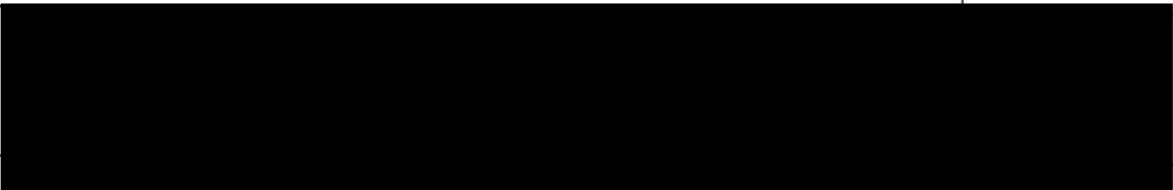


Committee(s):	Date(s):	
Hearing Sub (Standards) Committee	29 January 2016	
Subject: Complaint by Leighton McDonnell against John Chapman		Public
Report of: Comptroller & City Solicitor		For Decision
		
<p><u>Summary</u></p> <p>This report presents to the Hearings Sub-Committee of the Standards Committee the findings of the investigation into a complaint made by Mr Leighton McDonnell against Mr John Chapman authorised by the Assessment Sub-Committee on 16th December 2015.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That the Sub-Committee consider the report and determine whether:- <ol style="list-style-type: none"> (a) to refer the matter to a full hearing; or (b) to find that there is no evidence of a breach of the Code of Conduct; and (c) to determine whether any other action is appropriate. 		

Main Report

History of the Complaint

1. Members will recall that Mr McDonnell is an employee of the Corporation who was suspended on 5 November 2015 pending a disciplinary investigation. On 9 November 2015 Mr McDonnell made a complaint to the Head of Audit and Risk Management citing the Public Interest Disclosure Act 1998 (the so-called 'whistle-blowing' provisions). The complaint contained allegations against Nicholas Gill, Director of the Investment Property Group in the City Surveyor's Department and Mr Nelson, the Assistant Director as well as Mr Chapman, an elected Member of the Corporation. It has been agreed with the Chamberlain that the whistle-blowing complaint will be investigated concurrently with the disciplinary allegations. These investigations are currently proceeding and will be concluded after the Standards Committee has reached a final decision in relation to the complaint against Mr Chapman. On 18th November Mr McDonnell made a complaint in relation to the same matters to the Standards Committee and on 16th December the Assessment Sub-Committee referred the matter for further investigation by the Monitoring Officer.
2. In summary the complaint contains two main allegations against Mr Chapman:-

- i) That he used his status as an elected Member and position on the Property Investment Board Committee to put pressure on officers to allow events at Leadenhall Market to go ahead without a formal risk and method statement, parking agreement or evidence of insurance and without charging any fees or costs.
- ii) That he swore excessively in public, made threats to officers and did not behave in the manner expected of an elected Member.

The allegations arise out of two events held at the Market, the first being the Monte Carlo or Bust Car Rally run by the Lloyds Motor Club (allegations (i) & (ii)) and the Virtual Golf Event run by Barnett Waddingham (allegation (i) only).

3. The investigation consisted of interviewing the principal protagonists, obtaining signed witness statements from them and assembling relevant correspondence and documentation. The statements and documents are presented to the Sub-Committee for their consideration. A copy of the report and the accompanying bundle has been sent to Messrs McDonnell and Chapman at the time of dispatch and they have been given an opportunity to make any further and final representations to the Sub-Committee in writing. Any further submissions received will be sent electronically to members as soon as they are received and hard copies will be available at the meeting.
4. The following witnesses were interviewed:-
 - (i) Leighton McDonnell – Senior Surveyor
 - (ii) John Chapman – Deputy
 - (iii) Nicholas Gill – Director - Investment Group City Surveyor's Department
 - (iv) Trevor Nelson – Assistant Director –Investment Group
 - (v) Stephen Ivers – Facilities Supervisor
 - (vi) John Black – Building Manager

The Monitoring Officer contacted Adam Brook of Barnett Waddingham by email requesting a telephone interview to clarify their relationship with Mr Chapman on two occasions but no response has been received.

Observations of the Monitoring Officer

5. The Sub-Committee may find the following brief comments and observations on the statements useful.

Mr McDonnell

Mr McDonnell provided a draft statement before his interview which was scheduled last. There was therefore the opportunity to put the significant conflicts of evidence with the other witnesses to him before his statement was finalised and signed. He remains adamant that it was inappropriate for either of the two events to have been held and asserts that they only took place because of John Chapman's inappropriate influence. In particular he argues that neither event was of benefit to the Market and that neither contained valid charitable

elements. He also insists that his version of events at the Rally is the true one although he accepts that he was not present at the initial encounter between Messrs Chapman, Ivers and Black. It will be noted that his evidence that Mr Chapman made remarks about "changing the management" of the Market and his use of the "F word" is not supported by any of the other witnesses who he says were present. Mr Ivers and Mr Black were interviewed partly at Mr McDonnell's request.

John Chapman

The Monitoring Officer considers Mr Chapman's evidence to be frank in terms of his motivations and his involvement with the two events. Mr Chapman strongly considers that his activities are justified and consistent with his rights and duties as an elected member. He asserts that he does not exert any inappropriate influence over officers and that Mr Gill and Mr Nelson are clear as to where the boundaries lie. The Committee will note that he sets out his understanding of the roles of officers and members at the Market and there is no suggestion that he considers that officers are there to do his bidding. He points out that he is authorised by his Ward to lead on Market issues and passes on all requests for events which come through him, at least one of which has been refused. He has some connection with Lloyds but, he states, no business connection or desired connection with Barnett Waddingham. In terms of his actions on the first morning of the Rally Mr Chapman is again candid. He accepts that he was cross, anxious and under stress and this may well have affected how he was perceived by Mr Black. His evidence is consistent with Mr Nelson's description of a "fractious" atmosphere and the evidence of Mr Ivers that "he was clearly just under some stress". Whilst Mr McDonnell is adamant that Mr Chapman is a significant mover in trying to "get him sacked" this is not, in the Monitoring Officer's view an obvious motive from Mr Chapman's evidence or his attitude when interviewed and he seeks to distance himself from any issues around Mr McDonnell's performance in his statement, a position which can be contrasted with Mr Nelson's evidence. Finally, the Committee will note his willingness to apologise if he has inadvertently offended any of the officers he was involved with during the Rally incident.

Nicholas Gill

Mr Gill sets out in some detail the lettings policy in relation to Leadenhall Market which is his responsibility as the appropriate Director and Deputy Chief Officer together with the management challenges involved. He also deals with how officer-member relations are handled at the Market and expresses his view as the responsible Director about the appropriateness of the two events. He was not present at either of the events in question. Mr Gill is responsible to the City Surveyor and the Property Investment Board as a Deputy Chief Officer and his views on the proper operation of the Market therefore should carry significant weight in the Monitoring Officer's opinion in the absence of evidence of improper purpose.

Trevor Nelson

Mr Nelson is the Assistant Director in the Investment Property Group. His evidence covers the lettings policy and events related to both the Monte Carlo or Bust Car Rally and the Virtual Golf Event. He considers both events to be justified and denies that he is inappropriately influenced by John Chapman. He was present on the first day of the Rally and whilst he confirms that there was a "fractious" atmosphere he did not hear any threats or swearing by John Chapman.

Stephen Ivers

Mr Ivers' evidence relates largely to the events at the first day of the Monte Carlo or Bust Car Rally but he also expresses his views on the allegations of political interference. It will be seen that his perception of events differs considerably from that of Mr Black in relation to the allegation that Mr Chapman behaved inappropriately at the beginning of the day. His evidence is more aligned with Mr Chapman's own evidence which is effectively that Mr Chapman behaved in an anxious and stressed manner in circumstances where it appeared the event planning was going wrong. Mr Ivers did not hear any threats or swearing by Mr Chapman. It should be noted that Mr Chapman was dealing with Mr Ivers rather than Mr Black. It should also be noted that Mr McDonnell accepts that he was not present when Mr Chapman met Messrs Ivers and Black outside the Market office.

John Black

As noted above Mr Black's perception of Mr Chapman's behaviour was very different from that of Mr Ivers and he supports Mr McDonnell's evidence that Mr Chapman failed to treat others with respect although he is clear that he did not hear any threats or swearing by Mr Chapman. This difference in perception is not, in the Monitoring Officer's view, particularly unusual or surprising in such circumstances, particularly given that it is commonly accepted that the situation was a stressful one and that Mr Black had only just met Mr Chapman.

Possible Breaches of the Code

6. The current version of the Member Code of Conduct was approved by the Court of Common Council on 16 October 2014 and came into effect on 1 January 2015, so was in force at the time of these allegations. Mr McDonnell does not specify how he considers that the Code of Conduct has been breached. It may be assumed that he considers the alleged conduct to be in breach of the Seven Principles of Public Life (or "Nolan Principles") set out in paragraph 1 of the Code which are the yardstick for Member conduct i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership. There is a certain amount of crossover between the various Nolan Principles, but the most relevant in this case would seem to be:-
 - a) **SELFLESSNESS:** Holders of public office should act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, a friend or close associate.

- g) **LEADERSHIP:** Holders of public office should promote and support high standards of conduct when serving in their public post, in particular as characterised by the above requirements, by leadership and example.
7. Members will recall that the latest version of the Code sets out at paragraph 2 some particular examples of how a Member's conduct shall address the Nolan Principles. There is again a certain amount of crossover between these various examples, but the most relevant in this case would seem to be:-
- h) Behaving in accordance with all of the Corporation's legal obligations, alongside any requirements contained within the Corporation's policies, protocols or procedures, including on the use of the Corporation's resources.
- j) Valuing your colleagues and officers of the Corporation and engaging with them in an appropriate manner and one that underpins the mutual respect that is essential to good local governance.

Monitoring Officer's View of the Facts

8. As the Hearing Sub-Committee has the benefit of full witness statements it will draw its own conclusion on the facts as to whether, on a balance of probabilities, there has been a breach of the Code of Conduct and as to whether a full hearing is likely to elicit further information of probative value.
9. It seems to the Monitoring Officer that the two events were, on their face, consistent with the Leadenhall Market Strategy and the Corporation's aims and objectives generally. These judgments are, it is submitted, ultimately for Mr Gill and Mr Nelson as the senior officers responsible subject of course to them being accountable to the City Surveyor and the Property Investment Board and in the absence of perversity or improper purpose or performance for which there is no evidence. Mr Chapman is highly engaged with the Market but he has given a reasonable explanation as to his motivation which is the legitimate pursuit of his constituents' interests and the discharge of his assigned Ward duties. Mr McDonnell vehemently believes that the events were not appropriate but he is a relative newcomer to the Market and, whilst entitled to his opinion, he is not entitled to impose it on the responsible senior officers. He is unable, in the Monitoring Officer's view, to demonstrate that the events were inappropriate (i.e. in breach of the Market Policy or motivated by improper purposes) or that the decision to hold them was inappropriately influenced by Mr Chapman's proactive style and engagement with the Market. On the other hand clear and reasonable explanations have been given as to the benefits to the Market, the Corporation generally and charity of both the events.
10. As far as the events at the Monte Carlo or Bust Rally are concerned, whilst recollections and accounts differ somewhat none of the witnesses fully support Mr McDonnell's view of events, particularly the allegation of threats and swearing. What is clear is that it was a stressful situation for those involved and this may have coloured perceptions. It is not difficult to see how Mr Chapman's admitted crossness, stress and anxiety could have been perceived by Mr Black as being rude and disrespectful. Mutual officer and member respect is essential but so too is reasonable tolerance and resilience in difficult circumstances which

arise from time to time and the Committee will need to carefully consider whether on balance Mr Chapman's conduct amounts to a breach of the Code of Conduct on the available evidence and whether further oral evidence at a hearing is likely to assist the Committee further in establishing this.

Conclusion & Action Required

11. The Sub-Committee is invited to consider the report and the evidence set out in the witness statements and accompanying documents and determine whether:-

- (a) to refer the allegations for a full hearing; or

- (b) to find that there is no evidence of a breach of the Code of Conduct.

It should be noted that whilst the Sub-Committee is entitled to dismiss the complaint without a hearing it may not find a breach of the Code without a full hearing.

12. If the Sub-Committee decides that no further action should be taken it may, in consultation with the Monitoring Officer, direct that other action is taken such as training.

Contact:
Michael Cogher
Comptroller and City Solicitor
Monitoring Officer
michael.cogher@cityoflondon.gov.uk

STATEMENT OF LEIGHTON MCDONNELL

I, Leighton McDonnell, make the following statement, the contents of which are true to the best of my knowledge and belief.

1. I am a Senior Asset Manager with City of London Corporation. I have worked for the Corporation since 2005 and I am a Chartered Surveyor and Registered Valuer. I was advised by Andrew Cross my line manager that I would be taking on Leadenhall Market as Patrick Durcan who was then managing the market as best he could in the Market Manager's (Merce Gene Lopez) absence would now be 100% working on the new Oracle system. Andrew stated that this was to save the cost of employing a temporary person to cover whilst Merce Gene Lopez was on maternity leave until circa December 2015. I took over my new role at the Market on 17.06.15. Originally the Director Nicholas Gill insisted that the market be split into three to alleviate the workload but this would have been wholly impractical where asset management is involved and as one team member refused to take on any part I volunteered to manage it 100%. This meant that that I was now undertaking two full time asset manager roles (in addition to my usual portfolio) but also inherited a backlog of cases dating back to February. It was an extremely stressful time but roles I took on willingly and still undertaking them when suspended on 5.11.15.

2. The Committee will be aware that I have been suspended from work whilst a number of disciplinary allegations are investigated against me. I strongly deny these allegations and as a result other senior officers are now also under disciplinary investigation. As part of my defence against the allegations I have made a number of complaints about what I believe is the mismanagement of the Market by senior officers and political interference by John Chapman. I am

informed that the complaint against the elected member must be dealt with by the Standards Committee and I make this statement in support of my complaint to assist the Committee in considering it. My complaint against John Chapman arises from two events at the Market. The Monte Carlo Car Rally and the Barnett Waddingham Virtual Golf event.

The Monte Carlo or Bust Car Rally – Lloyds Motor Club

3. One of the inherited cases was a request from Mr John Chapman (JC) a ward member for Langbourn to Trevor Nelson to give approval for 15 x 2CV cars to be parked and paraded for one full day and part of the next within the confines of the market itself. There was evidence of a meeting between assistant director Mr Trevor Nelson (TN) and JC but no notes (see email 1.04.15 – No.1). I immediately emailed JC who insisted that TN had given him approval (see email 30.06.15 – No.1 & 17.07.15 – No.2).

4. I then liaised with the fire officer who identified on a market plan with X's where the cars had to be parked so as not to interfere with free access of a fire engine in an emergency. This was then sent to JC to agree as well as a request for a formal set of risk and method statements (RAMS). He never formally responded agreeing to the car layout or ever supplied RAMS except stating that he would speak to Martin Robinson (see email 4.08.15 – No.3) who seemed to head of Lloyds Motor Club but we were never given the impression other than that JC was the principle organiser. I also sent emails to TN as well as verbally stating that the event should not go ahead for obvious safety reasons and if he insisted it did that costs per car (as advised by Mick Bagnell of the COL filming unit) plus my surveyor and solicitors fees should be charged see email 13.08.15 – No.4. TN also never responded in writing and I could not get him to agree to me sending me these costs to JC for his agreement.

5. Another site meeting was held with TN on 23.07.15 and I spoke to a representative (Martin Robinson) of The Lloyds Motor Club, who gave me an obvious Freemasons handshake along with JC. However again we were always given the impression that JC was the principal organiser. TN and my line manager Andrew Cross (AC) later asked me to prepare a Delegated Authority (DA) form. This required four signatures including that of my Director Nicholas Gill (NG). The form is an approval document pre solicitors instructions and was signed off by both TN and NG despite no fee or costs being asked, no public liability insurance being in place (although it did arrive the day before the event) no RAMS and no confirmation from JC that the cars would be parked as advised by our fire officer and marked on the plan and sent to JC.
I was asked to prepare an indemnification letter to be signed by Lloyds Motor Club drafted by Alan Bennetts (see email 7.09.15- No.5) before the event but it was only returned signed several days after, yet the event was still allowed to go ahead.
6. On the day of the event all the cars were meant to be in place at 8.00am. I was there at 8.20am but only one car had turned up. JC was on site and furious as he told me that he had to raise the two market building managers (John Black and Stephen Ivers) to open the gate and was still shouting his grievances when I arrived and waving his arms about. His attitude was very loud, aggressive and belligerent and included the F word and unbecoming of a member as well as deputy of the Property Investment Board.
7. I spoke to JC in front of Martin Robinson and told him not to speak to the building managers like that again but instead speak to me. After even more swearing including the F word twice, JC then in front of 4 witnesses (including TN, John Black, Stephen Ivers and Martin Robinson) shouted he was going to change the management (that is myself) of the market and he then spoke to TN in private around the corner for 15 minutes. TN then left soon after telling that the

event was obviously not as described in the preamble and of no benefit to the market at all.

Summary

- JC put pressure (using his status as Property Investment Board Committee and Ward Member) on TN and it seems NG to insist the market went ahead without RAMS, parking agreement or evidence of insurance and no fees or costs.
- This was against the policy of the fund that manages the market to be run on a commercial basis.
- Several hundred pounds were lost in revenue together with costs estimated at 1750 pounds. It was not a charity event nor ever described as such.
- JC on the day of the event swore excessively in public, was very loud, made threats to management and did not behave in manner expected of a ward member.
- Both TN and NG behaved in manner which was unprofessional and open to question by bowing to pressure and giving an obvious favour to JC and his car club members. There is mention in JC's emails to TN of a "GOW" meeting as well as reference to another "matter." (see emails No.1 & No.3)
- The signed DA is available to inspect from Mr Alan Bennetts of City Solicitors (C&CS)
- It has been suggested that the event was charity based but there was no mention of charity at all in the negotiations for the event.

Barnett Waddingham Virtual Golf Event

8. I was asked to investigate a request from Adam Brooke of Barnett Waddingham asking for permission to hold a simulated golfing event within the market for corporate marketing purposes via TN on 20.08.15 (see email No.6). Scrolling this down email Adam had already been refused permission it seems by a previous management surveyor and was seeking help from Phillip Seaman of Limestone Brokers who then suggests that JC will be happy to help copying several Barnett -

Waddingham, I assume senior staff members as well as JC. This is despite the fact that Barnett - Waddingham would have been outside JC's ward. With so many senior staff members of Barnett Waddingham (BW) copied in it is obvious JC is obviously keen to see this event come to fruition even stating he is happy to follow this up, putting pressure on TN and then me to come back to him with a decision.

9. I turned Adam down on 21/08/15 (see email – No.7) as I had been ordered by TN to put a ban on all events at the market (as already mentioned, I was now undertaking two full time roles and no time to oversee efficiently) and for obvious safety reasons. This means the event had now officially been turned down twice by management surveyors. However by 27.10.15 JC has formally given permission (without any reference to market management) off his own back as Adam asks him in an email dated 27.10.15 (see attached - No.8) if he can use the market electricity. Sally Humphries responds by stating that Adam has: "Gone through the back door to John Chapman" (see email No.8) who has again obviously abused his permission as a ward member.
10. When I investigated it further it seems that TN had already given permission to JC for the golf event on 14.10.15. (see email 14.10.15 – No.9) as there is evidence of prior discussion. TN denies this and asks me to send an email to JC and blind copy him (stating he did not wish a paper trail leading to himself) see email 28.10.15 – No.10 clarifying the power point matter, but then later TN sends me an email claiming he had forgotten about this email dated 14.10.15 - No.9 and instead takes me and Andrew Cross into a room to discuss.
11. TN then claimed it was now too late to turn JC and Adam Brooke down as the event was only days away, despite my advice not to go ahead as this event was obviously receiving political interference with no fee offered, could easily eat up 2 days of my time and that it was a corporate event and of no benefit to the other market retailers. He then attempted to bully me by shouting at me repeatedly:

“Are you going to prepare the Delegated Authority?” to which I remained silent. I managed to get an email from TN asking me to go ahead with a licence subject to due diligence. Adam claimed there was charity linked to it, but this simply comprised a bucket for coins held by a disinterested employee and based on advice given to them by Sally Humphries our events consultant (as she later stated to me) to help them get an approval.

12. Eventually the DA was signed by both TN and NG on 4.11.15 (the event was held on the 5.11.15) despite there being no RAMS in place, as confirmed by the DA. Although these did arrive at the last hour together with public liability insurance, and undertaking for legal costs but NO FEE. Andrew Cross personally visited BW’s office at Cheapside personally to get the licence signed, which I felt at the time was extraordinary.
13. TN explicitly told AC not to charge a fee, despite my informing TN telling him of a standard charge to the BBC in similar circumstances of not less than 500 pounds per hour. The fee is levied hourly and should have raised circa 1,750 pounds. The event when held had obvious problems. The dimensions were 4m x 7.5m not 4m x 4m as originally described (causing fire access issues) and another large area was roped off opposite the Lamb for which there should have been an additional licence fee.
14. Getting Adam Brooke to respond in a professional manner, return documents and details and an undertaking for costs as well as agree the fee proved impossible (see email 29.10.15 – No.11) and simply responded with tent dimensions. This made it impossible for me to prepare a DA. The strong impression I got was that AB felt he could simply go to JC and avoid this additional detail. When as a result I then copied in a Senior Partner at Barnett Waddingham, he took this extremely badly and complained directly to JC who then instantly phoned TN telling him that Barnett Waddington comprised founding partners who are sheriffs or of

similar status to the Lord Mayors Office. TN then reported me to the City Surveyor who is treating it as a disciplinary matter and suggesting dismissal.

Summary

- The political interference at the market is shocking, but it is only perpetrated by one person or JC. There are several instances within the email trail attached which reinforces this.
- The fees involved and not requested may seem small, however I know of one City of London car park attendant who was dismissed after pocketing just a few pounds.
- Both NG and TN deliberately ignored the request for fees for no good reason and went against the policy of running the market for commercial reasons.
- See attached copy of DA.
- If you just simply read all attached emails by themselves it is obvious that JC has acted in a selfish manner, bowing down to influential business partners or potential clients that has no relation to his role serving members of his ward.
- JC is a Deputy of the Property Investment Board from which all senior COL staff officers have to or will without question accept instruction. The market is a magnet for high level events and I was turning down 2-3 requests (some corporate, some charity) per week and allowing very few to protect retail occupiers. There has to be a transparent system in place for permissions and formalising and this is via myself, then through line managers if a complaint has to be made. JC despite being aware of this has chosen to bypass the system by repeatedly ignoring the asset manager (myself) and use his weight and influence to try and please his possible potential clients of business partners and go instead straight to TN.
- It has been suggested that a member using the excuse, that his event he wishes to hold at the market, is for the market benefit is standard practice, this I accept is a fact of life and not unusual, however in this instance I have been suspended without no good reason (through the influence of JC) and with a palpable threat of

gross misconduct for simply attempting to fulfill my role. This is unacceptable. As asset manager I am 100% responsible for everything that happens at the market which makes me an easy target for senior officers to exercise disciplinary proceedings against me in attempt to bow to pressure from a ruthless member who is unhappy that his clients or business associates cannot be served.

Signed:- Leighton McDonnell



Dated: 20th January 2016

N_o 1

McDonnell, Leighton

From: Chapman, John
Sent: 30 June 2015 11:15
To: McDonnell, Leighton
Cc: Nelson, Trevor
Subject: RE: Monte Carlo or Bust

Good morning Leighton

The short answer is yes & Trevor kindly confirmed all would be OK at our last meeting

There were NO concerns from any of the tenants and after looking at Fire & Health & Safety issues again there didn't appear to be any problems as long as we parked the cars in specific format

Oddly enough, I have been firming up with the Lord Mayor's office this morning and our own Langbourn and Lime Street wards on their attendances so please confirm that there are no outstanding matters that need to be addressed

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 30 June 2015 10:34
To: Chapman, John
Subject: FW: Monte Carlo or Bust

John

Trevor is on leave and I am covering for Merce whilst she is on maternity leave. Are you still proposing to hold the attached event as I am unsure where discussions were left off.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

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From: Durcan, Patrick
Sent: 30 June 2015 09:45
To: McDonnell, Leighton
Subject: FW: Monte Carlo or Bust

Patrick Durcan MRICS
Senior Principal Surveyor
Investment Property Group
City Surveyors Department
City of London
020 7332 3317

www.cityoflondon.gov.uk

From: Chapman, John
Sent: 01 April 2015 14:57
To: Nelson, Trevor
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

Trevor

This sounds fine – let's meet in the middle of Grand Avenue

I've attached the latest proposal for this which I believe I have already sent to you – but just in case

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 31 March 2015 12:15
To: Chapman, John
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

John

We didn't set a definite date to meet.

Can I suggest 11.30 on Thursday Morning at Leadenhall. Can you make that or have you another time you can suggest?

We can discuss the outline and then the detailed arrangements can be discussed with those on site.

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: Chapman, John
Sent: 25 March 2015 11:35
To: Nelson, Trevor
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

Thanks Trevor

Yes – excellent idea re on site meeting and I will forward on your comments to the organisers so that they can discuss tonight and if necessary raise any issues they themselves may have

It would be good to have a chat before Easter so if you can make next Thursday 2nd April either late morning or later afternoon that would be good alternatively the following week is totally free except for Friday PM

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 25 March 2015 11:26
To: Chapman, John
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

John

I think that the basic plan is fine but there was concern from the on-site people at the market regarding where the cars would be parked overnight and their security. If any extra guarding was involved the costs would have to be covered. The other issue that was mentioned was access for deliveries and for the Bin lorries who come to the bin store early in the morning. I am sure these can be worked out with some liaison with Tina on site. The devil is in the detail so perhaps we should sit down to discuss the vision of how your organizers see the Leadenhall bit going.

When Merce was involved I think there was some work done to set out exactly how much of the Market would be required because as you know we have Tables & Chairs licences granted and these would have to be accommodated.

The other unknown is Fire regulations. We have had some fairly frank discussions over the positioning of the tables & chairs with LFB. They are insisting on vehicle access from Lime Street to the under Dome for a Fire engine at all times or our Insurance could be voided. So this also needs fully discussed.

As you see we are supportive but there are a few 3rd parties that need to be consulted.

Shall I get Paula my PA to set up a meeting on site ? Can you let me have some contact details.

Regards

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: Chapman, John
Sent: 25 March 2015 09:09
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

Trevor

There is a meeting tonight re the above and they are keen to learn the COL views on this development – hopefully it will be acceptable

While writing there may also be an opportunity for holding a wine festival in the Market during June of this year over a weekend? I have said I am sure the COL would welcome the chance to open over a weekend to promote either local or overseas produced. Would they be OK with this?

Kind regards

John Chapman - Deputy
Langbourn Ward
M: +44 7976 915539
E: John.Chapman@cityoflondon.gov.uk

From: Chapman, John
Sent: 05 March 2015 11:52
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

Trevor

Can you give me an idea of how this will be accepted by the COL as the MC or Bust crew are pushing to get the basic plans sorted

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Chapman, John
Sent: 25 February 2015 13:57
To: Nelson, Trevor
Cc: [REDACTED]
Subject: Monte Carlo or Bust

Trevor

Thanks again for the GOW the other evening – great fun and good to catch up!

