that had already been disclosed. Members recognised the RCC as a significant committee in the lines of communication between House Groups/Residents and the BEO, and they should ensure that the information flow along these lines makes the most efficient use of the resources of the BEO.

Members felt that the KPI approach would best ensure residents understood the breakdown in costs and the stats should include kw usage and hours of labour.

Working Parties were generally more strategic than RCC meetings, as they represented partnership working between officers and residents. Whilst noting that last year's residents' survey had not gone ahead, due to lack of resources, it could help set priorities which would help the strategic role of the Leaseholder Service Charge Working Party. The Asset Maintenance Working Party was recognised as having a strong strategic role.

The Chairman of the Barbican Association Communications Sub Committee, who was also in attendance at this meeting as the Mountjoy House Group Representative, was disappointed that the regular updates from the Estate Officer had been removed from the BA Newsletter and hoped they could be reintroduced.

Members asked for a report and presentation of the Leaseholder Service Charge Working Party at the next RCC meeting, which would be circulated with the next agenda.

8. GENERAL DATA PROTECTION REGULATIONS AND THIS YEAR'S RECOGNISED TENANT ASSOCIATION (RTA) AUDIT

The Town Clerk was heard in respect of the new GDPR Regulations as follows:

1. Resident's Groups only need to comply with data protection rules, including GDPR where they are processing personal data i.e. holding personal information relating to a living individual.
2. Groups who have deemed membership and don't otherwise process personal data do not need to be GDPR compliant. Those that process personal data, e.g. maintaining a data base of individual resident's concerns or complaints will.

3. As Resident's Groups are external bodies the Corporation's legal team cannot advise them. Advice is available from the Information Commissioner's website.

In respect of a query about Opt-in/Opt-out Memberships, Members noted that the City of London Corporation had accepted deemed memberships for some time.

Members asked when Blake House would be able to apply for RTA status.

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

There were no questions

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

Members asked if the next meeting of the RCC could have an update on the Thomas Moore Car Park project; particularly in respect of the Consultant's role and the Barbican Estate Office's heavy engagement in the project. Members also asked to be sighted on any information passed to the school, from the Estate Office, and why the second planning application had not included a baggage store in Thomas Moore Car Park. Being the only City of London Corporation Officer present, the Town Clerk noted this request and agreed to forward it to the Barbican Estate Office.

In concluding, Members had welcomed the candid nature of this RCC AGM and asked if they could hold a further, extraordinary AGM half way through the year, given the workload of this Consultative Committee and the number of Working Parties reporting to it. The Town Clerk agreed to investigate possible dates in late June.

The meeting ended at 8.05 pm

Chairman

Contact Officer: Julie Mayer
tel.no.: 020 7332 1410
Julie.Mayer@cityoflondon.gov.uk

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**BARBICAN ESTATE RESIDENTS CONSULTATION COMMITTEE
EXTRA GENERAL MEETING
Monday, 25 June 2018**

Minutes of the meeting of the Barbican Estate Residents Consultation Committee
(EGM) held at Guildhall at 6.30 pm

Present

Members:

Christopher Makin - Chairman	Adrian Bastow - Defoe House
Jim Davies - Mountjoy House (Deputy Chairman)	Prof Michael Swash - Willoughby House
Graham Wallace - (Deputy Chairman)	David Lawrence - Lauderdale Tower
Fiona Lean- Ben Jonson House	Mark Bostock - Frobisher Crescent
Jane Smith - Barbican Association	Julia Braebook - Speed House
Janet Wells - John Trundle House	James Wilson Undy - Gilbert House
John Tomlinson - Cromwell Tower	Natalie Robinson - Andrewes House
Fred Rodgers - Breton House	

In attendance:

Mary Durcan – BRC Member and Ward Member for Cripplegate

Officers:

Julie Mayer - Town Clerk's

1. APOLOGIES

Apologies were received from Gordon Griffiths (Bunyan Court), Sandy Wilson (Shakespeare Tower), John Taysum (Bryer Court) and Averil Baldwin (Thomas More House).

Members welcomed the following new Members:

- Helen Hulson – Ben Jonson House, and said farewell and thanks to Fiona Lean, who was attending her last meeting.
- Adam Hogg – Andrewes House (represented by Natalie Robinson for this meeting)
- Jane Samsworth – Defoe House (represented by Adrian Bastow for this meeting) and thanks and farewell to David Kirkby
- Heather Hawker – Speed House (represented by Julia Braebook for this meeting)

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

There were no declarations.

