



Barbican Estate Residents Consultation Committee (BRCC) ANNUAL GENERAL MEETING

Date: MONDAY, 20 JANUARY 2020

Time: 6.30 pm

Venue: COMMITTEE ROOM 2 - 2ND FLOOR WEST WING, GUILDHALL

Members:

Christopher Makin - Chairman	Mark Bostock - Frobisher Crescent
Adam Hogg - Deputy Chairman	Heather Hawker - Speed House
Ted Reilly - Deputy Chairman	Jane Samsworth - Defoe House
Gordon Griffiths - Bunyan Court	Fiona Lean - Ben Jonson House
Jane Smith - Barbican Association	Rodney Jagelman - Thomas More House
John Taysum - Bryer Court	Mike Cribb - Andrewes House
Janet Wells - John Trundle House	Nadia Bouzidi - Gilbert house
John Tomlinson - Cromwell Tower	James Ball - Brandon Mews
Mary Bonar - Wallside	Joe Reeves - Mountjoy House
Fred Rodgers - Breton House	Tim Hollaway - Lambert Jones Mews
David Graves - Seddon House	
Sandy Wilson - Shakespeare Tower	
Prof. Michael Swash - Willoughby House	
David Lawrence - Lauderdale 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. **MINUTES**
To approve the minutes of the Barbican Residents' Consultation Committee's (BRCC) AGM on 28th January 2019.

For Decision
(Pages 1 - 8)

6. **MATTERS ARISING FROM THE MINUTES**

7. **ANNUAL REVIEW OF THE RCC'S TERMS OF REFERENCE**
Members are asked to consider the Committee's Terms of Reference.

For Decision
(Pages 9 - 16)

8. **ANNUAL REVIEW OF THE RCC'S WORKING PARTIES**

For Information

 - a) **Working Parties' Membership (Pages 17 - 20)**
Members are asked to note the Memberships of the various Working Parties.

 - b) **Working Parties' Terms of Reference (Pages 21 - 26)**
Members are asked to note the Terms of Reference of the various Working Parties.

 - c) **Proposal to modify the Terms of Reference for the Background Underfloor Heating Working Party (BUHWP) (Pages 27 - 28)**
At the meeting of the BUHWP on 5 December 2019 it was agreed that a request be made to the RCC to vary the Terms of Reference of the Working Party, to incorporate investigating the potential for reducing the carbon footprint of our heating system. The proposed new Terms of Reference are attached, with a new paragraph in italics for easy reference.

9. **PROPOSAL TO INCREASE BARBICAN GARDEN FUNDING**

Document attached.

For Discussion
(Pages 29 - 42)

10. **BARBICAN FUTURE STRATEGY**

Document to follow.

For Discussion

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

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

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BARBICAN ESTATE RESIDENTS CONSULTATION COMMITTEE

Monday, 28 January 2019

Minutes of the meeting of the Barbican Estate Residents Consultation Committee held at the Guildhall EC2 at 6.30 pm

Present

Members:

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

In attendance:

Mary Durcan – Ward Member for Cripplegate and Chairman of Underfloor Heating Working Party
Ted Reilly – Underfloor Heating Working Party

Officers:

Julie Mayer	- Town Clerks
Barry Ashton	- Community and Children's Services
Beth Humphrey	- Markets and Consumer Protection

1. APOLOGIES

Apologies were received from David Graves (Seddon House), John Tomlinson (Cromwell Tower) and Jim Davies, (Mountjoy House). Mike Bristow represented John Tomlinson

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

There were no declarations.

3. TO ELECT A CHAIRMAN

Being the only Member willing to serve, Christopher Makin was elected as Chairman of the RCC for the ensuing year.

4. TO ELECT TWO DEPUTY CHAIRMEN

Jim Davies and Graham Wallace both tendered their resignation as Deputy Chairmen and the Chairman thanked them for their contributions. Graham Wallace was invited to speak as a past Chairman and as Deputy Chairman. Graham wished the RCC well and asked the Committee to investigate the

benefits of some forms of social media to communicate the work and aspirations of the RCC.

In the absence of any nominations, two Deputy Chairmen were not appointed. In the event of any Member giving this further consideration, they were invited to contact the Town Clerk.

5. **ELECTRIC VEHICLE CHARGING**

Members received a report of the Director of Community and Children's Services in respect of the infrastructure for electric vehicle charging on the Barbican Estate. Members of the RCC were asked to comment on the report, ahead of being presented for approval by the Barbican Residential Committee (BRC). Members noted the time sensitivities connected with this report, in that the Local Emission Neighbourhood (LEN) funding would end in March 2019 and therefore, this report was being presented to a Special Meeting of the BRC later this week.

During the discussion the following points were noted.

1. There had been a positive response to the pilot and there were 2 options before Members. There was a general consensus from the RCC that Option 1 was preferable; i.e. residents should pay for what is used, as Option 2 could penalise those who used only a small proportion of electricity.
2. A Member expressed concern about the Zipcar hire cars using the bays and the difficulty this might present to Concierges. The Car Park Manager agreed to investigate.
3. There was some confusion as to where the cost would fall for two parking bays, if there was adequate space for them and whether this option was worth pursuing. Also, were there any bays which might be unsuitable for conversion?
4. It was suggested that charging for two bays would be prohibitively expensive and would penalise electric car use. However, it was noted that to remove a usable bay and not charge for it would reduce potential car park income.
5. The recommendations in the report were based on forecast demand over the next two years and it was acknowledged that technology moved rapidly in this area. Furthermore, there would be far more choice in electric vehicles in the next couple of years and residents might delay taking a decision to buy one until they have an EV charging point.
6. The Pilot had been set up with different charging speeds; slow, medium and rapid. The pilot found that residents' preference was for a bay of their own; with 7 kw charging units – i.e. the medium rate of 6hours charging. If wanted, communal bays would have a rapid 22 kw charge.

For either option, cabling could be installed and scaled up to respond to increasing demand.

7. It was suggested that it would be hard for residents to sign up for this service until a detailed estimate of the costs involved in terms of the cost of electricity and whether residents would be charged for one bay or two had been finalised.
8. It was suggested that the cost be shared, for about 6 months, while the Working Party continued to meet and review the project.
9. The listed car parks within the report should display their other blocks (i.e. Defoe House / Shakespeare Tower)

RESOLVED, that:

1. The above comments in respect of the Barbican Estate Residents Electric Vehicle Charging Infrastructure be forwarded to the Special Meeting of the Barbican Residential Committee on 31 January 2019.
2. Members of the BRC be asked to note the RCC's preference for Option 1

6. **MINUTES**

The Minutes of the following meetings were approved as a correct record:

1. The RCC's Annual General meeting on 29th January 2018.
2. The RCC's Extraordinary General meeting on 25th June 2018.

Matters arising

The Chairman advised that he would be a guest speaker at the Barbican Association's (BA) Annual General Meeting in April. His comments would cover the division of the roles of the BAGC and RCC and provide an opportunity to open debate across both BA and RCC matters. Members welcomed this, in addition to the Chairman's regular input to the BA newsletters.