- We may need another one however as the Motor Club has asked whether the COL could accommodate the attached revised plan

Let me know what you think & if we can work around this to make it work – Thanks Trevor

Kind regards

John Chapman - Deputy
Langbourn Ward

M: [REDACTED]

E: John.Chapman@cityoflondon.gov.uk

nte Carlo or Bust

Clubsonar

Lloyd's Motor Club



Date	Time	Activity
Tuesday 8th September	11:00	15 2CV Cars assemble in Leadenhall Market in pre-determined positions. Cars will remain in the Market for period through to departure on Wednesday morning at 08:15
	13:00 - 14:00	Lloyd's Motor Club Forum in the Old Library at Lloyd's. Presentation by guest speaker on the 2CV
	14:00 to 14:45	Refreshments in Lloyd's
	15:00 -17:00	Drivers Briefing in Lloyd's
	18:30 - 20:30	Drivers reception party at The Brokers Wine Bar in Leadenhall Market
	20:45	Cars parked overnight in Leadenhall Market (repositioned to comply with Corporation of London Requirements)
Wednesday 9th September	07:30	Cars re positioned in Leadenhall Market
	07:30 - 08:15	Drivers breakfast at The Brokers Wine Bar, Leadenhall Market
	08:15	Cars depart Leadenhall Market for "Drive Through" at Lloyd's, Tower 1, 1 Lime Street for send of by Inga Beale CEO of Lloyd's.
	08:30	Last Car leaves Lloyd's
	11:20	Eurotunnel to France

Martin Robinson

Mobile

(No 2)

McDonnell, Leighton

From: Chapman, John
Sent: 17 July 2015 10:24
To: McDonnell, Leighton
Cc: Nelson, Trevor; [REDACTED]
Subject: RE: Monte Carlo or Bust

Good morning Leighton

Thank you for this

Firstly, we have been told that it is OK to park the cars overnight in the Leadenhall Market and we have planned for that eventuality

Secondly, I am a little concerned on the new parking suggestions in as much that again this has already been agreed on the original locations and mapped out. I can't see how your new plan will allow all the cars to fit in where suggested. We were hoping to give them pride of place as they will of course be covered with supporters LOGO's which we would want to be prominently displayed in the Market.

There is also the consideration of the 'Drive off' given by the Lay Sherriff – Fiona Adler – it needs to be processional which I can't see happening if the cars are in two different locations

Let me discuss this further with the organisers to get their opinion on this change of plan & get back to you

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 16 July 2015 15:59
To: Chapman, John
Subject: FW: Monte Carlo or Bust

John

I have spoken to out fire officer and there are no problems with parking cars within the market on the times stated. He has suggested preferred positioning however and I have marked it on the plan, that is preferably in one line and on one side. Can you confirm positioning on the plan so that the building manager can be made aware and allowed to comment. Will the cars be left in the market overnight or in Lime Street.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 30 June 2015 10:34
To: Chapman, John
Subject: FW: Monte Carlo or Bust

John

Trevor is on leave and I am covering for Merce whilst she is on maternity leave. Are you still proposing to hold the attached event as I am unsure where discussions were left off.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Durcan, Patrick
Sent: 30 June 2015 09:45
To: McDonnell, Leighton
Subject: FW: Monte Carlo or Bust

Patrick Durcan MRICS
Senior Principal Surveyor
Investment Property Group
City Surveyors Department
City of London
020 7332 3317
[REDACTED]

www.cityoflondon.gov.uk

From: Chapman, John
Sent: 01 April 2015 14:57
To: Nelson, Trevor
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

Trevor

This sounds fine – let's meet in the middle of Grand Avenue

I've attached the latest proposal for this which I believe I have already sent to you – but just in case

Kind regards

John Chapman - Deputy
Langbourn Ward

M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 31 March 2015 12:15
To: Chapman, John
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

John

We didn't set a definite date to meet.
Can I suggest 11.30 on Thursday Morning at Leadenhall. Can you make that or have you another time you can suggest?
We can discuss the outline and then the detailed arrangements can be discussed with those on site.

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: Chapman, John
Sent: 25 March 2015 11:35
To: Nelson, Trevor
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

Thanks Trevor

Yes – excellent idea re on site meeting and I will forward on your comments to the organisers so that they can discuss tonight and if necessary raise any issues they themselves may have

It would be good to have a chat before Easter so if you can make next Thursday 2nd April either late morning or later afternoon that would be good alternatively the following week is totally free except for Friday PM

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 25 March 2015 11:26
To: Chapman, John

Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

John

I think that the basic plan is fine but there was concern from the on-site people at the market regarding where the cars would be parked overnight and their security. If any extra guarding was involved the costs would have to be covered. The other issue that was mentioned was access for deliveries and for the Bin lorries who come to the bin store early in the morning. I am sure these can be worked out with some liaison with Tina on site. The devil is in the detail so perhaps we should sit down to discuss the vision of how your organizers see the Leadenhall bit going.

When Merce was involved I think there was some work done to set out exactly how much of the Market would be required because as you know we have Tables & Chairs licences granted and these would have to be accommodated.

The other unknown is Fire regulations. We have had some fairly frank discussions over the positioning of the tables & chairs with LFB. They are insisting on vehicle access from Lime Street to the under Dome for a Fire engine at all times or our Insurance could be voided. So this also needs fully discussed.

As you see we are supportive but there are a few 3rd parties that need to be consulted.

Shall I get Paula my PA to set up a meeting on site ? Can you let me have some contact details.

Regards

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

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Sent: 25 March 2015 09:09
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

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There is a meeting tonight re the above and they are keen to learn the COL views on this development – hopefully it will be acceptable

While writing there may also be an opportunity for holding a wine festival in the Market during June of this year over a weekend? I have said I am sure the COL would welcome the chance to open over a weekend to promote either local or overseas produced. Would they be OK with this?

Kind regards

John Chapman - Deputy
Langbourn Ward

M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Chapman, John
Sent: 05 March 2015 11:52
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

Trevor

Can you give me an idea of how this will be accepted by the COL as the MC or Bust crew are pushing to get the basic plans sorted

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Chapman, John
Sent: 25 February 2015 13:57
To: Nelson, Trevor
Cc: [REDACTED]
Subject: Monte Carlo or Bust

Trevor

Thanks again for the GOW the other evening – great fun and good to catch up!

We may need another one however as the Motor Club has asked whether the COL could accommodate the attached revised plan

Let me know what you think & if we can work around this to make it work – Thanks Trevor

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

McDonnell, Leighton

No. 3

From: Chapman, John
Sent: 04 August 2015 17:29
To: McDonnell, Leighton
Subject: RE: Monte Carlo or Bust

Thanks Leighton

I'll chat with Martin re the attachments and try and get these back to you ASAP

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 04 August 2015 11:11
To: Chapman, John
Subject: FW: Monte Carlo or Bust

SUBJECT TO COMMITTEE APPROVAL

John

See attached plan showing approved resting places for the cars as advised by our fire officer. If you require any other positioning you will need to identify them on the plan so I can get approval.

We do not have a standard form for risk and method statements (RAMS) but see attached for examples, one of which can be over written. If when lodged there are outstanding issues then I can come back to you. You simply need to identify any potential dangers to bringing the cars into the market to property and users and how you will mitigate.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 04 August 2015 10:06
To: Nelson, Trevor
Subject: Monte Carlo or Bust

Hi Trevor

Something to lighten the load!

Attached is the final time plan for Tuesday 8th and Wednesday 9th September which includes details re car parking in Leadenhall Market.

The cars are numbered and are ready to park in the allotted car parking spaces once the Corp. advise the final resting positions.

Martin will be sending the City of London Application form as requested as soon as it's completed and he now been asked to complete a Risk Assessment form but doesn't have a standard form – is there one available and if so can you forward it on? - Thank you

Hope the other matter is progressing OK!

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

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No 4

McDonnell, Leighton

From: McDonnell, Leighton
Sent: 13 August 2015 09:53
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust
Attachments: 00206B81246E150716155440.pdf

Trevor

See attached plan. Mick Bagnall is sending me a copy contract, which we may be able to amend. He normally charges £25 per day per car for filming plus vat. I also wish to add on my surveyors/ building managers fees of £1,000 plus vat if it is to go ahead.

Total cost = £375 x 2 (day and night) + £1,000 = £1,750 plus vat.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 13 August 2015 09:38
To: Short, Terence
Subject: FW: Monte Carlo or Bust

Terence

The event organiser is refusing to take no for an answer. Are you able to confirm that in your opinion this the best positioning for parking of 15 x 2CV cars in terms of fire safety for both night and day time.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

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Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 30 June 2015 10:34
To: Chapman, John
Subject: FW: Monte Carlo or Bust

John

Trevor is on leave and I am covering for Merce whilst she is on maternity leave. Are you still proposing to hold the attached event as I am unsure where discussions were left off.

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Tel: 020 7332 1491

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www.cityoflondon.gov.uk

From: Durcan, Patrick
Sent: 30 June 2015 09:45
To: McDonnell, Leighton
Subject: FW: Monte Carlo or Bust

Patrick Durcan MRICS
Senior Principal Surveyor
Investment Property Group
City Surveyors Department
City of London
020 7332 3317

www.cityoflondon.gov.uk

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Cc: Durcan, Patrick; Garwood, Tina
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E: John.Chapman@cityoflondon.gov.uk

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Investment Property Group

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Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

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Cc: Durcan, Patrick; Garwood, Tina
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While writing there may also be an opportunity for holding a wine festival in the Market during June of this year over a weekend? I have said I am sure the COL would welcome the chance to open over a weekend to promote either local or overseas produced. Would they be OK with this?

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John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Chapman, John
Sent: 05 March 2015 11:52
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

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Can you give me an idea of how this will be accepted by the COL as the MC or Bust crew are pushing to get the basic plans sorted

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Chapman, John
Sent: 25 February 2015 13:57
To: Nelson, Trevor
Cc: [REDACTED]
Subject: Monte Carlo or Bust

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Let me know what you think & if we can work around this to make it work – Thanks Trevor

Kind regards

John Chapman - Deputy
Langbourn Ward

M [REDACTED]

E: John.Chapman@cityoflondon.gov.uk

N.S

McDonnell, Leighton

From: Dale, Connie
Sent: 07 September 2015 09:56
To: McDonnell, Leighton; Bennetts, Alan
Subject: RE: Leadenhall Market

Hello,

I would support Alan's suggestion to obtain a counter-signed agreement to indemnify.

I would suggest that the organiser has not less than £5m PL insurance.

Regards

Connie

Connie Dale
Insurance and Risk Manager

Chamberlain's Department
City of London Corporation
PO Box 270
London EC2P 2EJ

Telephone: 020 7332 1360
Website: www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 07 September 2015 09:53
To: Bennetts, Alan
Cc: Dale, Connie
Subject: RE: Leadenhall Market

Alan

The organiser sent me evidence of third party insurance last Friday but which ran out on 31/08/15. He has promised to send me evidence of renewal this morning. I will not let them into the market otherwise.

Regards

From: Bennetts, Alan
Sent: 07 September 2015 09:41
To: McDonnell, Leighton
Cc: Dale, Connie
Subject: Leadenhall Market

I refer to our discussions last Friday about the above.

I would have preferred to have put in place a proper licence but there's now no time for this to be done. I can only suggest that you issue a letter to the car company, to be counter-signed by them, permitting them to place a specified number of vehicles on specified locations. I suggest you add a paragraph to your letter allowing the car company to place 2CVs on the above to read as follows:-

"In consideration of allowing you to place cars on the City's property you hereby agree to indemnify and keep indemnified the City, its servants and agents against all actions proceedings costs claims losses expenses demands damages and liabilities whatsoever and howsoever arising whether directly or indirectly as a consequence of the licence granted by this letter."

I strongly suggest that before the cars are brought to the premises, you check that the company has public liability insurance in place otherwise the City may be exposed if members of the public are injured or suffer any loss. I have copied this email to Connie in case there is anything already in place by way of insurance which would be of help.(Connie, the City Surveyor is allowing a company to locate classic 2CV Citroens on Leadenhall Market tomorrow. There is no time to prepare a formal licence, hence my above suggestion, but I have concerns that there is some sort of third party liability cover in place. The City will be perceived as having deep pockets, in the event that someone suffers any loss).

Alan

Alan Bennetts
Assistant City Solicitor
for Comptroller and City Solicitor
Telephone 0207 332 1094

(N. 6)

McDonnell, Leighton

From: Nelson, Trevor
Sent: 20 August 2015 11:58
To: McDonnell, Leighton
Subject: FW: Miniature Golf Day: 21st September

Leighton

Can you look into this and liaise with Sally to see if this is practical.

I would like to get back to John Chapman as soon as possible.

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 19 August 2015 12:53 [REDACTED]
To: Nelson, Trevor
Subject: FW: Miniature Golf Day: 21st September

Trevor

Further to our chat this morning – contact details below for the Virtual Golf Day out proposal

Happy to follow this up if it helps

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

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From: P Seaman [mailto: [REDACTED]]
Sent: 19 August 2015 10:34
To: Adam Brook [REDACTED]
Cc: Chloe Goillau [REDACTED]; Frederick Harrington [REDACTED]; Bryan Kum [REDACTED]; John Chapman [REDACTED]
Subject: Re: Miniature Golf Day: 21st September

Adam,
My good friend John Chapman is Chairman of Langbourn Ward which encompasses Leadenhall Market and I have spoken to John who would be happy to help.

Over to you John.

Philip

Sent from my iPhone

On 19 Aug 2015, at 09:52, Adam Brook [REDACTED] wrote:

Dear Philip,

Thanks for taking my call – as discussed please allow me to introduce you to Chloe, Freddy and Bryan – three incredibly bright chaps helping me with this project.

As discussed on September 21st we would like to host an event within Leadenhall Market, ideally September 21st if not sometime in Q4 – with a virtual reality golf screen and have broker vs broker scenario for the day etc however we are running into problems and haven't been able to get the ball rolling past with someone who manages the venue. Ideally would be great if it was hosted in the middle of the market....?

I thought of you – hopefully you can help us get out of this and if you can – Cheese on me my friend!

Look forward to your response,

Adam

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N=7

McDonnell, Leighton

From: McDonnell, Leighton
Sent: 12 October 2015 12:00
To: Nelson, Trevor
Subject: FW: Miniature Golf Day: 21st September

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 21 August 2015 08:44
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Leighton,

I understand. Many thanks for accommodating this idea.

I don't suppose you would be able to point me in the direction of a suitable venue other than Leadenhall?

Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 21 August 2015 08:38
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

It is principally fire access issues and the fact that the market gets very crowded during peak times.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 21 August 2015 08:34
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Morning Leighton,

Although disappointing may I ask why – was it the choice of entertainment?

Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 21 August 2015 08:29
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

I am unable to allow this to go ahead, but thank you for taking interest in Leadenhall Market.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 20 August 2015 14:20
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Leighton,

Something along the lines of [this](#) currently we are exploring alternatives.

Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 20 August 2015 13:30
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

Can you clarify virtual golf.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 20 August 2015 12:20
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Dear Leighton,

Thank you for getting in touch with me. I am proposing that Barnett Waddingham Insurance Consulting hosts a Virtual Golf Day in the centre of the market for approximately 4-5 hours. I aim to attract brokers, underwriters, CRO's to pip their skills against each other – through the passing lunchtime trade.

In truth this is the first time that I am trying to organise something like this – so would appreciate any assistance and expertise in pulling this off.

Best wishes

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 20 August 2015 12:11
To: Adam Brook
Subject: FW: Miniature Golf Day: 21st September

Adam

I am the Asset Manager for Leadenhall market. Can you clarify what you propose for the virtual golf day and I can look into it.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

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McDonnell, Leighton

(No. 8)

From: Sally Humphreys [redacted]
Sent: 28 October 2015 10:53
To: McDonnell, Leighton
Subject: RE: Power capabilities in Leadenhall

Leighton – I think you will find they have gone through the back door to John Chapman.....
Regards
Sally

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 28 October 2015 10:50
To: [redacted]
Subject: RE: Power capabilities in Leadenhall

Sally

I will try and find out what is going on. I cancelled this golf day some time ago, but it has obviously resurfaced.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Sally Humphreys [mailto:[redacted]]
Sent: 28 October 2015 10:15
To: McDonnell, Leighton
Subject: RE: Power capabilities in Leadenhall

Leighton – e-mail trail herewith.

Regards

Sally

From: Sally Humphreys [mailto:[redacted]]
Sent: 27 October 2015 18:26
To: 'Nelson, Trevor'; 'Goddard, Sarah'
Cc: 'McDonnell, Leighton'; 'Hand, Lizzy'
Subject: RE: Power capabilities in Leadenhall

Trevor – the answer is yes from the power box behind the shoeshine chaps.

Regards

Sally

From: Nelson, Trevor [mailto:Trevor.Nelson@cityoflondon.gov.uk]
Sent: 27 October 2015 17:16
To: Goddard, Sarah

Cc: McDonnell, Leighton; Hand, Lizzy; [REDACTED]
Subject: FW: Power capabilities in Leadenhall

Sarah

Can you or one of your team answer this?

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer this?

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

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From: Adam Brook [mailto:[REDACTED]]
Sent: Tuesday, October 27, 2015 3:24 PM

To: John Chapman [REDACTED]
Subject: Power capabilities in Leadenhall

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM has 4, 3 pin plug sockets?

Best

Adam

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N. 9

McDonnell, Leighton

From: Nelson, Trevor
Sent: 28 October 2015 15:03
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: FW: Leadenhall Market
Attachments: Public Liability Insurance.pdf; EML Events Booking Form.pdf; Image 1.jpg; Image 3.jpg; Teddies.jpg

Following our discussions I attach the e mail from John Chapman.

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 14 October 2015 09:32
To: Nelson, Trevor
Subject: FW: Leadenhall Market

Trevor

Following our telephone call – I've just seen this in my in box – hopefully all will now be OK for the event to go ahead as originally planned

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.idcconsultants.com

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Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

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Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

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From: Adam Brook [mailto: [REDACTED]]
Sent: Tuesday, October 13, 2015 5:54 PM
To: John Chapman [REDACTED]
Subject: Leadenhall Market

Dear John,

As discussed please see below our plan for Leadenhall Market. Before I start attached for your reference is:

- A copy of our public liability insurance
- A copy of the signed contract with EML
- 2 Photographs of the Sim that we will be using
- Images of the flags that represents the only branding on the stand
- The teddies that will be given to a select few

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. All they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-L came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

Whilst in situ each member of staff will be holding a charity tin for our charity Contact the Elderly – alternatively if there is another charity you would also like us to raise money for – we would be all ears. Barnett Waddingham will add £200 on top of any funds raised on the day – a static bucket will also be placed on the sim encouraging all who take part to donate too. Our charity has been informed and they will be amplifying the message through their social media channels too.

BW Message

We have recently launched a new service offering – EASA. More info [here](#). There will be partners on the day meeting and greeting people of interest who may wish to discuss more and then taking them to Cheese, Lamb Tavern etc – where tabs will be set during the day. No flyers or anything else will be handed out – only a teddy bear in a bag to a select few.

Await thoughts.

Adam

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McDonnell, Leighton

No. 10

From: Goddard, Sarah
Sent: 28 October 2015 12:16
To: McDonnell, Leighton
Cc: Black, John; Ivers, Stephen; Lai, Gavin
Subject: RE: Power capabilities in Leadenhall

Good Afternoon Leighton,

We will refer any request for access / power to you and not allow access to the power points or bollard removal without your consent until further notice.

Kind regards,

Sarah

Sarah Goddard
Complex Building Manager
Leadenhall and Fringe
City Surveyors Department
City of London Corporation
Tel: 020 7332 1961
Mobile: [REDACTED]
www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 28 October 2015 12:09
To: Goddard, Sarah
Cc: Black, John; Ivers, Stephen
Subject: FW: Power capabilities in Leadenhall

Sarah

Neither Trevor nor myself have arranged any event or function with Adam Brook. Please do not give anybody access to power point or remove bollards for access without consent from myself. Apparently something is being planned next week.

Many thanks

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 28 October 2015 12:02

To: [REDACTED]
Subject: FW: Power capabilities in Leadenhall

John

Please can you tell me why Adam is requesting a power point. He has no permission to hold any event or function at the market.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer this?

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdconsultants.com

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No. 11

McDonnell, Leighton

From: Adam Brook [redacted]
Sent: 29 October 2015 13:48
To: McDonnell, Leighton
Subject: RE: Leadenhall Market

Dear Leighton,

The golf sim dimensions are as follows:

4m x 4m x 3.5m High

Best wishes

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 29 October 2015 09:50
To: Adam Brook
Subject: FW: Leadenhall Market

SUBJECT TO CONTRACT AND WITHOUT PREJUDICE

Adam

As discussed yesterday please can you send me a copy of the email from John Chapman giving you're the go ahead to hold your function. The events booking form describes an inflatable golf simulator yet your images show a canvas. Can you clarify what exactly the erection will be and the exact dimensions. This is important as I will need to consult our fire safety officer re emergency fire engine access and as we may also be expecting Christmas tree deliveries and setting up then also. I will also require a full set of risk assessments and method statements bespoke to the venue.

Any agreement will need to be in the form of a licence for which there will be costs. Depending on confirmation of the simulator design there will also be a charge of not less than £500 per hour plus vat.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto:[redacted]]
Sent: Tuesday, October 13, 2015 5:54 PM
To: John Chapman [redacted]
Subject: Leadenhall Market

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November 5th 2015

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Await thoughts.

Adam

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APPROVAL IN ACCORDANCE WITH DELEGATED AUTHORITY

CITY FUND ESTATE

LEADENHALL MARKET, LONDON, EC3 1LR

NEW LICENCE

Report No.
CS. 341/15

PREMISES

Junction of Central Avenue, Whittington Avenue, Lime Street Passage and Leadenhall Place, Leadenhall Market

Grade:

C

PREVIOUS LICENCE

None

PROPOSED LICENCE

Licensee:

Barnett Waddingham LLP

Term:

From 9.00 am to 5.00 pm on 5th November 2015

Fee:

Nil

Other Terms:

License:

Licence on the City's standard terms

User:

To run a golf simulation event and place a 4 meter square canvass covered structure, housing the golf simulator at the junction of Central Avenue, Whittington Avenue, Lime Street Passage and Leadenhall Place. The organisers will also be collecting money for a charity "Contact the Elderly".

Costs:

The licence to meet the City's Surveyors and legal costs totalling £1,250.00 plus VAT.

FINANCIAL DETAILS:

**Chamberlain's Comment On
Tenant's Financial Status
Required:**

NO

General Comments:

- 1. Risk and method statement have been requested.**
- 2. The City's internal fire safety adviser has no objections to the event.**

3. The event is advertised on Barnett Waddingham's website where teams can sign up for the event. The golf simulator will be open to passing footfall for an hour at lunchtime.
4. The event should help increase the number of people visiting the market and could therefore be of general benefit to the City's retail tenants.
5. Barnett Waddingham's employees will also be collecting money for the Charity "Contact the Elderly" at the event.
6. The organisers propose to utilise the Lamb Tavern and Cheese as venues to speak to and entertain potential clients.

Agent(s): Not applicable
Fees: Not applicable
File No. 6836
Manhattan Property Code AH900

SURVEYOR [REDACTED] 4th NOVEMBER 2015

A.R. CROSS
SENIOR PRINCIPAL SURVEYOR

RECOMMENDED BY [REDACTED] 7 NOVEMBER 2015

T. NELSON
ASSISTANT DIRECTOR - IPG

APPROVED BY [REDACTED] 12th NOVEMBER 2015

N.S.B. GILL
INVESTMENT PROPERTY DIRECTOR

STATEMENT OF JOHN DOUGLAS CHAPMAN

I, John Douglas Chapman, make the following statement, the contents of which are true to the best of my knowledge and belief.

Background – General Comments

1. Having read Leighton McDonnell's complaint I would like to state from the outset that I completely refute all of these allegations.
2. I own and run a company called JDC Consultants which is involved in back office reinsurance systems development work, including data cleansing. I started the company in 1998 following a successful period of 'contract' work. The main income avenues being reviewing and reworking Cat XL programmes for syndicates, inspection and arbitration work and forensic accounting and reconciliation tasks.
3. I have been a Common Councilman for Langbourn Ward for 9 years (since 2006) and I am now the Deputy of the Ward, appointed by the Alderman, Sir David Wootton. There are two other Common Councilmen for the Ward – Philip Woodhouse and Judith Pleasance – both elected in 2013.
4. Leadenhall Market falls partly within Langbourn Ward and partly within Lime Street Ward. My involvement in any matters to do with Leadenhall Market is purely therefore due to my being a Ward Member. To that end I am ultimately responsible to the tenants within the Market for the activities therein as they are my electorate. If I don't look after their interests, I won't get re-elected. I believe there are about 80-90 registered voters in the Market, which is about 15% of the total electorate for the Ward.
5. I do take a more proactive role in facilitating events at Leadenhall Market than the other Common Councilmen for the Ward. It has previously been agreed that Market queries will be focussed through Sir David or myself, as Deputy and the most senior Common Councilman.

6. I attend quarterly meetings regarding Leadenhall Market with Trevor Nelson, Nick Gill and other officers from the City Surveyor's Department, and the Deputy of Lime Street Ward. I also attend tenant meetings. My involvement with Leadenhall Market was no doubt one of the reasons why I was elected to the Property Investment Board, which oversees rental activity at Leadenhall Market. I also sit on the Markets Committee – which doesn't now cover Leadenhall, but gives me an insight into related issues.
7. Leighton McDonnell's complaint suggests by reference to two events – a Monte Carlo or Bust Car Rally and a Virtual Golf event – that I have improper influence over the officers involved i.e. Trevor Nelson and Nick Gill. I refute this completely. In the first place, I don't understand how a Common Councilman could exert improper pressure on an officer. My understanding of our role as elected Members is to assist in ensuring the electors within our Ward are actively and positively represented and it is with that responsibility I feel I carried out my duties as I was called upon. In any event officers always adhere to their policies and procedures.
8. In the second place, I don't think that officers are intimidated by me. On the contrary, I was quite nervous of Peter Bennett (the City Surveyor) and Nick Gill (the Investment Property Director) when I was first elected to the Property Investment Board. They are quite assertive and are not going to be influenced by me. It has been made clear at our quarterly meetings on Leadenhall Market where the boundaries are, and this has been minuted. I have forwarded suggestions for events to Trevor Nelson in the past that have been turned down e.g. a proposal for an 'East End Market' organised by Cockney Pride.
9. Leighton McDonnell's further assertion, in relation to both events, that my actions were made deliberately to get him into trouble is far from the truth and is a malicious misalignment. I hardly know him and I had not even met him until relatively recently, when he started working on Leadenhall Market matters. I would have had no reason to persecute either him or his position. In terms of going above his head, my work as a Common Councilman does normally bring me into contact with officers at a more senior level than Leighton, and I already had a good working relationship with Trevor Nelson.
10. I did deal with Leighton as soon as he came into the 'mix' at the Market, at Trevor's request – my first dealings with him were in relation to the Monte Carlo or Bust Car Rally. However, as it quickly became clear after a few days that his stance was to stifle the event from happening, I felt it my duty to inform Trevor Nelson of the situation so

that rather than me getting dragged into an officer dispute I should stand away as much as possible to avoid any confrontation.

Monte Carlo or Bust Car Rally – Lloyds Motor Club

11. Firstly, let me offer an outline of The Monte Carlo or Bust Rally. This was organised by Martin Robinson on behalf of Club Sonar, a group of Lloyds clubs which incorporates the Lloyds Motor Club. It was hoped to raise some £50,000 for various charities selected by the organising committee. The event was originally planned to coincide with the 2014 Reinsurance Rendezvous (which is a yearly congress in Monte Carlo for major players in the world reinsurance markets) but due to timing issues and lack of sponsors the event was postponed until September 2015.
12. Lloyds of London is the home and the origin of insurance and reinsurance. My work requires me to be a member of Lloyds itself in order that I can do business with other Lloyds members as the opportunity presents itself. I am a member of the Lloyds Wine Club but I am not a member of the Lloyds Motor Club.
13. I understand that Leighton McDonnell has alleged that Martin Robinson and I are both Freemasons and that this may be why Lloyds Motor Club was allowed to make use of Leadenhall Market. I am a Freemason but as far as I am aware Martin Robinson is not – if he is I have never come across him at a Lodge meeting. That being the case I could not have been influenced in the way that Leighton alleges. Even had I known that Martin Robinson was a Freemason, this would not have influenced me in my actions relating to the Monte Carlo or Bust Car Rally.
14. The idea was to drive 15 2CV cars from Leadenhall Market to Monte Carlo over 4 days and arriving there on the first full day of the Reinsurance Rendezvous. A breakfast event on 9 September 2015 followed a drivers' reception the previous evening at The Broker Wine Bar.
15. I was asked by Martin Robinson if I could get the Civic Team to both the evening reception and the 'send off' events and as a result invited the Lord Mayor and Sheriffs to both. Unfortunately, only the Lay Sheriff (Fiona Adler) was able to attend the 'sending off' together with the Alderman (now Sheriff Charles Bowman) and a Common Councilman (Elizabeth Rogula) for Lime Street Ward. I do not understand where Leighton McDonnell obtains his facts that the event was not a charity event. We would

not have attended in an official capacity (i.e. robed) if there was any indication that the event was anything but a charity event and it was always described as such. It is impossible that a Civic Team would have attended if this event had been organised as some sort of personal favour by me. I was just trying to promote Leadenhall Market which is perfectly legitimate given my Ward responsibilities.

