



Barbican Estate Residents Consultation Committee

ANNUAL GENERAL MEETING

Date: MONDAY, 25 JANUARY 2021

Time: 5.30 pm

Venue: VIRTUAL TEAMS MEETING. ***NB. THIS MEETING IS NOT CONNECTED TO THE REGULAR BARBICAN RESIDENTIAL COMMITTEE MEETINGS***

Members:

Christopher Makin - Chairman	Jane Samsworth - Defoe House
Ted Reilly - Deputy Chairman	Fiona Lean - Ben Jonson House
Gordon Griffiths - Bunyan Court	Rodney Jagelman - Thomas More House
Jane Smith - Seddon House	Mike Cribb - Andrewes House
John Taysum - Bryer Court	James Ball - Brandon Mews
John Tomlinson - Cromwell Tower	Joe Reeves - Mountjoy House
Mary Bonar - Wallside	Tim Hollaway - Lambert Jones Mews
Fred Rodgers - Breton House	Guy Nisbett - Speed House
Sandy Wilson - Shakespeare Tower	Helen Hudson - John Trundle House
Professor Michael Swash - Willoughby House	Ian Dixon - Gilbert House
David Lawrence - Lauderdale Tower	
Mark Bostock - Frobisher Crescent	
Adam Hogg - Barbican Association (Chairman)	

Contact – Christopher Makin - Chairman: Chairspeedhouse@outlook.com

AGENDA

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **TO ELECT A CHAIRMAN**
For Decision
4. **TO ELECT TWO DEPUTY CHAIRMEN**
For Decision
5. **ELECTRIC VEHICLES UPDATE: BRIEFING NOTE**
For Information
(Pages 1 - 2)
6. **SERVICE CHARGE EXPENDITURE AND INCOME ACCOUNT - LATEST APPROVED BUDGET 2020/21 AND ORIGINAL BUDGET 2021/22**
Report of the Chamberlain and the Director of Community and Children's Services.
For Information
(Pages 3 - 10)
7. **REVENUE AND CAPITAL BUDGETS - LATEST APPROVED BUDGET 2020/21 AND ORIGINAL 2021/22 EXCLUDING DWELLINGS SERVICE CHARGE INCOME AND EXPENDITURE**
Report of the Chamberlain and the Director of Community and Children's Services.
For Information
(Pages 11 - 20)
8. **MINUTES**
To agree the minutes of last Annual General Meeting held on 20th January 2020.
For Decision
(Pages 21 - 26)
9. **MATTERS ARISING FROM THE MINUTES**
For Discussion
10. **ANNUAL REVIEW OF THE RCC'S TERMS OF REFERENCE**
Members are asked to consider the Committee's Terms of Reference.
For Decision
(Pages 27 - 34)

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

a) **Working Parties' Membership** (Pages 35 - 38)

Members are asked to consider the memberships of the various Working Parties.

b) **Working Parties' Terms of Reference** (Pages 39 - 44)

Members are asked to consider the Terms of Reference of the various Working Parties.

c) **Gardens Advisory Group - Revised Terms of Reference** (Pages 45 - 48)

The Committee are asked to consider a revision to the Gardens Advisory Group's (GAG) Terms of Reference.

d) **Increasing Resident Participation In The RCC's Working Parties** (Pages 49 - 50)

Report of the Chairman.

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

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

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Barbican Estate - Electric Vehicle (EV) Charging Points – Provision of additional facilities

Briefing update to stakeholders

Background to current EV provision

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

In 2018, a pilot of the charging points for 30 EV charging bays which had been installed in five car parks on the Barbican Estate (Breton, Bunyan, Cromwell Tower, Thomas More and Willoughby), funded by the Low Emission Neighbourhood was carried out (funding was for the electrical infrastructure, charge points and pilot study which included free electric charging for users). This funding ceased in April 2019 and a charging policy was agreed for the current users but further work was required on the long-term proposals for an extension of EV charging on the Barbican Estate.

Extension of EV charging provision

In Summer 2020 the BEO contacted a number of different grant schemes including the Office for Low Emission Vehicles to ascertain the viability of securing additional funding via the On-Street Residential Chargepoint Scheme for the provision of additional EV charging points on the Barbican Estate. It was confirmed that applications would be accepted for off-street underground car parks.

In Autumn 2020, following a number of on-site inspections by the potential provider of the scheme; an application to secure funding for the remaining Barbican Car Parks (Andrewes, Defoe, Thomas More and Speed) for the provision of a further 32 EV charge points was put forward. This application included funding for the electrical infrastructure and charge points and was fully specified and costed.

In Winter 2020, the application based on the fully specified and costed proposals was approved and the City received the funding to enable the above works. These works are anticipated to take 6-8 weeks and are due to be completed in the Spring 2021.

Due to the pandemic and short timescales to put forward applications; the roll out programme was based on the first project in 2018 and the EV Charging Working Party was not reconvened, although some of the local Ward Members of the Working Party were subsequently updated on progress.

The Residents Consultation Committee are due to be provided with this update at their meeting on 25 January, the Barbican Residential Committee on 2 February and residents generally will receive information in our weekly bulletin in February.

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Committee(s)	Dated:
Residents Consultation Barbican Residential	25 January 2021 2 February 2021
Subject: Service Charge Expenditure and Income Account - Latest Approved Budget 2020/21 and Original Budget 2021/22	Public
Report of: The Chamberlain Director of Community & Children's Services	For Decision

Summary

This report sets out the original budget for 2020/21 and 2021/22 for revenue expenditure included within the service charge in respect of dwellings. This does not include any expenditure or income pertaining to car parking or stores. The amount charged to individual lessees will depend on the percentages set out in their lease.

The original budget for 2021/22 total expenditure including net recharges is £10,019,000 compared to the 2020/21 original approved budget of £9,337,000 a increase of £682,000.

This is only the budget for the years in question and the actual amount charged to lessees will depend on the actual amount spent and the percentage set out in the individual leases.

Summary Of Table 1	Original Budget 2020/21 £'000	Original Budget 2021/22 £'000	Movement £'000
Expenditure	(8,220)	(8,688)	(468)
Recharges	(1,117)	(1,331)	(214)
Income	9,337	10,019	682
Total Net Expenditure	0	0	0

Recommendations

The Committee is requested to:

- Review the provisional 2021/21 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Authorise the Chamberlain to revise these budgets to allow for further implications arising from departmental reorganisations and other reviews, and corporate projects.

Main Report

Introduction

1. This report sets out the proposed revenue budget for 2021/22. The revenue budget management arrangements are to:
 - Place responsibility for budgetary control on departmental Chief Officers
 - Apply a cash limit policy to Chief Officers' budgets
2. The budget has been analysed by service expenditure and compared with the latest approved budget for the current year.

Proposed Revenue Budget for 2021/22

3. The proposed Revenue Budget for 2021/22 is shown in table 1 overleaf. Note a reconciliation of the 2020/21 latest agreed budget to the 2020/21 original budget is also provided for information in Appendix 3.
 - Local Risk budgets – these are budgets deemed to be largely within the Chief Officer's control.
 - Central Risk budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
 - Support Services and Capital Charges – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk.