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

Members considered the RCC's current Terms of Reference Map referred to in ToR and made the following comments.

1. Could the map of the Estate Boundaries be appended to the Terms of Reference.
2. Members noted the BRC's Terms of Reference in respect of 'other occupiers', which includes; *the management of all completed residential premises and ancillary accommodation on the Barbican Estate, e.g. the commercial premises, launderette, car parks, baggage stores, etc. (and,*

in fulfilling those purposes, to have regard to any representations made to it by the Barbican Estate Residents' Consultation Committee). It was suggested that the RCC's Terms of Reference be specific in respect of 'other occupiers'.

3. Could there be a reference to reducing costs and investment; i.e. an example being the work of the Asset Maintenance and Underfloor Heating Working Parties.
4. The integrity of the Estate falls within the remit of the Barbican Association, who closely monitor Licensing and Planning Applications.

RESOLVED, that – the Town Clerk include the above comments in a re-draft of the RCC's Terms of Reference, for Members to consider further at their next meeting on 4th March 2019.

8. **ANNUAL REVIEW OF WORKING PARTIES**

Members considered the Membership and Terms and Reference in respect of its working parties and the following points were noted.

1. Fann Street Wildlife Garden is called Barbican Wildlife Garden.
2. The SLA Working Party is highly valued as the keeper of the Estate's 'to do' list.
3. Members look forward to receiving the Asset Maintenance Working Party's report.
4. The Chairman and Members thanked David Lawrence and his Team for the work of the Leaseholder Service Charge Working Party.
5. Report of the Underfloor Heating Working Party

Ted Reilly provided an update on the work of the Underfloor Heating Working Party, following the concerns raised at the last meeting about a perceived lack of progress. Members noted a recent and very constructive officer meeting, with Mary Durcan in the Chair, and the Working Party now had a short shopping list of 'quick wins'. Members agreed that the new control system had been an excellent step forward.

Ted advised that the quick wins included an audit of the 3 different loadings and how they are charged for. The potential to produce , a web page providing information as to how long the heating had been on the previous night, with the profile of temperatures. Officers had devised a mechanism to enable the Estate Office to move some of the power from January and February to the 'shoulder' months of October and May. Feedback on the latter proposal would be sought at the BA AGM. The proposal would be cost neutral.

There was a discussion as to how some flats were warmer or colder than others, depending on their position. The Working Party had an objective whereby flats would be able to have some control of their own heat and a trial was underway for 'trimmers' in 2 flats, whereby the temperature could be turned down but not up.

Members were asked to note the covenants of the Lease that sets the basis of the background heating system. Whilst some were happy with this, some residents would appreciate the option to purchase more heat, if required. There were further suggestions in respect of double glazing and the bulk-buying of electricity falling within the remit of this Working Party. More positively, the survey had found that the underfloor heating kits within the flats were in excellent condition and the failure rate of the heating pads was very low, at just 2 or 3 a year. .

In concluding, the Chairman and Members commended the Working Party on an excellent project.

9. RECOGNISED TENANT ASSOCIATION (RTA) AUDIT 2018

Members received a report of the Town Clerk in respect of the recent RTA Audit and noted that the following; i.e. all those who had applied, had achieved RTA Status. Two blocks which currently had RTA Status; Bunyan Court and Mountjoy House, were invited to submit their returns in time for when the report is formally recognised by the BRC, at its meeting on 18 March 2019.

Andrewes House*
Ben Jonson House*
Cromwell Tower*
Defoe House*
Gilbert House*
Frobisher Crescent*
Lauderdale Tower*
Seddon House*
Shakespeare Tower*
Speed House*
Thomas More*
Willoughby House*
Barbican Association*

**indicates existing RTA, from the last Audit in December 2016*

RESOLVED, that – the report be noted.

10. UPDATE ON HOUSING GOVERNANCE

The Town Clerk advised that, at the last meeting of the Court, two new non-resident Members had been appointed, which would considerably reduce the risk of future BRC Meetings being inquorate. Members noted that the Policy and Resources Committee had delayed taking a decision on Housing Governance, pending the outcome of the Standards Committee's decision on a

report on Policy and Guidance on Dispensations under the Localism Act, 2011, which had subsequently been agreed on Friday 25th January 2019.

Whilst noting the restriction on voting under the 1985, Housing Act, there was some discontent expressed in that the new Policy had not adequately reflected the directions from the Court of Common Council in December 2018. The Chairman of the Barbican Association advised that the matter had been discussed at the Barbican Association General Council meeting the previous week and she would be writing to Aldersgate and Cripplegate Ward Members, setting out their concerns.

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

The Ben Johnson House Group representative raised the matter of water ingress, had caused anxiety to residents and, whilst works would commence in the new financial year, they had been waiting for some two years.

The House Group also felt that the issue of car parking charges, taken together with the installation of stores, which were set to occupy a very considerable area of their car park, needs careful and sensible consideration. The final decision should take into account the overall income from the floor area and any additional costs; i.e. whether the current number of car park attendants can manage all their additional duties without compromising security.

The House Group were very reassured that the question of smoke ingress was under review, but disappointed that relatively simple matters, such as the installation of signage and development of fire management plans were taking some time.

The Defoe House representative raised concerns more generally in respect of the shop below Lauderdale Tower, the 'yellow box' on Ben Jonson Highwalk, new storage, tube noise and the culture mile.

The Chairman encouraged Members to submit written questions in advance of regular RCC Meetings on these and similar issues.

There was some discussion in respect of a vision for residents in the next 10 years, based on the discussions during this meeting; and including Culture Mile, noting what does and does not fall within the RCC's remit. Sandy Wilson (Shakespeare Tower representative) was happy to lead on this, and feedback a shortlist to the Chairman, and residents were mindful of some having cost implications. It was suggested that contributions be via email, or as a sub group, without City officer involvement.

Members were also encouraged to look at the City Corporation's Draft Local Plan in respect of the future of the Barbican and feed back to the next meeting of the RCC, in respect of service charge matters, as this presents an excellent opportunity for making representations. Members noted that the BA had already produced a detailed response to the Local Plan. The Chairman encouraged this and asked Members to canvas their house groups. Fred

Rodgers offered to put together some ideas in respect of social media, as suggested earlier by Graham Wallace.