3. MINUTES

The minutes of the Annual General Meeting held on 29 January 2018 were approved.

4. **REVIEW OF THE RCC'S TERMS OF REFERENCE**

Members considered the RCC's Terms and reference and, whilst there was a general consensus that they remained fit for purpose, it was also accepted that there was potential for further discussion about the role of the Committee in a wider context.

During the discussion, the following comments were noted:

- Whilst agreeing that the RCC was the 'main formal channel of communication', it was recognised that there were others that were effective and relevant.
- It was suggested that, sometimes, the RCC did not fully utilise its power to take resolutions to the BRC. However, later in the meeting it was noted that the recent alternative proposal in respect of Car Park Charges, from Lauderdale House Group, had been well received by the BRC and captured in their final decision.
- It was suggested that the Working Party reports should also go to the BRC and it would be helpful if they were more visible, and formed a separate part of the RCC/BRC agenda pack rather than being in the Update Report. The Town Clerk reminded Members that all RCC reports (including the AGM and this EGM) were on the public web site, as were the public reports and minutes of the BRC meetings.
- There was a challenge as to whether the Terms of Reference could also represent short term and sub tenants but it was noted that widening them to include these groups would involve extensive consultation. It was also noted that the Barbican Association and the House Groups represent short term and sub tenants but consultation on expenditure should be confined to the long leaseholders. Furthermore, a short term or sub tenant could effectively represent long lessees at House Group meetings.
- Members were also reminded that most of the Barbican House Groups have RTA status, which gives them enhanced rights in leaseholder matters.
- There was some discussion about the estate boundaries: i.e. the administrative boundary; is owned and managed by the City of London Corporation; the Listed Boundary of the Estate, the Registered Park and Garden Boundary and the Barbican Wildlife Garden. Members agreed that it would be helpful to have a map of the administrative area of the Estate.

5. **IMPROVING COMMUNICATION**

The Chairman referred to the BRC Minutes, which were available on the web site and the Town Clerk agreed to send an email notification to RCC Members once they had been published.

The Chairman had recently written an article for the quarterly BA Magazine, which had been well received.

Going forward, the Chairman suggested and Members agreed, to hold an annual all-Barbican Residents meeting, at Guildhall or at the conference facility at Frobisher Crescent, possibly in the Autumn. The Chairman of the Barbican Association advised that their annual meeting provided refreshments and the Town Clerk was asked to check if there was a budget for this.

6. SERVICE CHARGES

The Committee received a presentation from David Lawrence of the Service Charges Working Party (slides appended to these minutes) which provided a 7-year history of service charges and breakdown of staff costs.

During the discussion, the following points were noted:

Members thanked David Lawrence and the Working Party for the improved service charge letter.

It was noted that service charges had increased over time with repairs and maintenance charges having increased most.

The RCC would appreciate more consultation at an earlier stage in the budget process, and a better understanding on the rationale and consequences behind decisions. Members felt that even small suggestions/compromises could have an impact and Mr Lawrence agreed to take this request back to the Working Party. Members noted that the Revenue Outturn reports were due to be presented to the RCC/BRC in September.

There was an expectation that efficiency savings would ultimately reduce the service charge. Notwithstanding this, Members were mindful of the shared responsibility of the RCC, and the boundaries of the Working Parties, and were mindful of exposing individuals. Mr Lawrence did not want to discuss detail at this meeting but happy to take back suggestions in respect of efficiencies.

Some Members found the City Corporation Budget reports confusing and would welcome a change to the format; i.e. to showing how the position had changed on previous years. The Town Clerk reminded Members that the Chamberlain had delivered a presentation to all Members of RCC/BRC the on the budget reports in April this year, which had been well received.

Members noted that the Asset Maintenance and Stock Condition Surveys were likely to complete in June 2019, possibly sooner. This report would be very helpful in terms of future charges and issues such as the Garchey maintenance. Members noted that there had been a 56% response to the recent Garchey survey. At least 400 garchey units are still in place, and some residents wished to retain them.