Table 1 - Analysis of Service Expenditure	Local, Central Risk or Recharges	Actual 2019-20 £'000	Original Budget 2020-21 £'000	Latest Approved Budget 2020-21 £'000	Original Budget 2021-22 £'000	Movement 2020-21 to 2021-22 £'000	Paragraph Reference
Expenditure							
Employees	L	(2,590)	(2,724)	(2,694)	(2,608)	116	4
Premises Related Expenses							
Repairs and Maintenance	L	(2,467)	(1,939)	(2,099)	(2,234)	(295)	5
Supplementary Revenue Projects	C	(706)	(425)	(966)	(610)	(185)	6
Energy Costs	L	(2,594)	(2,503)	(2,567)	(2,580)	(77)	7
Rents	L	(137)	(141)	(142)	(143)	(2)	
Rates	L	(14)	(19)	(19)	(19)	0	
Water Services	L	(2)	(3)	(3)	(3)	0	
Cleaning and Domestic Supplies	L	(120)	(222)	(243)	(246)	(24)	
Grounds Maintenance	L	(139)	(130)	(130)	(130)	0	
Supplies and Services							
Equipment, Furniture and Materials	L	(40)	(74)	(74)	(74)	0	
Catering	L	0	(1)	(1)	(1)	0	
Uniforms	L	(9)	(12)	(12)	(13)	(1)	
Printing, Stationery and Office Exp.	L	(6)	(6)	(6)	(6)	0	
Fees and Services	L	(21)	(1)	(1)	(1)	0	
Contributions to Provisions	L	(0)	0	0	0	0	
Communication and Computing	L	(12)	(20)	(20)	(20)	0	
Total Expenditure		(8,857)	(8,220)	(8,977)	(8,688)	(468)	
Income							
Total Income	L/C	10,286	9,337	10,360	10,019	682	
Net Income		1,429	1,117	1,383	1,331	214	
Recharges							
Expenditure	R	(1,585)	(1,697)	(1,509)	(1,457)	240	
Income	R	156	580	126	126	(454)	
Total Recharges		(1,429)	(1,117)	(1,383)	(1,331)	(214)	
Total Service Charge Account		0	0	0	0	0	

4. Employees costs have decreased by £116,000 as shown in Table 2 below. Cost decrease is mainly due to a reduction in cleaning staff following a review of work schedules.
5. Repairs and maintenance costs have increased by £295,000 compared to the original budget due to increase in costs for responsive repairs, lift maintenance and drainage works. A full breakdown is provided in Appendix 1.
6. The cost of supplementary revenue projects is expected to be £610,000 and relates mainly to the redecoration programme as set in paragraph 8 below.
7. Energy costs have increased by £77,000 to reflect actuals and expected consumption.

Table 2 - Manpower statement	Original Budget 2020/21		Original Budget 2021/22	
	Manpower Full-time equivalent	Estimated cost £'000	Manpower Full-time equivalent	Estimated cost £'000
Service Charge Account	61	(2,724)	57	(2,608)

Draft Capital and Supplementary Revenue Budgets

8. The latest estimated costs of the Committee's current approved capital and supplementary revenue projects are summarised in the Table below.

	Project	Exp. Pre 01/04/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	Later Years £'000	Total £'000
	<u>Pre-implementation</u>						
Service Charge	Renew Door Entry System	20	3	-	-	-	23
	<u>Authority to Start Work</u>						
Service Charge	Communal Repairs	1,736	502	-	-	-	2,238
Service Charge	Concrete Repairs	740	33	-	-	-	773
Service Charge	Redecoration 2020-25	24	55	610	1,103	2,125	3,917
Service Charge	Water System	463	373	-	-	-	836
TOTAL BARBICAN RESIDENTIAL		2,983	966	610	1,103	2,125	7,787

9. Pre-implementation costs comprise only feasibility and options appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.
10. A significant proportion of the costs for these schemes will be recoverable from residents via service charges.
11. The latest Capital and Supplementary Revenue Project forecast expenditure on approved schemes will be presented to the Court of Common Council for formal approval in March 2021.

Appendices

Appendix 1 = Analysis of Repairs, Maintenance and Minor Improvements
 Appendix 2 = Support Services and Capital Charges
 Appendix 3 = Reconciliation of 2020/21 Original Budget to Latest Approved Budget 2019/20
 Appendix 4 = Actual service charge 2019/20 billed to residents and the estimated service charge billed to residents for 2020/21.

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Dr. P. Kane
Chamberlain

Andrew Carter
Director of Community and Children's Services

Analysis of Repairs, Maintenance and Minor Improvements

Costs to be charged to Long Lessees and Landlord. (The latter responsible for short term tenancies and voids)	Original Budget 2020/21 £000	Latest Budget 2020/21 £000	Original Budget 2021/22 £000
Responsive and Contract Servicing including Building			
Miscellaneous Works	(1,155)	(1,275)	(1,305)
IRS maintenance	(40)	(40)	(40)
Responsive and Contract Servicing - Lifts	(296)	(396)	(401)
Drainage Repairs / Remedial Work	(62)	(62)	(112)
Water Penetration	(75)	0	(75)
Sub Total Responsive and Contract Servicing	(1,628)	(1,773)	(1,933)
Asbestos Removal	(60)	(70)	(70)
Water Supply Works	(100)	(100)	(100)
Electrical Testing	(64)	(24)	(44)
Upgrade Safety/Security Installations	(40)	(40)	(40)
Consultants Fees	(30)	(10)	(30)
Emergency lighting to stairs, corridors and plant rooms	(17)	(7)	(17)
Asset Management	0	(75)	0
TOTAL	(1,939)	(2,099)	(2,234)

Appendix 2

Support Service and Capital Charges from/to Barbican Service Charges	Actual 2019/20 000	Original Budget 2020/21 000	Latest Approved Budget 2020/21 000	Original Budget 2021/22 000
Support Service and Capital Charges				
Insurance	(41)	(43)	(43)	(43)
IS Staff Recharge	(37)	(36)	(36)	(32)
Total Support Services	(78)	(79)	(79)	(75)
Recharges within Committee				
Cleaning and Lighting	134	126	126	126
Barbican Supervision and Management	(1,005)	(524)	(950)	(902)
Recharges Within Funds				
DCCS	(480)	(640)	(480)	(480)
Contributions to Funds and Provisions				
TOTAL SUPPORT SERVICE AND CAPITAL CHARGES	(1,429)	(1,117)	(1,383)	(1,331)

Appendix 3

Reconciliation of 2020/21 Original Budget to Latest Approved Budget	£'000
Original Budget Net Expenditure	0
Increase in Supplementary Revenue Projects (water system testing and Communal Repairs)	(541)
Revised estimates of employee costs.	30
Premises Related Expenses	(246)
Balancing increased income.	757
Latest Approved Budget Net Expenditure	0

Appendix 4

This appendix shows the actual service charge 2019/20 as billed to residents and the estimated service charge billed to residents for 2020/21. The total figures are as reported in the Relationship of Barbican Residential Committee Outturn Report to Service Charge Schedules Annex 1. The format is as the service charge schedule provided to residents.