16. Much of the ground work had been done in 2014 so when the event was resurrected the following year it was only the City Surveyor's agreement that was needed for the event to take place based on the original car parking plans.
17. In the first paragraph of his complaint Leighton McDonnell states that he took over the event from 17 June 2015 but that there were no notes regarding the event and that I never responded to demands from him when requested. In fact, Trevor Nelson and myself had been discussing the re-launch of the event since March 2015 and we had developed a dialogue that was both constructive and positive that the event would go ahead subject to all relevant documentation being put in place by the organisers. I had attended a site inspection at the Market and exchanged emails with Trevor Nelson and officers at Leadenhall.
18. Leighton McDonnell emailed me on 30 June 2015 to ask if it was still proposed to hold the event as he was unsure where discussions were left off. I confirmed that it was and that Trevor Nelson had kindly confirmed that all would be okay at our last meeting. I confirmed that there were no concerns from any of the tenants and that after looking at fire and health & safety issues again there didn't appear to be any problems as long as we parked the cars in a specific format. I also confirmed that I had been firming up attendances with the Lord Mayor's office and our own Langbourn and Lime Street Wards that morning. I asked Leighton to confirm that there were no outstanding matters that needed to be addressed.
19. During this exchange, Leighton confirmed that he had spoken to the fire officer and there were no problems with parking cars within the Market between the dates and times stated. The fire officer had preferred positioning which Leighton had marked on an attached plan. He advised that if any other positioning was required, this would need to be identified on the plan, so that he could get approval. He also set out the requirements for a risk assessment and method statement (RAMS).

20. Leighton McDonnell's complaint suggests that neither I nor Trevor Nelson responded to his email re the RAMS but the point was that the RAMS was to be completed by the organiser, Martin Robinson, and as far as we were concerned this was completed and returned as requested prior to the event taking place. I initially stated that I had no comment to make regarding the signing off of the documents by the relevant officers involved as this was not my domain and I have no knowledge of the procedures in place. However, having now looked into the matter further, I understand a RAMS was completed by Martin Robinson prior to the event contrary to Leighton McDonnell's assertion. By way of additional clarification, Leighton himself obtained the parking agreement for the cars and has stated as much; and insurance for third party liability and public liability, as well as the cars' own insurance, was in place before the event took place (it would be illegal for this not to be in place). I do not understand what a "DA" is and notwithstanding that I don't believe this is relevant to the complaint.
21. With regard to fees and costs, I would suggest that the waiving of the same is the responsibility of the Director and given that this was a charity event – over £60,000 was eventually raised for various causes – there must be a strong case for waiving some if not all of the charges.
22. The matter of who was organising the event was self-evident and Leighton McDonnell's observation that I was the principal organiser is not correct. Leighton spoke with the organiser, Martin Robinson – my own role was purely as a facilitator between Lloyds Motor Club and the City Corporation, as well as a contact with the Lord Mayor's office in my capacity as Ward Member.
23. Leighton McDonnell's comments about the day of the event – meaning the day that the cars arrived at Leadenhall Market – are also totally misleading. The Market has lockable bollards at the entrance and it had been agreed that the "on site" officers would remove these by 7:45 a.m., so that all of the cars could be inside by 8:00 a.m. and avoid paying the congestion charge. (Both the organisers and myself have subsequently learned that the congestion charge starts at 7:00 a.m.)
24. I received a phone call from Martin Robinson while I was pedalling over to the Market, saying that all of the cars were there, but couldn't get in as the bollards were still in place. No one could see the Building Manager, and Martin was pulling his hair out. I got to the Market at about 7:50 a.m.

25. I rang the Building Manager's office from the entry phone outside of the office, and said something like "Where are you? Where are you? Have you got the key?" The response was something like "We'll come down in a minute" to which I said "Come down now". I was quite cross and frustrated. I was informed that the Building Manager is Stephen Ivers. I can't remember who was with him and I am afraid I also can't remember what time Trevor Nelson or Leighton McDonnell arrived and if they were there at that stage or not (probably due to the stress of worrying about the problem). I again said something like "We need to get the cars in" and we walked back to the entrance and the bollards were taken out.
26. Leighton asserts that only one car had turned up by 8:20 a.m. – this was because the 15 2CV cars couldn't access the Market as the bollards were still locked in place when they originally arrived, so were circulating in formation around the City before coming back – incurring congestion charges (something they were trying to avoid, as they were raising money for charity) at a cumulative cost of £100.
27. While we were waiting I again said something like "Why weren't you here earlier? You needed to be here earlier." I can't remember who this was addressed to. There had clearly been some sort of communication breakdown, as everything had been agreed in advance with Trevor Nelson. I don't know exactly what I said – I was agitated. Everything was going wrong and they were simple instructions to carry out – the problems were down to officers not doing their job properly. I remember one person saying "No one told us about this. I was in my office at 7:45 a.m." Maybe so, but we had needed someone at the entrance. It was a stressful situation.
28. There must have been further discussions later on, and at some point Trevor Nelson and Leighton McDonnell were definitely both there, as I remember they were talking at one point when I walked away.
29. At one point I remember saying "This must not happen tomorrow". The departure time of the cars from Leadenhall Market was very dependent on everyone's diaries and the timing of the trip itself – given that The Lord Mayor and / or Sheriffs were to head the procession followed by the Ward Aldermen and Members and finally the cars, on to Lloyds for a final waving off by the CEO of Lloyds Inga Beal and / or Tom Bolt (Director of Operations) - it was very important all went according to plan for the success of the event and the benefit of the Market.

30. With regard to Leighton McDonnell's further assertions, I have no recollection of any conversations other than with Trevor Nelson while we were both occupied in organizing the placement of the cars in keeping with the fire safety plans; however, if I did cause upset with either Leighton and / or on site officers albeit unintentionally, it was probably due to the frustration experienced with the circumstances and should that be the case, I would of course offer my apologies for any offence caused.
31. I honestly wasn't aware that I had sworn, and if I did swear I certainly don't remember that I did, given the heat of the moment. If I did swear, it would have been something mild like "bloody" as I can't imagine any swearing would have been as bad as inferred especially given the time of the day i.e. early in the morning. However, Trevor may remember what I said better than me. If I did swear, I apologise. I can't believe I would have said anything about changing the management at the Market. I would have known this wasn't down to me – it is a matter for officers. Also, I had only just met Leighton McDonnell for the first time, about two weeks earlier.
32. Leighton McDonnell's assertion that Trevor Nelson left the Market agreeing that the event was obviously not as planned and no benefit to the Market at all is completely false. Trevor Nelson was always very positive in ensuring this event went ahead. All those parties involved were later to remark that the event went well and was excellent PR for the City Corporation as a whole and in particular for Leadenhall Market; it was in all the press and, as I have said, eventually raised over £60,000 for good causes. It is definitely the sort of thing that we could look to host again at Leadenhall Market in the future.
33. In relation to Leighton McDonnell's assertion that Trevor Nelson and Nick Gill bowed to pressure from myself I can only reiterate what I have stated above i.e. that Trevor, Nick and myself have a very good working relationship which has been encouraged by both Members and officers alike to ensure that Leadenhall Market tenants get a full and open representation in the City Corporation – something that had been missing for many years before.
34. I hope I have now fully addressed Leighton McDonnell's allegations in relation to this event but would also like to thank the officers involved i.e. Trevor Nelson and Nick Gill, for the work they did in making sure this highly advertised event was as successful as it was.

Virtual Golf Event – Barnett Waddingham

35. The second event in which Leighton McDonnell was involved was a Virtual Golf event at Leadenhall Market. This was sponsored by Barnett Waddingham and organised by one of their employees, Adam Brook.
36. I was first approached about the possibility of holding the event by a friend, Philip Seaman, at Lime Street Brokers. He was providing an introduction for Adam Brook, who I did not know at that stage. As is always the case, I was completely transparent about this. I forwarded an email from Philip to Trevor Nelson on 19 August 2015. My friendship with Philip Seaman made no difference to the way I dealt with the request from Adam Brook because I forward on all requests for events at the Market that I receive to officers for their consideration.
37. I have no business dealings, or prospective dealings, with Barnett Waddingham whatsoever. They are actuaries specialising in pensions, which is not an area that I am involved in. I didn't realise there was a link with the former Sheriff, Adrian Waddingham, initially either. The only reason I get involved with such events is my love of Leadenhall Market. I am proud to be a Member, and proud of the dialogue between Members, officers and tenants that we now have and which I have worked hard to help create.
38. In my view this does not constitute inappropriate Member involvement, or "political interference" as Leighton McDonnell puts it. My attention has been drawn to an email of 13 October 2015 in which I said to Trevor Nelson, "Is this really necessary & can we just do this between you and me?" I was probably trying to miss out Sally Humphreys (a consultant from Osprey Associates who had been recently appointed to assist in managing events in Leadenhall Market) who was not my favourite person for a while. This was because I had received comments from other event organisers that both she and her colleague did not come across 'professionally'. But I wasn't trying to avoid the formalities – if paperwork has to be done, it has to be done. As I have said, that side of things is for officers.
39. It is true that at an early stage Leighton McDonnell did try to turn the Virtual Golf event down, stating in his email of 21 August 2015, "It is principally fire access issues and the fact that the market gets very crowded during peak times." However, I knew that Trevor

Nelson had asked him to look at the proposal again. At no point did I tell Adam Brook that the event could go ahead, or purport to have the authority to do so – I simply relayed comments from Trevor that he was minded to allow the event, subject to the standard requirements being met e.g. in my email of 10 October 2015.

40. I thought the Virtual Golf was a good event to have. Anything that gets different people into the Market who wouldn't normally be there – a diversity of people – is a good thing. It is simply not true, as Leighton McDonnell states in his complaint, that he "...had been ordered by TN to put a ban on all events at the market". It is also not true where he says that this event "...was a corporate event and of no benefit to the other market retailers". The Market traders that I have regular contract with stated that the event brought in quite a few extra customers that were not recognised as normal regulars.
41. Leighton McDonnell's observation further on in the same paragraph that the charity link "...simply comprised a bucket for coins held by a disinterested employee and based on advice given to them by our events consultant to help them get an approval" is surely subjective and smacks of malicious intent and sour grapes that the event went ahead.
42. With regard to Leighton McDonnell's claim that, "Getting Adam Brooke [*sic*] to respond in a professional manner, return documents and details and an undertaking for costs was very tricky", this is obviously not a criticism of me *per se*. However, in Adam's defence, I forwarded a lengthy email from him to Trevor Nelson on 14 October 2015, including details of insurance; timings; the golf simulator; the event company; the charity aspect; advertising and marketing; and hospitality to be provided through Market tenants.
43. Leighton McDonnell states that he copied in an email to a senior partner at Barnett Waddingham – in fact he had copied in the CEO of Barnett Waddingham, which caused a great deal of embarrassment to Adam Brook. I knew that Adam was angry, and upset. He said in an email to me on 29 October 2015, "How dare he email in Nick Salter, I am fuming. He cut me off, was rude and I fired back with both barrels. He [Leighton] said 'I quote I don't expect to lose any sleep over this.'" I forwarded this email to Trevor Nelson. Following this action, as has been stated by Leighton McDonnell in his complaint, he was reported to Peter Bennett who subsequently determined that such actions warranted disciplinary action, a response which I feel accurately reflects Leighton's actions during the whole episode.

44. Leighton McDonnell also asserts that, "Eventually the DA was signed by both TN and NG despite there being no public liability insurance in place, no RAMS and no undertaking for costs and fees." Again, this is primarily a matter for officers, but I understand that Andrew Cross (Leighton McDonnell's Line Manager) did make sure that all of the necessary paperwork was in place before formal approval was given.
45. On the issue of costs and fees, I don't know about the charges for events, and don't want to know. I don't know anything about the fee structure. Adam Brook raised the issue of the proposed charges with me two days before the event. I felt embarrassed that the existence of these substantial charges had apparently been brought up so late in the day, after Barnett Waddingham had presumably spent thousands of pounds getting the event together. This was the first time that they had put on an event at Leadenhall Market and I was concerned about the City Corporation's reputation. I also knew that the City Corporation would generally offer reduced rates for charitable events, and felt that this should come into that category. I was concerned that Barnett Waddingham might be deterred from holding any future events in the Market. I raised these concerns with Trevor Nelson in emails of 3 & 4 November 2015. When Trevor gave me his explanation I dropped the subject. I didn't even know that the licence fee was eventually waived.
46. To reiterate, I do not understand how there can be any 'political' interference in such matters. I was simply ensuring that current Leadenhall Market matters were successfully managed, whether events within the Market, or tenants' matters (our electorate). My role as the elected Member is simply to intervene when communications break down between event organisers, event advisors, tenants and the City Surveyor's Department; to get the dialogue back on track and manage the process until the event or tenant matter is successfully dealt with.
47. I hope the above is sufficient to provide a more complete picture of the events leading up to this complaint coming into being and that this statement now fully addresses each of the complainant's points. I strongly deny that I have behaved inappropriately and I believe that I have acted in accordance with my rights and duties as a Ward Member.

Signature

Dated:

20th January 2016.

STATEMENT OF NICHOLAS GILL

I, Nicholas Gill, make the following statement, the contents of which are true to the best of my knowledge and belief.

1. I am the Investment Property Director responsible for the Investment Property Group which manages a range of important and valuable City properties including Leadenhall Market ("the Market"). Leighton McDonnell is a Senior Surveyor in the Development/Strategic Property Estate Team.
2. Mr McDonnell is a qualified surveyor who has been employed by the Corporation since September 2005. There have been a number of serious concerns about Mr McDonnell's capability and conduct and he was suspended by me on 5th November 2015. The disciplinary allegations which are currently being investigated are:-
 - (i) He failed to follow the adopted procedure and practices for the license to Tudor Markets, including agreeing the Heads of Terms, delayed in regularising the licence through use of an Authorised Delegated Authority, failed to consult and take instructions from his line manager, and failed to communicate with all stakeholders and line managers in a timely manner.
 - (ii) He was rude in his dealings with Barnett Waddingham, resulting in a direct complaint to a Member and his line manager had to step in and complete an Authorised Delegated Authority for the event.
 - (iii) That he failed to address Landlord repairing obligations in a timely manner leading to a breakdown in trust and refusal by the tenant, UI Centric, to deal with him.
 - (iv) That he caused a complaint from a tenant to the Chairman of the Policy and Resources Committee by sending a rude email in response to a Pest Control

issue. This issue came to my attention after his suspension for the above matters.

3. Since his suspension Mr McDonnell has made whistleblowing complaints about Trevor Nelson (City Fund Investment Assistant Director) and me, which are being investigated as part of the disciplinary investigation in accordance with Corporation policy, and John Chapman which has been referred to the Standards Committee. I make this statement in order to assist the Standards Committee in considering the complaints against Mr Chapman which relate to the Monte Carlo or Bust Rally and the Barnett Waddingham Virtual Golf event (also the subject of one of the disciplinary allegations), both of which occurred in the Market.
4. The Market is owned and run by the Corporation as part of City Fund. One of our objectives "is to ensure that the Market and its environs are maintained and managed efficiently and effectively to produce an effective tenant mix which will result in a more attractive offer, higher footfall and ultimately higher income and value for the Corporation" (Leadenhall Market Strategy). The Market is regarded as one of the City's main shopping centres but it faces challenges and competition from new competing retail offers in the City such as 1 New Change. Considerable efforts are therefore being made by my Group to raise awareness of the Market with events and activities designed to attract visitors for the benefit of our tenants, the Market and the Corporation.
5. The Market is complex from a maintenance and management perspective and its mix of tenants, comprising a range of retailers, food outlets, wine bars, restaurants, pubs and offices requires highly professional and sensitive management and our diverse commercial tenants rightly expect a professional and quality service from the Corporation which supports their operations. A well-run and successful Market is important to the Corporation from both a financial and reputational perspective.
6. The Market has long been used as a hire venue for corporate and private events to generate additional income and increase footfall. Our current policy is that event lettings should:-
 - (i) Enhance market visibility and can potentially attract new footfall.



(ii) Not disrupt tenants' businesses.

(iii) Pay a fee which at least covers the costs incurred by the Corporation.

7. The current policy in relation to market stalls is to trial target markets such as Winter and Summer Fairs for short periods during the year provided by an outsourced events company to minimise costs and ensure high quality events. However, this policy does not exist in a vacuum and regard may be had to the general Corporation objective of promoting and supporting City businesses. Nor is the policy intended to be a straightjacket and it may be departed from in appropriate circumstances where to do so is likely to benefit the Market and/or the Corporation's objectives generally. Decisions in relation to use of the Market within the Scheme of Delegations are for me and my senior officers and are formalised by the use of "Authorised Delegated Authority" forms ("ADA's").
8. The Market was managed for some time by Merce Gene-Lopez who reported to Patrick Durcan, whose line manager was Trevor Nelson. Ms Gene-Lopez went on maternity leave and subsequently resigned with her employment ending on 16th October 2014. The management of the Market was initially covered by Mr Durcan and Mr Nelson whilst a recruitment campaign for a temporary asset manager was undertaken which was unsuccessful. As a result, in June 2015, I asked the Strategic Property Estate team, comprising Andrew Cross, Roy Tibble and Mr McDonnell to assist in overseeing the day to day asset management of the Market.

Monte Carlo Or Bust Rally

9. This was an event organised by Lloyds Motor Club (Clubsonar), to drive and park 15 No. 2 CV cars in the Market as part of a 2 CV vintage car promotion. The event was to take place from 11am on 8th September to 8.30am on 9th September with cars parked overnight before setting off for Monte Carlo. An Authorised Delegated Authority form was drafted by Mr McDonnell and completed on 4th September 2015.

As explained above our objective is to ensure that the Market and its environs are maintained and managed efficiently to produce an improved tenant mix, which will result in a more attractive offer, higher footfall and higher income and value for the Corporation. Further considerable efforts are made to raise awareness of the market with events including St George's week, musical festivals, art fairs and fashion shows. The Monte Carlo event was a significant event run by a substantial City concern, Lloyd's, and assisted to maintain and raise the profile of the Market. It attracted visitors and customers into the market to view the cars. It increased shoppers dwell time and it did not disrupt tenants business. The event was cost neutral to the City as although no licence fee was charged, Club sonar (Lloyd's Motor Club) were responsible for the management, safety and security of each car and were responsible for cleaning up and making good any damage. The licence fee was waived by me as Investment Property Director, having considered the proposal on its merits. I determined it would be positive for the marketing of the Market and was in line with the letting events policy.

9. The ADA was signed off by Leighton McDonnell, Andrew Cross, Trevor Nelson and me. The ADA states that risk and method statements have been requested. I reviewed and signed it off as it is in line with our lettings policy.
10. Each event is considered on its own merits. I took the decision to waive the licence fee given the unusual feature of a car rally in the City which generated additional footfall without disruption to existing tenants.
11. The event was cost neutral to the City as Lloyd's Motor Club were responsible for the management, safety and security of each car and for cleaning up and making good any damage.
12. I did not bow to any pressure and conducted the letting in accordance with the Delegated Authority procedure. The suggestion that this high profile event was held because of the influence of John Chapman is wholly misconceived. I was one of the signatories to the ADA and I considered this an entirely appropriate and beneficial event to have taken place in the Market. I would not have authorised it had I thought differently.

Barnett Waddingham Virtual Golf Event

13. This incident concerned Barnett Waddingham, a firm of actuaries and consultants, who wished to hold a corporate event on Thursday 5th November. The origin of the event is set out in detail by Mr Nelson in his statement. Adam Brook of Barnett Waddingham had been in contact with John Chapman, Ward and Property Investment Board Member, on Tuesday 13th October, which had been passed to Mr McDonnell to progress.
14. On 29th October, email correspondence took place between Leighton McDonnell and Adam Brook, culminating in Adam Brook emailing John Chapman *"I am infuriated – how dare he email in Nick Salter, I am fuming. He cut me off, was rude and I fired back with both barrels. He said "I don't expect to lose any sleep over this"*. This resulted in management having to diffuse the situation and to placate both John Chapman and Barnett Waddingham. It can be seen from the above email that Mr McDonnell was not being co-operative and professional with Mr Brook. Mr McDonnell also failed to draft an Authorised Delegated Authority to regularise the event which was completed by Andrew Cross and signed on 4th November.
15. In my view Mr McDonnell failed to act in a professional manner, brought the City in to disrepute and had a damaging effect on the reputation and integrity of the City. Mr McDonnell's obstructive stance may have been influenced by the fact that he had previously refused to allow the event and had been over-ruled.
16. I wholly reject any suggestion that this event was organised as a result of member pressure or that there is any inappropriate member influence exercised over the Market by Mr Chapman or any other member generally. I have explained above the general strategy and policy in relation to the Market and in my view the Golf event was entirely consistent with the Market Strategy and the general overall aims of the City. Quarterly to six monthly catch up meetings are held with Ward Members from Langbourne and Lime Street, the aim being to keep Ward Members informed of management and activities in Leadenhall Market. On the 1st September 2015 meeting, I reminded the members present (Mr Howard and Mr Chapman) that traditional officer/member boundary lines needed to be maintained, namely it is for members to approve strategy and for officers to execute the strategy on a day to day basis.

17. The ADA signed on 4th November was approved by Andrew Cross, Trevor Nelson and I. The licence fee was nil but Barnet Waddingham met the cost of entering into the licence of £1250 plus VAT. The following factors were taken into account when considering the application:

- i) The undoubted attraction of a "one-off" simulated golf event which would attract additional footfall to the Market and which was in line with Market policy.
- ii) The golf event would be open to the public during the lunchtime.
- iii) A charity collection for "Contact the Elderly" would also be taking place.

Accordingly, having considered the above, and the presented negotiated position, I considered it appropriate to give the go ahead to the event by approving the ADA. My team is fully aware of occasions where I have refused to sign ADA's or requested clarification prior to signing.

18. The event was open to the public during lunchtime and served to enhance Market visibility, entirely in line with the Market Strategy. Barnet Waddingham raised in the order of £300 for the charity "Contact the Elderly". No disruption was caused to tenants and in addition to added footfall the Lamb and the Cheese were used by Barnet Waddingham to entertain potential clients.

19. Whilst Mr McDonnell clearly did not approve of the event it is ultimately a senior management decision as to which events to approve and in my view this was an entirely appropriate event to allow which was judged a success. I am not aware of any political interference or inappropriate political influence in relation to it. If I did not consider the event an appropriate one then I would not have permitted it to go ahead and I would have refused to sign the ADA. Mr Chapman is an active Ward Member who takes a great deal of interest in the Market and its success and as a result frequently engages with my team in relation to Market issues. As I have said above, regular meetings (quarterly to six monthly) take place with Ward Members from both Langbourne and Lime Street Wards. Agenda Items covered include staff updates; lettings updates, up and coming events; waste collection; tenant issues etc. The purpose is to inform Ward Members of the on-going management of the Market. However, I am not aware of any conduct or activities

by him in relation to the Market which would breach the Members' Code of Conduct and I reject entirely Mr McDonnell's allegations in relation to the alleged misuse of the Market for the granting of "favours" and "political interference".

Signed

A solid black rectangular box redacting the signature of the person.

Dated 21st January 2016

STATEMENT OF TREVOR NELSON

I, Trevor Nelson, make the following statement, the contents of which are true to the best of my knowledge and belief.

Background – General Comments

1. I have worked in the property profession for over 35 years, with over 25 years of property fund management experience. I have worked for the City Corporation since September 2010, taking on responsibility for the City Fund Property Investment Portfolio in February 2012.
2. I am employed as an Assistant Director Investment Property Group in the City Surveyor's Department and I am responsible for the supervision, co-ordination and management of all aspects of the City Fund Property Investment Portfolio with the aim of maximizing performance, achieving departmental targets and corporate objectives, and assisting strategic aims. The role includes acting as a deputy to the Director of the Investment Property Group, taking decisions in his absence where appropriate and having responsibility for the management of staff within the City Fund team.
3. Since the end of 2013 there has been a large turnover of staff in the City Fund team. Steven Chandler (Senior Principal Surveyor) left in December 2013 and Patrick Durcan was appointed to the vacant post from January 2014. However he did not actually join the team until May 2014 as he was asked to remain in his previous post due to long term sickness leave of another colleague. When he did join the City Fund team he brought with him the additional workload for the Oracle project as he was the Investment Property Group representative on the implementation team for this project. In November 2014 Alistair McAlpine was appointed on a temporary basis to pick up his ordinary workload.
4. At the same time one of the Surveyors in Patrick's team was on long term sick leave and the other, Merce Gene-Lopez, went on maternity leave in February 2015. The following month Alistair McAlpine left at the end of his fixed term contract. Patrick was then covering three

jobs, plus his Oracle workload. We tried to get temporary staff to assist including using PSD (a recruitment consultancy) but struggled to find anyone suitable at an economic rate.

5. When Patrick Durcan went full time on the Oracle project in June 2015 his other work was spread around between various colleagues. Andrew Cross (Senior Principal Surveyor in Strategic Estates) and his team of Senior Surveyors – Roy Tibble and Leighton McDonnell – were identified as having spare capacity and asked to take over the management of Leadenhall Market. This was around 16 June 2015. It was agreed that they would report to me in relation to their existing workload and Leadenhall Market but that they would continue to report to Tom Leathart (Assistant Director Development and Strategic Estate) in relation to One Alie Street.
6. The strategy document for the City Fund includes management of Leadenhall Market. The primary objective of the City Fund as stated in the strategy document is, “As an overriding principle to ensure that the Fund continues to be used as a tool for implementing the City Corporation’s Vision for the City.”
7. The more detailed Leadenhall Market Strategy was agreed following a presentation at the Project Investment Board meeting in October 2014. The policy was to encourage footfall in the Market to benefit the tenants who pay in excess of £2.5m rental income per annum. The stalls which had been running in the Market weren’t working – they were not offering a sufficient quality or range of goods, were not encouraging extra footfall, and were not economic. So it was agreed to encourage chairs and tables licences instead, and target a few events and temporary markets per year, especially seasonal ones.
8. In terms of my relationship with John Chapman, I would describe it as totally professional. We get on well in a work context. I attend quarterly ‘catch up’ meetings regarding Leadenhall Market with John Chapman and Robert Howard, as the Deputies of Langbourn and Lime Street Wards respectively, which incorporate the Market. Other officers from the City Surveyor’s Department also attend, normally including Nick Gill, my Director, and the discussions are minuted.

Monte Carlo or Bust Car Rally – Lloyds Motor Club

9. I understand that we were first approached about this event back in 2014 but it was postponed due to the lack of a sponsor. I was not involved at that time – all of these types of

proposals were dealt with extremely competently by the Manager of the Market at the time (Merce Gene-Lopez) with minimal supervision.

10. Again, I subsequently became aware of this proposal through correspondence with John Chapman. Over the course of time that the arrangements for this event were being agreed, I found Leighton McDonnell to be generally very obstructive. Rather than a "can do" and "let's make this happen" attitude he made up barriers, second guessing what the fire officer and the tenants might say rather than checking out their responses before going back to the organisers of the event. Although the fire officer did initially have comments he was ultimately content with the arrangements. Leighton's knowledge of the required risk assessment and method statement was also in doubt as he had to ask our facilities management colleagues for an example copy.
11. At no time before the required delegated authority was signed off did I ever give the impression to John Chapman that permission was given, as I always said the proposals would need to be approved by the fire officer, and the cars could not be parked in areas we had licensed for tables and chairs to some of our tenants.
12. Leighton's references to the difficulties of getting a delegated authority signed are evidence of the barriers which he wished to put in place. This is not a complicated document and can be produced and signed off quickly as all signatories are within Investment Property Group. Leighton produced the document for signature and is a signatory himself. His reference to his line managers signing this document without some fundamentals being in place, in my opinion reflects the negative attitude displayed by Leighton. If he had taken a positive stance to make sure these were all in place well before the event then the delegated authority would not have been rushed and could have included all of the requested documents.
13. The plan was for the 2CVs to be parked in the Clothworkers Hall Car Park the night before, and to be moved to the Market on the morning of Tuesday 8 September 2015, before leaving the following day. It had originally been agreed that the cars would arrive at 11:00 a.m., but it was subsequently arranged that the Market staff would be in attendance so that the cars could move to Leadenhall before 8:00 a.m. to avoid the congestion charge.
14. I understand that when the first 2CVs appeared, the staff were nowhere to be seen, and the cars had to circle round again – although Stephen Ivers, the Facilities Supervisor and one of the on-site staff, has told me that he was at the Market from around 7:00 a.m.