In concluding the discussion, it was acknowledged that a lot of modern blocks do not enjoy the benefits of a consultation committee such as the RCC.

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

There were no items

The meeting closed at 8.30 pm

Chairman

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

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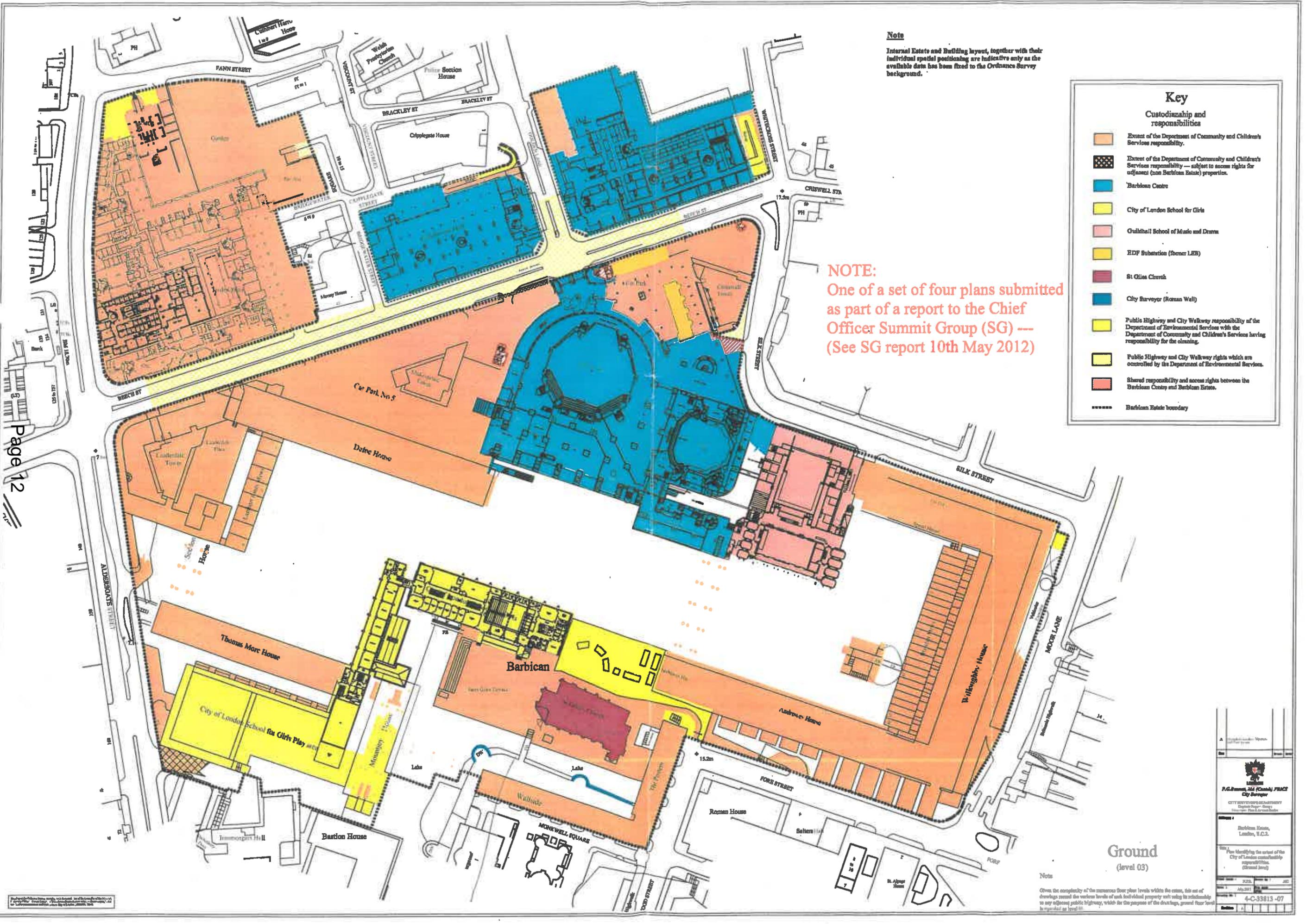
Barbican Residents Consultation Committee (RCC) -Terms of Reference

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 including the commercial premises, the City of London School for Girls and the Barbican Arts Centre.
2. 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.
3. To enable consultation and the flow of information between the Corporation of London and tenants and to work towards a partnership approach to management.
4. 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.
5. 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
6. To identify Service Charge items and monitor service charge costs, receiving reports of all accounts relating to the estate
7. To discuss routine and major repair works and to consult on how these will affect tenants
8. To seek to achieve efficiencies and improvements to resident services via the network of Working Parties serving the Barbican Estate.

*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.

Appendix – map of the Estate Boundaries

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Note
 Internal Estate and Building layout, together with their individual spatial positioning are indicative only as the available data has been fixed to the Ordnance Survey background.

Key
 Custodianship and responsibilities

- Extent of the Department of Community and Children's Services responsibility.
- Extent of the Department of Community and Children's Services responsibility — subject to access rights for adjacent (non Barbican Estate) properties.
- Barbican Centre
- City of London School for Girls
- Guildhall School of Music and Drama
- EDF Substation (former LEB)
- St Giles Church
- City Surveyor (Roman Wall)
- Public Highway and City Walkway responsibility of the Department of Environmental Services with the Department of Community and Children's Services having responsibility for the cleaning.
- Public Highway and City Walkway rights which are controlled by the Department of Environmental Services.
- Shared responsibility and access rights between the Barbican Centre and Barbican Estate.
- Barbican Estate boundary

NOTE:
 One of a set of four plans submitted as part of a report to the Chief Officer Summit Group (SG) --- (See SG report 10th May 2012)

Ground
 (level 03)

Note
 Given the complexity of the numerous floor plans levels within the estate, this set of drawings record the various levels of each individual property unit using the relationship to any adjacent public highway, which for the purposes of the drawings, ground floor level is regarded as level 03.