	ACTUAL 2019/20	As Billed ESTIMATE 2020/21	REVISED ESTIMATE 2020/21	ESTIMATE 2021/22
	£	£	£	£
Customer Care				
Costs of Management and Supervision	660,991	694,000	692,000	652,000
Estate Management				
Resident Staff	379,933	413,383	392,000	393,000
Furniture & Fittings	24,933	26,000	30,000	30,000
Window Cleaning	159,321	148,785	186,000	186,000
Cleaners/Porters	1,253,992	1,205,460	1,272,000	1,180,000
Car Park Attendants-	650,067	658,791	665,000	663,000
Lobby Porters	696,088	752,000	762,000	761,000
House Officer	132,776	140,000	135,000	135,000
Sub Total	3,297,110	3,344,419	3,442,000	3,348,000
Property Management				
Garchey Maintenance	243,503	268,000	268,000	272,000
General Repairs	1,550,534	1,321,401	1,332,000	1,627,000
Technical Services -	238,918	228,918	230,000	230,000
Lift Maintenance	390,176	360,649	444,000	449,000
Electricity (Common Parts and Lifts)	492,180	516,441	493,000	494,000
Heating	1,987,745	2,013,099	2,037,000	2,046,000
Sub Total	4,903,057	4,708,508	4,804,000	5,118,000
Open Spaces				
Garden Maintenance	139,377	130,000	130,000	130,000
Total Annually Recurring Items	9,000,535	8,876,927	9,068,000	9,248,000
Non-Annually Recurring Items - Major Works				
Asbestos Removal	93,127	0	70,000	70,000
Water Supply Works	107,186	100,000	100,000	100,000
Electrical Testing	0	0	24,000	44,000
Upgrade Safety/Security Installations	22,516	40,000	40,000	40,000
Consultants Fees	0	0	10,000	30,000
Emergency lighting to stairs, corridors and plant rooms	0	3,000	7,000	17,000
Asset Management	78,983	75,000	75,000	0
Roof Repairs	211,082	0	0	0
SRP Projects				
Redecorations and Communal Repairs	103,225	0	502,000	0
Redecorations 2020-2025	16,356	0	55,000	610,000
Concrete Repairs	77,250	0	33,000	0
Water Tank Repairs/Replacement	428,912	112,406	373,000	0
Door Entry Scheme	0	0	3,000	0
Total Non-Annually Recurring Items	1,138,636	330,406	1,292,000	911,000
TOTAL	10,139,171	9,207,333	10,360,000	10,159,000

Agenda Item 7

Committee(s)	Dated:
Residents Consultation	25 January 2021
Barbican Residential	2 February 2021
Subject: Revenue and Capital Budgets - Latest Approved Budget 2020/21 and Original 2021/22 Excluding dwellings service charge income and expenditure	Public
Report of: The Chamberlain Director of Community & Children's Services	For Decision

Summary

This report is the annual submission of the revenue and capital budgets overseen by your Committee. In particular it seeks approval to the provisional revenue budget for 2021/22, for subsequent submission to the Finance Committee. Details of the Committee's draft capital budget are also provided.

"The proposed budget for 2021/22 has been prepared within the resource envelope allocated to each Director by Resource Allocation Sub Committee, including the Department's Target Operating Model (TOM) efficiency savings of 12%."

These accounts do not include income and expenditure in relation to dwellings service charges, which is the subject to a separate report before you today, but does include the following: -

- Landlord Services

This includes income and expenditure relating to short term lessee flats, void flats and commercial properties as well as grounds maintenance for public areas.

- Car Parking

The running expenses, capital charges, rent income and service charges relating to 1,273 car spaces of which some 904 are currently occupied.

- Baggage Stores

The running expenses, capital charges, rent income and service charges relating to 1,625 baggage stores. 1434 baggage stores are currently occupied.

- Trade Centre

This is a commercial area of some 117,000 square feet bounded broadly by Beech Street, Aldersgate Street, Fann Street and Bridgewater Square. Capital charges are the main item of expense, although some premises and supervision and management costs are incurred. Income comprises rent and charges for services including Virgin Active, GSMD Practice room, Laundrette, Parking Services and Creche.

The provisional nature of the revenue budgets particularly recognises that further revisions may arise from the necessary realignment of funds resulting from corporate projects.

Summary of Table 1	Original Budget 2020/21	Original Budget 2021/22	Movement
	£'000	£'000	£'000
Expenditure	(3,340)	(3,464)	(124)
Income	5,052	5,048	(4)
Net Income (Local and Central Risk)	1,712	1,584	(128)
Capital Charges and Support services	(4,354)	(3,956)	398
Total Net Income/Expenditure	(2,642)	(2,372)	270

Overall, the 2021/22 provisional net revenue expenditure budget totals £2,372,000 a reduction of £270,000 compared with the Original Budget for 2020/21 of 2,642,000. The main reason for this variance is the 12%TOM efficiency savings, alongside increases in repairs & maintenance which were offset by reductions in Capital Charges and Support services.

Recommendations

The Committee is requested to:

- Review the provisional 2021/22 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Review and approve the draft capital budget;
- Authorise the Chamberlain to revise these budgets to allow for further implications arising from departmental reorganisations and other reviews including corporate projects.

Main Report

Introduction

1. This report sets out the proposed revenue budget and capital budgets for 2021/22. The revenue budget management arrangements are to:
 - Provide a clear distinction between local risk, central risk and recharge budgets
 - Place responsibility for budgetary control on departmental Chief Officers
 - Apply a cash limit policy to Chief Officers' budgets
2. The budget has been analysed by service expenditure and compared with the original approved budget for the current year.

The report also compares the current year's budget with the forecast outturn.

Proposed Revenue Budget for 2021/22

3. The proposed Revenue Budget for 2021/22 is shown in Table 1 overleaf analysed between:
 - Local Risk budgets – these are budgets deemed to be largely within the Chief Officer's control.
 - Central Risk budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
 - Support Services and Capital Charges – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk.
4. The provisional 2021/22 budgets, under the control of the Director of Community & Children's Services being presented to your Committee, have been prepared in accordance with guidelines agreed by the Policy and Resources and Finance Committees. This includes a 2% efficiency saving offset by 2% inflation allowance and the Department's Target Operating Model (TOM) efficiency savings of 12%. The budget has been prepared within the resources allocated to the Chief Officer.