15. When I arrived at the Market at around 8:15 a.m. there was quite a fractious atmosphere. In attendance at the time were Leighton McDonnell, Stephen Ivers, John Black, John Chapman and Martin Robinson from Lloyds Motor Club. However I didn't hear any swearing from John Chapman or anyone else. Nor did I hear John Chapman make any threat to remove Leighton McDonnell from the management of the Market.
16. The event was not as big a benefit to the Market as some other events that we agree to. It transpired that the 2CVs had been hired by Lloyds Motor Club from a corporate entertaining event company, and they were not individually owned by enthusiasts with the variety of colour and interest that this would have brought. However in my opinion the event was still adding some interest to the Market.
17. Brokers Wine Bar, one of the Market's long standing tenants was being used as a venue to host the receptions for the event. And at the time Lloyds of London was the single largest business in the area, so it was hoped that this would help with footfall, particularly amongst those with a relatively high disposable income. (The recently completed developments at 20 Fenchurch Street, Leadenhall Building and the occupation by Amazon of the neighbouring Leadenhall Court have since significantly added to the catchment).
18. Lloyds are also a significant City institution that the City Corporation should be seeking to work with in accordance with the City Fund Strategy. And I understand the Monte Carlo or Bust Car Rally raised approximately £50,000 for charity, so I cannot accept the City should be charging a fee for such an event. A reception was attended by a number of City dignitaries, including the Lay Sheriff and other elected Members of the City Corporation. I would therefore refute that I said the event was of no benefit at all. I would also strongly refute that I behaved in an unprofessional manner.

Virtual Golf Event – Barnett Waddingham

19. This is another example of Leighton McDonnell's negative attitude in failing to look at the wider picture and see that such an event will bring more footfall into the Market.
20. The proposal for a virtual golf event at Leadenhall Market was a bit out of the blue. The original request was for an event on 21 September 2015 but this was subsequently put back until 5 November 2015. I only became aware of the proposal after John Chapman became involved and phoned and emailed me on 19 August 2015. He was the conduit and pushing

for the event to go ahead. I had no personal contact with Adam Brook, or anyone else from Barnett Waddingham – although Leighton McDonnell and others did. When problems or issues arose, these were directed back through John Chapman.

21. I would certainly agree that John Chapman devoted a lot of time to championing this event. By way of contrast I receive very few emails from other elected members about particular events. I could see from John Chapman's initial email that a friend of his at Lime Street Insurance Brokers Limited had approached him to support the event. However I am not aware that John Chapman had a particular relationship with Barnett Waddingham.
22. I emailed Leighton McDonnell on 20 August 2015 and asked him to liaise with Sally Humphreys at Osprey Associates (consultants we use to co-ordinate Leadenhall Market events) to see if this event was practical. Leighton initially rejected the proposal on 21 August 2015 due to concerns over fire access and overcrowding.
23. I was made aware of this by another email from John Chapman, also dated 21 August, stating "I'm afraid Leighton has once again failed to grasp the problem!" This was one of a number of emails from John Chapman that was critical of Leighton. It was obvious to me that there was a personality clash between the two of them. However I don't personally think that John Chapman's criticism of Leighton ever 'crossed the line'. I took his comment to mean that Leighton was taking an unduly negative stance. I asked Leighton verbally to look at the proposal again.
24. I had further chasing emails from John Chapman dated 24 August 2015 and 28 August 2015.
25. On 8 October 2015, having spoken to Leighton McDonnell, Sally Humphreys stated in an exchange of emails with Adam Brook that she believed the City would not accept the event, based on the look of the golf simulator. She referred to the fact that a previous proposal had been rejected by the City. She also cited concerns about the lack of a charitable element to the event. I was made aware of this when John Chapman forwarded me the email chain on 9 October 2015 stating, "Can you unravel this please – seems like Leighton has again put his foot in it!"
26. There is not actually a requirement for a charitable element under the Leadenhall Market Strategy. I took the view that, subject to our usual requirements being met, the event was

suitable because it would attract brokers from Lloyds and therefore create additional footfall inside the market. The organisers were also proposing to use various tenants in the market e.g. The Lamb Public House, Brokers Wine Bar, Amathus Drinks, Cheese at Leadenhall and Butcher at Leadenhall.

27. Events tend to benefit some tenants more than others, so we try to even this out over time. I wasn't influenced by the fact that Barnett Waddingham are a big City firm, or by John Chapman's involvement. We get lots of requests and do turn a lot down. For example, John Chapman subsequently forwarded me a request from an organisation called Cockney Pride for a Krays buy and sell memorabilia market that we refused.
28. On 10 October 2015 John Chapman forwarded me another email chain between himself, Adam Brook at Barnett Waddingham, and Sally Humphreys at Osprey.
29. On 13 October 2015 he forwarded me a further email exchange between Sally and Adam, in which Sally set out a course of action to obtain formal permission. She reiterated that Leighton McDonnell as Asset Manager was responsible for the Market and that the revised proposal should go to him. John Chapman asked, "Is this really necessary & can we just do this between you and me?" My response that, "Yes we must go through the motions..." was an indication that the usual reporting structures would have to be respected; not that the outcome was a formality. My comment that, "...I will explain to you verbally rather than in writing" related to Leighton's potential disciplinary or capability proceedings regarding Tudor Markets which were under consideration.
30. On 14 October 2015 John Chapman forwarded to me the revised proposals and additional information from Adam Brook regarding the proposed virtual golf event. This was a very busy day for me – the day of the Property Investment Board – when I generally receive lots of emails and late enquiries from members of the Board. It is also possible that my P.A. opened the email, which caused me to think I had read it. In any event I omitted to forward this email on to Leighton McDonnell at that time.
31. On 27 October 2015 John Chapman forwarded me a query from Adam Brook about the power supply at the Market, which I sent on to various colleagues including Leighton McDonnell. It was only the following day (28 October 2015) when Leighton queried what the power was for, and (for some reason) what Adam Brook's relationship was with John

Chapman, that I started to realise there had been some communication problem and he did not consider the event to be going ahead.

32. Instead of waiting for further clarification from me, or requesting further information from the organisers, Leighton sent John Chapman a blunt email asking him to tell Adam that, "He has no permission to hold any event or function at the market." This was forwarded to me by John Chapman saying, "Can you deal with this – I may just lose my rag if I do it!"
33. Leighton then emailed Adam Brook directly with another blunt email stating, "Please do not go ahead with the below event. You do not have my permission or any agreement in place and will be denied access." This was again forwarded to me by John Chapman, asking me to deal with the matter urgently.
34. I read these emails when I returned to the office after lunch. I then found the earlier email forwarded to me by John Chapman on 14 October 2015. As soon as I understood what had happened I met with Leighton and Andrew Cross, apologised that I had missed the correspondence on 14 October 2015, emailed this to Leighton and told him to proceed to do all the due diligence so that this event could proceed on 5 November 2015 as planned.
35. At that time I still considered it was entirely possible to get this all properly documented by the date of the event but Leighton was still very obstructive. After the meeting he asked me by email to confirm that I wished him to go ahead and prepare a delegated authority and licence to which I replied yes, and asked him to proceed to do all due diligence. I would not have expected him to ask in writing if he should proceed as I had already asked him to do so verbally when we met.
36. I strongly refute Leighton McDonnell's assertion that I had already given permission for the virtual golf event earlier. I always rely on the asset manager responsible for the Market to deal with the detail and the licence process to make sure these events are properly documented. I also strongly refute I bullied Leighton and certainly did not shout repeatedly, "Are you going to prepare the DA?" I may have asked him, but I generally instructed Leighton through Andrew Cross where possible, as Leighton had already complained he had many different managers.
37. The following day (29 October 2015) John Chapman forwarded me a further email exchange between Leighton McDonnell and Adam Brook. Leighton had asked for more

details of the golf simulator, and belatedly raised the issue of costs and charges for the event. However he was clearly also putting obstacles in the way of the event taking place. His attitude was, "Let's find a way not to do this." In my view he had taken a unilateral decision that the event was not good for the Market, rather than accepting the collective officer decision that it was. He was obstructive and should have acted more professionally. For example, in relation to his statement that the fire officer would almost certainly have a problem with the location of the golf simulator, Leighton was simply making stuff up. The fire officer didn't have a problem – the Christmas tree goes in the exact same place every year. Even with the Christmas tree being in situ at the same time, there was plenty of room. In relation to the required risk assessment, Leighton could have given Adam Brook more help with what was needed e.g. by providing a previous example of a risk assessment. Adam had stated at the outset that he was inexperienced in organising such events and had asked for assistance.

38. Adam Brook was particularly angry that Leighton had copied Nick Salter, the Senior Partner at Barnett Waddingham, into one of his critical emails. Nick Salter hadn't had any previous involvement in the matter – Leighton had 'Googled' his details and decided to include him, without discussing the matter with Andrew Cross, his line manager, or myself first. It was clear from subsequent emails that a heated telephone conversation had followed between Leighton and Adam Brook.
39. Andrew and I were in a surgery meeting when we were interrupted by my P.A. who explained that Leighton had sent these emails which had once again been forwarded to John Chapman. When asked to explain why he had copied in Nick Slater, Leighton replied that he thought Nick Slater should know what Adam Brook was getting Barnett Waddingham into, including holding an event without a risk assessment and without insurance.
40. I was concerned that this could damage the City's reputation – in particular because Adrian Waddingham, who was a Sheriff in 2013 and was standing for Alderman, was a founding partner of Barnett Waddingham. I also felt that Leighton was exhibiting borderline insubordination. That's when I decided to escalate the matter to Peter Bennett. I went round to see him, to seek advice and to give him a heads up that the matter could be referred to the Town Clerk. He wasn't available at the time so we exchanged emails the following day, 30 October 2015 when I confirmed that this could be dealt with by Nick Gill on the Monday, prior to Peter's return to the office.

41. It was only much later that I learned that Leighton had sent a further email direct to Nick Salter shortly after his argument with Adam Brook, criticising Adam Brook's behaviour and stating that this did not reflect favourably on Barnett Waddingham.
42. Various emails were exchanged between 30 October 2015 and 3 November 2015 regarding the outstanding matters. I had asked Leighton to forward Adam Brook an example risk assessment and method statement, but he simply referred Adam to the Health and Safety Executive website. Andrew Cross eventually obtained an appropriate risk assessment and method statement, and Public Liability Insurance certificate, sorted out the necessary licence and prepared the delegated authority.
43. I refute Leighton McDonnell's assertion that I specifically told Andrew Cross not to charge a fee. At the last minute John Chapman complained about the licence fee and costs being charged, in emails to me dated 3 & 4 November 2015. This was partly on the basis that a charge had allegedly not been discussed previously and partly on the basis that this was a charitable event. I explained to him on the telephone and by email dated 4 November 2015 that in my view this was primarily a corporate event that we would expect to charge for. John Chapman responded straight away and seemed to accept this position.
44. I do not recall by whom or when the decision was eventually taken not to charge a licence fee for this event. However I can confirm that John Chapman did not play any part in this process. I can only presume we were under time pressure to give permission for this event to proceed as the delegated authority was only presented for signature on 4 November 2015, just one day before the event. The City's professional fees were being covered and Sally Humphreys at Osprey had given the earlier indication to Barnett Waddingham that if there was a charity element then the event would not normally attract a fee. Another reason we were not in a position to press the demand for a fee is that Leighton had not brought this issue up early enough with Adam Brook, probably as Leighton had taken the view that this event would not take place.

Signed:

Dated:

21/1/16

STATEMENT OF STEPHEN IVERS

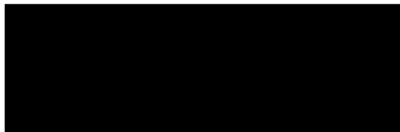
I, Stephen Ivers, make the following statement, the contents of which are true to the best of my knowledge and belief.

1. I am employed as a Facilities Supervisor in the City Surveyor's Department and my role is to oversee the day to day running of various properties. I have worked for the Corporation for 10 years and I started working at Leadenhall Market in December 2014. I work with Leighton McDonnell who is responsible for tenants' leases and approval of events and John Black whose role is similar to my role but he is to take over the main duties of Leadenhall Market. John had just started on the day in question in managing the Market.
2. I am told that Leighton has made complaints against John Chapman in relation to two events at the Market, the Monte Carlo or Bust Rally and the Barnett Waddingham Golf event and that these complaints will be considered by the Standards Committee. I have been asked to make this statement to set out my recollection of and involvement with the two events in order to assist the Committee. I had no involvement with the Golf event.
3. The Monte Carlo Car Rally run by the Lloyds Motor Club was due to take place over two days with the participating cars – Citroen 2 CV's being parked in the Market during the first day and overnight for a departure on the second day. I knew that this event was going to take place, and that I had to open the gate at 08:00 as far as I can remember. I was involved in the organisation of the event beforehand only in as far as I attended a meeting between John Chapman, someone from Lloyds Motor Club and Trevor Nelson and inquired where the cars would be parked. I was not involved in any other conversations.
4. I had been busy on the first day which is normal as we have a good few properties which we manage and only when John Chapman called us to come down on the office intercom did we see him. In my opinion John Chapman was more panicky than rude, saying something like 'Please open the gate quickly, the cars are coming'. We went down and

opened the bollards at Whittingdon Avenue but the cars only started to arrive at 08:30 and others were delayed in traffic so eventually over an hour or so they arrived. I did not notice when Leighton McDonnell arrived at the Market or where he was as I was manning the bollards with John Black. I therefore cannot say whether he overheard the conversation between John Chapman and I.

5. I had only met John Chapman once or twice before and I did not know him well. I didn't take his manner during the conversation as being rude or disrespectful – the man was clearly just under some stress, wanting the event to go well. I do not recall him swearing or saying anything about changing the management at the Market. John Chapman thanked me at the end of the event for everything running smoothly, after the initial hitch.
6. I understand that Leighton says that there is political interference in the Market. I have not experienced any political interference and I am not aware of any although the tenants have their own various tenant committees involved with the Market and the elected members for Lime Street and Langbourn Wards take an active interest. The Market therefore requires careful managing.

Signed:



Dated:

14/01/16

STATEMENT OF JOHN BLACK

I, John Black, make the following statement, the contents of which are true to the best of my knowledge and belief.

1. I am employed as a Building Manager in the City Surveyor's Department and my role is the day to day management of Leadenhall Market and other properties. I have worked for the Corporation for 22 years and I started working at Leadenhall Market in September 2015. I work with Leighton McDonnell whose role is Asset Manager for specific properties and Stephen Ivers, Assistant Facilities Supervisor, in the Market and other properties.
2. I am told that Leighton has made complaints against John Chapman in relation to two events at the Market, the Monte Carlo or Bust Rally and the Barnett Waddingham Golf event and that these complaints will be considered by the Standards Committee. I have been asked to make this statement to set out my recollection of and involvement with the two events in order to assist the Committee.

Monte Carlo or Bust Car Rally - Lloyds Motor Club

3. This event happened during my first week at Leadenhall Market. I knew there had been some dispute about the holding of the event and that Stephen Ivers had asked for things in writing, but I am unclear as to the details around the arrangements. I hadn't been involved as it was my first week in the Market.
4. On the first day of the event, at about 7:45 a.m., John Chapman came looking for Market management to remove the security bollards which prevent vehicle access to allow the cars in for them to be parked overnight. I officially started work at 8:00 a.m., but I was already on site that day at 7:45 a.m. with Stephen Ivers who started work earlier. John

Chapman bumped into us on his way to the Market office. We were on our way out to see how things were going.

5. I was present while John Chapman was talking to Stephen Ivers, but Leighton was not – he turned up later. John Chapman asked Stephen in an angry way why the bollards hadn't been removed. Stephen Ivers tried to explain that he hadn't been asked to remove them and said that if he had been asked in advance then this would have been done. I thought John Chapman's manner was blustery and brash, he was insisting that a request had been made for the bollards to be removed by 7:30 a.m. In my opinion John Chapman's behaviour was not nice and I would say it was rude. Stephen Ivers was trying to calm him down, and was saying that the bollards would be removed straight away. At some point John Chapman walked off. At this point I could see no cars waiting. Stephen Ivers and I removed the bollards which only took a few minutes but the first vehicle did not arrive until around about 8:30 a.m. We waited for the cars to arrive as the entrance could not be left unattended but as no vehicles arrived until about 8:30 a.m. it wasn't clear to me why John Chapman had reacted in this way. I felt that if I had behaved like that, I would have been in trouble. I also feel that this was a failure to treat officers with respect and I thought that John Chapman's manner was a bit 'headmasterly' - seeking to pull rank or asserting a superior status over officers. However, I didn't hear any swearing or any threats, although Leighton McDonnell appeared later, and after speaking to John Chapman said, "He wants a change of management". At the time I thought this was a reference to Stephen Ivers, although it may have been a reference to Leighton McDonnell's own position. I didn't witness anything other than what I have mentioned above. In my opinion John Chapman could have approached the situation in a better manner, I didn't even know who he was at the time.

Virtual Golf Event – Barnett Waddingham

6. This event was all a bit last minute. I knew that Leighton McDonnell had refused permission at some earlier point but that he was then told that the event was going ahead and that a power supply was required. When the organisers turned up they said they had been given permission, I am not sure by whom, to set up where the shoe shine people were normally located. However that would have meant the shoe shiners losing trade so I had to position the golf tent in an alternative location. It was supposed to be a charity

event but I only saw a bucket collection. I was not involved in any of the emails in advance of the event or in any discussions with John Chapman about it.

Signed: _____



Dated: 14 /01/2016



Assessment Sub (Standards) Committee

Date: WEDNESDAY, 16 DECEMBER 2015
Time: 10.00 am
Venue: ALDERMEN'S DINING ROOM - 4TH FLOOR WEST WING

Members: Nigel Challis
Mark Greenburgh (External Member)
Edward Lord
Anju Sanehi (Independent Person)
Tom Sleigh

Enquiries: Gemma Stokley
tel. no: 0207 7332 1407
gemma.stokley@cityoflondon.gov.uk

**Lunch will be served in the Guildhall Club at 1pm
N.B. Part of this meeting could be the subject of audio/visual recording.**

**John Barradell
Town Clerk and Chief Executive**

AGENDA

1. **ELECTION OF CHAIRMAN**

To elect a Chairman for the meeting in accordance with Standing Order No. 29.

For Decision

2. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE ASSESSMENT SUB-COMMITTEE**

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

4. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act as follows:-

Item	Exemption Paragraph(s)
5	1-3

For Decision

5. **REPORT OF THE COMPTROLLER AND CITY SOLICITOR**

A report of the Comptroller & City Solicitor detailing the complaint that has been received, the alleged breaches to the Code of Conduct and the action required by the Assessment Sub Committee.

For Decision
(Pages 1 - 76)

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

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

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Committee(s):	Date(s):	
Assessment Sub (Standards) Committee	16 December 2015	
Subject: Complaint by Leighton McDonnell against John Chapman		Non-Public
Report of: Town Clerk and Comptroller & City Solicitor		For Decision
<h1>NOT FOR PUBLICATION</h1> <p>By virtue of paragraphs 1–3 of Schedule 12A of the Local Government Act 1972.</p>		
<p><u>Summary</u></p> <p>This report presents to the Assessment Sub-Committee of the Standards Committee a complaint made by Mr Leighton McDonnell against Mr John Chapman.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That the Sub-Committee consider the report and determine what action, if any, to take in relation to the complaint. 		

Main Report

History of the Complaint

1. Mr McDonnell is an employee of the City Corporation. He was suspended on 5 November 2015 pending a disciplinary investigation. This investigation is currently underway and is being undertaken by Mr Colin Wilcox (Assistant Director, City Surveyor’s Department) and the Monitoring Officer (as an independent Chief Officer).
2. On 9 November 2015 Mr McDonnell made a complaint to the Head of Audit and Risk Management citing the Public Interest Disclosure Act 1998 (the so-called ‘whistle-blowing’ provisions). The complaint contained allegations against City Corporation employees as well as Mr Chapman, an elected Member of the City Corporation. It has been agreed with the Chamberlain that the whistle-blowing complaint will be investigated concurrently with the disciplinary allegations. This complaint appears at Appendix 1 for the Sub-Committee’s information.
3. Mr McDonnell forwarded this complaint to the Chairman of the Standards Committee on 18 November 2015. Mr McDonnell was subsequently provided with a copy of the City Corporation’s complaints procedure relating to the Member Code of Conduct and asked to re-submit his allegations using the approved complaint form. The completed form was received on 23 November 2015 and appears at Appendix 2 for the Sub-Committee’s consideration. Members will note that the two complaints are substantially the same with only minor differences.

4. In summary the complaint contains two main allegations against Mr Chapman:-
 - i) That he used his status as an elected Member and position on the Property Investment Board Committee to put pressure on officers to allow events at Leadenhall Market to go ahead without a formal risk and method statement, parking agreement or evidence of insurance and without charging any fees or costs.
 - ii) That he swore excessively in public, made threats to officers and did not behave in the manner expected of an elected Member.
5. Mr Chapman's comments on the allegations appear at Appendix 3 for the Sub-Committee's consideration.

Considerations

6. The Sub-Committee should consider whether the allegations would, if proven amount to a breach of the Code of Conduct. The complaint should also be assessed against the current City Corporation Assessment Criteria which includes consideration of the following matters:-
 - Has the complainant submitted enough information to satisfy the Sub-Committee that the complaint should be investigated?
 - Has the complaint already been the subject of an investigation or other action relating to the Code of Conduct? Similarly has the complaint been the subject of an investigation by other regulatory authorities?
 - Is the complaint about something that happened so long ago that there would be little benefit in taking action now?
 - Is the complaint too trivial to warrant further action?
 - Does the complaint appear to be simply malicious, politically motivated or tit for tat?

The Sub-Committee should also give consideration to the matters set out below.

Alleged Breaches of the Code

7. The current version of the Member Code of Conduct was approved by the Court of Common Council on 16 October 2014 and came into effect on 1 January 2015, so was in force at the time of these allegations. Mr McDonnell does not specify how he considers that the Code of Conduct has been breached. It may be assumed that he considers the alleged conduct to be in breach of the Seven Principles of Public Life (or "Nolan Principles") set out in paragraph 1 of the Code which are the yardstick for Member conduct i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership. There is a certain amount of crossover between the various Nolan Principles, but the most relevant in this case would seem to be:-

- a) **SELFLESSNESS:** Holders of public office should act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, a friend or close associate.
 - g) **LEADERSHIP:** Holders of public office should promote and support high standards of conduct when serving in their public post, in particular as characterised by the above requirements, by leadership and example.
8. Members will recall that the latest version of the Code sets out at paragraph 2 some particular examples of how a Member's conduct shall address the Nolan Principles. There is again a certain amount of crossover between these various examples, but the most relevant in this case would seem to be:-
- h) Behaving in accordance with all of the Corporation's legal obligations, alongside any requirements contained within the Corporation's policies, protocols or procedures, including on the use of the Corporation's resources.
 - j) Valuing your colleagues and officers of the Corporation and engaging with them in an appropriate manner and one that underpins the mutual respect that is essential to good local governance.

Conclusion & Action Required

9. The Sub-Committee is invited to consider the report and must determine whether:-
- (a) to refer any of the allegations to the Monitoring Officer for investigation; or
 - (b) decide that no action should be taken.
10. Given that the Monitoring Officer is already committed to investigating these events in relation to the on-going disciplinary and whistle-blowing procedures, Members may wish that he also investigate these allegations under the Member Code of Conduct and prepare a report for further consideration by the Hearing Sub-Committee of the Standards Committee.
11. If the Sub-Committee decides that no investigation should be undertaken it may, in consultation with the Monitoring Officer, direct that other action is taken such as training or conciliation.

Contact:
Michael Cogher
Comptroller and City Solicitor
Monitoring Officer
michael.cogher@cityoflondon.gov.uk

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NOT FOR PUBLICATION

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Name: Leighton McDonnell BSc PgDip MRICS
Email Address: [REDACTED]
Address: [REDACTED] Elliman Court, Gowers Yard, Tring, Herts, HP23 4FH
Contact Telephone number: [REDACTED]
Corporation Department/ Section: City Surveyors

DETAILS OF COMPLAINT TO STANDARDS COMMITTEE

1. MONTE CARLO CAR RALLY

Background

From 17/06/15 I was asked to undertake an additional full time role as Asset Manager of Leadenhall Market, EC3. I inherited a backlog of cases dating back to February one of these was request from Mr John Chapman (JC) a ward member for Langbourn to give approval for 15 x 2CV cars to be parked and paraded for one full day and part of the next within the confines of the market itself. There was evidence of a meeting between assistant director Mr Trevor Nelson (TN) and JC but no notes. I immediately phoned JC who insisted that TN had given him approval. I then liaised with the fire officer who identified on a market plan with X's where the cars had to be parked so as not to interfere with free access of a fire engine in an emergency. This was then sent to JC to agree as well as a request for a formal risk and method statement (RAMS). He never responded. I also sent emails to TN as well as verbally stating that the event should not go ahead for obvious safety reasons and if he insisted it did that costs per car (as advised by the filming unit) plus my surveyor and solicitors fees should be charged. TN also never responded

Another site meeting was held with TN and I spoke to a representative of The Lloyds Monte Carlo Club along with JC. However we were always given the impression that JC was the principal organiser. TN and my line manager Andrew Cross (AC) later asked me to prepare a Delegated Authority (DA) form. This required four signatures including that of my Director Nicholas Gill (NG). The form is an approval document pre solicitors instructions and was signed off by both TN and NG despite no fee or costs being asked, no public liability insurance being in place, no RAMS and no confirmation from JC that the cars would be parked as advised by our fire officer and marked on the plan and sent to JC.

On the day of the event all the cars were meant to be in place at 8.00am. I was there at 8.20am and only one car had turned up. JC was on site and furious that he had to raise the two market building managers to open the gate and was still shouting to them when I arrived. I spoke to him and told JC in future never speak to my building managers again like that in future. After even more swearing from JC in front of 4 witnesses he shouted he was going to change the management (that is myself) of the market and asked to speak to TN which he then did in private for 15 minutes. TN then left soon after agreeing that

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the event was obviously not as described in the preamble and of no benefit to the market at all.

Summary

- JC put pressure (using his status as Property Investment Board Committee and Ward Member) on TN and it seems NG to insist the market went ahead without RAMS, parking agreement or evidence of insurance and no fees or costs.
- This was against the policy of the fund that manages the market to be run on a commercial basis.
- Several hundred pounds were lost in revenue together with costs estimated at 1750 pounds. It was not a charity event nor ever described as such.
- JC on the day of the event swore excessively in public, made threats to management and did not behave in manner expected of a ward member.
- Both TN and NG behaved in manner which was unprofessional and open to question by bowing to pressure and giving an obvious favour to JC and his car club members..
- The signed DA is available to inspect from Mr Alan Bennetts of City Solicitors (C&CS)

2. THE SIMULATED GOLF TENT

Background

I was asked to investigate a request from Adam Brooke of Barnett Waddingham asking for permission to hold a simulated golfing event within the market for corporate marketing purposes. Scrolling down one of the original emails there evidence of banter between Adam and JC which I was surprised had been left in. I turned Adam down on 21/08/15 as I had been ordered by TN to put a ban on all events at the market (as already mentioned, I was now undertaking two full time roles and little time to oversee properly) and for obvious safety reasons. Then last week I was copied into an email whereby JC was asking for use of an electricity supply. When I investigated it was apparent that TN had already given permission to JC for the golf event in principle two weeks earlier but had sat on the details claiming he had forgotten about them.