 P.G. Brown, MA (Cantab) FRACI City Surveyor <small>CITY SURVEYOR'S DEPARTMENT</small> <small>Deputy Mayor's Office</small> <small>100 Abchurch Lane, London EC4N 3DF</small>	
Barbican Estate, London, E.C.2.	
<small>This Plan identifies the extent of the City of London custodianship responsibilities (Ground level)</small>	
Scale	1:1000
Date	10/05/12
Drawn	4-C-33813-07

Note

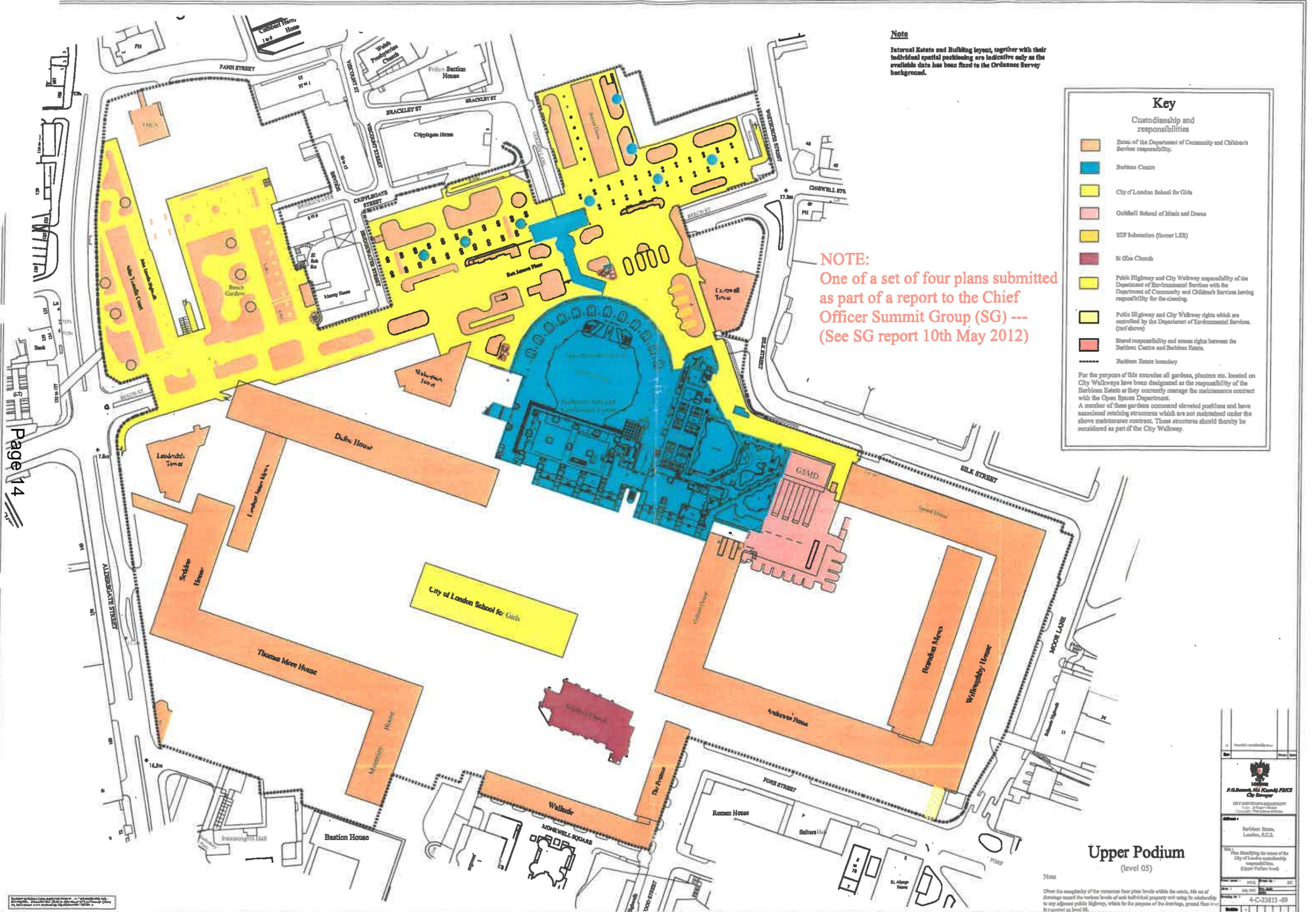
Internal Estate and Building layout, together with their individual spatial positioning are indicative only as the available data has been fixed to the Ordnance Survey background.

NOTE:
 One of a set of four plans submitted as part of a report to the Chief Officer Summit Group (SG) ---
 (See SG report 10th May 2012)

Key
 Custodianship and responsibilities

- Estate of the Department of Community and Children's Services responsibility.
- Barbican Centre
- City of London School for Girls
- Guildhall School of Music and Drama
- EDF Substation (former LEB)
- St Giles Church
- Public Highway and City Walkway responsibility of the Department of Environmental Services with the Department of Community and Children's Services having responsibility for the cleaning.
- Public Highway and City Walkway rights which are controlled by the Department of Environmental Services. (not above)
- Shared responsibility and access rights between the Barbican Centre and Barbican Estate.
- Barbican Estate boundary

For the purposes of this exercise all gardens, planters etc. located on City Walkways have been designated as the responsibility of the Barbican Estate as they currently manage the maintenance contract with the Open Spaces Department.
 A number of these gardens command elevated positions and have associated retaining structures which are not maintained under the above maintenance contract. These structures should thereby be considered as part of the City Walkway.



Upper Podium
 (level 05)

Note
 Given the complexity of the numerous floor plate levels within the estate, this set of drawings record the various levels of each individual property with using its relationship to any adjacent public highways, which for the purpose of the drawings, ground floor will be regarded as level 05.

Approved custody plan

London
 City Surveyor

Barbican Estate, London, E.C.2.

Plan illustrating the extent of the City of London custody responsibility (Upper Podium level)