Analysis of Service Expenditure	Local or Central Risk	Actual 2019-20 £'000	Original Budget 2020-21 £'000	Latest Approved Budget 2020-21 £'000	Original Budget 2021-22 £'000	Movement OB 2020-21 to OB 2021-22 £'000	Paragraph Reference
EXPENDITURE							
Employees	L	(1,951)	(2,001)	(2,009)	(2,030)	(29)	7
Repairs and Maintenance	L	(992)	(887)	(1,626)	(1,354)	(467)	
Other Premises Related Expenditure	L	(369)	(288)	(299)	(299)	(11)	
Supplies & Services	L	(206)	(163)	(156)	(155)	8	
Transport	L	(0)	(1)	(1)	(1)	0	
TOM efficiency savings of 12%.	L	0	0	0	391	391	8
Supplementary Revenue Projects	C	(0)	0	(155)	(16)	(16)	
Total Expenditure		(3,518)	(3,340)	(4,246)	(3,464)	(124)	
INCOME							
Customer, Client Receipts (mainly rents and non-dwelling service charges)	L	5,146	4,827	4,955	4,823	(4)	
Charge for insurance	C	325	225	193	225	0	
Total Income		5,472	5,052	5,148	5,048	(4)	Point 9 - Appendix 2
NET INCOME BEFORE SUPPORT SERVICES AND CAPITAL CHARGES		1,954	1,712	902	1,584	(128)	
CHARGES							
SUPPORT SERVICES AND CAPITAL CHARGES							
Central Support Services and Capital Charges		(4,734)	(4,725)	(4,724)	(4,591)	134	
Recharges within Fund & Committee		(123)	(27)	(135)	(141)	(114)	
Recharges to Service Charge Account		871	398	824	776	378	
Total Support Services and Capital charges		(3,986)	(4,354)	(4,035)	(3,956)	398	
TOTAL NET EXPENDITURE		(2,032)	(2,642)	(3,101)	(2,372)	270	

Notes - Examples of types of service expenditure: -

- (i) Other Premises Related Expenses – includes energy costs, rates, water services, cleaning and domestic supplies

5. Expenditure and adverse variances are presented in brackets. An analysis of this Revenue Expenditure by Service Managed is provided in Appendix 1. Only significant variances (generally those greater than £100,000) have been commented on in the following paragraphs.
6. Overall there is a decrease in net expenditure of £270,000 in the overall budget between the 2020/21 original budget and the 2021/22 original budget. The main movements are explained by the variances in the following paragraphs.
7. Repairs and maintenance costs are expected to be £467,000 higher due to additional provisions for breakdown maintenance in 2021/22 as set in the detailed breakdown of Repairs and Maintenance costs provided in Appendix 3.

Table 2 - Manpower statement	Original Budget		Original Budget	
	2020/21		2021/22	
Non-Service Charge Staffing	Manpower Full-time equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000
Total	33	(2,001)	33	(2,030)

8. The proposed budget for 2021/22 has been prepared within the resource envelope allocated to each Director by Resource Allocation Sub Committee, including the Department's Target Operating Model (TOM) efficiency savings of 12%. The savings will be met from Landlord's repairs and maintenance and from the Car Park Account
9. A detailed breakdown of the movement on Central Support Services and Capital Charges is presented in Appendix 2.

Potential Further Budget Developments

10. The provisional nature of the 2021/22 revenue budget recognises that further revisions may be required.

Draft Capital and Supplementary Revenue Budgets

11. The latest estimated costs of the Committee's current approved capital and supplementary revenue projects are summarised in the Table below.

Service	Project	Exp. Pre 01/04/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	Later Years £'000	Total £'000
	<u>Authority to Start Work</u>						
Landlord	Contractor Office Conversion Andrewes House	298	12	-	-	-	310
Landlord	Beech Garden Podium Waterproofing	4,188	86	-	-	-	4,274
Landlord	Frobisher Crescent Balcony Works	326	40	-	-	-	366
	<u>Disposal Costs</u>						
Landlord	Barbican Turret	143	17	16	-	-	176
TOTAL BARBICAN RESIDENTIAL		4,955	155	16	0	0	5,126

12. Pre-implementation costs comprise only feasibility and options appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.

13. The latest Capital and Supplementary Revenue Project forecast expenditure on approved schemes will be presented to the Court of Common Council for formal approval in March 2021.

Appendices

Appendix 1: Revenue Expenditure by Service Managed

Appendix 2: Support Service and Capital Charges from/to Barbican Residential Committee

Appendix 3: Analysis of Repairs, Maintenance and Minor Improvements

Dr Peter Kane
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Services

Andrew Carter
Director of Community & Children's

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Analysis by Service Managed	Actual 2019-20 £'000	Original Budget 2020-21 £'000	Latest Approved 2020-21 Budget £'000	Original Budget 2021-22 £'000	Movement 2020-2021 to 2021-22 £'000
CITY FUND					
Supervision & Management (fully recharged)	(0)	0	0	0	0
Landlord Services	(2,454)	(2,953)	(3,178)	(2,887)	66
Car Parking	(414)	(346)	(421)	(387)	(41)
Baggage Stores	53	5	(6)	0	(5)
Trade Centre	772	653	505	512	(141)
Other Non-Housing	9	(1)	(1)	(1)	0
TOM efficiency savings of 12%.	0	0	0	391	391
TOTAL	(2,033)	(2,642)	(3,101)	(2,372)	270

*Note that the Baggage Stores within the car parks are included in the Car Park Account.

Supervision and Management – General

This section relates to the requirements of the Barbican Estate Office including staffing, premises, information technology and support from Guildhall. The Estate Office is responsible for the management of the flats, commercial units, car parks and baggage stores. Management includes repairs and maintenance, security, cleanliness of common parts, calculation of service charges and the initial stages of arrears recovery. Total expenditure on this section is fully recharged to other sections of these accounts plus a relevant proportion to the Service Charge account, which is the subject to a separate report before you today. The IT costs are recharged on number of transactions while the other costs are allocated broadly on time sheet information.

Landlord Services

Expenditure includes repairs to the interior of short-term lessees' flats and void flats. Grounds maintenance of public areas, insurance (other than that included in the Service Charge Account for lifts and the garchey system), capital charges relating to properties not sold on a long lease, and supervision and management. Income includes rent income from short term tenancies (apart from the service charge element), rent from ten commercial properties, licence fees for various aerial sites, and reimbursements for insurance, dilapidations and other services. Long lessees have the option to arrange alternative insurance to that provided through the City and, consequently, insurance is accounted for in the Landlord Account rather than as part of the Service Charge Account.

Car Parking

The running expenses, capital charges, rent income and service charges relating to 1,273 car spaces of which some 904 are occupied including 267 bays held on long licences. Long Licensees pay a service charge in respect of the services provided to all car parks. The income and expenses for the stores located within the car parks are also included in the car park account.

Baggage Stores

The running expenses, capital charges, rent income and service charges relating to 1,050 baggage stores located in the residential blocks.

Trade Centre

This is a commercial area of some 117,000 square feet bounded broadly by Beech Street, Aldersgate Street, Finn Street and Bridgewater Square. Capital charges are the main item of expense, although some premises and supervision and management costs are incurred. Income comprises rent and charges for services including Virgin Active, GSMD Practice room, Laundrette, Parking Services and Creche.