TN then claimed it was now too late to turn JC and Adam Brooke down as the event was only days away, despite my advice not to go ahead as this event was obviously receiving political interference with no fee offered, could easily eat up 2 days of my time and that it was a corporate event and of no benefit to the other market retailers. He then attempted to bully me by shouting at me repeatedly: "Are you going to prepare the DA?" to which I remained silent. I managed to get an email from TN asking me to go ahead with a licence subject to due diligence. Adam claimed there was charity linked to it, but this simply comprised a bucket for coins held by a disinterested employee and based on advice given to them by our events consultant to help them get an approval.

Eventually the DA was signed by both TN and NG despite there being no public liability insurance in place, no RAMS and no undertaking for costs and fees. TN explicitly told AC not to charge a fee, despite my emailing TN telling him of a standard charge to the BBC in similar circumstances. The fee is levied hourly and should have raised circa 1,750 pounds. The event when held had obvious problems. The dimensions were 4m x 7.5m not 4m x 4m as originally described (causing fire access issues) and another large area was roped off opposite the Lamb for which there should have been another licence fee. Getting Adam Brooke to respond in a professional manner, return documents and details and an undertaking for costs was very tricky. When as a result I then copied in a Senior Partner at Barnett Waddingham, he took this extremely badly and complained directly to JC who then phoned TN telling him that Barnett Waddington comprised founding partners who are sheriffs or of similar status to the Lord Mayors Office. TN then reported me to the City Surveyor who now seems to be treating it as a disciplinary matter.

Summary

- The political interference at the market is shocking, but it is only perpetrated by one person or JC.
- The fees involved and not requested may seem small, however I know of one City of London car park attendant who was dismissed after pocketing just a few pounds.
- Both NG and TN deliberately ignored the request for fees for no good reason and went against the policy of running the market for commercial reasons.
- See attached copy of the DA.

Leighton McDonnell BSc Pg Dip MRICS
Senior Asset Manager
City of London Corporation

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

APPROVAL IN ACCORDANCE WITH DELEGATED AUTHORITY

CITY FUND ESTATE

LEADENHALL MARKET, LONDON, EC3 1LR

NEW LICENCE

Report No.
CS. 341/15

PREMISES

Junction of Central Avenue, Whittington Avenue, Lime
Street Passage and Leadenhall Place, Leadenhall Market

Grade:

C

PREVIOUS LICENCE

None

PROPOSED LICENCE

Licensee:

Barnett Waddingham LLP

Term:

From 9.00 am to 5.00 pm on 5th November 2015

Fee:

Nil

Other Terms:

Licence:

Licence on the City's standard terms

User:

**To run a golf simulation event and place a 4 meter square
canvass covered structure, housing the golf simulator at the
junction of Central Avenue, Whittington Avenue, Lime
Street Passage and Leadenhall Place. The organisers will
also be collecting money for a charity "Contact the Elderly".**

Costs:

**The licence to meet the City's Surveyors and legal costs
totalling £1,250.00 plus VAT.**

FINANCIAL DETAILS:

**Chamberlain's Comment On
Tenant's Financial Status
Required:**

NO

General Comments:

- 1. Risk and method statement have been requested.**
- 2. The City's internal fire safety adviser has no objections
to the event.**

- 3. The event is advertised on Barnett Waddingham's website where teams can sign up for the event. The golf simulator will be open to passing footfall for an hour at lunchtime.
- 4. The event should help increase the number of people visiting the market and could therefore be of general benefit to the City's retail tenants.
- 5. Barnett Waddingham's employees will also be collecting money for the Charity "Contact the Elderly" at the event.
- 6. The organisers propose to utilise the Lamb Tavern and Cheese as venues to speak to and entertain potential clients.

Agent(s): Not applicable
Fees: Not applicable
File No. 6836
Manhattan Property Code AH900

SURVEYOR [Redacted] 4th NOVEMBER 2015
A.R. CROSS
SENIOR PRINCIPAL SURVEYOR

RECOMMENDED BY [Redacted] 2 NOVEMBER 2015
T. NELSON
ASSISTANT DIRECTOR - IPG

APPROVED BY [Redacted] 4th NOVEMBER 2015
N.S.B. GILL
INVESTMENT PROPERTY DIRECTOR



COMPLAINT FORM

YOUR DETAILS

1. Please provide us with your name and contact details:

Title:	Mr
First name:	Leighton
Last name:	McDonnell
Address:	Elliman Court, Gowers Yard, Tring Herts HP23 4FH
Daytime telephone:	[REDACTED]
Evening telephone:	[REDACTED]
Mobile telephone:	
Email address:	[REDACTED]

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

However, we will tell the following people that you have made this complaint:-

- The Member that you are complaining about;
- The Monitoring Officer of the City of London Corporation.

We will normally tell them your name and give them full details of your complaint. If you have serious concerns about your name and details of your complaint being released, please complete section 5 of this form.

2. Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted Member of the City of London Corporation
- An employee of the City of London Corporation
- Other (please specify.....)

MAKING YOUR COMPLAINT

3. Please provide us with the name of the member(s) you believe have breached the Code of Conduct:

Title	First name	Last name
Mr	John	Chapman

4. Please explain in this section (or on separate sheets) what the member has done that you believe breaches the Code of Conduct. If you are complaining about more than one member, you should clearly explain what each individual person has done that you believe breaches the Code of Conduct.

It is important that you provide all the information you wish to have taken into account by the assessment sub Committee when it decides whether to take any action on your complaint. For example:-

- You should be specific, wherever possible, about exactly what you are alleging the member said or did. For instance, instead of writing that the member insulted you, you should state what it was they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates, it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information.
- If possible, please be specific about which paragraphs of the Code of Conduct you believe have been breached.

RESTRICTED

Please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form.

Please see attached sheet

RESTRICTED

**ONLY COMPLETE THIS NEXT SECTION IF YOU ARE REQUESTING
THAT YOUR IDENTITY IS KEPT CONFIDENTIAL**

5. In the interests of fairness and natural justice, we believe Members who are complained about have a right to know who has made the complaint. We also believe that they have the right to be provided with a summary of the complaint. We are unlikely to withhold your identity or the details of your complaint unless:
- You have reasonable grounds for believing that you will be at risk of physical or other harm if your identity is disclosed;
 - You are an officer who works closely with the subject Member and you are afraid of the consequences to your employment or of losing your job if your identity is disclosed;
 - You suffer from a serious health condition and there are medical risks associated with your identity being disclosed.

Please note that requests for confidentiality or requests for suppression of complaint details will not be automatically granted. The Assessment sub-Committee will consider the request alongside the substance of your complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the option of withdrawing your complaint.

However, it is important that in certain exceptional circumstances where the matter complained about is very serious, we can proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

Please provide us with the details of why you believe we should withhold your name and/or details of your complaint. Continue on a separate sheet if there is not enough space on this form:

6. ADDITIONAL HELP

Complaints must be submitted in writing (this includes fax and electronic submissions). However, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing. We can also help if English is not your first language.

If you need any support in completing this form, please let us know as soon as possible.

7. CONTACT DETAILS

If you have any queries regarding the completion of this form, or to submit your completed form by fax or email, please use the following contact details:

Michael Cogher (Comptroller & City Solicitor)
Tel: 020 7332 3699
Fax: 020 7332 1992
Email: michael.cogher@cityoflondon.gov.uk

Lorraine Brook (Principal Committee & Member Services Manager)
Tel: 020 7332 1409
Fax: 020 7796 2621
Email: lorraine.brook@cityoflondon.gov.uk

Paper forms should be sent to either of the above recipients at the following address:

PO Box 270
Guildhall
London
EC2P 2EJ

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Name: Leighton McDonnell BSc PgDip MRICS
Email Address: [REDACTED]
Address: [REDACTED] Elliman Court, Gowers Yard, Tring, Herts, HP23 4FH
Contact Telephone number: [REDACTED]
Corporation Department/ Section: City Surveyors

PLEASE PROVIDE DETAILS OF YOUR COMPLAINT. CONTINUE ON A
SEPARATE SHEET IF THERE IS NOT ENOUGH SPACE ON THIS FORM

1. MONTE CARLO CAR RALLY

Background

From 17/06/15 I was asked to undertake an additional full time role as Asset Manager of Leadenhall Market, EC3. I inherited a backlog of cases dating back to February one of these was request from Mr John Chapman (JC) a ward member for Langbourn to give approval for 15 x 2CV cars to be parked and paraded for one full day and part of the next within the confines of the market itself. There was evidence of a meeting between assistant director Mr Trevor Nelson (TN) and JC but no notes. I immediately phoned JC who insisted that TN had given him approval. I then liaised with the fire officer who identified on a market plan with X's where the cars had to be parked so as not to interfere with free access of a fire engine in an emergency. This was then sent to JC to agree as well as a request for a formal risk and method statement (RAMS). He never responded. I also sent emails to TN as well as verbally stating that the event should not go ahead for obvious safety reasons and if he insisted it did that costs per car (as advised by the filming unit) plus my surveyor and solicitors fees should be charged. TN also never responded.

Another site meeting was held with TN and I spoke to a representative of The Lloyds Monte Carlo Club along with JC. However we were always given the impression that JC was the principal organiser. TN and my line manager Andrew Cross (AC) later asked me to prepare a Delegated Authority (DA) form. This required four signatures including that of my Director Nicholas Gill (NG). The form is an approval document pre solicitors instructions and was signed off by both TN and NG despite no fee or costs being asked, no public liability insurance being in place, no RAMS and no confirmation from JC that the cars would be parked as advised by our fire officer and marked on the plan and sent to JC.

On the day of the event all the cars were meant to be in place at 8.00am. I was there at 8.20am and only one car had turned up. JC was on site and furious that he had to raise the two market building managers to open the gate and was still shouting to them when I arrived. I spoke to him and told JC in future never speak to my building mangers again like that in future. After even more swearing from JC in front of 4 witnesses (That is Building Manager John Black, Assistant Building Manager Stephen Ivers, Mr Trevor Nelson and an official of the Lloyds Motor Club) he shouted he was going to change the

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management (that is myself) of the market and asked to speak to TN which he then did in private for 15 minutes. TN then left soon after agreeing that the event was obviously not as described in the preamble and of no benefit to the market at all.

Summary

- JC put pressure (using his status as Property Investment Board Committee and Ward Member) on TN and it seems NG to insist the market went ahead without RAMS, parking agreement or evidence of insurance and no fees or costs.
- JC has deliberately avoided dealing with myself the asset manager and instead attempted to go above my head (via TN) to get his way and also put me into trouble.
- This was against the policy of the fund that manages the market to be run on a commercial basis.
- Several hundred pounds were lost in revenue together with costs estimated at 1750 pounds. It was not a charity event nor ever described as such.
- JC on the day of the event swore excessively in public, made threats to management and did not behave in manner expected of a ward member.
- Both TN and NG behaved in manner which was unprofessional and open to question by bowing to pressure and giving an obvious favour to JC and his car club members..
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2. THE SIMULATED GOLF TENT

Background

I was asked to investigate a request from Adam Brooke of Barnett Waddingham asking for permission to hold a simulated golfing event within the market for corporate marketing purposes. Scrolling down one of the original emails there evidence of banter between Adam and JC which I was surprised had been left in. I turned Adam down on 21/08/15 as I had been ordered by TN to put a ban on all events at the market (as already mentioned, I was now undertaking two full time roles and little time to oversee properly) and for obvious safety reasons. Then on 28.10.15 I was copied into an email earlier whereby JC was asking for use of an electricity supply. When I investigated it was apparent that TN had already given permission to JC for the golf event in principle two weeks earlier but had sat on the details claiming he had forgotten about them. When I phone up Adam Brooke he was insistent that JC had already given him permission. JC has no authority to do so. Adam then agreed to send me the agreement email from JC but never did so.

TN then claimed it was now too late to turn JC and Adam Brooke down as the event was only days away, despite my advice not to go ahead as this event was obviously receiving political interference with no fee offered, could easily eat up 2 days of my time and that it was a corporate event and of no benefit to the other market retailers. He then attempted to

bully me by shouting at me repeatedly: "Are you going to prepare the DA?" to which I remained silent. I managed to get an email from TN asking me to go ahead with a licence subject to due diligence. Adam claimed there was charity linked to it, but this simply comprised a bucket for coins held by a disinterested employee and based on advice given to them by our events consultant to help them get an approval.

Eventually the DA was signed by both TN and NG despite there being no public liability insurance in place, no RAMS and no undertaking for costs and fees. TN explicitly told AC not to charge a fee, despite my emailing TN telling him of a standard charge to the BBC in similar circumstances. The fee is levied hourly and should have raised circa 1,750 pounds. The event when held had obvious problems. The dimensions were 4m x 7.5m not 4m x 4m as originally described (causing fire access issues) and another large area was roped off opposite the Lamb for which there should have been another licence fee. Getting Adam Brooke to respond in a professional manner, return documents and details and an undertaking for costs was very tricky. When as a result I then copied in a Senior Partner at Barnett Waddingham, he took this extremely badly and complained directly to JC who then phoned TN telling him that Barnett Waddington comprised founding partners who are sheriffs or of similar status to the Lord Mayors Office. TN then reported me to the City Surveyor who now seems to be treating it as a disciplinary matter.

Summary

- The political interference at the market is shocking, but it is only perpetrated by one person or JC. JC told Adam that the event could go ahead despite the fact that I had already formally told Adam I would not give any approval. JC has no authority to do this.
- JC has deliberately avoided dealing with myself the asset manager and instead attempted to go above my head (via TN) to get his way and also put me into trouble.
- The fees involved and not requested may seem small, however I know of one City of London car park attendant who was dismissed after pocketing just a few pounds.
- Both NG and TN deliberately ignored the request for fees for no good reason and went against the policy of running the market for commercial reasons.
- See attached copy of the DA.

3. EVIDENCE

I am currently suspended which seems to be connected with a complaint made by JC to TN and then the City Surveyor. I have tried to keep the complaint as simple as possible but I am happy to come in and discuss further if required. I will require access to works computer to provide email evidence to support the above and would be grateful if this could be arranged. If this is possible then I can provide:

MONTE CARLO CAR RALLY

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- Emails showing requests for fees and costs to be charged to TN
- Emails to TN where JC obviously purports to be the organiser

THE SIMULATED GOLF TENT

I have attached several emails to Chris Keesing which should be self explanatory. The original email which shows the banter between Adam and JC is on my works computer and I will require works access as my blackberry will only archive so far.

Leighton McDonnell BSc Pg Dip MRICS
Senior Asset Manger
City of London Corporation

NOT FOR PUBLICATION

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

From: [Leighton McDonnell](#)
To: [Stokley, Gemma](#)
Subject: Fw: Leadenhall Market
Date: 23 November 2015 16:45:59

----- Original Message -----

From: [Leighton McDonnell](#)
To: [Keesing, Chris](#)
Sent: Tuesday, November 17, 2015 12:15 PM
Subject: Fw: Leadenhall Market

Chris

This email highlights John Chapman's involvement in setting up this event. Trevor claims he never responded to John's email dated 14.10.15.

Regards

----- Original Message -----

From: [leighton.mcdonnell](#)
To: [Leighton McDonnell](#)
Sent: Tuesday, November 17, 2015 9:21 AM
Subject: Fw: Leadenhall Market

----- Forwarded Message -----

From: "McDonnell, Leighton" <Leighton.McDonnell@cityofenden.gov.uk>
To: [REDACTED]
Sent: Thursday, 5 November 2015, 23:17
Subject: Fw: Leadenhall Market

Sent from my BlackBerry Wireless Handheld

From: Nelson, Trevor
Sent: Wednesday, October 28, 2015 04:55 PM
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: RE: Leadenhall Market

Leighton

Yes please proceed to do all due diligence with a view to preparing a DA and

Licence. Trevor

Trevor Nelson Assistant
Director Investment
Property Group

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Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk
Website www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 28 October 2015 16:52
To: Nelson, Trevor
Subject: FW: Leadenhall Market
Importance: High

Trevor

Please can you confirm you wish me to go ahead and prepare a DA and

Licence. Regards

Leighton McDonnell BSc PgDip MRICS (Registered
Valuer) Senior Strategic Asset Manager
Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012
www.cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 28 October 2015 15:03
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: FW: Leadenhall Market

Following our discussions I attach the e mail from John Chapman.

Trevor Nelson Assistant
Director Investment
Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk
Website www.cityoflondon.gov.uk

From: John Chapman [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: 14 October 2015 09:32
To: Nelson, Trevor
Subject: FW: Leadenhall Market

Trevor

Following our telephone call – I've just seen this in my in box – hopefully all will now be OK for the event to go ahead as originally planned

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Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email:
[REDACTED]

Web: www.idcconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk,
London SE1
4TQ

Registered in England: Registered Number 3272229.

Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove.

BN3 2BB Registered for VAT: GB750255058

This message is confidential. The information contained is intended for the use of the addressee

/s only. If you are not the intended recipient, please return this mail immediately. The copying or disclosure to a third party is strictly prohibited. Thank you for your co-operation in this matter.

From: Adam Brook [mailto:[REDACTED]]
Sent: Tuesday, October 13, 2015 5:54 PM
To: John Chapman <[REDACTED]>
Subject: Leadenhall Market

Dear John,

As discussed please see below our plan for Leadenhall Market. Before I start attached for your reference is:

- A copy of our public liability insurance
- A copy of the signed contract with EML
- 2 Photographs of the Sim that we will be using
- Images of the flags that represents the only branding on the stand
- The teddies that will be given to a select few

Date:

November 5th 2015

Title:

Page 23

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

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Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. All they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-L came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

Whilst in situ each member of staff will be holding a charity tin for our charity Contact the Elderly – alternatively if there is another charity you would also like us to raise money for – we would be all ears. Barnett Waddingham will add £200 on top of any funds raised on the day – a static bucket will also be placed on the sim encouraging all who take part to donate too. Our charity has been informed and they will be amplifying the message through their social media channels too.

BW Message

We have recently launched a new service offering – EASA. More info here. There will be partners on the day meeting and greeting people of interest who may wish to discuss more and then taking them to Cheese, Lamb Tavern etc – where tabs will be set during the day. No flyers or anything else will be handed out – only a teddy bear in a bag to a select few.

Await

thoughts.

Adam

Barnett Waddingham LLP (OC307678), BW SIPP LLP (OC322417), Barnett Waddingham Actuaries and Consultants Limited (06498431) are registered in England and Wales with their registered office at Cheapside House, 138 Cheapside, London EC2V 6BW.

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NOT FOR PUBLICATION

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

From: [Leighton McDonnell](#)
To: [Stokley, Gemma](#)
Subject: Fw: Lamb Tavern newsletter
Date: 23 November 2015 16:46:17

----- Original Message -----

From: [Leighton McDonnell](#)
To: [Keesing, Chris](#)
Sent: Tuesday, November 17, 2015 12:24 PM
Subject: Fw: Lamb Tavern newsletter

Chris

It is obvious from below that Adam believes he has the go ahead for his event, he stated from John Chapman via an email. Trevor Nelson was insisting on 28.10.15 that he himself had not given consent.

Regards

----- Original Message -----

From: [leighton mcdonnell](#)
To: [Leighton McDonnell](#)
Sent: Tuesday, November 17, 2015 9:23 AM
Subject: Fw: Lamb Tavern newsletter

----- Forwarded Message -----

From: "McDonnell, Leighton" <Leighton.McDonnell@cityoflondon.gov.uk>
To: [REDACTED]
Sent: Thursday, 5 November 2015, 23:22
Subject: Fw: Lamb Tavern newsletter

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: McDonnell, Leighton
Sent: Wednesday, October 28, 2015 02:21 PM
To: [REDACTED]
Subject: RE: Lamb Tavern newsletter

Sally

John Chapman has given Adam permission for him to go ahead with the golf simulation event without our agreement or knowledge. We are investigating with a view to preventing.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

NOT FOR PUBLICATION

Senior Strategic Asset Manager
Tel: 020 7332 1491
THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012
www.cityoflondon.gov.uk

-----Original Message-----

From: Sally Humphreys [mailto: [REDACTED]]
Sent: 28 October 2015 13:16
To: McDonnell, Leighton
Subject: FW: Lamb Tavern newsletter

Jo - there is a bit of an issue with this at the moment. The COL are dealing and I will get back to you when I know what is happening.

Regards
Sally

-----Original Message-----

From: .Lamb Tavern [mailto: [REDACTED]]
Sent: 28 October 2015 13:02
To: [REDACTED]
Subject: Re: Lamb Tavern newsletter

Hi Sally,

Do you know anything about this event? Do you have any details of what it involves?

Hope you are well,

Kind regards,

Jo Kirby
General Manager

The Lamb Tavern
10-12 Leadenhall Market
London
EC3V 1LR

[REDACTED]
www.lambtavernleadenhall.co.uk

Follow us on twitter here
Like us on Facebook here

Looking for a venue for your Christmas party? See Our Menus here

On 27 October 2015 at 11:32, Adam Brook

[REDACTED] wrote:

>

> Hello,

>

>

>

> I am subscribed to your newsletter and I had an idea...

>

>

>

> We are hosting a Simulated Golf Event in the centre of Leadenhall

> Market on Nov 5th between 11am and 4pm.

>

>

>

> Would it be possible if you could advertise this in the next newsletter?

>

>

>

>

> Adam Brook

>

> Business Development Assistant | Barnett Waddingham LLP

>

> Office London

>

> Call [REDACTED]

>

> Web @bw_llp | barnett-waddingham.co.uk

>

>

>

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>> Year

>> 2015

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>> FT Pension and Investment Provider Awards Actuarial Consultant of the

>> Year

>> 2014

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of the Local Government Act 1972.

From: [Leighton McDonnell](#)
To: [Stokley, Gemma](#)
Subject: Fw: Leadenhall Market
Date: 23 November 2015 16:46:17
Attachments: [Public Liability Insurance.pdf](#)
[EML Events Booking Form.pdf](#)
[Leadenhall Market.eml.msg](#)
[FW Miniature Golf Day 21st September.eml.msg](#)

----- Original Message -----

From: [Leighton McDonnell](#)
To: [Keesing, Chris](#)
Sent: Tuesday, November 17, 2015 11:30 AM
Subject: Fw: Leadenhall Market

Chris

I will try not to swamp you with emails but there will be others to follow shortly. But this one (see below) clearly shows that I refused the event in August. Adam of Barnett-Waddingham when questioned then stated over the phone that John Chapman had then given him approval in writing in October. He promised to send me that email but never did. Nick Salter is one the senior partners I complained to.

Regards

----- Original Message -----

From: [leighton_mcdonnell](#)
To: [Leighton McDonnell](#)
Sent: Tuesday, November 17, 2015 9:18 AM
Subject: Fw: Leadenhall Market

----- Forwarded Message -----

From: "McDonnell, Leighton" <Leighton.McDonnell@cityoflondon.gov.uk>
To: [REDACTED]
Sent: Thursday, 5 November 2015, 23:12
Subject: Fw: Leadenhall Market

Sent from my BlackBerry Wireless Handheld

From: McDonnell, Leighton
Sent: Thursday, October 29, 2015 03:30 PM
To: [REDACTED]
Subject: FW: Leadenhall Market

Nick

I have just had a very rude phone call from Adam which I felt was unprofessional and ill mannered and does not reflect favourably on your organisation. Please could you ask him to refrain from calling me in that manner in future.

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Regards

Leighton McDonnell BSc PgDip MRICS (Registered
Valuer) Senior Strategic Asset Manager
Tel: 020 7332 1491
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From: McDonnell, Leighton
Sent: 29 October 2015 15:17
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Leadenhall
Market
importance: High

SUBJECT TO CONTRACT AND WITHOUT

PREJUDICE Adam

Thank you for your dimensions. The golf simulator will take 80% of the central area. Is where you are intending to place it. We are delivering the Christmas trees this weekend and the main one will be directly under the market clock reducing space even further. They will also interfere with our tables and chairs areas for which our occupiers hold under licence and they may well insist on compensation. Will your insurance cover this, also bearing in mind our fire officer will almost certainly not give approval as there has to be access through this area wide enough for a fire engine. I hope to meet him tomorrow morning.

You have still not supplied any Risk & Method Statements which may also invalidate any insurance you may hold or underwritten any costs.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered
Valuer) Senior Strategic Asset Manager
Tel: 020 7332 1491
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From: McDonnell, Leighton
Sent: 29 October 2015 09:50
To: [REDACTED]
Subject: FW: Leadenhall Market

SUBJECT TO CONTRACT AND WITHOUT

PREJUDICE Adam

As discussed yesterday please can you send me a copy of the email from John Chapman giving you're the go ahead to **Page 34** function. The events booking form describes an inflatable golf

simulator yet your images show a canvas. Can you clarify what exactly the erection will be and the exact dimensions. This is important as I will need to consult our fire safety officer re emergency fire engine access and as we may also be expecting Christmas tree deliveries and setting up then also. I will also require a full set of risk assessments and method statements bespoke to the venue.

Any agreement will need to be in the form of a licence for which there will be costs. Depending on confirmation of the simulator design there will also be a charge of not less than £500 per hour plus vat.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer) Senior Strategic Asset Manager
Tel: 020 7332 1491

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From: Adam Brook [REDACTED]
Sent: Tuesday, October 13, 2015 5:54 PM
To: John Chapman [REDACTED]
Subject: Leadenhall Market

Dear John,

As discussed please see below our plan for Leadenhall Market. Before I start attached for your reference is:

- A copy of our public liability insurance
- A copy of the signed contract with EML
- 2 Photographs of the Sim that we will be using
- Images of the flags that represents the only branding on the stand
- The teddies that will be given to a select few

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. All they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-L came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

Whilst in situ each member of staff will be holding a charity tin for our charity Contact the Elderly – alternatively if there is another charity you would also like us to raise money for – we would be all ears. Barnett Waddingham will add £200 on top of any funds raised on the day – a static bucket will also be placed on the sim encouraging all who take part to donate too. Our charity has been informed and they will be amplifying the message through their social media channels too.

BW Message

We have recently launched a new service offering – EASA. More info here. There will be partners on the day meeting and greeting people of interest who may wish to discuss more and then taking them to Cheese, Lamb Tavern etc – where tabs will be set during the day. No flyers or anything else will be handed out – only a teddy bear in a bag to a select few.

Await

thoughts.

Adam

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Hi Leighton,

Apologies the last email was saved in my drafts and went in error. Please find following the details for the golf sim:

Page 36

The golf sim dimensions are as follows:

4m x 4m x 3.52m High

It will be a

canvas. Best

wishes

Adam Brook

Business Development Assistant | Barnett Waddingham LLP

Office London

Call [REDACTED]

Web [@bw llp](mailto:@bw_llp) | barnett-waddingham.co.uk

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Leighton McDonnell BSc PgDip MRICS (Registered Valuer) Senior Strategic Asset Manager

Tel: 020 7332 1491

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From: McDonnell, Leighton

Sent: 21 August 2015 09:54

To: Adam Brook

Subject: RE: Miniature Golf Day: 21st September

Adam

I have asked but can think of nothing at

present. Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

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Senior Strategic Asset Manager

Tel: 020 7332 1491

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From: Adam Brook [mailto: [REDACTED]]
Sent: 21 August 2015 08:44
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Leighton,

I understand. Many thanks for accommodating this idea.

I don't suppose you would be able to point me in the direction of a suitable venue other than Leadenhall

? Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 21 August 2015 08:38
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

It is principally fire access issues and the fact that the market gets very crowded during peak times.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer) Senior Strategic Asset Manager
Tel: 020 7332 1491

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From: Adam Brook [mailto: [REDACTED]]
Sent: 21 August 2015 08:34
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Morning Leighton,

Although disappointing may I ask why – was it the choice of

entertainment? Best

Adam

From: McDonnell, Leighton [<mailto:Leighton.McDonnell@cityoflondon.gov.uk>]
Sent: 21 August 2015 08:29
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

I am unable to allow this to go ahead, but thank you for taking interest in Leadenhall

Market. Regards

Leighton McDonnell BSc PgDip MRICS (Registered
Valuer) Senior Strategic Asset Manager
Tel: 020 7332 1491

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From: Adam Brook [<mailto:>]
Sent: 20 August 2015 14:20
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Leighton,

Something along the lines of [this](#) currently we are exploring

alternatives. Best

Adam

From: McDonnell, Leighton [<mailto:Leighton.McDonnell@cityoflondon.gov.uk>]
Sent: 20 August 2015 13:30
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

Can you clarify virtual

golf. Regards

Leighton McDonnell BSc PgDip MRICS (Registered
Valuer) Senior Strategic Asset Manager
Tel: 020 7332 1491

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From: Adam Brook [mailto:]
Sent: 20 August 2015 12:20
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Dear Leighton,

Thank you for getting in touch with me. I am proposing that Barnett Waddingham Insurance Consulting hosts a Virtual Golf Day in the centre of the market for approximately 4-5 hours. I aim to attract brokers, underwriters, CRO's to pip their skills against each other – through the passing lunchtime trade.