Scale: 1:250

Date: July 2012

Ref: 4-C-33813-09

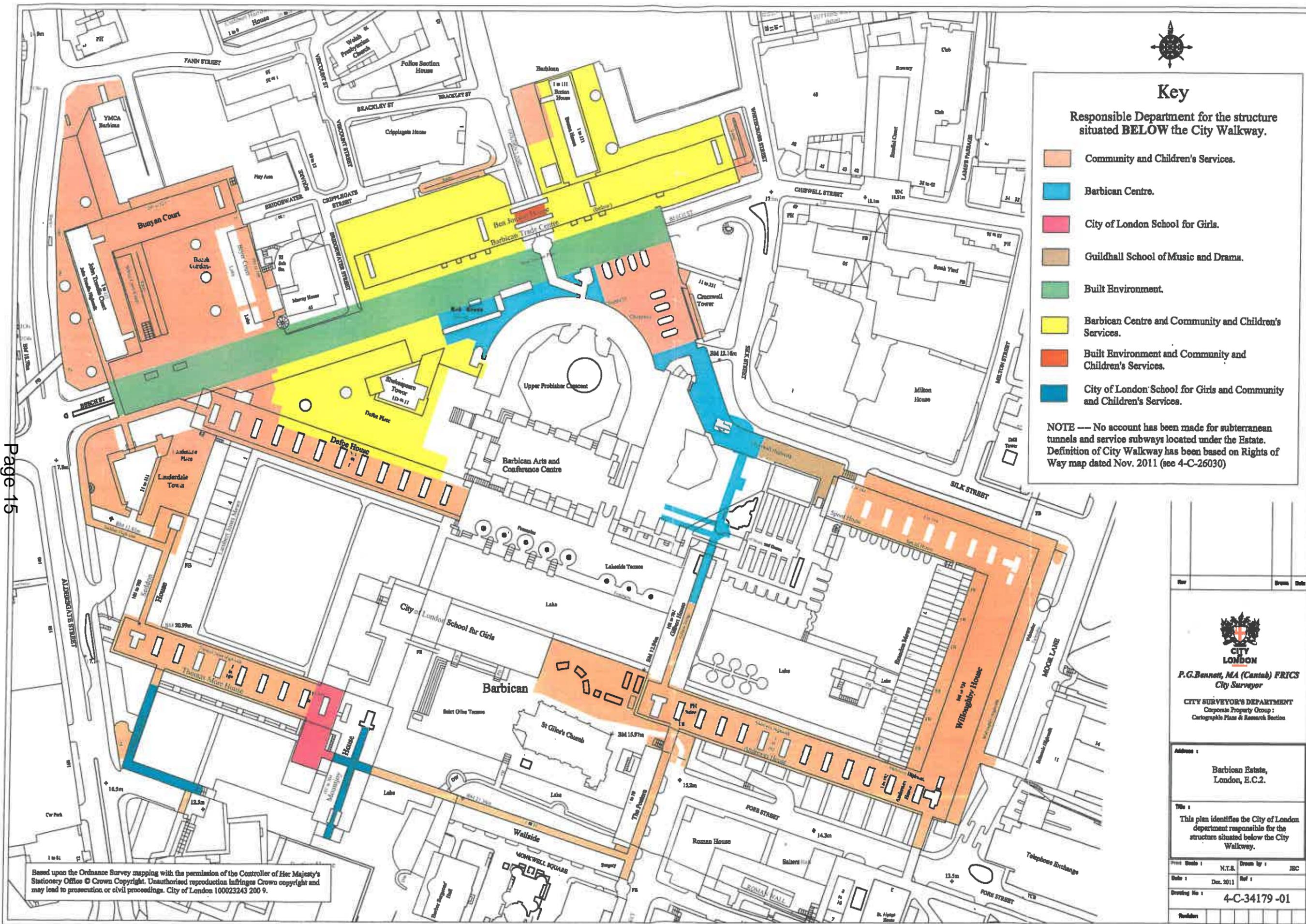


Key

Responsible Department for the structure situated **BELOW** the City Walkway.

- Community and Children's Services.
- Barbican Centre.
- City of London School for Girls.
- Guildhall School of Music and Drama.
- Built Environment.
- Barbican Centre and Community and Children's Services.
- Built Environment and Community and Children's Services.
- City of London School for Girls and Community and Children's Services.

NOTE — No account has been made for subterranean tunnels and service subways located under the Estate. Definition of City Walkway has been based on Rights of Way map dated Nov. 2011 (see 4-C-26030)



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 CITY OF LONDON	
<i>P.G. Bennett, MA (Cantab) FRICS</i> <i>City Surveyor</i>	
CITY SURVEYOR'S DEPARTMENT Corporate Property Group : Cartographic Plans & Research Section	
Address : Barbican Estate, London, E.C.2.	
Title : This plan identifies the City of London department responsible for the structure situated below the City Walkway.	
Print Scale : N.T.S.	Drawn by : JEC
Date : Dec. 2011	Ref :
Drawing No : 4-C-34179-01	
Revision :	

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Residents Consultation Committee Working Parties (WP) January 2020

Name	Chairman	Attended by:
<p>Gardens Advisory Group (GAG)</p> <p><i>Quarterly update to RCC</i></p>	<p>Helen Davinson</p>	<p>BEO Officers: Helen Davinson</p> <p>Jake Tibbetts, City Gardens Manager, Open Spaces</p> <p>8 resident representatives: Paula Tomlinson (Cromwell Tower) Jim Durcan (Andrewes House) Maggie Urry (Lauderdale Tower) Candice Gillies-Wright (Lauderdale Tower) Colin Slaughter (Thomas More House) Jenny Addison (Frobisher Crescent) Jo Rodgers (Breton House) Wendy Spurry (Ben Jonson House)</p> <p>Vacancies: 0</p>
<p>SLA Review</p> <p><i>Quarterly Report to RCC/BRC</i></p>	<p>Michael Bennett</p>	<p>BEO Officers: Michael Bennett, Helen Davinson, Sheila Delaney, Luke Barton, House Officer TBC</p> <p>7 resident representatives: David Graves (Seddon House) Randall Anderson (Breton House) Jane Smith (Barbican Association) Graham Wallace (Andrewes House) Fred Rodgers (Breton House) John Tomlinson (Cromwell Tower) Christopher Makin (RCC Chair)</p> <p>Vacancies: 1</p>

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Agenda Item 8a

<p>Asset Maintenance</p> <p>Quarterly update to RCC</p>	<p>Mike Saunders</p>	<p>BEO Officers: Mike Saunders, David Downing, Shauna McFarlane, Jason Hayes, Michael Bennett</p> <p>9 resident representatives: Graham Wallace (Andrewes House) Randall Anderson (Breton House) Gail Beer (Lauderdale Tower) Ted Reilly (RCC Deputy Chair) Fiona Lean (Ben Jonson House) Mike Greensmith (Ben Jonson House) Henry Irwig (Bryer Court) Christopher Makin (RCC Chair) Paula Ridley (Thomas More House)</p> <p>Vacancies: Requirement for 1 or 2 additional volunteers for approximately 1 year for 2020 to help with Condition Survey review & Garchey review which will be carried out by this WP.</p>
<p>Background Underfloor Heating</p>	<p>Mary Durcan (BRC Member)</p> <p>(Lead Officer Mike Saunders)</p>	<p>BEO Officers: Mike Saunders, Shaun Moore, Shauna McFarlane</p> <p>7 resident representatives: Mary Hickman (Andrewes House) Ted Reilly (RCC Deputy Chair) Kate Wood (Brandon Mews) Sarah Bee (Shakespeare Tower) Renu Gupta (Willoughby House) Craig Allen (Shakespeare Tower) Garth Leder (Defoe House)</p>

<i>Quarterly update to RCC</i>		Vacancies: 0
Leaseholder Service Charge	Anne Mason	BEO Officers: Anne Mason 7 resident representatives: David Graves (Seddon House) David Lawrence (Lauderdale Tower) Phillip Burgess (Andrewes House) Jane Northcote (Cromwell Tower) Helen Wilkinson (Speed House) Adam Hogg (RCC Deputy Chair) David Taylor (Gilbert House)
<i>Quarterly update to RCC</i>		Vacancies:0

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
- Jason Hayes, Head of Major Works, Barbican & Housing
- House Officer, TBC
- Shauna McFarlane, Asset Monitoring Officer, Barbican & Housing
- Anne Mason, Service Charge & Revenues Manager
- Shaun Moore, Property Services Manager
- Mike Saunders, Head of Asset Maintenance, Barbican & Housing

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Residents Consultation Committee (RCC) and Barbican Residential Committee (BRC) Working Parties – Terms of Reference January 2020

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

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.