APPENDIX 2

Support Service and Capital Charges from/to Barbican Residential Committee	Actual 2019/20 £'000	Original Budget 2020/21 £'000	Latest Approved Budget 2020/21 £'000	Original Budget 2021/22 £'000
Support Service and Capital Charges				
Insurance	(296)	(300)	(300)	(301)
IS Recharges	(218)	(207)	(199)	(162)
Capital Charges	(3,654)	(3,668)	(3,675)	(3,647)
Chamberlain	(405)	(395)	(395)	(335)
Comptroller and City Solicitor	(19)	(14)	(14)	(16)
Town Clerk	(132)	(127)	(127)	(119)
City Surveyor	(0)	(1)	(1)	(0)
Other Services	(10)	(13)	(13)	(11)
Total Support Services and Capital Charges	(4,734)	(4,725)	(4,724)	(4,591)
Recharges Within Funds				
Corporate and Democratic Core - Finance Committee	50	50	50	50
HRA	13	4	4	4
Community and Children's Services Committee	(186)	(81)	(189)	(195)
Service Charge Account	871	398	824	776
TOTAL SUPPORT SERVICE AND CAPITAL Charges	(3,986)	(4,354)	(4,035)	(3,956)

* Various services including central training, corporate printing, occupational health, union costs and environmental and sustainability section.

APPENDIX 3

ANALYSIS OF REPAIRS, MAINTENANCE AND MINOR IMPROVEMENTS ALL LOCAL RISK

	Orginal Budget 2020/21 £'000	Latest Approved Budget 2020/21 £'000	Orginal Budget 2021/22 £'000	
<u>Supervision & Management Holding Account</u>				
Estate Office - Breakdown Maintenance	(9)	(9)	(11)	E
Total Supervision & Management Holding Account	(9)	(9)	(11)	
<u>Services and Repairs - Landlords</u>				
Breakdown Maintenance	(451)	(987)	(792)	E
Drains	(97)	(97)	(97)	
Insurance Works	(35)	(35)	(35)	
Dilapidations	(15)	(15)	(15)	
Lift contract servicing	(7)	(7)	(7)	
Asbestos data	(5)	(5)	(6)	
Redecorations Works	(35)	(25)	(35)	A
Total Services and Repairs - Landlords	(645)	(1,171)	(987)	
<u>Car Parking</u>				
Breakdown Maintenance - Building	(193)	(418)	(313)	E
Safety Security	(1)	(1)	(2)	
Total Car Parking	(194)	(419)	(315)	
<u>Stores</u>				
Breakdown Maintenance	(7)	(7)	(9)	E
Total Stores	(7)	(7)	(9)	
<u>Trade Centre</u>				
Breakdown Maintenance	(32)	(20)	(32)	E
Total Trade Centre	(32)	(20)	(32)	
<u>Other Non-Housing</u>				
Breakdown Maintenance	0	0	0	E
Total Other Non-Housing	0	0	0	
TOTAL	(887)	(1,626)	(1,354)	

E = ESSENTIAL

A = ADVISABLE

D = DESIRABLE

Appendix 4

Original Budget 2020/21 to Latest Approved Budget	£'000
Original Budget Net Income	(2,642)
Supplementary Revenue Projects	(155)
Increase in Breakdown Maintenance	(740)
Recharges to Service Charge Account	319
Customer, Client Receipts (Increase income related to baggage stores)	128
Other movements	(11)
Latest Approved Budget	(3,101)

BARBICAN ESTATE RESIDENTS CONSULTATION COMMITTEE

ANNUAL GENERAL MEETING

Monday, 20 January 2020

Minutes of the meeting held at Guildhall at 6.30 pm

Present

Members:

Christopher Makin (Chairman)	Heather Hawker - Speed House
Adam Hogg (Deputy Chairman)	Jane Samsworth - Defoe Tower
Ted Reilly (Deputy Chairman)	Fiona Lean - Ben Jonson House
Derek Penny - Bunyan Court	Hugo Dinis - Thomas More House
Jane Smith - Barbican Association	Mike Cribb - Andrewes House
John Taysum - Bryer Court	Nadia Bouzidi - Gilbert House
Janet Wells - John Trundle House	James Ball - Brandon Mews
John Tomlinson - Cromwell Tower	Tim Hollaway – Lambert Jones Mews
Fred Rodgers - Breton House	
Sandy Wilson - Shakespeare Tower	
Prof. Michael Swash - Willoughby House	
David Lawrence – Lauderdale Tower	

In Attendance

Mary Durcan CC Cripplegate
Helen Fentiman CC Aldersgate
Jim Durcan and Maggie Urry (Gardens Advisory Group) For item 9

Officers:

Julie Mayer - Town Clerks (items 1-4 only)

1. APOLOGIES

Apologies were received from Mark Bostock, Frobisher Crescent; Gordon Griffiths, Bunyan Court (represented by Derek Penny), Rodney Jagelman, Thomas More House (represented by Hugo Dinis). David Graves, and Mary Bonar.

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 for 2020/21.

4. TO ELECT TWO DEPUTY CHAIRMEN

Being the only Members willing to serve, Adam Hogg and Ted Reilly were elected as Deputy Chairmen for 2020/21.

The Town Clerk oversaw the election of the Chairman and Deputy Chairmen and then left the meeting. The minutes were taken by Ted Reilly, the Deputy Chairman.

5. MINUTES

The Minutes of the RCC AGM of 28 January 2019 were agreed as a correct record.

6. MATTERS ARISING FROM THE MINUTES

There was a discussion on the role and impact of Social Media on the work of the RCC. It was felt that the work of the RCC was not adequately communicated to the wider Barbican community and that despite the challenges that Social Media presented the RCC should investigate its potential.

Nadia Bouzidi of Gilbert House agreed to share a paper outlining her experience of this medium to the RCC.

7. ANNUAL REVIEW OF THE RCC'S TERMS OF REFERENCE

Members considered the current RCC Terms of reference; there were no suggested amendments.

8. ANNUAL REVIEW OF THE RCC'S WORKING PARTIES

8.1 Working Parties' Membership

Gardens Advisory Group (GAG)

Members noted that there are no vacancies on this working party, but further there were no members of the RCC serving on this group. Additionally, GAG members present felt that communications between the RCC and GAG could be improved.

To this end it was agreed that an RCC member be appointed to GAG. Mike Cribb of Andrewes House agreed to serve on GAG.

SLA Review

There were no volunteers for the single vacancy on this working party. Members were asked to canvass house groups to attempt to identify residents willing to serve.

Asset Maintenance

Although there were no vacancies on this working party members were advised of the sub-group that was to be formed to review the Garchey system. Volunteers were needed for this sub-group and John Taysum of Bryer Court and Tim Hollaway of Lambert Jones Mews agreed to serve.

John Taysum and Tim Hollaway also agreed to serve on the working group supporting the Conditions Survey report.

Underfloor Background Heating Leaseholder Service Charge

There were no vacancies on either of these working parties.

8.2 Working Parties' Terms of Reference

It was agreed that in future all working parties would submit progress reports to each RCC meeting.

Gardens Advisory Group (GAG)

GAG's terms of reference were confirmed, but there was some discussion relating to the interface between the BEO's work and the responsibilities of the City Corporation for the public realm. The absence of the City's Estate Landscape Management Strategy (ELMS) was noted and it was acknowledged that this absence made the work of GAG more difficult.