In truth this is the first time that I am trying to organise something like this – so would appreciate any assistance and expertise in pulling this off.

Best wishes

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 20 August 2015 12:11
To: Adam Brook
Subject: FW: Miniature Golf Day: 21st September

Adam

I am the Asset Manager for Leadenhall market. Can you clarify what you propose for the virtual golf day and I can look into it.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer) Senior Strategic Asset Manager
Tel: 020 7332 1491

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Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

Policy Number – 27 OSP 2594483
Name of Policyholder – Barnett Waddingham LLP, Barnett Waddingham SIPP LLP and Barnett Waddingham Actuaries & Consultants Ltd
Date of Commencement on – 28th August 2015
Date of Expiry of Insurance – 10th August 2016

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in territorial waters around Great Britain and its Continental Shelf (b)
2. the minimum amount of cover provided by this Policy is no less than £5 million (c)

Signed on behalf of Aviva Insurance Limited (Authorised Insurers)  Authorised Signatory Maurice Tulloch Chief Executive Officer, UK & Ireland General Insurance
--

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply.

Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.



Programme Booking Form

Contact Name: Adam Brook
Organisation: Barnett Waddingham
Address: Cheapside House
Cheapside
London
Postcode: EC2V 6BW

Telephone: [Redacted]

Email: [Redacted]

Content: Inflatable Golf Simulator (Promotional Price)
Event Dates: 5th November 2015
Event Timings: Provisional - 11am until 3pm
Venue: Leadenhall Market, Gracechurch Street, London, EC3V 1LT
Numbers Attending: Unknown
EML Reference: EO5953

EML Programme Costs:	£700	+ VAT
Venue & Catering Costs:	N/A	+ VAT
Total Payable:	£700	+ VAT

Signed: [Redacted] Date: 6 October 2015

EML: [Redacted] Date: 03 September 2015

I have read and understand the booking conditions and accept the terms and conditions for the above event. This document is signed by me on behalf of all the members of the organisation by whom I am authorised to make this agreement.

Please note that the event is not considered booked unless the Account details (overleaf) are fully completed including a valid purchase order number.

EML - Event Management and Logistics Ltd
County House, St. Mary's Street
Worcester, Worcestershire
WR1 1HB United Kingdom

tel +44 (0) 845 680 9870
fax +44 (0) 845 5330 652
email, info@eml.co.uk
www.eml.co.uk



Booking Conditions

Please complete this form in full and return with the signed booking form, to confirm your event with EML.

ACCOUNTS CONTACT

Name: MRS JACKY MATTHEWS

Address: BARNETT WADDINGHAM LLP

CHEAPSIDE HOUSE

CHEAPSIDE

LONDON

Postcode: EC2V 6BW

Telephone: [REDACTED]

Fax: 020 7776 3810

Email: [REDACTED]

Preferred method of payment: Cheque/BACs/Other BACS

Do you require our bank details? Yes No

Your Purchase Order Number: 16/3707

ADDITIONAL INFORMATION please use this space for any questions you may have or any additional information not covered in this form.

[Empty space for additional information]

EML - Event Management and Logistics Ltd
County House, St. Mary's Street
Worcester, Worcestershire
WR1 1HB United Kingdom

tel +44 (0) 845 680 9870
fax +44 (0) 845 5330 652
email info@em-Lo.uk
www.em-Lo.uk



- a. For the purpose for this document EML, Event Management and Logistics Ltd shall be referred to as EML.
- b. Full payment is required upon the client upon signing the Booking Form.
- c. Any extras requested after the client returns a signed booking form will be presented to the client post event in the form of an extras invoice. This invoice is payable within 28 days. If the balance is not paid within this time a charge of 8% per week will be charged on top of existing monies owed.
- d. Items not quoted for in the brief and requested later by the client may be subject to an organisational fee.
- e. The monies paid are accepted in payment of the agreed total cost of the agreed booking. Should any booking be cancelled by the client then EML shall be entitled to some of the monies owed or paid as outlined below in clause F.
- f. Notice of cancellation must be made by the person who signed the booking form. This must be in writing by recorded delivery or registered post. If cancellation occurs within 60 days of the commencement of the programme the following cancellation charges will be payable by the customer:-

Period before commencement of the programme within which written cancellation is received:

	More than 60 days	28 – 59 Days	0 – 27 Days
Charge Including Deposit	Deposits	75%	100%

- g. Every effort will be made to operate all programmes offered and booked, but EML reserve the right (at its discretion) or in the clear interest of the client to modify or cancel any programme, schedule, accommodation, travel or other arrangement at any time before commencement of the programme. In the case of any material modification or of cancellation, EML will, if possible, offer alternative arrangements, or, if accommodation is affected, use its best endeavours to provide an alternative in the same area and of the same quality.
- h. Prices quoted are based on costings relevant to the event at time of quotation and shall be accurate for 30 days. After this time, unless agreed upon, EML reserve the right to re-cost the event.
- i. EML undertakes to use its best efforts in making arrangements with carriers, hoteliers, owners of private houses and others for itineraries and programmes, offered and booked by EML. EML gives notice that all arrangements for transport or for accommodation, itineraries, programmes, meals or entertainment are made by EML. As agents upon the express condition that EML shall not be liable for:-

Any loss or injury, damage or accident to any persons or goods whatsoever and howsoever the same may be caused.

Or

Any cancellation of programme (beyond EML's control), deviations or delays

EML - Event Management and Logistics Ltd
County House, St. Mary's Street
Worcester, Worcestershire
WR1 1HB United Kingdom

tel. +44 (0) 845 680 9870
fax. +44 (0) 845 5330 652
email. info@em-l.co.uk
www.em-l.co.uk



- j. If the programme is arranged directly with EML all correspondence will be sent to the customer at the address specified on the bookings form. If the arrangements are made through a third party all communications from the company will be sent to the agent who, as regards communication from EML to the customer, is the agent of the customer. All monies to the third party are held by the third party as the agent of the customer until the booking is accepted and thereafter as agent of EML.
- k. The customer must pay the specified amount as shown in the invoice presented. This invoice will show the sum agreed upon in the contract, unless otherwise agreed upon by both parties. The booking is not accepted until the contract is exchanged by both parties and dated. Alteration or cancellation by a customer of an accepted booking will be subject to the provisions of clause E of these conditions.
- l. In particular and without prejudice EML shall not be liable for any cancellation, delays, deviations or changes in the programme caused by war, riot, civil commotion, terrorism, industrial dispute, disaster, disease, technical problems with transport, bad weather, accident, illness or other matters beyond EMLs' control.
- m. EMLs' total liability for any one claim or for the total of all claims arising from any one act of a default of EML (whether the claim arises from the company's negligence or otherwise) shall not exceed £5,000,000.
- n. The contract shall be governed by English Law; all disputes arising in connection with the contract shall be submitted to the jurisdiction of the English courts.
- o. EML shall not be liable for any alleged breach of the expressed or implied terms of this contract, whether the alleged breach is caused by negligence of EML or its agents or otherwise unless written notice of a claim is served by the customer on EML by registered post or recorded delivery within 14 days after any such alleged breach.
- p. Any dispute or difference between EML and a client shall be considered and ruled upon by the president or agents of Hereford and Worcestershire Chamber of Commerce. EML and the client shall be bound by the president or agents' decision.

EML - Event Management and Logistics Ltd
County House, St. Mary's Street
Worcester, Worcestershire
WR1 1HB United Kingdom

tel +44 (0) 845 680 9870
fax +44 (0) 845 5330 652
email. info@em-l.co.uk
www.em-l.co.uk

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of the Local Government Act 1972.



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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.
Stokley, Gemma

From: Adam Brook [REDACTED]
Sent: 29 October 2015 14:08
To: McDonnell, Leighton
Subject: Leadenhall Market

Hi Leighton,

Apologies the last email was saved in my drafts and went in error. Please find following the details for the golf sim:

The golf sim dimensions are as follows:

4m x 4m x 3.52m High

It will be a canvas.

Best wishes

Adam Brook

Business Development Assistant | Barnett Waddingham LLP

Office London

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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of the Local Government Act 1972.

Stokley, Gemma

From: McDonnell, Leighton <Leighton.McDonnell@cityoflondon.gov.uk>
Sent: 29 October 2015 15:15
To: McDonnell, Leighton
Subject: FW: Miniature Golf Day: 21st September

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 21 August 2015 09:54
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

I have asked but can think of nothing at present.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 21 August 2015 08:44
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Leighton,

I understand. Many thanks for accommodating this idea.

I don't suppose you would be able to point me in the direction of a suitable venue other than Leadenhall?

Best

Adam

NOT FOR PUBLICATION

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 21 August 2015 08:38
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

It is principally fire access issues and the fact that the market gets very crowded during peak times.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 21 August 2015 08:34
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Morning Leighton,

Although disappointing may I ask why – was it the choice of entertainment?

Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 21 August 2015 08:29
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

I am unable to allow this to go ahead, but thank you for taking interest in Leadenhall Market.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

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From: Adam Brook [mailto: [REDACTED]]
Sent: 20 August 2015 14:20 [REDACTED]
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Leighton,

Something along the lines of this currently we are exploring alternatives.

Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 20 August 2015 13:30
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

Can you clarify virtual golf.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 20 August 2015 12:20 [REDACTED]
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Dear Leighton,

Thank you for getting in touch with me. I am proposing that Barnett Waddingham Insurance Consulting hosts a Virtual Golf Day in the centre of the market for approximately 4-5 hours. I aim to attract brokers, underwriters, CRO's to pip their skills against each other – through the passing lunchtime trade.

In truth this is the first time that I am trying to organise something like this – so would appreciate any assistance and expertise in pulling this off.

Best wishes

Adam

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From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 20 August 2015 12:11
To: Adam Brook
Subject: FW: Miniature Golf Day: 21st September

Adam

I am the Asset Manager for Leadenhall market. Can you clarify what you propose for the virtual golf day and I can look into it.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

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From: Leighton McDonnell
To: Stokley, Gemma
Subject: Fw: Power capabilities in Leadenhall
Date: 23 November 2015 16:46:31

----- Original Message -----

From: Leighton McDonnell
To: Keesing, Chris
Sent: Tuesday, November 17, 2015 12:28 PM
Subject: Fw: Power capabilities in Leadenhall

Chris

This again proves that John has given Adam consent without City of London approval. I was never asked by Trevor to request for further details from Adam.

Regards

----- Original Message -----

From: leighton mcdonnell
To: Leighton McDonnell
Sent: Tuesday, November 17, 2015 9:24 AM
Subject: Fw: Power capabilities in Leadenhall

----- Forwarded Message -----

From: "McDonnell, Leighton" <Leighton.McDonnell@cityoflondon.gov.uk>
To: [REDACTED]
Sent: Thursday, 5 November 2015, 23:28
Subject: Fw: Power capabilities in Leadenhall

Sent from my BlackBerry Wireless Handheld

From: Nelson, Trevor
Sent: Wednesday, October 28, 2015 11:31 AM
To: McDonnell, Leighton
Subject: RE: Power capabilities in Leadenhall

Presumably Adam Brook as and when he is licensed to have his event! Has he sent us the details requested so we can fully consider?

Trevor Nelson Assistant
Director Investment
Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk
Website www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 28 October 2015 10:55
To: Nelson, Trevor
Cc: Goddard, Sarah; Cross, Andrew; [REDACTED] Black, John
Subject: RE: Power capabilities in Leadenhall

Trevor

Please clarify. What is this power

for. Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer) Senior Strategic Asset Manager
Tel: 020 7332 1491
THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012
www.cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 27 October 2015 17:16
To: Goddard, Sarah
Cc: McDonnell, Leighton; Hand, Lizzy; [REDACTED]
Subject: FW: Power capabilities in Leadenhall

Sarah

Can you or one of your team answer this?

Trevor Nelson Assistant
Director Investment
Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk
Website www.cityoflondon.gov.uk

From: John Chapman [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer

this? Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.idcconsultants.com

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From: Adam Brook [mailto:[REDACTED]]

Sent: Tuesday, October 27, 2015 3:24 PM

To: John Chapman [REDACTED]

Subject: Power capabilities in Leadenhall

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM

has 4, 3 pin plug

sockets? Best

Adam

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From: Leighton McDonnell
To: Stokley, Gemma
Subject: Fw: Power capabilities in Leadenhall
Date: 23 November 2015 16:46:49

----- Original Message -----

From: Leighton McDonnell
To: Keesing, Chris
Sent: Tuesday, November 17, 2015 12:34 PM
Subject: Fw: Power capabilities in Leadenhall

Chris

As before but a later email. But it is obvious that Trevor had already given consent to John despite him denying it later. I am happy to come to London again for another meeting if required.

Regards

----- Original Message -----

From: leighton mcdonnell
To: Leighton McDonnell
Sent: Tuesday, November 17, 2015 9:25 AM
Subject: Fw: Power capabilities in Leadenhall

----- Forwarded Message -----

From: "McDonnell, Leighton" <Leighton.McDonnell@cityoflondon.gov.uk>
To: [REDACTED]
Sent: Thursday, 5 November 2015, 23:25
Subject: Fw: Power capabilities in Leadenhall

Sent from my BlackBerry Wireless Handheld

From: McDonnell, Leighton
Sent: Wednesday, October 28, 2015 11:48 AM
To: Nelson, Trevor
Cc: Cross, Andrew; [REDACTED]
[REDACTED] Black, John
Subject: RE: Power capabilities in Leadenhall

Trevor

What date did you request the details and what is his relationship with John

Chapman. Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer) Senior Strategic Asset Manager
Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 28 October 2015 11:32
To: McDonnell, Leighton
Subject: RE: Power capabilities in Leadenhall

Presumably Adam Brook as and when he is licensed to have his event! Has he sent us the details requested so we can fully consider?

Trevor Nelson Assistant
Director Investment
Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk
Website www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 28 October 2015 10:55
To: Nelson, Trevor
Cc: Goddard, Sarah; Cross, Andrew; [REDACTED] Black, John
Subject: RE: Power capabilities in Leadenhall

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From: Nelson, Trevor
Sent: 27 October 2015 17:16
To: Goddard, Sarah
Cc: McDonnell, Leighton; Hand, Lizzy; [REDACTED]
Subject: FW: Power capabilities in Leadenhall

Sarah

Can you or one of your team answer this?

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk
Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer

this? Kind regards,

John D Chapman
Managing Director
Tel: +44 (0) 20 3579 4416
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdconsultants.com

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Sent: Tuesday, October 27, 2015 3:24 PM
To: John Chapman [REDACTED]
Subject: Power capabilities in Leadenhall

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM has 4, 3 pin plug

sockets? Best

Adam

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of the Local Government Act 1972.

Stokley, Gemma

From: Chapman, John
Sent: 04 December 2015 17:13
To: Brook, Lorraine
Cc: Stokley, Gemma
Subject: Members Code of Conduct - Complaint

Dear Lorraine

After having read the above I would like to state from the outset that I completely refute all of these allegations and would offer to provide some examples of my reaching this conclusion as follows:

Firstly let me offer an outline of the 1st event - **The Monte Carlo or Bust Rally (MCOB)**

The Monte Carlo or Bust Rally (MCOB) had been organised to raise some £50k for various charities selected by the organising committee. The event was originally planned to coincide with the 2014 Monte Carlo Reinsurance Rendezvous but due to timing issues and lack of sponsors the event was postponed until September of this year.

The idea was to drive 15 2CV's from Leadenhall Market (LMkt) to Monte Carlo over 4 days and arriving there on the 1st full day of the Reinsurance Rendezvous. The breakfast event followed a previous evening drivers reception at which the Civic Team and representatives of both Langbourn and Lime Street Wards were present.

The departure time of the cars was very dependent on everyone's diaries and the timing of the trip itself – given that The Lord Mayor & / or sheriffs were to head the procession followed by the Ward Aldermen and Members and finally the cars on to Lloyds for a final waving off by the CEO of Lloyds Inga Beal & / or Tom Bolt (Director of Operations)

Much of the ground work had been done in 2014 so when the event was resurrected for this year with only the City of London (COL) Surveyors Office agreement being sought for the event to take place based on the original car parking plans.

In the 1st Paragraph of Leighton McDonnell (LM) Complaint – he states that he took over the event from 17th June 2015 but that there no notes re the event and that I never responded to demands from LM when requested.

In fact Trevor Nelson (TN) and myself had been discussing the event since March 2015 and we had developed a dialogue that was both constructive and positive that the event was going ahead and that ALL relevant documentation was in place. In fact there is an E mail trail dated circa 31 March 2015 between myself and TN (copied to Patrick Durcan (PD) and Tina Garwood (TG) – Officers of LMkt) arranging a site inspection for that week. The last note of that E mail trail was generated by LM on the 30th June stating – "Are you still proposing to hold the attached event as I am unsure where discussions were left off."

I responded to this question with the following narrative:

Good morning Leighton

The short answer is yes & Trevor kindly confirmed all would be OK at our last meeting

There were NO concerns from any of the tenants and after looking at Fire & Health & Safety issues again there didn't appear to be any problems as long as we parked the cars in specific format

Oddly enough, I have been firming up with the Lord Mayor's office this morning and our own Langbourn and Lime Street wards on their attendances so please confirm that there are no outstanding matters that need to be addressed

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During this exchange of narrative I also received the following from LM

John

I have spoken to out fire officer and there are no problems with parking cars within the market on the times stated. He has suggested preferred positioning however and I have marked it on the plan, that is preferably in one line and on one side. Can you confirm positioning on the plan so that the building manager can be made aware and allowed to comment. Will the cars be left in the market overnight or in Lime Street.

An additional E mail also sent by LM:

SUBJECT TO COMMITTEE APPROVAL

John

See attached plan showing approved resting places for the cars as advised by our fire officer. If you require any other positioning you will need to identify them on the plan so I can get approval.

We do not have a standard form for risk and method statements (RAMS) but see attached for examples, one of which can be over written. If when lodged there are outstanding issues then I can come back to you. You simply need to identify any potential dangers to bringing the cars into the market to property and users and how you will mitigate.

The final sentence in the 1st paragraph suggests that neither I nor Trevor Nelson responded to LM's E mail re the RAMS but the point was that the RAMS were to be completed by the organiser Martin Robinson (MR) and as far as we were this was completed and returned as requested as the event would not have been agreed to go ahead.

In response to LM's 2nd Paragraph – the matter of who was organising the event was self evident and LM's observation that I was the principal organiser is purely subjective. LM spoke with the organiser MR – my own role was purely as a facilitator between the user group and the COL as well as the Lord Mayors office. I have no comment to make regarding the signing off of the documents by the relevant officers involved

LM's 3rd Paragraph is totally misleading and asserts that LM told me off for explaining to the LM Site manager that his absence when meant to be opening the gates at 07:45 as requested has led to the 15 2 CV's circling London and incurring congestion charges from 08:00 hours at an accumulative cost of £100. This is simply not true. I did however, explain to the building Manager that the inconvenience caused and reputational damage generated by his lack of time keeping was very damaging to the COL.

Finally, LM's last assertion that TN left the market agreeing that the event was obviously not as planned and no benefit to the market at all is wholly questionable.

I don't feel I need to address LM's summary particularly given the explanations outlined above however, in support of the officers involved i.e. TN & Nicholas Gill (NG) I can only thank them for the work they did in making sure this highly advertised event was as successful as it was

The second Event in which LM was involved was **Virtual Golf (VG) in LM sponsored by Barnet Waddingham (BW)**

LM's complaint on this purports purely to my involvement as a COL Member and that I have influence over the Officers involved – i.e. TN and NG. I refute this completely and would say that my only responsibility in any matters to do with LM are purely due to the Market being in my Ward and to that end I am ultimately responsible to the Tenants within the market and the activities therein.

I hope the above is sufficient to address the matters raised and I would ask if you could please confirm receipt of this mail and that the contents therein are adequate for my defence of this complaint and please note I would be happy to come into speak with you and offer further information in support of my position should this be needed.

NOT FOR PUBLICATION

Kind regards

John Chapman - Deputy

Langbourn Ward

M: [REDACTED]

E: John.Chapman@cityoflondon.gov.uk

RESTRICTED

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APPENDIX 1

STRATEGIC OBJECTIVES (as agreed in January 2013 Strategy Report)

<u>No.</u>	<u>Strategy Objectives</u>
1.	As an overriding principle to ensure that the Fund continues to be used as a tool for implementing the City Corporation's Vision for the City.
2.	To maintain and maximise rental income from the Fund and to endeavour to secure rental income growth at least in line with inflation.
3.	After excluding the Long Lease assets, to outperform the City Offices Benchmark for Income Return on an annual basis.
4.	To outperform the City Offices Benchmark in terms of Total Return on a rolling five year basis.
5.	To seek an acceptable balance in portfolio risk terms between properties fulfilling strategic and investment criteria
6.	To comply with the Asset Realisation demands of the Capital Programme by having properties ready for disposal as required.

- The City currently receive £40,000 pa which will rise to £475,000 pa when the scheme is fully income producing.
- 100 Cheapside: Practical completion was obtained in November 2014. The City of London has retained a 25% interest in this project through a joint venture with development partners, CarVal and Orion and they appointed Skanska to construct this 100,000 sq.ft. office scheme. The City Fund Estate has retained the Freehold. The sale of the long leasehold interest in the building to Standard Life Investments has just been completed. They will acquire the building with vacant possession on completion of construction for a net sales price of some £96 million. The City will receive a payment of some £39 million in respect of its 25% stake, which will go towards the Crossrail fund.

The City will also collect a ground rent of 7% of rents receivable once let and income producing, which will amount to some £420,000 p.a.

Leadenhall Market

Leadenhall Market is managed as part of the City Fund.

The objective is to ensure that Leadenhall Market and its environs are maintained and managed efficiently to produce an improved tenant mix which will result in a more attractive offer, higher footfall and ultimately higher income and value for the City of London Corporation

It is regarded as one of the City's main shopping centres and a number of initiatives have been implemented to help maintain its position against new competing retail developments in the City. The market is almost fully let in 50 units including fashion retailers, food outlets, restaurants, wine bars and retailers gift shops and offices with a rent roll of £2.3m a year.

Considerable efforts are made to raise awareness of the Market with events including a St George's Week, Music Festivals, Art Fairs and Fashion Show. The Market attracts interest for film location work for advertisements, documentaries and television programmes and has been used as part of the route for events such as the Olympic Marathons, Free Cycle and BUPA 10 K.



Leadenhall Market Strategy

Prepared for City Fund

September 2014



city of london

Leadenhall Market Strategy



- Property description
- Valuation
- Swot Analysis
- Mid term aim
- How will the strategy be implemented
 1. Control over entrances
 2. Tenant mix
 3. Marketing and advertising
 4. Facilities management
 5. Market stalls
 6. Tables and chairs
 7. Private events/day hires



Leadenhall Market Strategy

Property description

- Grade II* listed building, underwent extensive restoration in 1991, located in the middle of the insurance district.
- Predominantly covered market arranged over two principal malls accessed via Gracechurch Street, Lime Street, Whittington Avenue and Leadenhall Place.
- Over 50 units, mixture of fashion retailers, food outlets, restaurants, wine bars, pubs, gifts and office accommodation.
- Most units include basement, ground and or first and seconds floors.
- Owned by the COL since the 15th century. Disposal of the property has not been considered.



Leadenhall Market Strategy

Valuation (31/03/2014)

VALUATION SUMMARY	
Valuation	£46,515,000
Initial Yield	4.99%
5 Year IRR	5.62%
STRATEGY	
HOLD AND MANAGE FOR INCOME PERFORMANCE	

VALUATION DETAIL	
ERV	2014 ERV: £2,939,080 pa (£41.54/sqf (£446.97/sqm)) Building Actual: £2,795,130 pa (£39.50/sqf (£425.08/sqm)) (includes ERV for vacant units) ERV greater than actual rent payable. Property is currently under-rented.
Capital Valuation	Valuation Current: £46,515,000 (March 2014) £657.43/sqf Previous: £42,350,000 (March 2013) £598.56/sqf Variance: +£4,165,000 Current Initial Yield: 4.99% Current Equivalent Yield: 5.75%
IPD Investment Return (historic)	TOTAL INCOME CAPITAL IRR*
	2014 15.2% 4.9% 9.8% 10.74% 2013 6.3% 5.5% 0.8% 9.43%
5 Year Rental projections	2014/2015 2015/16 2016/17 2017/18 2018/19 2,451,942 2,680,475 2,597,726 2,767,124 2,797,500



Leadenhall Market Strategy

Swot Analysis

STRENGTHS

- Atmosphere/historic character
- Located in the heart of the insurance district
- Strong Food/Drink offer
- Upmarket retail offer

WEAKNESSES

- Size of units
- 5 Day Trade
- Short trading hours (lunchtime + after work)
- Small Shopping Centre
- Grade II Listed

OPPORTUNITIES

- Purchase of surrounding buildings
- Fresh tenants in empty units
- Tourists
- 20 Fenchurch St/Leadenhall Bldg
- Saturday/Sunday opening

THREATS

- Planning Policy
- One New Change
- Spitalfields
- Canary Wharf
- Lloyd's potentially moving out

Leadenhall Market Strategy

Mid - term aim

- **The aim of the market strategy is:**

"to ensure that the entire market becomes a more desirable shopping environment competing favourably with alternative City retail destinations for both consumers and potential new tenants via a stronger reputation, image and enhanced profile" as reported to your Sub Committee January 2003."

Proposed new:

"to ensure that Leadenhall Market and its environs are maintained and managed efficiently to produce an improved tenant mix which will result in a more attractive offer, higher footfall and ultimately higher income and value for the City of London Corporation. "

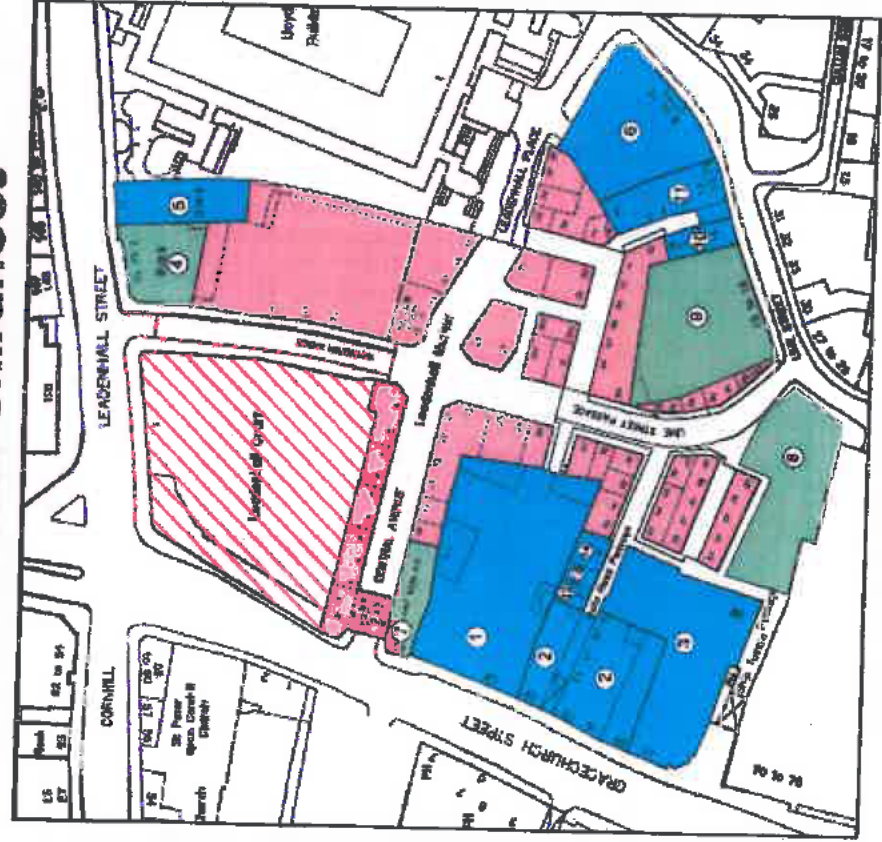








Leadenhall Market Strategy

How will the strategy be implemented

1. Control over entrances



- | | |
|--------------------------------------|--------------------------|
| 1. 65-87 Gracechurch St. | 9. 15-18 Lime St. |
| 2. 80-82 Gracechurch St. | 10. 14 Lime St. |
| 3. 77 Gracechurch St. | 11. 12-13 Lime St. |
| 4. 7-10 Leadenhall St. | 12. 2 Bulls Head Passage |
| 5. 11 Leadenhall St. | 13. 3 Bulls Head Passage |
| 6. 8-13 Lime St. | 14. 4 Bulls head Passage |
| 7. Gresne King
89 Gracechurch St. | |
| 8. 21 Lime St. | |

-  COL owned - subject to long lease
-  COL owned - directly managed
-  Potential acquisitions to focus on
-  Adjoining properties not owned by COL



Leadenhall Market Strategy

How will the strategy be implemented

1. Control over entrances

Due to recent property developments, Leadenhall Market has become more enclosed among high buildings and most of its entrances are currently through small streets. By acquiring adjoining properties where possible and working closely with adjoining owners, some of the market entrances could be enhanced to increase the market's prominence resulting in increased footfall.