BACKGROUND UNDERFLOOR HEATING WORKING PARTY TERMS OF REFERENCE

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,
- the potential for installing controls that would enable residents to control their own heating, and
- *the potential for reducing the carbon footprint of the heating system.*

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.

Why we need to spend more on the Barbican private gardens

Report from the Gardening Advisory Group to the Residents' Consultative Committee

'Trees and plants were as important as the bricks and mortar and the open spaces were as important as the built spaces'

Polly Powell, daughter of Barbican architect Geoffrey Powell

<https://www.greyscape.com/my-father-one-of-the-men-who-designed-the-barbican/>

Background

The Garden Advisory Group (GAG) is a working party of the Residents' Consultative Committee (RCC) and reports to the RCC. Beginning in February 2018 GAG has conducted regular inspections of the gardens on the Barbican estate.

These inspections have confirmed the anecdotal comments of residents that, despite the best efforts of the gardeners, the gardens need much more care and attention. In particular GAG drew the RCC's attention to the need for more weeding and pruning and to the need to plan and execute plant and shrub removal and replacement. Many shrubs and plants need to be removed as they either outgrow a space, despite careful pruning, or reach the end of their useful lives and to ensure that the gardens remain looking vibrant and beautiful. Removal and replacement should cover both individual specimens and particular areas of the gardens on a planned basis in line with overall objectives for the gardens' maintenance. The changing climate and the significant increase in new pests and diseases necessitates changes in gardening practice e.g. the use of new plants more resilient to pests and climate change and changing watering regimes. Growing concerns over bio-diversity (see City Plan 2036 Strategic Policy S14 p. 137) highlight the need for biodiversity value across all sites. Bio-diversity can be supported by increasing the diversity of plants in our gardens and the number of pollinating plants.

'More please'

In its report in February 2019 GAG drew RCC's attention to the impact on the gardens of the limited resources available. At present Open Spaces devote approximately one gardener's time to the Speed and Thomas More Gardens. GAG suggested that "an increase (in the service charge) in the order of 50p or £1 a week per flat according to size would fund a significant difference to the attractiveness of the private gardens."

In making this case GAG was trying to emphasise that an increase in gardeners' hours that would make a substantial difference could be had at a relatively small cost. In the ensuing discussion it was proposed that residents be asked what they thought about such a proposal in the annual residents' survey. The question included in the survey used the lower figure of 50p resulting in an average increase of £25 a year. 72% of respondents agreed to this proposal indicating the strength of residents' interest in the gardens and their willingness to fund improvements in garden maintenance. An increase in the service charge of the magnitude indicated in the survey would provide for a doubling in the amount of gardeners' time spent in the private gardens from 210 days to 420 days per year.

Garden budgets over time

Although GAG drew attention to the impact on the gardens of limited resources it did not document the very limited increases in gardening charges over time. The amount spent on the gardens varied from year to year depending on the particular circumstances. Taking a long term perspective helps to even out the impact of major works.

By way of illustration for a typical flat in Lauderdale the service charge over the period 2003/04 to 2018/19 rose by 67.6% from £4203.94 to £7044.67. Over the same period the gardens element of the service charge rose by 10.8% from £89.94 to £99.62. The failure of the gardens charge to match or even come close to the increase in the overall service charge is at the heart of the problems in the gardens. Had spending on the gardens matched the overall rise in service charges the garden charge in 2018/19 for a typical Lauderdale flat would have been £150.71 - £51 more than the was actually charged.

We all know that prices rise. Those price rises mean we buy less than we used to unless incomes rise too. Over the period 2003/04 to 2018/19 the Bank of England Inflation Indicator rose by 55.3%. The gap between that 55.3% and the 10.8% rise in the gardens service charge reflects a very real squeeze on the resources available to maintain our gardens. Gardening, particularly in established gardens, is labour intensive. Labour costs tend, over the longer term, to rise faster than prices. The current difficulties arise from the failure to match the year on year increase in costs with an increase in the service charge. Not providing a small but regular uplift in garden charges has resulted in a substantial reduction in the number of gardening hours available. Unsurprisingly the gardens have suffered in consequence.

What will residents get for their money?

GAG proposes that a new approach to funding the gardens is implemented. That new approach has three principal components. Firstly, we need a new service level agreement (SLA) that sets out the required standards of garden maintenance. Secondly we need to identify the resources required to deliver the performance that matches those standards. Thirdly those resources need to be costed and those costs met through the garden service charge. A large part of the additional resources will be an increase in the annual number of gardening hours available. Specifying an annual hours figure rather than headcount reflects the reality that more hours are required in some seasons than others and that it is more efficient to have several gardeners working simultaneously on particular tasks e.g. turf care or mulching. Insofar as there is an increase in the resources required – over and above those currently provided – this will necessitate an increase in the garden service charge.

The actual use of the additional and the existing hours will be recorded and monitored by City Gardens in a transparent process. The additional hours will be used to achieve specific outcomes in relation to agreed schedules for the frequency and scale of all the operations required to keep the gardens in great condition throughout the year. Those operations will include weeding, pruning, lawn maintenance, leaf clearance, monitoring the condition of plants, shrubs and trees and

removing and replacing where appropriate. Details of the proposed improvements are shown in summary form in Appendix 1. Appendix 2 offers photographic examples of areas where the gardens need more attention. Appendix 3 includes images from Speed where there was a significant project and from a new development near King's Cross. A revised draft General Maintenance Detailed Service Specification is set out in Appendix 4.

GAG, through its system of regular quarterly inspections in conjunction with City Gardens, will continue to monitor the state of the gardens and provide regular feedback to the RCC on the extent to which these improvements are being achieved and maintained. A report after the first year will be produced demonstrating improvements identified by GAG.