The poor condition of the planters around the Estate was discussed. It was reported that the BEO had a plan for replacing the existing timber planters with new concrete planters. The BEO would be asked to share this plan.

Other Working Parties

Members considered the current Terms of reference; apart from the Background Underfloor Heating Working Party (see below) there were no suggested amendments.

8.3 Proposal to modify the Terms of Reference for the Background Underfloor Heating Working Party (BUHWP)

Members considered and approved the proposed changes to the Terms of reference for the BUHWP.

9. PROPOSAL TO INCREASE BARBICAN GARDEN FUNDING

Jim Durcan presented the paper "Why we need to spend more on the Barbican private gardens". There was a comprehensive discussion. Members were supportive and in general agreement that Thomas More and Speed gardens were tired and needed additional resources. It was not clear exactly how the current budget for garden maintenance was being spent and how the additional money would be spent. It was noted that a new SLA, which would monitor the effectiveness of the spend, had been established.

It was agreed that GAG would bring back to the RCC meeting on 2 March:

1. a proposal that included details of current spending and details of the additional spending together with likely outcomes.
2. A copy of the new SLA with changes highlighted for ease of reference.

Members were generally in favour of the proposal and looked forward to seeing the details at the next meeting.

BARBICAN FUTURE STRATEGY

Sandy Wilson gave a verbal report on the work of the Strategy Steering Group. This group has been jointly established by the RCC and the BA. At this point it has no formal constitution.

Sandy identified three areas of current concentration, namely

- Estate-wide Energy Strategy
- The Garchey System
- Affecting change: This includes working more effectively with our Common Councillors to deliver benefits for residents and considering whether a neighbourhood plan would add value.

Members generally supported the initiative but there were some concerns relating to governance. It was not clear what were the terms of reference, what was the group's reporting structure and concerns were raised about the transparency of its activities.

Adam Hogg, a member of the group, summarised its activities as a response to the difficulties of making any changes under the current governance systems that managed change within the Barbican.

Members were supportive and welcomed the initiative but looked forward to clarity on the issues of governance and transparency.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no items

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

There were no items

The meeting ended at 20:35

Chairman

Contact Officer:

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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 Bulwark (former LBB)
-  St Giles Church
-  City Surveyor (Roman Wall)
-  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)

Lower Ground
(level 02)

Note

Given the complexity of the numerous floor plate levels within the estate, this set of drawings records the various levels of each individual property unit using its relationship to any adjacent public highway, which for the purpose of this drawings, ground floor level is represented as level 01.

 City of London A.C. Bennett, Alderman, Finance City Surveyor City of London Corporation Corporate Property Group Barbican Estate, London, E.C.2	
This drawing is the property of the City of London Corporation and is not to be reproduced without the written permission of the City of London Corporation.	
Date: 10/05/12 Drawn by: J. Smith Checked by: A. Jones Approved by: A.C. Bennett	4-C-33813-06 Scale: 1:1000

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 (Zones LES)
- 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 within the estate, this set of drawings shows the ground level of each individual property unit using its relationship to any adjacent public highway, which for the purpose of the drawings, ground floor level is regarded as level 03.










<p>London P.G. Smith, M.A. (Cantab) FRCA City Surveyor</p> <p>CITY SURVEYOR'S OFFICE City Surveyor's Office 100 Abchurch Lane London EC4N 3DF</p>	
<p>Barbican Estate, London, E.C.2.</p>	
<p>Plan showing the extent of the City of London custodianship responsibilities. (Ground level)</p>	
<p>Scale 1:1000</p>	<p>4-C-33813-07</p>

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. |
|  | 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. |
|  | Shared responsibility and access rights between the Barbican Centre and Barbican Estate. |
- Barbican Estate boundary

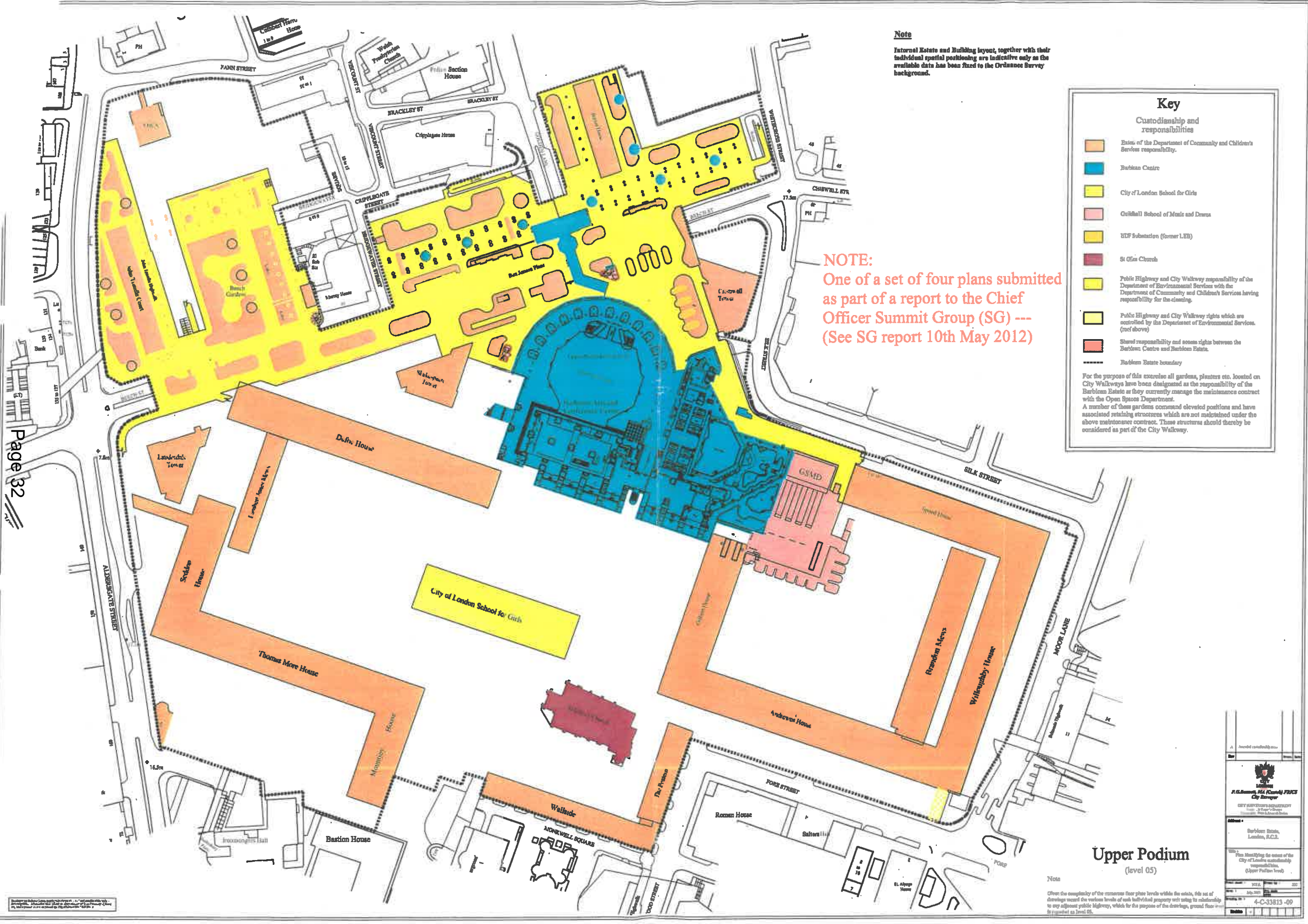
NOTE:
One of a set of four plans submitted
as part of a report to the Chief
Officer Summit Group (SG) ---
(See SG report 10th May 2012)

Lower Podium

Note

Given the complexity of the numerous floor plate levels within the main, this set of drawings record the various levels of each individual property unit using its relationship to any adjacent public highway, which for the purpose of the drawings, ground floor level is ~~at~~ on level 03.