The Working Party had met initially, without any BEO staff present, and since then it had been working well with a BEO Chairman. Members noted that either the RCC Chairman or one of the two Deputy Chairmen served on the majority of Working Parties and, if an officer chaired them, they had responsibility for that area of work. The Working Party meetings were clerked by the Estate Office and the RCC's AGM approved all their Terms of Reference

7. A MORE STRATEGIC ROLE FOR THE RCC

Members briefly discussed the recent car park charges decision and the Girls School proposals and it was accepted that there had, at times, been some inappropriate language directed at officers and confrontational behaviours in public. The Chairman was keen to promote positive relationships with the Estate Office and to work as a strategic partnership and asked Members to refrain from generalisations that could taint good behaviour in meetings.

It was suggested that the House Groups and Working Parties could act as 'sounding boards' for the RCC and possibly have earlier conversations with the Estate Office and the City Corporation. Some House Groups would welcome the opportunity to convene special meetings, should a relevant SLA issue arise; for example.

There was concern that some residents, who are not active in the House Groups, might not understand how best to raise a complaint and it was suggested that the structure could be clearer. Members noted that the formal channel was the RCC but a matter should be raised with their House Officer and House Group in the first instance. The RCC also reserved the right to take a resolution to the BRC, as had happened with Lauderdale House's Car Park Charges proposal. Should the matter still not be resolved satisfactorily, then it could be escalated to a Ward Member. The Common Councilmen Members present asked if such complaints could be sent to one Councilman only alone in the first instant, and not copied into various other parties as this could impede progress. It was suggested that lack of clarity in respect of the Girls School had led to some Common Councilmen being bombarded and this had been unhelpful. Finally there was a right of appeal to the Local Government Ombudsman if the matter remained unresolved.

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

There were no further questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Members noted the Children's Fortune Street Funday scheduled this Sunday, 1st July.

The meeting ended at 8pm

Contact Officer: Julie Mayer
tel.no.: 020 7332 1410
Julie.Mayer@cityoflondon.gov.uk

Barbican Residents Consultation Committee (RCC) -Terms of Reference

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

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

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Working Parties (WP) January 2019

Agenda item for all RCC Working Parties at last meeting of the year – Review of Terms of Reference – to be presented to RCC AGM in the new year.

Name	Chairman	Attended by:
Residents Consultation Committee (RCC) WP		
Gardens Advisory Group (GAG) Meeting Dates: 06/02/18 17/04/18 23/10/18 <i>Quarterly update to RCC</i>	Helen Davinson	BEO Officers: Helen Davinson Jake Tibbetts, City Gardens Manager, Open Spaces 10 resident representatives: Paula Tomlinson (Cromwell Tower) Nathalie Robinson (Andrewes House) Maggie Urry (Lauderdale Tower) Candice Gillies-Wright (Lauderdale Tower) Colin Slaughter (Thomas More House) Mary Winch (Andrewes House) Mark Mallindine (Seddon House) Jenny Addison (Frobisher Crescent) Jo Rodgers (Breton House) Wendy Spurry (Ben Jonson House)
SLA Review Meeting Dates: 06/02/18 23/04/18 23/07/18 22/10/18	Michael Bennett	BEO Officers: Michael Bennett, Helen Davinson, Sheila Delaney, Luke Barton, Stephanie Lester, Mike Saunders 8 resident representatives: David Graves (Seddon House) Randall Anderson (Breton House) Robert Barker (Lauderdale Tower) Jane Smith (Barbican Association)

<i>Quarterly Report to RCC/BRC</i>		Graham Wallace (RCC Deputy Chair) Fred Rodgers (Breton House) John Tomlinson (Cromwell Tower) Christopher Makin (RCC Chair)
Asset Maintenance Meeting Dates: 17/04/18 19/06/18 20/11/18 <i>Requirement for 2 additional volunteers for approximately 1 year from late Spring 2019 to help with Condition Survey review & Garchey Review which will be carried out by this WP (latter will form part of report to RCC/BRC in 2020).</i> <i>Quarterly update to RCC</i>	Mike Saunders	BEO Officers: Mike Saunders, David Downing, Shauna McFarlane, Michael Bennett 9 resident representatives: Graham Wallace (RCC Deputy Chair) Randall Anderson (Breton House) Robert Barker (Lauderdale Tower) Ted Reilly (Shakespeare Tower) Fiona Lean (Ben Jonson House) Mike Greensmith (Ben Jonson House) Henry Irwig (Bryer Court) Christopher Makin (RCC Chair) Paula Ridley (Thomas More House)
Background Underfloor Heating Meeting Dates: 05/04/18 21/06/18 29/11/18 Ad hoc with Chairman	Mary Durcan (BRC Member) (Lead Officer Mike Saunders)	BEO Officers: Mike Saunders, Shaun Moore, Shauna McFarlane 7 resident representatives: Mary Hickman (Andrewes House) Ted Reilly (Shakespeare Tower) Kate Wood (Brandon Mews) Sarah Bee (Shakespeare Tower) Renu Gupta (Willoughby House)