Two properties have recently been transferred to City Fund and are already managed as an extension of Leadenhall Market:

- **1-7 Whittington Avenue**, (multi-let) retail space currently occupied by **Waterstones**. Former **HMV** unit empty – Potential early surrender and new let to Waterstones and A3 user. The type of retail offer can be managed in conjunction with the strategy for the market itself.



Leadenhall Market Strategy

How will the strategy be implemented

1. Control over entrances

- **Leadenhall Court – Long Leasehold.** There is currently one empty unit, available for a short term let. The rest of the retail units on the ground floor are occupied by **Tossed** (healthy fast food), **Oasis** and **Everything Everywhere**. The City's ability to control this property is limited due to our interest. Potential refurbishment / redevelopment is being considered by headleasee (BOP Leadenhall Court Limited). Amazon is moving into the building as a short term let.

Recommendation

- It is recommended at this point to focus on the acquisition of **7-10 Leadenhall Street, 15-18 Lime Street, 89 Gracechurch Street (New Moon Pub) and 21 Lime Street**. The COL is close to agreeing terms of forward funding and ultimately purchase of 21 Lime Street which will give control of the southern entrance of the market.
- Actively seeking to improve the retail offer in Whittington Avenue to complement the market.



Leadenhall Market Strategy

How will the strategy be implemented

2. Tenant Mix

- The current tenant mix is 50% Shops – 50% Eating & Drinking (by number of units).
- Most of the demand for vacant units comes from food related operators.
- The Local Planning Authority (LPA) has specific policies in place which protect key retail areas in the City, to ensure they remain predominantly in shop use (A1).
- The LPA has identified a series of 5 Principal Shopping Centres (PSCs) where it ensure this balance is maintained, by limiting the amount of non-A1 frontages to a maximum of 25%. The LPA is looking at increasing the non-A1 limit to 30%.
- The area surrounding Leadenhall Market is one such PSC. It includes Gracechurch Street, Fenchurch Street and Lime Street.

Recommendation

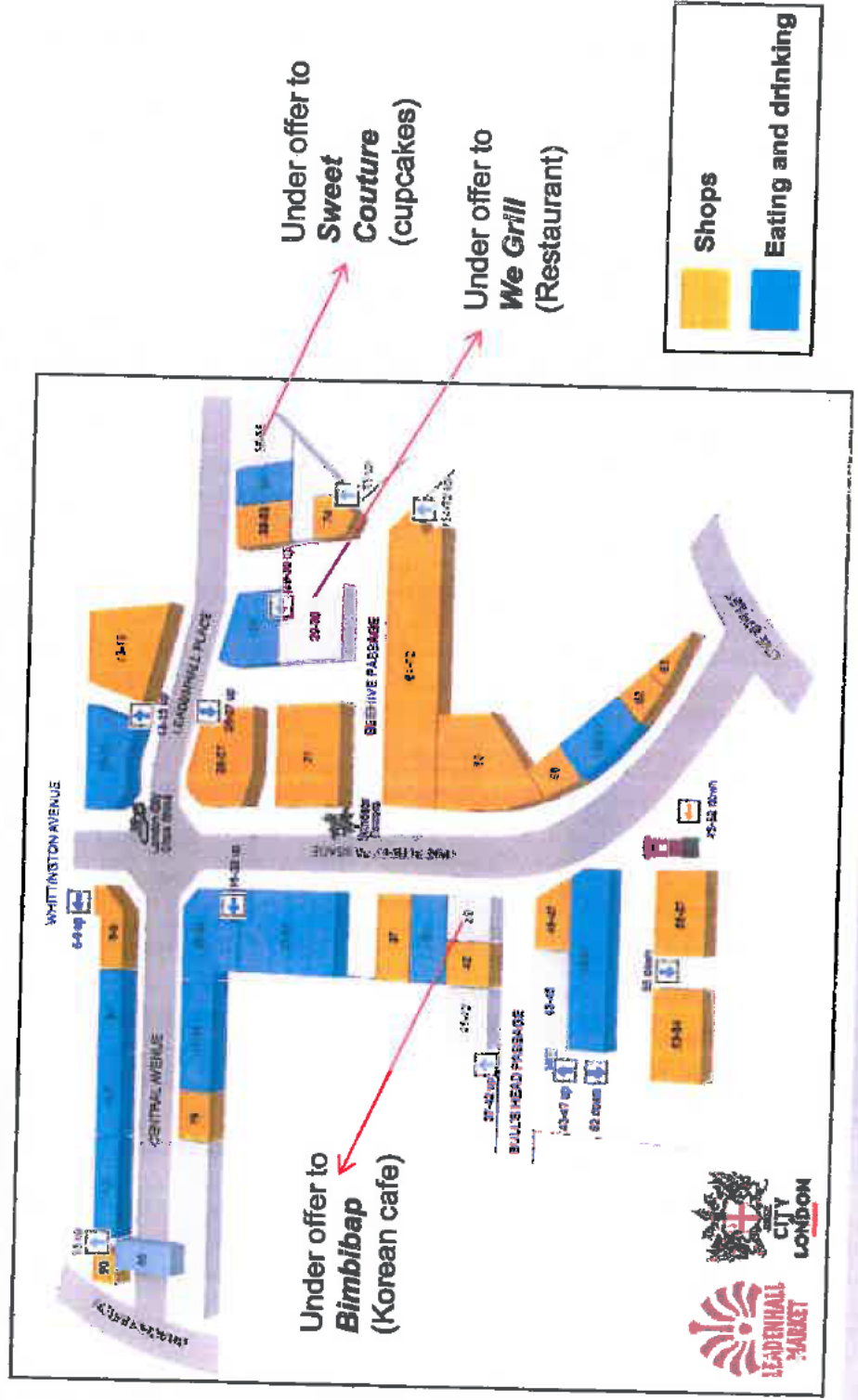
- To try to maintain close to 50% of shops (non-food) in new leases, although this needs to be balanced against the objective of maintaining/maximising income.
- Although it is recognised that food related businesses work well in the market, it is necessary to retain other retail activities so that Leadenhall Market can continue to be a shopping destination which will help our current non food retailers maintain their trading levels and preserve tenant mix.



Leadenhall Market Strategy

How will the strategy be implemented

2. Tenant Mix





Leadenhall Market Strategy

How will the strategy be implemented

3. Marketing and Advertising

- Osprey Associates have been retained as Marketing Consultants.
- Very active on social media.
- Web page has been re-launched and content is constantly updated.
- Balanced events calendar is in place.
- New Directory Leaflet has been designed.

Recommendation

To continue this line of action and measure success by implementing quarterly manual footfall counting.

To continue to encourage Saturday trading, especially via events such as Open House and the Free Cycle Ride.

Seek to adopt best practice in marketing, using existing relationships with other land owners to review and improve our approach.



Leadenhall Market Strategy

How will the strategy be implemented

4. Facilities Management

- Leadenhall Market is a Grade II listed building, the structure of which dates back to 1881. It has a very high footfall of city workers, tourists and shoppers. Accordingly, there is a continuous need for repairs and maintenance works to preserve and enhance this iconic building.
- There is a Building Manager on site on a full time basis who is the first point of contact for the tenants regarding the day to day needs about their premises.
- The property is maintained under the MITIE contract.
- Maintenance issues arise constantly at Leadenhall Market:
 - Paving
 - Drainage
 - Lighting
 - Decoration
 - Fire Alarm System
 - Fabric Repairs



Leadenhall Market Strategy

How will the strategy be implemented

4. Facilities Management

- Due to the fact that the building is open to the general public and has over 50 tenants trading daily, these issues need to be addressed promptly to maintain the reputation, appearance and safety of the market.

Recommendation

City Surveyor's Department to work with our procurement team and contractors to ensure that a comprehensive maintenance programme can be delivered which meets the challenging requirements of this property.



Leadenhall Market Strategy

How will the strategy be implemented

5. Market Stalls

- There is currently planning permission to have 8 market stalls located in the middle of the central atrium. There are currently 7 traders operating under annual Licences as per this schedule:

WEEKDAY	WED	THURS	FRI
No. of Traders	3	4	4

- It has proven to be difficult to attract demand from high quality traders for the following reasons:
 - No storage provided
 - Necessary fee arrangement (monthly in advance)
 - Annual licence
 - No food allowed to be sold from market stalls (to avoid conflict with market tenants)
 - Lack of quantum (currently only four stalls on any given day)



Leadenhall Market Strategy

How will the strategy be implemented

5. Market Stalls

- The market stalls take up part of the only space where marketing events can be hosted. The market licences are currently cancelled on the days of events.
- The market stalls generate a net income of £14,000 pa (0.5% of the current ERV of Leadenhall Market), not accounting for the administrative resources that are used to manage the licences (new licences, billing, arrears collections, etc). This management cost is at the expense of the main tenants that pay for a management fee on their service charges.

Recommendation

1. It is therefore recommended that the market be closed down after Christmas, to allow the traders benefit from the seasonal trade and to give them an extended notice period.
2. Replace with targeted markets (i.e Winter Fair, Summer Fair) for short periods during the year (event type markets). These to be provided via an outsourced events company to minimise administration costs and to ensure high quality events.



Leadenhall Market Strategy

How will the strategy be implemented

6. Tables and chairs

- Tables and chairs in the common areas of the market increase vibrancy and provide an enjoyable atmosphere.
- The current tables and chairs licences generate £50,373 pa.
- There is currently planning permission to have tables and chairs in the areas shown in the plan (next page).
- The tables and chairs require daily management to ensure that access routes are maintained.

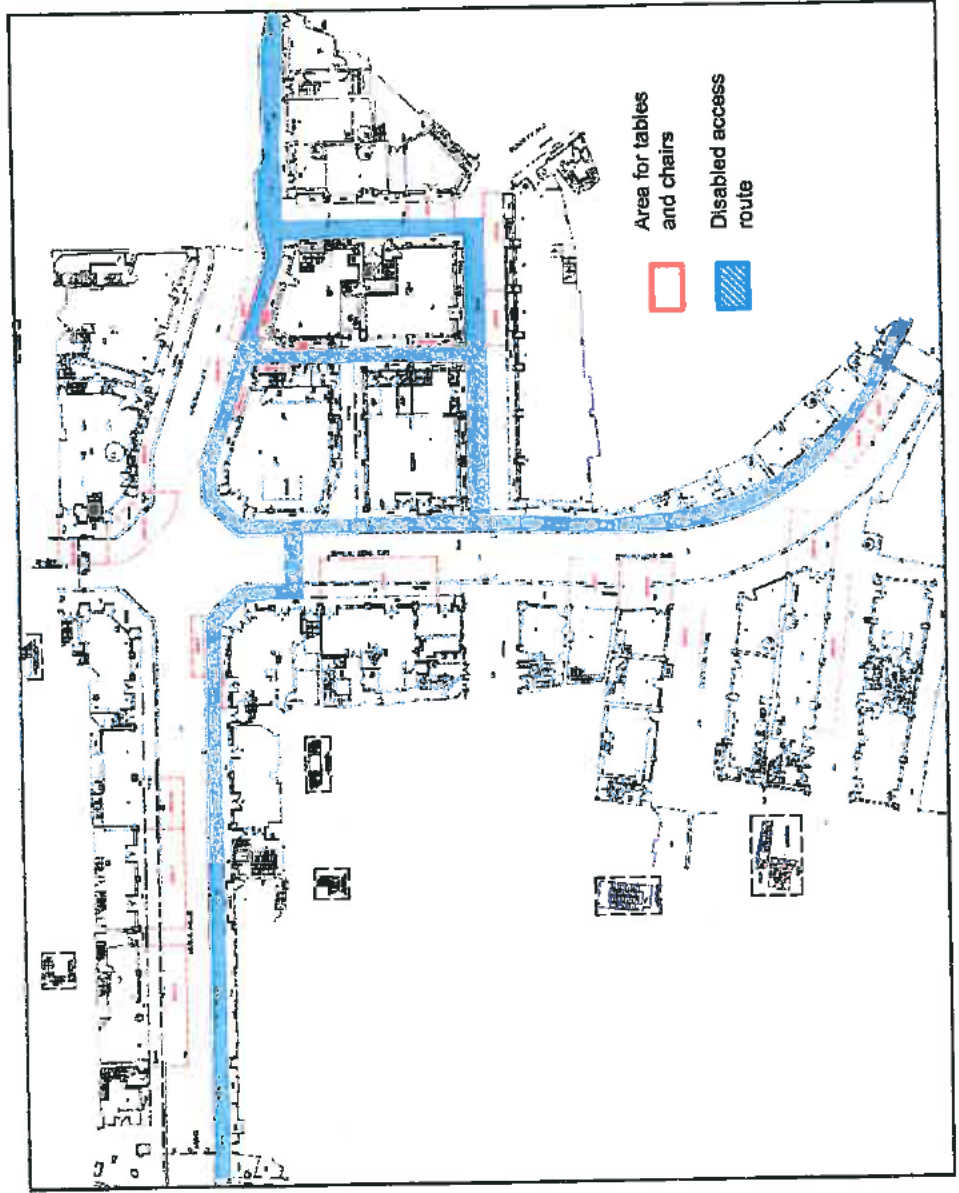
Recommendation

To monitor and enforce each tables and chairs area in order to improve the general appearance of the market and to ensure Fire Safety requirements are met.

To review the current fee structure to ensure that we obtain market rent. The tables and chairs add substantial value to the retailers and this should be captured in our income.

Leadenhall Market Strategy

How will the strategy be implemented





Leadenhall Market Strategy

How will the strategy be implemented

7. Private hire/Day hire

- In the past, Leadenhall Market has been advertised as a venue for hire (corporate parties, private events, fundraisings,) to generate additional income.
- These events have been of varying success dependant upon:
 - Event lay out
 - Date and timing of the event. Some events have required closing the market to the general public and for tenants to close their businesses at unusual times.
- To assess, allow and host these events requires management time.

Recommendation

- It is recommended that only those events that meet these criteria are allowed:
 1. Enhances market visibility and can potentially attract new footfall.
 2. Does not disrupt tenants' businesses.
 3. Pays a fee that at least covers the costs incurred by the City of London



Leadenhall Market Strategy

Christmas Lights Switch On

14 November 2014



Photo by www.primasnow.co.uk

Leadenhall Market Catch Up

1st September 2015

In Attendance

**Deputy Robert Howard
Deputy John Chapman**

**Nicholas Gill
Trevor Nelson
Andrew Cross**

**Investment Property Director
Assistant Director- IPG
Senior Principal Surveyor**

Agenda

- 1. Staff Update**
- 2. Osprey Marketing**
- 3. Letting Update**
- 4. Christmas Tree- Lord Mayor**
- 5. 21 Lime Street Development**
- 6. Tudor Markets**
- 7. Events Monte Carlo or Bust/ Virtual Golf**
- 8. Cyclical Works**
- 9. Waste Collection**
- 10. Any Other Business**

Leadenhall Market Catch Up 1st September 2015

In Attendance:

Deputy Robert Howard (RH)
Deputy John Chapman (JC)
Nicholas Gill
Trevor Nelson
Andrew Cross

Staff Update

Discussions regarding recent developments at LM highlighted the importance of regular communications between officers and COL Members. A number of issues had occurred during the August recess which NG has promised will be dealt with over the next few weeks. NG did suggest that Members involvement in addressing the LM issues had been much appreciated but that now the lines over which Members should or shouldn't get involved needed to be re-established

Osprey Marketing

JC suggested that the staff of Osprey were not necessarily right for the role. TN said that his hands were tied by the procurement process team who went for the cheapest option and they were under a 3 year contract. NG said that he would call them in to discuss their contract and related issues

Lettings Update

Discussions on this topic were mainly over the Card Galore premises & Hotel Chocolate. Chequers lease issues discussed but decided that this should let it take its course.

Christmas tree lighting up

The schedule for timings etc. for the Lord Mayor Visit scheduled for 20th November 2015 is to be provided in detail and distributed once Langbourn & Lime Street Deputies have had a chance to view and discuss. A draft is to be prepared no later than three weeks before the event

21 Lime Street Development

This matter was not discussed in detail

Tudor Markets

The contentious occupation of LM by this venture was discussed and the concerns raised on how this was allowed to come about were noted with NG & TN promising that actions were being taken to ensure this circumstance was now allowed to happen again

Other Events

Monte Carlo or Bust (MCOB) 8/9 September – the planning of how this was to be worked out was discussed especially with regard to the fire officer recommendations.

Virtual Golf - 22 September – Following JC's intervention into how this should be bought about given the initial negative response the COL gave to the applicant, NG suggested that Osprey be allowed to take this forward and so relieve JC of further responsibility and dedicated time.

Cyclical Works

The cyclical works programme is continuing to go forward but due to costs being inflated wildly in excess of that forecast the work is coming in way over budget. TN responded to a question whether the works were going to be halted as a result of this saying that the work could not be delayed or stopped as the overall cycle of maintenance for the whole of LM would be impacted for future years.

Waste Collection

The issue of waste collection and the rubbish left outside the bin store and on the street outside Beau Gems was raised. TN responded that CCTV has identified the culprit leaving the former in a terrible mess and that ALL tenants have been advised to NOT throw jars of liquids away that caused the latter problem. Apparently, they explode when the crusher on the refuse Lorries are brought into play.

Any Other Business

Given the time constraints of the meeting and that we were already over running – AOB was postponed for another date. However, a date for the next meeting was discussed but none agreed on as far as can be recalled

Wood, Edward

From: Nelson, Trevor
Sent: 05 January 2016 11:58
To: Nelson, Trevor
Subject: FW: SATURDAY MARCH 9th

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 03 November 2015 08:44
To: 'John Chapman'
Subject: RE: SATURDAY MARCH 9th

John

Sorry not to reply last night. My son was taken to East Surrey Hospital

My gut feeling says this is not appropriate for Leadenhall Market but will discuss it further with you and others. As you say we have time on our hands on this one

Trevor

Sent with Good (www.good.com)

-----Original Message-----

From: John Chapman [REDACTED]
Sent: Tuesday, November 03, 2015 08:40 AM GMT Standard Time
To: Nelson, Trevor
Subject: FW: SATURDAY MARCH 9th

Trevor

Another one that needs a decision – at least it's a few months off!

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

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From: Joe Leslie [<mailto:cockneypride1@gmail.com>]

Sent: Monday, November 2, 2015 4:05 PM

To: John Chapman <johnc@jdcconsultants.com>

Subject: Re: SATURDAY MARCH 9th

Mate thanks leave it with you - I haven't spoken to Kevin since that Friday although I did get an email saying that people liked the work but did not want 'The Krays' on their wall?

Ive sold all but one which I kept for myself - which proves to me that I made a massive mistake of holding the exhibition / auction in the city everything was wrong Never mind - they all got sold in the end

Look forward to hearing from you

God Bless

Joe

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Brentwood - Essex CM13 2JE
www.cockneypride.org www.thelane.org
email: cockneypride1@gmail.com



www.cockneypride.org



On 2 November 2015 at 15:21, John Chapman  wrote:

Good afternoon Joe - Good to hear from you & hope all is well with you too

Let me chat this through with the powers that be and get back to you

As far as I know nothing has changed since we last spoke re Leadenhall Market - so all should be good

Kind regards,

John D Chapman
Managing Director

Tel: [+44 \(0\) 20 3579 4416](tel:+442035794416)

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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From: Joe Leslie [mailto:[REDACTED]]
Sent: Monday, November 2, 2015 2:58 PM
To: John Chapman [REDACTED]
Subject: SATURDAY MARCH 9th

John

Hope all is well - would like to bounce over a proposal for Saturday March 9th 2016 - if the situation with Leadenhall is still the same as when we last spoke.

March 9th 2016 will be the 50th anniversary of the George Cornell incident at the Blind Beggars and there is a massive event being organised at the Beggars for late afternoon. I was thinking of tapping into the 'Kray groupies' by holding a Krays buy and sell memorabilia market on Sat 9th from 10.00am - 4.00pm??

Your thoughts

God Bless

Toe

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Brentwood - Essex CM13 2JE
www.cockneypride.org www.thelane.org
email: cockneypride1@gmail.com



www.cockneypride.org



Nelson, Trevor

From: Chapman, John
Sent: 14 February 2015 09:44
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust
Attachments: Monte Carlo or Bust Timeplan 2.xlsx

Trevor

Can you get back to me n this as the organisers are getting nervous with no response

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Chapman, John
Sent: 02 February 2015 15:57
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

Trevor

I am away from tomorrow night for a week so we'll have to do this when I get back

Kind regards

John Chapman Deputy
Langbourn Ward
T: [REDACTED]
F: +44 20 7680 5115
E: John.Chapman@cityoflondon.gov.uk

From: Chapman, John
Sent: 26 January 2015 12:55
To: Nelson, Trevor
Subject: Monte Carlo or Bust

Trevor

This is now being planned for September 2015 & it seems a main sponsor has been found

Are you around sometime in the next two weeks to discuss?

They are looking for the same permissions re Leadenhall Market and I have attached the first draft programme for consideration

Finally, it would be good if the COL could share the main sponsor:

Amundi at: http://www.amundi.com/amundi_hub_en_uk

Or in fact sponsor an individual car as we are trying to get the Lord Mayor to come to the breakfast launch in Leadenhall Market for a photo opportunity with the cars

Kind regards

John Chapman Deputy
Langbourn Ward

T: [REDACTED]

F: +44 20 7680 5115

E: John.Chapman@cityoflondon.gov.uk

Nelson, Trevor

From: Chapman, John
Sent: 17 February 2015 11:30
To: Nelson, Trevor
Subject: RE: Monte Carlo or Bust

OK -- Thanks Trevor

Let me get more feedback on how the Lloyds club want o proceed and maybe we can met up over a glass to discuss further

By the way I had heard that Merce was leaving us and to that end would it be worthwhile with me meeting the new Market Manager at some time?

Kind regards

John Chapman - Deputy
Langbourn Ward

M: [REDACTED]

E: John.Chapman@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 17 February 2015 11:11
To: Chapman, John
Subject: RE: Monte Carlo or Bust

John

Leadenhall would of course be happy to facilitate as was the previous arrangements. Details could be agreed nearer the date with whoever replaces Merce (who is leaving us next week on Maternity leave). Liaison can also happen with Osprey our marketing consultants.

The Leadenhall Market budget would not run to sponsoring this event. As you are aware budgets are very tight and the demands are increasing. We have had to turn down all sorts of events that would have a long term benefit for the market so a short term event such as this cannot be justified.

Happy to discuss

Regards

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

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Subject: FW: Monte Carlo or Bust

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E: John.Chapman@cityoflondon.gov.uk

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Finally, it would be good if the COL could share the main sponsor:

Amundi at: http://www.amundi.com/amundi_hub_en_uk

Or in fact sponsor an individual car as we are trying to get the Lord Mayor to come to the breakfast launch in Leadenhall Market for a photo opportunity with the cars

Kind regards

John Chapman Deputy
Langbourn Ward

T: [REDACTED]

F: +44 20 7680 5115

E: John.Chapman@cityoflondon.gov.uk

Nelson, Trevor

From: Chapman, John
Sent: 25 February 2015 13:57
To: Nelson, Trevor
Cc: [REDACTED]
Subject: Monte Carlo or Bust
Attachments: Monte Carlo or Bust Timeplan 5.xlsx

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E: John.Chapman@cityoflondon.gov.uk

Nelson, Trevor

From: Garwood, Tina
Sent: 25 February 2015 15:24
To: Nelson, Trevor
Cc: Gene Lopez, Merce; Durcan, Patrick
Subject: RE: Monte Carlo or Bust

Hello Trevor

Since the cars will be exiting Leadenhall Market via Leadenhall Place there should be no issues. I have had confirmation that our rubbish collection is at 10.30 am. Lloyd's rubbish removal is done via Leadenhall Place so their timings may need to be looked at. I would need to inform the tenants that their tables and chairs could not be put out until after 9.30 am which should not be an issue. I cannot, however, guarantee the odd delivery van will not park in Leadenhall Place; this is out of my remit, I am afraid, my Parking Permits are for Whittington Avenue.

How will the cars be brought in on the Tuesday evening? There are tables and chairs in Leadenhall Place; would the licences need to be suspended? There would be no issue with them coming in from Whittington Avenue.

Best wishes

Tina

Tina Garwood
City Surveyor's Department
Building Manager
Leadenhall & Fringe Complex
Leadenhall Market
Mob: [REDACTED]
Tel: 020 7332 1961
www.cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 25 February 2015 14:03
To: Garwood, Tina
Cc: Gene Lopez, Merce; Durcan, Patrick
Subject: FW: Monte Carlo or Bust

Tina

See attachment

If a load of 2CV'S were parked in the market overnight would it interfere with anything in the morning..... Goods loading? Bin lorries etc?

Trevor Nelson

Assistant Director
Investment Property Group

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Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

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M: [REDACTED]

E: John.Chapman@cityoflondon.gov.uk

Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 12 May 2015 14:58
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

Hi Trevor

Can you advise on the latest update re this?

I've just sent out the Special Events Application form to Martin to complete & once returned I'll sign up my bit and forward on to the COL

Anything else I need to do?

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

Registered in England: Registered Number 3272229.

Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

Registered for VAT: GB750255058

This message is confidential. The information contained is intended for the use of the addressee / s only. If you are not the intended recipient, please return this mail immediately. The copying or disclosure to a third party is strictly prohibited. Thank you for your co-operation in this matter.

-----Original Message-----

From: Martin Robinson [mailto:[REDACTED]]

Sent: 12 May 2015 11:02

To: John Chapman

Subject: Monte Carlo or Bust

John,

Just checking all is still OK re Leadenhall Market re the Rally. Do I need to meet anybody to talk about exact plans and timings?

Regards,

MartinR

Mobile [REDACTED]

Nelson, Trevor

From: Chapman, John
Sent: 30 June 2015 11:15
To: McDonnell, Leighton
Cc: Nelson, Trevor
Subject: RE: Monte Carlo or Bust

Good morning Leighton

The short answer is yes & Trevor kindly confirmed all would be OK at our last meeting

There were NO concerns from any of the tenants and after looking at Fire & Health & Safety issues again there didn't appear to be any problems as long as we parked the cars in specific format

Oddly enough, I have been firming up with the Lord Mayor's office this morning and our own Langbourn and Lime Street wards on their attendances so please confirm that there are no outstanding matters that need to be addressed

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 30 June 2015 10:34
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Subject: FW: Monte Carlo or Bust

John

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Regards

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Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Durcan, Patrick
Sent: 30 June 2015 09:45
To: McDonnell, Leighton
Subject: FW: Monte Carlo or Bust

Patrick Durcan MRICS
Senior Principal Surveyor
Investment Property Group
City Surveyors Department
City of London
020 7332 3317

www.cityoflondon.gov.uk

From: Chapman, John
Sent: 01 April 2015 14:57
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To: McDonnell, Leighton
Cc: Nelson, Trevor; [REDACTED]
Subject: RE: Monte Carlo or Bust

Good morning Leighton

Thank you for this

Firstly, we have been told that it is OK to park the cars overnight in the Leadenhall Market and we have planned for that eventuality

Secondly, I am a little concerned on the new parking suggestions in as much that again this has already been agreed on the original locations and mapped out. I can't see how your new plan will allow all the cars to fit in where suggested. We were hoping to give them pride of place as they will of course be covered with supporters LOGO's which we would want to be prominently displayed in the Market.