Appendix 1 Specific improvements in garden maintenance as a result of the service charge uplift

The additional resource:

will ensure the improved specification is delivered to an excellent standard;

visible improvements will include the improved specification on lawn care (increased mowing regime and top dressing) which will deliver a higher quality weed free lawn throughout the year (drought permitting);

will ensure that beds and paths are kept weed and litter free;

will ensure that bare patches of soil do not develop. Bare patches will be filled with new or moved plants and the additional mulching regime will ensure healthier plants in general;

allow CG to develop, with the BEO and GAG, a long term phased shrub replacement programme for shrubs that have come to the end of their useful lives.

Appendix 2 Photo examples demonstrating the need for more garden maintenance

Examples of areas that needs more planting



Examples of areas where more lawn maintenance is needed



Hedges, shrubs and climbers in need of more attention



Other areas of required improvements including gapping up, weeding and leaf clearance



Appendix 3 Photo examples what can be achieved

Improvements to Speed Pergola and Gardens



Images from other gardens





OPEN SPACES DEPARTMENT

Thomas More and Speed Gardens

Section

- A. Introduction/General Information
- B. Grass maintenance
- C. Removal of Rubbish, Leaves and Debris
- D. Planted Areas
- E. Footpaths and garden seats

SECTION A

A.1 Scope of work and general responsibilities

A.2 Tidy Work Practices

A.1 Scope of work and general responsibilities

In general the work will include:

- i the regular maintenance to a high standard of lawn areas, hedges, planted areas and specified paved areas.
- iii routine maintenance tasks such as litter-picking, leaf clearing and pruning;
- iv when requested and at rates agreed in advance, the planting of new and replacement trees, shrubs, hedges and bulbs;

The above is an indication only of the basic tasks that can be expected. More detailed tasks are set out in the Specification below.

A.2 Tidy Work Practices

All work within the green spaces should be carried out with the least inconvenience to customers and users; piles of debris should be cleared from paths and walkways and be removed as soon as is practicable and by the end of the working day.

SECTION B

Grass Maintenance

- B.1 Introduction**
- B.2 Pesticide application in grass**
- B.3 Fertilisers**
- B.4 Lawn Maintenance**
- B.5 Irrigation**
- B.6 Edging of all grass areas**

B.1 Introduction

A high quality finish is expected of all lawn areas throughout the open spaces. All grass shall normally be mown in parallel straight lines so that lawns are left with a neat and tidy appearance. On successive cuts the direction of cut will, where appropriate, be at right angles to the previous cut. All grass should be cut with the minimum of overlap and produce alternate parallel bands of light and dark green.

The mowing speed will always be controlled so as to achieve the best standard finish. The operator will ensure that all movement of the machine, whether mowing, turning or in transit, does not damage the sward or its visual appearance.

- (i) Grass areas shall be cut with a rotary mower of a size appropriate to that location and its individual obstacles. The sward shall be mown not shorter than 25mm and shall not exceed a height of 45mm.
Clean, clipping-free, litter and debris-free finish.
 - Green healthy looking sward, free from unsightly weeds / moss / bare patches all year round.
 - Paths and surrounds, free of clippings.
 - Edges to beds should be maintained to provide neatly trimmed, tidy and aesthetically pleasing perimeters, sympathetic to the site's design.

- (ii) Naturalised Bulb Areas: All areas planted with bulbs shall be left unmown until the leaves of the bulbs have died down.

The areas with bulbs will be cut by gradually lowering the height of cut over a period of three or four cuts, the aim being to bring the area planted with bulbs back to the standard grass height as soon as possible without impairing the visual appearance. The length of grass in these areas shall be reduced by not more than 50% at each cut.

- (iii) Climate and soil

In very wet, dry or adverse weather conditions and after prior agreement with an HO, all services involving grass cutting shall cease until ground conditions allow services to continue without damage being caused to the surface levels or to the contours of the ground.

(iii) Obstructions

Grass will be cut as close as possible up to and around obstructions without causing damage to plants or other features. Alternative machinery or equipment e.g. strimmers or hand shears will be used to cut the grass next to obstacles.

B.2 Pesticide application in grass

Good cultural practice and hand-weeding are the preferred method of weed control. In the event that no other remedy is available and that the problem is sufficiently severe, we will discuss the use of pesticides with the HO prior to use.

B.3 Fertiliser

We will supply and apply suitable dressings of turf fertiliser to all Ornamental Turf lawn areas once a year.

Extent and distribution

Spring and summer fertiliser ratio NPK 9:7:7 shall be applied in May each year. Autumn fertiliser NPK ratio 3:12:12 shall be applied in October each year. Applications shall not be made in line with guidance and COSHH regulations. Fertilisers will be thoroughly watered in.

Fertilising areas planted with bulbs

A high potash feed shall be applied to grass areas planted with bulbs immediately after the flower has faded. Following application we will irrigate if necessary.

B.4 Lawn Maintenance

Each year, all lawns will be have a seasonal maintenance applied as follows.

Aeration

Fine Turf areas and Ornamental Turf areas shall be aerated by solid tine spiking in October/November each year to a depth of 100mm and at 100mm centres. Hard ground may need to be irrigated to aid penetration of tines/spikes.

Top Dressing

All fine turf areas will be top dressed in October/November with an application of three parts sandy loam, six parts sharp sand and one part compost or leafmould. Application of 2-3kg per sq m, working the dressing in with the back of a rake.

Scarification

All fine turf and ornamental areas shall be scarified each year to prevent the build-up of thatch, weed and moss infestation. Scarification shall be carried out in April each year

B.5 Irrigation

During the summer months irrigation will need to be carried out, therefore a constant cycle of watering will be required at all locations. During the summer period we shall apply sufficient water at a sufficient frequency to ensure healthy grass growth.

During periods of protracted hot and dry weather consideration will be given for sustainability and water conservation, discussions to determine watering regime will be held with HO and GAG.

B.6 Edging of all grassed areas

Grass on edges shall not exceed 40mm in length and shall be cut at the same time as the grass is mown. All grass edges shall be reformed once a year in the winter if required in which case if it is not part of the core works it will form part of the quoted works to be agreed by the BEO.

We will maintain or reform any necessary channels, to provide suitable mowing margins, and keep them clean and weed-free.

SECTION C

Removal of Rubbish, Leaves and Debris

C.1 General

C.2 Dangerous Materials

C.3 Tree Debris

C.4 Leaf Clearance

C.1 General

The sites will be kept litter free Monday to Friday. We shall be responsible for removing and disposing of all litter, with the frequency required to ensure that the gardens are kept letter free.

All wastes resulting from sweeping, litter picking or garden maintenance activities shall be removed at the time the work is completed.