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

- Excess 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 some rights between the Barbican Centre and Barbican Estate.
- Barbican Estate boundary

For the purpose 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 highway, which for the purpose of the drawings, ground floor was designated as level 05.

Approved confidentially

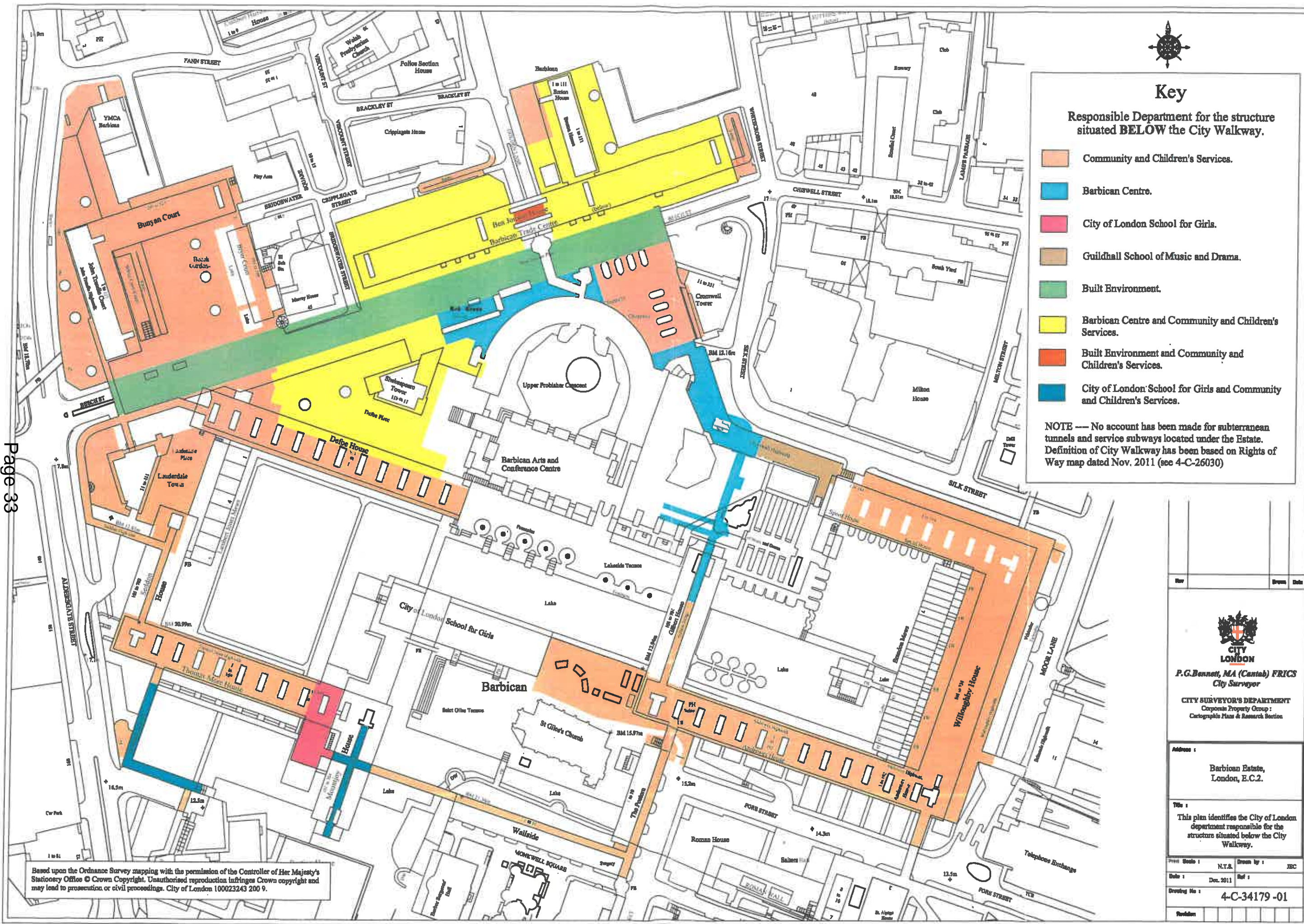
London
City of London
City Engineer

City of London
City Engineer

Barbican Estate,
London, E.C.2.

Plan illustrating the extent of the
City of London's custodianship
responsibilities,
(Upper Podium level)

4-C-33813-09



P.G. Bennett, MA (Cantab) FRICS
City Surveyor

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.

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:
Gardens Advisory Group (GAG)	Helen Davinson	BEO Officers: Helen Davinson Jake Tibbetts, City Gardens Manager, Open Spaces 8 resident representatives: Paula Tomlinson (Cromwell Tower) Jim Durcan (Andrewes House) Mike Cribb (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) Vacancies: 0
SLA Review	Michael Bennett	BEO Officers: Michael Bennett, Helen Davinson, Sheila Delaney, Luke Barton, House Officer TBC 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)

<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

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Officers:

Barry Ashton, Car Park & Security Manager
 Luke 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 2021

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,
- 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.

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.

Gardens Advisory Group (GAG)

The current GAG Terms of Reference (GAGToR) were agreed at the 2018 RCC AGM. Since then there have been a number of developments which have led to the need to reconsider the role and membership of GAG and, as a result, changes to the GAGToR will be necessary.

Firstly, there is the urgent need to both preserve and improve biodiversity and create climate resilience within the Square Mile. Secondly, BEO no longer has a role within GAG. However, both the City Gardens Manager and the Barbican Gardens Team Leader will remain part of GAG.

The three Barbican gardens, the lakes and part of Beech Gardens in the “U” between the three Courts – John Trundle, Bunyan and Bryer – Barber Surgeons’ Garden, the adjoining strip with the ancient monument between London Wall and the Mountjoy beach and St Alphage’s Garden form the Barbican Estate, St Alphage’s Garden and Barber Surgeons’ Garden Site of Borough Significance for Nature Conservation (SBINC). Currently Grade II, the SBINC, shown on the attached plan*, will be upgraded to Grade I on the adoption of City Plan 2036, sometime in 2022.