<i>Quarterly update to RCC</i>		Craig Allen (Shakespeare Tower) Garth Leder (Defoe House)
Leaseholder Service Charge Meeting Dates: 12/02/18 30/04/18 13/08/18 30/10/18 <i>Quarterly update to RCC</i>	Anne Mason	BEO Officers: Anne Mason, Michael Bennett, Helen Davinson 6 resident representatives: David Graves (Seddon House) David Lawrence (Lauderdale Tower) Phillip Burgess (Andrewes House) Jane Northcote (Cromwell Tower) Helen Wilkinson (Speed House) Jim Davies (RCC Deputy Chair)
Roofs <i>Update reports to RCC/BRC</i>	Paul Murtagh	BEO Officers: Paul Murtagh, Mike Saunders, Michael Bennett 3 resident representatives: Jane Smith (Barbican Association) Robert Barker (Lauderdale Tower) Helen Hulson (Ben Jonson House)
Barbican Residential Committee (BRC) WP		
Electric Vehicle Charging Meeting Dates: 09/01/18 12/04/18 25/09/18 04/12/18	Barry Ashton Deputy – John Tomlinson	BEO Officers: Barry Ashton, Muhammed Muhid Beth Humphry, Low Emission Neighbourhood Project Team, Department of Markets and Consumer Protection 7 Member/resident representatives: John Tomlinson (Member & Cromwell Tower) David Graves (Member & Seddon House) Randall Anderson (Member & Breton House)

<i>Quarterly updates to RCC/BRC</i>		Justin Daminato (Speed House) Sarah Hudson (Shakespeare Tower) David Kirkby (Defoe House) Jim Davies (RCC Deputy Chair)
Car Park Charging Meeting Dates: 16/01/18 13/04/18 11/06/18 23/10/18 <i>Reports to RCC/BRC</i>	Michael Hudson (BRC Chairman)	BEO Officers: Anne Mason, Michael Bradley (City Surveyors) Members: Michael Hudson Susan Pearson Randall Anderson John Tomlinson Paul Murtagh Michael Bennett

Officers:

Barry Ashton, Car Park & Security Manager
Mike Barton, House Officer
Michael Bennett, Head of Barbican Estates
Helen Davinson, Resident Services Manager
Sheila Delaney, House Officer
David Downing, Asset Programme Manager, Barbican & Housing
Stephanie Lester, House Officer
Shauna McFarlane, Asset Monitoring Officer, Barbican & Housing
Anne Mason, Service Charge & Revenues Manager
Shaun Moore, Property Services Manager
Muhammed Muhid, Estate Services Officer
Paul Murtagh, Assistant Director, Barbican and Property Services
Mike Saunders, Head of Asset Maintenance, Barbican & Housing

Residents Consultation Committee (RCC) and Barbican Residential Committee (BRC) Working Parties – Terms of Reference

January 2019

Gardens Advisory Group (GAG)

The Barbican gardens, which include the private areas at Speed House, Thomas More as well as the planted podium raised beds and planters, are managed on behalf of residents by the Barbican Estate Office (BEO) in accordance with a Service Level Agreement with the actual work being carried out by the City Gardens team of the City of London's Open Spaces Department. Whilst the Fann Street Wildlife Garden is part of the Barbican gardens, it is developed and looked after by a collaboration between volunteers in the Barbican Wildlife Group and the Open Spaces Team. Please note, the GAG has no budget and therefore there will be no funding decisions without full consultation with the RCC.

The Residents' Consultation Committee (RCC) purpose in establishing the Gardens Advisory Group (GAG) was to have a partnership approach (of BEO officers and residents actively and co-operatively seeking improvements) to influence the presentation and future developments of the hard and soft landscaping on the Barbican Estate.