C.3 Tree debris

We will clear any fallen twigs, branches etc., which arise from trees within areas under our control. We will also arrange for the removal of litter, polythene bags and other debris which may become lodged in trees. This debris will be removed within 48 hours.

C.4 Leaf clearance

At all times of year we will ensure that leaves are all removed at least once a week. During the autumn leaves will be collected every other day.

Restrictions

We will remove leaves from all areas without damage to grass, plants or other features. If, due to inclement weather, e.g. snow and ice, complete clearance of leaves cannot occur, this task shall be temporarily suspended until ground conditions improve. Similarly, clearance will cease if weather conditions would lead to damage to grass, bedding areas etc. from any equipment being used. In both cases an HO's permission will be obtained. Work shall also cease on the instructions of an HO.

SECTION D

Planted areas

D.1 Shrub maintenance

D.2 Hedge trimming

D.3 Herbaceous plants

D.1 Shrub maintenance

In maintaining shrub beds, great care will be taken so as not to damage the stem, bark or roots of shrubs, trees or bulbs.

Weed control

We will arrange to keep all planted areas free from weeds at all times. Weed growth will be removed initially by hand cultivation and weeding, prior to any further treatment. Weeds will be removed from the soil surface. All roots of deep rooted perennial weeds will be forked out to remove the root systems.

Mulching

All beds will have an application of a biodegradable mulch during the autumn. The mulch will be laid to a depth of at least 2.5 cm and no more than 7.5 cm. There will be no direct contact with the stems of trees and specimen shrubs.

Weed control in tree bases

The bases of trees planted in paved areas shall be kept free of weeds, moss and other debris at all times by hand weeding and the use of mulch. We shall also remove as necessary any epicormic, suckering or basal growth from the trees before it reaches

500mm in length. These operations shall be carried out so as to cause minimal disturbance to any aggregate material around tree bases.

Gapping up

Where gaps in beds appear gardeners will attempt to fill them by using plants that have been moved from overcrowded areas or have been divided. Where this is not possible, the gardeners will compile a list of suitable plants and quantities to fill the gaps and provide the list to the HO. The HO will be responsible for authorising the spend on purchasing the plants.

Pruning

Shrubs, ornamental hedges and roses will be pruned in accordance with best horticultural practice, and carried out by a suitably experienced operative.

Generally all dead, dying, weak, diseased and crossing shoots or branches will be removed to achieve a good shape to individual shrubs/roses and an "even" shaped effect in large shrubberies and ornamental hedges. As a guide, pruning of flowering shrubs will conform to the timetable below. Deadheading of non-species roses, rhododendrons, azaleas, etc. will be carried out as required.

Category	Characteristics	Examples	Pruning Action
1	Shrubs that do not regularly produce vigorous replacement growth from the base and are generally slow growing	<i>Potentilla fruticosa</i> , <i>Cotinus coggygria</i> , <i>Syringa vulgaris</i>	Prune when immature to remove weak branches, crossing branches to retain plant symmetry and form. Once established, the only pruning necessary is to remove dead, dying diseased and damaged growth
2	Shrubs that flower on stems which are produced in the previous season or on short laterals from one year old wood	<i>Philadelphus</i> sp., <i>Forsythia</i> sp., <i>Kerria japonica</i>	The wood that has flowered should be removed. Also, when a shrub becomes mature, renewal pruning should take place to encourage a good supply of one year old wood
3	Shrubs that bloom on current years growth	Type 1: hardy <i>Fuchsia</i> , <i>Leycesteria formosa</i> Type 2: <i>Buddleia davidii</i> , <i>hydrangea paniculata</i> , <i>Spiraea x bumalda</i>	Prune hard in the spring, cutting all shoots down to ground level Allow a framework of branches to develop to the desired height and cut back subsequent growth to the desired framework
4	Shrubs grown for bold foliage or coloured stems on current year's growth	<i>Cornus alba</i> , <i>Salix alba</i> , <i>Rubus cockburnianus</i>	Prune hard back in the spring to ground level to encourage vigorous growth
5	Evergreen shrubs	<i>Mahonia aquifolium</i>	Prune in April or May to remove dead, diseased and

		<i>Lavandula sp.</i> , <i>Calluna sp.</i> , <i>Erica sp</i>	damaged stems, and stems that detract from the symmetry of the shrub but not to the extent that the shrub becomes unnatural in appearance As above except pruning to be carried out after flowering
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Disposal of prunings

All prunings will be either bagged or stacked neatly and placed in an approved position ready for removal on the same day as the operation.

Fertiliser application

We shall supply and spread fertiliser to all areas twice a year. A spring/summer feed of NPK ratio 9:5:3 shall be applied in April and an autumn feed of NPK ratio 3:4:8 shall be applied in September. The fertiliser will be applied by hand and lightly raked or hoed into the soil surface around each plant, without causing any damage to existing planting and watered in.

Edge maintenance

Where plants overlap hard areas, all plants will be maintained to prevent encroachment onto footpaths, highways, signboards, street furniture and windows. Where plants overlap grass border edges, the encroaching growth will be pruned back by secateur only so far as to allow free passage to mowers.

Irrigation

In addition to irrigation requirements for bedding and lawn areas, and where an irrigation system is not installed, it will be necessary to irrigate to maintain healthy shrub growth. Foliage of shrubs will from time to time have to be sprayed with water to remove deposits of dust from atmospheric or traffic pollution.

D.2 Hedge trimming

We will cut all hedging using hand shears or hand-held mechanical cutters. Cutting will be such as to encourage a stable hedge. That is, the width at the top of the hedge will be slightly less than at the base. Cutting will remove current growth rather than old wood. However, we allow for cutting a proportion of the hedges back to the main body every 4-5 years to retain their size and shape.

Hedges will have a neat and tidy appearance and be clipped in such a way as to achieve a straight level surface along the tops, sides and ends.

At the base of all hedges a strip 300mm wide or to the full width of the planting bay edgings as provided will be cultivated and kept free of weeds.

D.3 Herbaceous plants

All work shall be carried out in accordance with good horticultural practice and as agreed with an HO.

SECTION E

E.1 Footpaths

We will dispose of all leaves and litter from footpaths. Other deleterious matter such as weeds, bird droppings and aphid deposits shall be removed by sweeping, jet-washing or otherwise keeping clean as required.

E.2 Garden seats

Once a year, the garden seats will be cleaned of all algae etc. by scrubbing and washing and, when dry, treated with teak oil. During the year, should the seats become stained with bird lime, algae or spillage (e.g. hot drinks), they will be jet-washed as a spot treatment and as required.