As mentioned, the SBINC doesn’t include all of Beech Gardens nor does it include the remainder of the public realm planting in Ben Jonson Place, Breton Highwalk and Cromwell Highwalk, the planters around the Estate and the planting outside City of London School for Girls (CoLSfG). The unresurfaced part of Beech Gardens, Ben Jonson Place and Breton Highwalk are due to be re-laid under Phase 2 of the Beech Street waterproofing scheme, although if and when work will begin seems open to doubt.

City Corporation’s Open Squares Department (OSD) is currently preparing its Biodiversity Action Plan 2021-2026 (BAP) for public consultation during May, prior to adoption in July. The BAP will have an impact not only on the SBINC but also on the remainder of the public realm. Barbican Wildlife Group (BWG) is a member of City Corporation’s BAP Partnership Group (BAPPG) as is Friends of City Gardens (FoCG) and anyone wishing to have any input into the BAP prior to the public consultation should do so through either BWG or FoCG.

The BAP will require a management plan for the SBINC (SBINCMP) other than Barbican Wildlife Garden, which already has a management plan approved by OSD. The requirements of the SBINCMP are quite likely to conflict with the Estate’s Open Spaces Service Level Agreement (OSSLA). In that case, the latter will require revision in order to comply with the former.

In any event, the long-awaited Estate Landscape Management Strategy is unlikely to emerge as a separate document to the SBINCMP, if at all. It would, however, seem to be a necessary requirement of the adoption of the SBINCMP that City Corporation agrees to manage the excluded public realm area as though it was included in the SBINCMP.

Recently, City Corporation adopted its Climate Action Strategy (CAS). The CAS requires City Corporation (i) under “Actions to support the achievement of net zero”, to advocate the importance of green spaces and urban greening as natural carbon sinks, and their

contribution to biodiversity and overall wellbeing; (ii) under “Actions to build climate resistance”, to make the Square Mile public realm more climate change ready through adding in more green spaces, urban greening, flood resistant road surfaces, adaptable planting regimes and heat resistant materials; and (ii) under “Actions to champion sustainable growth”, to enhance greening and biodiversity across our public realm and open spaces.

In the circumstances, I propose that the GAGToR are changed as per the following

Fred Rodgers
Chair, Breton House Group

- Plan to follow

The Terms of Reference for **Garden Advisory Group (GAG)** will be as follows:

(a) Strategic – that GAG should be involved in the preparation and monitoring of the Sites of Borough Importance for Nature Conservation (SBINC) Management Plan (SBINCMP) in accordance with the City of London Biodiversity Action Plan 2021-2026 (BAP). However, until such time as a SBINCMP is adopted, then an annual action plan covering the area of the SBINC within the Estate (shown on the attached plan), should be agreed including:

- 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 the SBINC in accordance with the BAP.

(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, particularly for the benefit of pollinators and air quality as well as involving them in the communal areas by, for example, in recording of species sightings.

(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 requirements of the BAP.

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Deleted: 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.¶

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(f) Communications – ensure that information about the work of GAG is fully and accurately communicated to all residents, including by providing quarterly reports to RCC. Also to ensure that details of how residents can contact the Chair of GAG are published by both the BEO and The Barbican Association.

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

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GAG Operational Notes and Inspection Areas

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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 ten residents on GAG, of which one resident will be identified in the Minutes as a representative of each of the RCC, Barbican Wildlife Group, Barbican Allotment Group and Barbican Horticultural Society. Residents will serve for a period of five years with a maximum of three members standing down in any one year. However residents standing down can be re-selected by the RCC if it so wishes.

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3 Resident members will advise details of their other involvement with Barbican organisations and give details of their relevant knowledge ad expertise so that it can be seen that all aspects of the hard and soft landscaping are covered. If there is a knowledge/expertise gap, then GAG will have the power to consult with other residents to cover this.

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4 In addition to the residents, the City Gardens Manager and/or the Barbican Gardens Team Leader should also attend.

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5 The Chair will be elected each year by the resident members of GAG Minutes of meetings of GAG will taken by the resident members on a rotating basis. The individual to undertake these roles will be agreed at the previous meeting.

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6 Meetings should be scheduled for the following calendar year.

7 There should be four meetings a year, evenly spread throughout the calendar year.

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8 The Agenda for each meeting will be prepared by the Chair should be issued at least seven working days before the meeting. Any item for the Agenda should be notified to the Chair at least 14 working days before the meeting.

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9 Draft Minutes should be issued within ten working days of the meeting, any comments and changes should be given within the subsequent seven 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.

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Deleted: 15 GAG will help to arrange residents planting days and other events engaging residents with their landscape.¶

Paper for the Barbican Residents' Consultation Committee 2021 AGM

Subject: Increasing Resident Participation In The RCC's Working Parties

Report Author: Christopher Makin, Chair, Barbican Residents' Consultation Committee

Summary

- This paper proposes a new approach to access the skills and talents of the widest range of Barbican residents for the RCC's Working Parties via a new membership selection process.

Background

1. At present, it is difficult for a Barbican resident to join the RCC's five Working Parties as the Working Parties are not well known and vacancies are not advertised.
2. Membership of the RCC's Working Parties is, effectively, for life, unless a member resigns.
3. The lack of an open and inclusive selection process for the RCC's Working Parties limits their access to the full width of talent available in the Barbican Estate, thus curtailing their ability to deliver the best outcomes for the residents they seek to represent.

Proposal

- A. On alternate months for 10 months, residents will be invited, (via the BEO's weekly email, House Groups etc), to self-nominate to join a specified Working Party for three years.
- B. Nominations for membership to include a short statement of interest / relevant skills and prior role (if any) on that/other Working Parties in the Barbican.
- C. If nominations exceed the volunteers required the RCC will, consistent with the election of the RCC's Chair and Deputy Chairs, review the nominations and elect:
 - **Full Members of the Working Party** - who will participate as currently.
 - **Associate Members of the Working Party** - who will be sent the papers and minutes, be encouraged to contribute by email and form a reserve group if a Full Member resigns.
- D. This process builds on that used to establish the Underfloor Heating Working Party.
- E. In order to ensure 'Institutional Memory' is not lost, at least two of the current members of each Working Party should be retained, presuming that number is willing to serve.
- F. As currently, either the RCC's Chair or Deputy Chairs will participate in each Working Party, and have 'visiting rights' to ensure its work is aligned with the RCC's broader aims.
- G. It is preferable for an Alderman/Common Councillor participate in each Working Party as they bring insights and access other residents do not have.
- H. Repeat this process every three years to maintain engagement with residents.

Process improvement within the Working Parties

- There are also potential actions that might improve the Working Parties' effectiveness.
- This might include more frequent meetings and/or meetings without Officers on key topics, pre-meetings for residents (per the RCC), reviewing the Terms of Reference etc.

In conclusion

- This proposal does not detract from existing members' hard work and the many hours dedicated to the RCC's Working Parties. We should all be most grateful to all contributors.
- The BAGC elections show that there may not be a flood of candidates but this process will, if nothing else, remind residents of the work being carried out in their name.