The Terms of Reference for GAG will be as follows:

- (a) **Strategic** – that GAG should be involved if the City of London decides, at any time, to implement the recommended overarching Estate Landscape Management Strategy (ELMS) which among other aims should set out the Future Vision of the Barbican Estate landscape and a prioritised ten year action plan for the planning, enhancement, renovation and management of the Estate landscape. Also the ELMS and in particular the ten year action plan, should be linked to an overall Estate Landscape Masterplan.

However, until such time as ELMS is adopted, then an annual action plan covering the same areas as the ELMS should be agreed including:

- details of any longer term future plans for the landscape in the Estate,
 - details of what the budgets might be for any projects, including the source of the funding.
 - details, both the work and the financial costs, of the on-going management of the Estate.
 - details of the overall income and expenditure figures for the Garden Maintenance,
 - the percentage paid by the residents whilst
 - giving GAG the authority to consider the amount paid by residents and make recommendations for changes to RCC.
- (b) **Quality** – related to the standards to be applied to projects and on-going management and maintenance of all areas, contribute to establishing standards for design of the landscape, to see this translated into appropriate budgets split between the public and residents areas, to contribute to balancing cost efficiency with providing a high quality visual amenity setting for residents and the public.

- (c) **Operational** – to see that the agreed quality outcomes are delivered day-to-day and to manage/oversee the active contribution from residents and other volunteers.
- (d) **Encouragement** – to encourage residents to ‘green’ their personal space on balconies and patios by use of troughs and pots as well as involving them in the communal areas by, for example, resident planting days.
- (e) **Links** – provide a means for links with and among organisations with common interest in managing, developing and promoting the Barbican landscape. This will include working with the Guildhall School of Music and Drama (GSMD) to co-ordinate its roof garden into the overall landscape strategy for planting as it is visible from the residential blocks and the Highwalks.
- (f) **Communications** – ensure that information about the development of the Barbican landscape is fully and accurately communicated to all residents, also ensure that details of how residents can contact GAG are published in the appropriate places. Quarterly reports to RCC.

To achieve the aims set out in the Terms of Reference, the necessary and appropriate communications between GAG, the BEO and any other bodies should be set up.

2 GAG Operational Notes and Inspection Areas

The following are the operational guidelines agreed with the RCC for GAG.

- 1 GAG is set up by RCC as a Working Party, where the RCC selects the residents who will serve.
- 2 There will be 10 residents on GAG, of which 1 resident will be identified in the Minutes as a representative of the RCC, Barbican Wildlife Group, Barbican Allotment Group and Barbican Horticultural Society. Residents will serve for a period of 5 years with a maximum of 3 members standing down in any one year. However residents standing down can be re-selected by the RCC if it so wishes.
- 3 Resident members will advise details of their other involvement with Barbican organisations and give details of their relevant skills so that it can be seen that all aspects of the hard and soft landscaping are covered. If there is a skill gap, then GAG will have the power to consult with other residents to cover this.
- 4 In addition to the residents, there should be a representative of the Barbican Estate Office (BEO) who will produce the Agenda. In addition, the City Gardens Manager and a working gardener of City Gardens should attend.
- 5 The Chairman’s role and that of producing the Minutes will be undertaken by the residents on a rotating basis. The individuals to undertake these roles will be agreed at the previous meeting.
- 6 Meetings should be scheduled for the following calendar year.
- 7 There should be 4 meetings a year, evenly spread throughout the calendar year.

- 8 The Agenda for the meeting should be issued at least 7 working days before the meeting. If any one has an item for the Agenda, this should be notified to the BEO at least 14 working days before the meeting.
- 9 Draft Minutes should be issued within 10 working days of the meeting, any comments and changes should be given within the subsequent 7 working days.
- 10 GAG should produce an Annual Report on its activities to present to RCC for its June meeting.
- 11 A list showing all the areas that GAG is concerned with is attached and will be kept up to date. In addition, GAG will maintain a relationship with the GSMD regarding its roof garden.
- 12 GAG will set up inspections by small groups of resident members to ensure that all the areas on the attached list are regularly considered and any remedial actions are taken. Other residents recruited via the House Groups can be involved in the inspections.
- 13 Lines of communication will be established to ensure that GAG has all the information to comply with its Terms of Reference.
- 14 GAG will ensure that residents are aware of its existence and official communications will be issued.
- 15 GAG will help to arrange residents planting days and other events aimed at engaging residents with their landscape.

Service Level Agreement (SLA) Working Party

Objectives

- To review the quality and performance of the SLAs (Customer Care, Estate Management, Property Maintenance, Major Works and Open Spaces) that are charged for in accordance with the terms set out in the lease against targets and Key Performance Indicators (KPI) in the appropriate SLA or contract specification

This objective will be fulfilled through:

- SLA action plans and KPIs presented quarterly to the SLA Working Party, Residents Consultation Committee (RCC) and Barbican Residential Committee
- Reviewing service delivery monitoring reports/action plans and KPIs and other comments/complaints raised via House Officers, SLA Working Party, RCC (including pre committee questions), surveys, House Groups, residents general comments
- Engaging in discussion with officers to understand the processes and policies around achieving the targets and KPIs in the appropriate SLA or contract specification

- Reviewing a House Officer's decision as 'residents champion' that issues have been resolved
- Updating and reviewing the SLAs to be presented to the RCC for approval
- Reviewing the House Officer's decision as 'residents champion' that issues have been resolved
- Updating and reviewing the SLAs to be presented to the RCC for approval

Asset Maintenance Working Party

Aim: To have oversight of and provide comment on the Asset Maintenance of the Barbican Estate.

The objective of this is to:

- Maintain the Estate in very good condition, noting its listed status and therefore extend its life.
- Avoid unplanned costly major repairs and to plan future financial commitments both for the landlord and residents with a view to saving money in the long term and avoiding lumpy expenditure.

These objectives will be fulfilled by:

- Surveying and monitoring the condition of the structure and exterior, plant and equipment, supply services, windows and doors and making an assessment of their life expectancy so that replacement works can be programmed.
- Evaluating historical expenditure and practice and analysing information from current day to day repairs and maintenance systems in conjunction with the asset software systems.
- Analysing the validity of the Asset Maintenance plan to ensure that it is comprehensive.
- Assessing the assets in terms of their sustainability and energy efficiency.
- Monitoring current technology and developments and identifying any opportunities for savings that can be made – for example, whole life cycle costing.

Background Underfloor Heating Working Party – *TOR - under review by Working Party*

Background

The current electric background underfloor heating system on the Barbican Residential Estate has been in place for over 40 years. During the last three years the system (underfloor pads, fuses, switches, risers and distribution systems) have been found to be in excellent condition and should be useable for the foreseeable future with minimal maintenance cost.

Until May 2017 the underfloor heating was controlled in three basically similar cycles system was switched on or off by a cyclo control system managed by EDF. The on/off status was determined by comparing the outside air temperature with a pre-determined profile. These profiles were loaded in the 80s or before and the control system was effectively a black box with no user serviceable access.

During 2017 a new control system was installed, which enables a much finer control of the heating system. This control system is now easily modified by the Barbican Estate Office building management system and can operate switching on a block by block basis.

Further, during 2016/17 the opportunity was discovered of achieving substantial savings by offering the national grid the potential to switch off or on our heating system for very short periods of time. This Demand Side Response could be implemented either directly or through an aggregator.

Objectives

The Background Underfloor Heating Working Party (BUHWP) will take the opportunity to capitalise the opportunities presented by these two developments to improve the comfort of Barbican residents and reduce the costs of our underfloor heating bills. It will immediately evaluate;

- the feasibility of using Demand Side Response and its potential for reducing costs,
- the potential for increasing the level of heat provision during the shoulder periods of October and May, either by shifting some of the total consumption from the peak winter months of January and February or by increasing total annual consumption,
- the potential for incorporating feedback into the control system, so that our control system operates more like a standard domestic thermostatically controlled system,
- the potential for incorporating weather forecasts into our control system, and
- the potential for installing controls that would enable residents to control their own heating.

Modus operandi

The BUHWP will recruit its members from residents and City officers. It will be chaired by a resident, preferably a Common Councillor who serves on the BRC. However, the full working party, including City Officers will need to meet only occasionally. Most of the work will be carried out by a sub-group of residents who will from time to time call upon the officer members for technical support. This sub-group may also need to call for assistance

from other City officers. This sub-group will be chaired by a resident who will be Deputy Chair of the working party. The Chair and Deputy Chair will be elected annually from members of the BUHWP

The BUHWP will report progress to and seek guidance from the RCC. This will take place at each RCC meeting.

The full BUHWP and the sub-group will keep minutes, and provide an annual report, all of which will be submitted to the RCC.

Leaseholder Service Charge Working Party

Objectives

- To examine Leaseholder Service Charges (LSC) and basis of their calculation, and ensure that information about charges is transparent and is communicated effectively to the RCC and Working Party.
- To understand and where possible improve, processes and policies within the BEO that ensure charges made under the LSC provide good value in delivering services as defined in the Service Level Agreement and engage with officers to achieve this.

The objectives will be fulfilled through:

- Meetings to review financial reports to be presented to the Residents Consultation Committee (RCC) relating to the LSC account.
- Review and examine historical LSC expenditure and comparing this with current or planned levels of expenditure.
- Reviewing draft budgets for the LSC and discussing with officers the basis on which these estimates have been made.
- Engaging in discussion with officers to understand the processes and policies around achieving value for money within the LSC.
- Consider whether more forecasting is required and to consider what is and isn't currently forecasted.
- Forwarding any relevant comments that may impact on service delivery to the Working Parties of the RCC including the Asset Maintenance Working Party and Service Level Agreement Working Party for comment.
- Report annually to the RCC.

Electrical Vehicle Charging Points Working Party

Objectives

Purpose of working group is to determine the most suitable options and solutions for introducing electric vehicle charging points to the Barbican Estate car parks. The solution will need to:

- Meet the needs and requirements of residents charging their vehicles
- Be future-proofed to accommodate continued growth in electric vehicles
- Be cost neutral for other residents and the BE office
- Easy to manage with need for minimal oversight and input from the BE office

Key issues to be considered and resolved include:

1. What do residents require to support the shift from ICEs to EVs?
2. What is the most suitable infrastructure for the BE?
3. What is the most suitable way of allocating bays to EV users and charging points?
4. What is the best pricing mechanism to recover costs?
5. Use a 6 month pilot or trial period to test out the different models/options.
6. How will it be delivered?
7. What are the timescales?
8. Ensure accessibility of EV bays is considered
9. How will the pilot/trial be monitored and evaluated?

Car Park Charging Working Party

Terms of Reference:

To proceed in the reference of the Grand Committee to review the charging policy for car parking and storage in the car parking areas of the Barbican and to report back thereon, with recommendations.

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Committee(s):	Date(s):
Residents' Consultation Committee (Annual General Meeting)	28 January 2019
Barbican Residential Committee	18 March 2019
Subject: Recognised Tenants' Associations (RTAs) Annual Review 2018	Public
Report of: Town Clerk Report author: Julie Mayer	For information

Summary

Having undertaken a review of the levels of membership and constitutional make-up of the various house groups, this report sets out those that meet the required qualification for Recognised Tenant Association (RTA) status.

A summary of the results of the review are as follows:-

House Groups	
Achieved RTA recognition	Not achieved RTA recognition**
Andrewes House* Ben Jonson House* Bunyan Court* - <i>to be advised</i> Cromwell Tower* Defoe House* Frobisher Crescent* Gilbert House* Lauderdale Tower* Mountjoy House* - <i>to be advised</i> Seddon House* Shakespeare* Speed House* Thomas More House* Willoughby House* Barbican Association*	Brandon Mews (<i>did not apply</i>) Breton House (<i>did not apply</i>) Bryer Court (<i>did not apply</i>) John Trundle Court (<i>did not apply</i>) Lambert Jones Mews (<i>did not apply</i>) The Postern (<i>did not apply</i>)
* = Existing RTAs (last review December 2016)	

Recommendations

1. The Barbican Estate Residents' Consultation Committee are asked to note the results of the RTA Review for 2018, as set out in paragraph 8 of the report.

2. The Barbican Residential Committee are asked to formally recognise the status of the House Groups and the Barbican Association as Recognised Tenants' Associations, as set out in paragraph 8 of the report.

Main Report

Background

1. Following a review of House Groups, we are pleased to report that all of those which applied for Recognised Tenant Association (RTA) status, have been successful in meeting the requirements for recognition.
2. Members are asked to note that the Barbican Estate's officers continue to encourage house groups to achieve this status and the Town Clerk's request for documents includes those who have not previously applied.
3. The Landlord and Tenant Act 1985 (as amended), governs the process by which the City, as landlord, may grant Recognised Tenant Association status. Recognition demonstrates that an RTA has a degree of representation and that it operates in a fair and democratic manner. Such recognition also confers legal rights involving tenants in informal and formal consultation practices. It is, therefore, incredibly important that a landlord regularly reviews this information, as they engage with RTAs on many levels.
4. Furthermore, an RTA can, on behalf of its members :
 - Ask for a summary of costs incurred by their landlord in connection with matters for which they are being required to pay a service charge;
 - Inspect the relevant accounts and receipts;
 - Be sent a copy of estimates obtained by the landlord for intended work to their properties;
 - Propose names of contractors for inclusion in any tender list when the landlord wishes to carry out major works;
 - Ask for a written summary of the insurance cover and inspect the policy;
 - Be consulted about the appointment and re-appointment of the agent managing the services.
5. Prior to the 2018 review, the House Groups were written to, requesting the submission of various documents.
6. The criteria which, at a minimum, a Residents' Association must meet in order to qualify for RTA status is as follows:-
 - ☐ The Tenants' Association must represent a minimum of **50%** of the long leaseholders in a block/tower who pay a variable service charge to the Landlord.
 - ☐ An annual general meeting must have taken place (*a copy of the minutes of the last AGM were requested*)

- ☐ Names and addresses of residents elected to the following posts must also be provided – Chair / Hon. Secretary / Hon. Treasurer
 - ☐ To conform with the provisions of SS18-30 of the Landlord and Tenant Act 1985 (as amended) there should be only one vote per dwelling.
 - ☐ A copy of the House Group's Constitution is required once every five years; a review of all Constitutions took place in 2016, with the next due in 2021.
 - ☐ The Constitution should cover the following points and House Groups are asked to advise the Town Clerk, in the intervening period, if any of the following details change.
 - ☐ Openness of Membership
 - ☐ Payment and amount of subscription
 - ☐ Election of Officers
 - ☐ Voting arrangements and quorum
 - ☐ Notice of meetings
 - ☐ Independence from the Corporation
7. Failure to meet the criteria of an RTA does not affect the status of representation on the Barbican Estate's Residents' Consultation Committee. It does, however, mean that, as landlord, the City may withdraw RTA recognition from an existing RTA if the minimum requirements have not been met. However, should this be necessary, the City would be required to give at least six months' notice of its intention. This would hopefully provide a house group with enough time to resubmit a successful application.

Current Position

8. Having now received the required information, for which the co-operation of all the House Group Chairmen and Secretaries is very much appreciated, the following table sets out which Groups have qualified for RTA status.

RTA Qualifying Membership

BOLD = Successful House Groups	<i>Total no. of Long Leaseholders</i>	<i>Number of Flats registered</i>	<i>Expressed as a percentage</i>
Andrewes House*	184	Opt-in membership	
Ben Jonson House*	196	51%	
Brandon Mews	24	Not recognised (under 1985 Landlord Act)	
Breton House	108	Not recognised	
Bryer Court	55	Not recognised	
Bunyan Court*	67	To be advised	
Cromwell Tower*	102	69%	
Defoe House*	173	Opt-in membership	
Gilbert House*	87	Opt in membership	
Frobisher Crescent*	69	Opt-in membership	

John Trundle Court	131	Not recognised	
Lambert Jones Mews	8	Not recognised	
Lauderdale Tower*	114	Opt-in membership	
Mountjoy House*	63	To be advised	
Seddon House*	75	88%	
Shakespeare Tower*	110	Opt-in membership	
Speed House*	108	Opt-in membership	
Thomas More*	162	Opt in membership	
The Postern	8	Not recognised	
Willoughby House*	146	Opt-in membership	
Barbican Association*	1920	1178	61%

* = existing RTA (i.e. achieved RTA status in 2016).

9. Most of the House Groups have adopted an 'opt-in/out' membership, whereby all residents (leaseholders) will be members unless they choose not to be.

Legal Implications

10. It is important that the City regularly reviews levels of membership to ensure that RTAs, with which it consults, properly represents long leaseholders in a block and that these procedures do not become flawed. However, this review does not have to be annual.

Strategic Implications

11. Through on-going engagement with the Recognised Tenants' Associations, the City of London Corporation achieves its objective of '*making a positive impact on the lives of all our service users by working together*'.

Conclusion

12. In light of the returns submitted by the various House Groups, the Residents Consultation Committee (RCC) are asked to note the outcome of this years' RTA Review. The Barbican Residential Committee (BRC) are asked to formally recognise those House Groups which have qualified as RTAs, as identified in paragraph 8 of the report.

Julie Mayer, Town Clerk's
020 7332 1410
julie.mayer@cityoflondon.gov.uk