There is also the consideration of the 'Drive off' given by the Lay Sherriff – Fiona Adler – it needs to be processional which I can't see happening if the cars are in two different locations

Let me discuss this further with the organisers to get their opinion on this change of plan & get back to you

Kind regards

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Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 16 July 2015 15:59
To: Chapman, John
Subject: FW: Monte Carlo or Bust

John

I have spoken to our fire officer and there are no problems with parking cars within the market on the times stated. He has suggested preferred positioning however and I have marked it on the plan, that is preferably in one line and on one side. Can you confirm positioning on the plan so that the building manager can be made aware and allowed to comment. Will the cars be left in the market overnight or in Lime Street.

Regards

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Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Chapman, John
Sent: 25 February 2015 13:57
To: Nelson, Trevor
Cc: [REDACTED]
Subject: Monte Carlo or Bust

Trevor

Thanks again for the GOW the other evening – great fun and good to catch up!

We may need another one however as the Motor Club has asked whether the COL could accommodate the attached revised plan

Let me know what you think & if we can work around this to make it work – Thanks Trevor

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

Nelson, Trevor

From: Chapman, John
Sent: 17 July 2015 11:02
To: McDonnell, Leighton
Cc: Nelson, Trevor
Subject: Monte Carlo or Bust

Leighton

Can you make a meeting in the Market next Thursday morning say around 10:00 to meet with the organisers of the event so that we can discuss through your proposals and make sure we are all on the same page?

Kind regards

John Chapman - Deputy
Langbourn Ward

M: [REDACTED]

E: John.Chapman@cityoflondon.gov.uk

Nelson, Trevor

From: Chapman, John
Sent: 20 July 2015 10:11
To: Nelson, Trevor
Subject: RE: Monte Carlo or Bust

Excellent – thanks Trevor

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 20 July 2015 10:01
To: Chapman, John
Subject: RE: Monte Carlo or Bust

John

I am back so will check with Leighton for the latest update. We can discuss before or after PIB if you are planning to be there. I will also try to attend on Thursday.

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: Chapman, John
Sent: 20 July 2015 09:42
To: McDonnell, Leighton
Cc: Nelson, Trevor
Subject: RE: Monte Carlo or Bust

Leighton

I've realised I am double booked on this and it's a Court day

Are you able to meet a little earlier – say 09:00 hours if Martin is OK with the time?

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 20 July 2015 09:06
To: Chapman, John
Cc: Nelson, Trevor
Subject: RE: Monte Carlo or Bust

John

That will be good. I will bring Stephen Ivers who is the building manager.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

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Sent: 17 July 2015 11:02
To: McDonnell, Leighton
Cc: Nelson, Trevor
Subject: Monte Carlo or Bust

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John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

Nelson, Trevor

From: Nelson, Trevor
Sent: 04 August 2015 10:14
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: FW: Monte Carlo or Bust
Attachments: Monte Carlo or Bust Day 1 - 2.docx

Leighton

Here are the final details

Can you make sure we have all the permissions and documents in order. The first thing to do is the DA

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 04 August 2015 10:06
To: Nelson, Trevor
Subject: Monte Carlo or Bust

Hi Trevor

Something to lighten the load!

Attached is the final time plan for Tuesday 8th and Wednesday 9th September which includes details re car parking in Leadenhall Market.

The cars are numbered and are ready to park in the allotted car parking spaces once the Corp. advise the final resting positions.

Martin will be sending the City of London Application form as requested as soon as it's completed and he now been asked to complete a Risk Assessment form but doesn't have a standard form – is there one available and if so can you forward it on? - Thank you

Hope the other matter is progressing OK!

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]

Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

Registered in England: Registered Number 3272229.

Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

Registered for VAT: GB750255058

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nte Carlo or Bust

Clubsonar

Lloyd's Motor Club



Day	Time	Event
Tuesday 20th September	11:00	15 2CV Cars assemble in Leadenhall Market in pre-determined positions. Cars will remain in the Market for period through to departure on Wednesday morning at 08:15
	13:00 - 14:00	Lloyd's Motor Club Forum In the Old Library at Lloyd's. Presentation by guest speaker on the 2CV
	14:00 to 14:45	Refreshments in Lloyd's
	15:00 -17:00	Drivers Briefing in Lloyd's
	18:30 - 20:30	Drivers reception party at The Brokers Wine Bar in Leadenhall Market
	20:45	Cars parked overnight in Leadenhall Market (repositioned to comply with Corporation of London Requirements)
Wednesday 21st September	07:30	Cars re positioned in Leadenhall Market
	07:30 - 08:15	Drivers breakfast at The Brokers Wine Bar, Leadenhall Market
	08:15	Cars depart Leadenhall Market for "Drive Through" at Lloyd's, Tower 1, 1 Lime Street for send off by Inga Beale CEO of Lloyd's.
	08:30	Last Car leaves Lloyd's
	11:20	Eurotunnel to France

Martin Robinson



Mobile [Redacted]

Nelson, Trevor

From: McDonnell, Leighton
Sent: 04 August 2015 10:28
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust
Attachments: Monte Carlo or Bust Day 1 2.docx

Trevor

Will do but I cannot complete DA until plan confirmation and risk and method statements have been obtained. I will chase for these today.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 04 August 2015 10:14
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: FW: Monte Carlo or Bust

Leighton

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Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 04 August 2015 10:06
To: Nelson, Trevor
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Hope the other matter is progressing OK!

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

Registered in England: Registered Number 3272229.

Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

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108 Cars on Bus

Clubsonar

Lloyd's Motor Club



8th September		
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	15:00 -17:00	Drivers Briefing in Lloyd's
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	08:15	Cars depart Leadenhall Market for "Drive Through" at Lloyd's, Tower 1, 1 Lime Street for send of by Inga Beale CEO of Lloyd's.
	08:30	Last Car leaves Lloyd's
	11:20	Eurotunnel to France

Wednesday 21st September

Martin Robinson

[Redacted]

Mobile [Redacted]

Nelson, Trevor

From: Davies, Robert
Sent: 04 August 2015 10:41
To: McDonnell, Leighton
Subject: Examples of RAMS
Attachments: RAMS.pdf; 1. Pest Control Surveys and Site Visits - Risk Assessment 2012.doc

Hi Leighton

Attached is 2 examples.

Regards

Robert Davies
Facilities Administrator
City Surveyor's Department
City of London

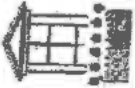
Tel. 020 7332 3495

Fax: 020 7332 1533

www.cityoflondon.gov.uk

WINDOWFLOWERS

Windowflowers Limited, Grove Road, Broomhall, Slough SL1 8DT
Telephone: 01628 667227 Fax: 01628 604047
Website: www.windowflowers.com



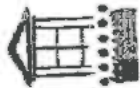
METHOD STATEMENT FOR THE WORKING AT HEIGHT

This method statement is critical to the health and safety of the activity(ies) it relates to. It is to be strictly adhered to. Any deviation must first be authorized by the Contract Manager.

- All staff fully trained and competent.
- 1. Follow working at height hierarchy:-
 2. Avoid working at height
 3. Reduce the risk of falling
 4. Reduce the risk of injury from falling Ensure stability, especially on soft or uneven ground.
- Ladders should be secured at the top if used as a working platform or footed, and operator independently secured (3 points of contact).
- Follow equipment manufacturers safety instructions.
- Periodic inspection of all access equipment by competent person.
- Site risk assessment completed and communicated to all on site.
- Use a MBWP vehicle mounted and with harness and restraint in bucket. User checks of access equipment before use.
- Use lanyards on tools and equipment to prevent falling.
- Client/General public excluded from work area.
- Designated drop zone identified.
- Work activities planned.
- Equipment is maintained to manufacturer's instructions.

WINDOWFLOWERS

Windowflowers Limited, Grove Road, Berrabram, Slough SL1 8DT
Telephone: 01628 667227 Fax: 01628 604047
Website: www.windowflowers.com



METHOD STATEMENT FOR EXTERIOR WINDOW BOX PLANTING AND MAINTENANCE FOR 64 LONDON WALL

- 1 When assessing the condition of the exterior planting note and plan changes, drawing up a list of replacement plants to be loaded when carrying out this work
- 2 Ensure lorry is loaded with correct equipment to access the site, together with correct planting and other ancillary materials
- 3 Arrive at site in order to commence work as early as possible in order to minimise risk to passing members of the public
- 4 Park lorry as close as possible to the site on the same side of the road in order to minimise traffic risks
- 5 Foreman to assess any temporary conditions applicable to site before continuing
- 6 Members of the general public are marshalled at all times by a member of staff
- 7 All plants are to be unpacked prior to arriving on site
- 8 Old plants are to be removed and placed into refuse sacks for transportation back to the Nursery
- 9 If working on First Floor level ensure that only Operatives that have received Working at Height and Ladder Training work on these displays. Ensure ladders are footed at all times and the operative works in a safe manner on these higher window boxes.
- 10 All areas to be swept clean and all rubbish removed prior to departure
- 11 Upon arrival at the Nursery, lorry to be unloaded and organic waste to be composted in line with our environmental policy
- 12 Any vehicle, ladder or equipment defects to be noted on Drivers' Vehicle/Ladder Defect Report.
- 13 When visiting the site for the maintenance of the displays first assess their condition and dampness. Then pick over removing any dead heads. Apply the correct amount of water from the on board tank via a hose ensuring an Operative marshalls any members of the public away from the working area. When watering is completed pack away all hoses and brush down any major spillages to avert a slip hazard.
- 14 Report any issues with the display to the Account Manager for action.

WINDOWFLOWERS

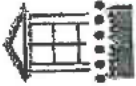
Windowflowers Limited, Grove Road, Boreham, Stough S.L.J. EN7
Telephone: 01628 667227 Fax: 01628 624647
Website: www.windowflowers.com



METHOD STATEMENT

FOR THE PLANTING, INSTALLATION, MAINTENANCE & REMOVAL OF INTERNAL & EXTERNAL PLANTS FOR THE CITY OF LONDON

- o Select plants, and all ancillary materials necessary and load onto truck
- o Ensure all equipment to be used has had an inspection prior to loading and use and staff must have adequate training and issued with appropriate PPE
- o Load plants onto CC trolleys and load trolleys onto lorries for transportation to the site
- o Cordon off area, using signs, then transport all equipment and ancillary materials to site for use
- o Working in teams of three, for trailing plant growth using ladders and/or stepadders. One person to install plant training clips, another to hold the ladder and the third to marshal anyone else using the site in the general area, as applicable
- o Arrive at site as early as possible in order to minimize risk to members of public
- o Any spill soil or foliage to be swept up and removed from site
- o Watering to follow installation to thoroughly water in the
- o Operatives to visit the site at 7-14 day intervals, depending upon the context & prevailing weather conditions, to maintain the troughs i.e. watering, feeding, spray-cleaning, pest and disease control, shading over and tree replacement of any plants dying prematurely or outgrowing their position in any display, but excluding any plants shown or vandalized
- o Watering to be undertaken by a team of two persons, both experienced in the maintenance of external plants and the layout of the area
- o Removal or replacement of the plants will again be undertaken by a team of three as per the installation described above
- o All debris to be cleaned up and site left neat and tidy
- o Remove all equipment and materials to truck, finally removing the signs and placing back in vehicle
- o Old plants to be transported back to the nursery where organic material will be composted



WINDOWFLOWERS

Windowflowers Limited, Grove Road, Barmston, South SA1 8DT
 Telephone: 01628 667227 Fax: 01628 604047
 Website: www.windowflowers.com

RISK ASSESSMENT

Site Activity:
 Maintenance, Installation & removal of internal and external plant displays in the City of London

Hazard:	ejection of material from machines	moving parts of machinery
X slipping/tripping hazard		X manual handling
electricity		noise
X dust and/or fume	X vehicles	poor lighting
X work at heights	fire	Other
pressure system	chemicals	

Groups at Risk:	cleaners
office staff	X members of the public
maintenance personnel	X people sharing work place
contractors	other (specify)
X operators	

Control: Work in a safe manner at all times. Employees to wear Personal Protective Equipment and put out signage/cordon off areas where necessary. Ensure all areas are clear of slipping/tripping hazards at all times. Ensure all equipment is properly suited to job and safety checks performed prior to the use of this equipment. All areas to be left neat, tidy and clear of all rubbish and debris prior to departure. If wetting by hose, ensure the hose is manoeuvred in a safe manner between all floors, ensuring to protect all members of the public. Do all work as early in the morning as possible to avoid members of the public.

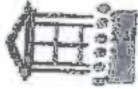
Hazard (H)	Probability (P)	Severity (S)	Risk Rating = H x P x S
1 Unlikely to cause injury	1 Most unlikely	1 Negligible injury	1
2 May cause minor injury	2 Remote possibility	2 Minor injury	2 8/716
3 Injury may require first aid	3 Reasonably possible	3 Major injury	3
4 Injury may require medical treatment	4 Fairly likely	4 Multiple injury	4
5 Could cause major injury	5 Very likely	5 Single fatality	5
6 Life threatening, possibility of fatality	6 Almost certain	6 Multiple fatality	6

Risk Rating: (mark score for each factor)

Further Controls Necessary: None required if the above measures are followed.

WINDOWFLOWERS

Windowflowers Limited, Grove Road, Merton, Surrey, Middlesex, Surrey SL1 8DT
 Telephone: 01828 667227 Fax: 01828 014447
 Website: www.windowflowers.com



RISK ASSESSMENT

Site: City of London Date: 12th March 2013
 Address: 64 London Wall Signed: Darren Mace

Site Activity: Supply, installation, maintenance and removal of Window Boxes

Hazard: Look only for hazards you could reasonably expect to result in significant harm under the conditions of work place. Please tick box.

- X slipping/tripping hazard
- electricity
- X dust and/or fumes
- X work at heights
- pressure system
- eviction of material from machines
- X vehicles
- fire
- chemicals
- moving parts of machinery
- X manual handling
- noise
- poor lighting
- other (specify).....

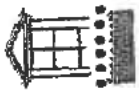
- Situations at Risk: Indicate groups of people during similar work or who may be affected. Please tick box.
- office staff
 - maintenance personnel
 - contractors
 - X operatives
 - cleaners
 - X members of the public
 - X people sharing work place
 - other (specify)

Control: Check all railings and ledges on site are sturdy and secure and will hold the weight of the window boxes prior to work commencing. Work in a safe manner at all times. Employees to wear Personal Protective Equipment and put out signs/cordon off areas where necessary. Ensure all areas are clear of slipping/tripping hazards at all times. Ensure all equipment is properly suited to job and clear of all rubbish and debris prior to departure. All areas to be left neat, tidy and clean & safe manner, ensuring to protect all members of the public. If working by hoist - ensure the hoist manoeuvred in a exposure to members of the public.

Risk Rating: (mark score for each factor)

Hazard (H)	Probability (P)	Severity (S)	Risk Rating - H x P x S
Unlikely to cause injury	1 Most unlikely	1 Negligible injury	1
May cause minor injury	2 Remote possibility	2 Minor injury	2
Injury may require first aid	3 Reasonably possible	3 Major injury	3
Injury may require medical treatment	4 Fairly likely	4 Multiple injury	4
Could cause major injury	5 Very likely	5 Single fatality	5
Life threatening, possibility of fatality	6 Almost certain	6 Multiple fatality	6

Further Controls Necessary:
 None required if above measures are followed.



WINDOWFLOWERS

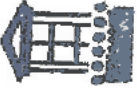
Windowflowers Limited, Grove Road, Rushmore, Slough SL1 8DT
Telephone: 01628 667217 Fax: 01628 604047
Website: www.windowflowers.com

METHOD STATEMENT CUT FLOWER DISPLAYS FOR THE CITY OF LONDON

- Make up the cut flower arrangements, wrap in protective packaging ready for transportation. Label with Customer name and location;
- Store in temperature controlled cold room within the Windowflowers Floral Decoration Work Area;
- Carefully load arrangements on to vehicle;
- Dispatch to site, checking arrangements onto vehicle against delivery work schedule;
- On arrival at site unload van of displays, take into building and place in desired location using protective cork mat where necessary;
- Re-adjust arrangement into position to ensure it looks appropriate;
- Check all displays are safe and secure;
- Mist spray the displays carefully to moisten the foliage and flowers;
- Load all tools and equipment back on vehicle;
- Leave site neat, tidy and clean;
- Complete delivery work schedule to confirm delivery for Internal records.

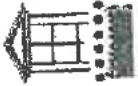
WINDOWFLOWERS

Windowflowers Limited, Grove Road, Burnham, Stough SL1 8DT
Telephone 01628 657227 Fax 01628 604067
Website: www.windowflowers.com



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WINDOWFLOWERS

Windowflowers Limited, Grove Road, Bambern, Slough SL1 8DT
 Telephone: 01628 667227 Fax: 01628 604047
 Website: www.windowflowers.com

RISK ASSESSMENT

Site Activity: *Installation and Maintaining of Cut Flowers Displays for the City of London*

Hazard: Look only for hazards you could reasonably expect to result in significant harm under the conditions of work place. Please tick box.

X slipping/tripping hazard	ejection of material from machines	moving parts of machinery
electricity	vehicles	noise
dust and/or fumes	fire	poor lighting
work at heights	chemicals	other (specify).....
pressure system		
Groups at Risk: indicate groups of people doing similar work or who may be affected. Please tick box.		
office staff	cleaners	
maintenance personnel	X members of the public	
contractors	X people sharing work place	
operators	other (specify)	

Control:
 All staff is trained on Manual Handling. Work in a safe manner at all times. Ensure all areas are clear of slipping/tripping hazards at all times. All areas to be left neat, tidy and clean & clear of all rubbish and debris prior to departure. Do all work as early as possible to avoid members of the public. Ensure spill water if any is wiped up.

Risk Rating: (mark score for each factor)

Hazard (H)	Probability (P)	Severity (S)	Risk Rating - H x P x S
Unlikely to cause injury	1 Most unlikely	1 Negligible injury	1
May cause minor injury	2 Remote possibility	2 Minor injury	2 / 216
Injury may require first aid	3 Reasonably possible	3 Major injury	3
Injury may require medical treatment	4 Fairly likely	4 Multiple injury	4
Could cause major injury	5 Very likely	5 Single fatality	5
Life threatening, possibility of fatality	6 Almost certain	6 Multiple fatality	6

Further Controls Necessary
 None if the above measures are followed

Risk Assessment



Control: Surveys and Site Visits

Office: 1

Department: Markets & Consumer Protection

Division: EH&PP

Location: WW

Risk Assessor:
R. Sambells

Business Manager:
T. Macklin

Signature: *R. Sambells* **Date:** 26.9.12

Signature: [Redacted] **Date:** 28.9.12

Description of Task:	Associated Documents
Full range of Pest Control Team Surveys and Treatments across all London sites.	Pest Control Procedures Manual
R Sambells	Reason for review
Last full risk assessment carried out by Peter Brett in 2010.	21.9.12
New team manager in place.	

Risk Assessment



Title: Pest Control: Surveys and Site Visits

Reference: 1

Department: Markets & Consumer Protection

Division: EH/PPP

Location: W1

Likelihood		Likelihood	
Consequence	Rating	Existing Control Measures and Justification	Rating
Describe the Hazard and how it might cause harm Slips and trips. Various potential injuries (fractures, sprains etc.)	L1, M2, H3 M2	Existing Control Measures and Justification Non slip safety footwear worn at all times. Torches provided to all officers. Officers to undertake dynamic risk assessment. Any work site that cannot be accessed safely due to very poor housekeeping, construction activities etc. PCO to stop work and consult Team Manager on additional precautions and site specific assessment. No commercial pressure to start / finish jobs.	L1, M2, H3 L1
Revised risk rating (residual risk)		Consequence X Likelihood	
Consequence		Likelihood	
Risk		Risk	
Action by		Date	

Additional Control Measures - Suggestions to be written in the box below and submitted for review

Reference: 1

Department: Markets & Consumer Protection
 Division: EH&PP
 Location: WW

Risk Assessment



Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm	Rating L1,M2,H3	Existing Control Measures and Justification	Rating L1,M2,H3	Consequence X Likelihood L1,L2,M3,M4,H6,H9
Biological hazards – Leptospirosis Infection Other infections from rodents, birds, insects, waste products. Collection of rodents from glue boards or break back traps.	H3	All PCO's trained to at least Level 2 BPCA / RSPH PPE provided and always worn Wash new cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work. Team members personal GP's advised of work in Pest Control. Leptospirosis cards carried by staff Hand wipes available in vehicles Frequent hand washing encouraged and good hygiene encouraged	L1	M3
Additional Control Measures - Suggestions to be written in the box below and submitted for review				
			Revised risk rating (residual risk)	
			Conse	Likelihood
			Risk	
			Action by	Date

Risk Assessment



Title: Pest Control: Surveys and Site Visits

Reference:

Department: Markets & Consumer Protection

Division: E&FP

Location: MW

Likelihood		Rating	Consequence	Rating	Consequence X Likelihood
		L1, M2, H3		L1, M2, H3	L1, L2, M3, M4, H6, H9
Describe the Hazard and how it might cause harm	Existing Control Measures and Justification	L1, M2, H3	M2	L1, M2, H3	
<p>Contact with Rodenticides / Insecticides -</p> <p>By PCO's during storage, mixing, transport or use.</p> <p>By non-target species if they enter an aquatic environment</p> <p>By non target species as rats move baits</p>	<p>All PCO's trained to at least Level 2 BPCA / RSPH PPE provided and always worn</p> <p>Hand wipes available in vehicles</p> <p>Frequent hand washing encouraged and good hygiene encouraged</p> <p>PCO's always to comply with label and instructions for use.</p> <p>Treatment information left with customer</p> <p>All products formally approved and selected for use in the City.</p> <p>PCO's undertake dynamic risk assessment prior to each treatment.</p> <p>Rodent bodies collected and disposed of in Smithfield condemned meat store.</p> <p>Lockable bait boxes used where there is any risk of non-target species or children / vulnerable persons accessing baits.</p>	L1	L1	L1	
Revised risk rating (if any)					
		Consequence	Likelihood	Consequence	Risk
		Action Plan			
Additional Control Measures - Suggestions to be written in the box below and submitted for review					

Risk Assessment



This Post Contains Sensitive and Site Visits

Reference: 1

Department: Markets & Consumer Protection
 Division: EH&PP
 Location: WW

Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm	Rating L1,M2,H3	Existing Control Measures and Justification	Rating L1,M2,H3	Consequence X Likelihood L1,L2,M3,M4,H6,H9
Manual Handling Injuries	M2	No regular heavy lifting Trolley's used for accepting stock orders 2 PCO's to lift any awkward / bulky objects PCO's to seek advice assistance if need to lift awkward / heavy load.	L1	L2
<i>Additional Control Measures - Suggestions to be written in the box below and submitted for review</i>				
		Revised risk rating (residual risk)		Risk
		Consequence	Likelihood	Risk
		Action by		
		Date		
Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm	Rating L1,M2,H3	Existing Control Measures and Justification	Rating L1,M2,H3	Consequence X Likelihood L1,L2,M3,M4,H6,H9
Insect bites and stings including Wasp / Bee. Resulting in pain and may trigger a serious allergic reaction.	M2	All PCO's trained to at least Level 2 BPCA / RSPH PPE provided and always worn including 'bee keepers suits' where necessary PCO's undertake dynamic risk assessment prior to each treatment. Awareness of signs of allergic reaction to stings and the need for immediate medical treatment. Safety signing or isolation of the treatment area for members of the public / clients. Referral to local beekeeper to remove swarm Exclusion of the public and customers from the vicinity of swarms.	L1	L2
<i>Additional Control Measures - Suggestions to be written in the box below and submitted for review</i>				
		Revised risk rating (residual risk)		Risk
		Consequence	Likelihood	Risk

Risk Assessment



Title: Pest Control: Surveys and Site Visits
Reference: 1
Department: Markets & Consumer Protection
Division: EH&PP
Location: WW

Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm	Rating L1, M2, H3	Existing Control Measures and Justification	Rating L1, M2, H3	Consequence X Likelihood L1, L2, M3, M4, H6, H9
<p>Falls.</p> <p>Resulting in various injuries – fractures etc.</p> <p>Work in loft / roof spaces. High level access for survey / treatment / baiting.</p>	M2	<p>Existing Control Measures and Justification</p> <p>Use alternative safe working platforms where available PCO's are competent and have been instructed in safe ladder use Ladders only to be used for short duration, light work. Ladders only to be used on firm ground / safe location 3 points of contact always to be maintained. Use of industrial ladders provided for access. PCO to carry out pre-use check PPE provided and always worn</p>	L1	L2
<p>Control Measures - Suggestions to be written in the box below and submitted for review</p>				
Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm	Rating L1, M2, H3	Existing Control Measures and Justification	Rating L1, M2, H3	Consequence X Likelihood L1, L2, M3, M4, H6, H9
<p>Fire</p>	H3	<p>Existing Control Measures and Justification</p> <p>Vacant sites, PCO's must verify what procedures are in place at site for evacuation</p>	L1	M3
<p>Control Measures - Suggestions to be written in the box below and submitted for review</p>				
Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm	Rating L1, M2, H3	Existing Control Measures and Justification	Rating L1, M2, H3	Consequence X Likelihood L1, L2, M3, M4, H6, H9
Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm	Rating L1, M2, H3	Existing Control Measures and Justification	Rating L1, M2, H3	Consequence X Likelihood L1, L2, M3, M4, H6, H9



Title: Pest Control: Surveys and Site Visits

Reference: 1

Department: Markets & Consumer Protection

Division: EH&PP

Location: WW

Risk Assessor:
R. Sambells

Business Manager:
T. Mackillop

Signature: *R. Sambells* Date: 26.9.12

Signature: [Redacted] Date: 28.9.12

Description of Task:		Associated Documents	
Full range of Pest Control Team Surveys and Treatments across all London sites.		Pest Control Procedures Manual	
Risk Assessor	Reason for review	Date	Version
R Sambells	Last full risk assessment carried out by Peter Brett in 2010. New team manager in place.	21.9.12	

Risk Assessment



Title: Pest Control: Surveys and Site Visits

Reference:

Department: Maintenance & Consumer Protection

Division: E&PC

Location: W&W

Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm	Rating L1, M2, H3	Existing Control Measures and Justification	Rating L1, M2, H3	Consequence X Likelihood L1, L2, M3, M4, H6, H9
<p>Slips and trips.</p> <p>Various potential injuries (fractures, sprains etc.)</p> <ul style="list-style-type: none"> Slippery/uneven/ wet/ food contaminated floors Trips 	M2	<p>Existing Control Measures and Justification</p> <p>Non slip safety footwear worn at all times.</p> <p>Torches provided to all officers.</p> <p>Officers to undertake dynamic risk assessment.</p> <p>Any work site that cannot be accessed safely due to very poor housekeeping, construction activities etc. PCO to stop work and consult Team Manager on additional precautions and site specific assessment.</p> <p>No commercial pressure to start / finish jobs.</p>	L1	L1
<p>Revised risk rating (residual risk):</p>				
Consequence		Likelihood		Risk
Action by		Date		

Original Control Measures - Suggestions to be written in the box below and submitted for review

10

10

Title: Pest Control: Surveys and Site Visits

Reference: 1

Department: Markets & Consumer Protection

Division: EH&PP

Location: WW

Risk Assessment



Consequence		Likelihood		Risk						
Describe the Hazard and how it might cause harm	Rating L1, M2, H3	Existing Control Measures and Justification	Rating L1, M2, H3	Consequence X Likelihood L1, L2, M3, M4, H6, H9						
<p>Biological hazards -</p> <p>Leptospirosis Infection Other infections from rodents, birds, insects, waste products. Collection of rodents from glue boards or break back traps.</p>	H3	<p>All PCO's trained to at least Level 2 BPCA / RSPH PPE provided and always worn Wash new cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work. Team members personal GP's advised of work in Pest Control. Leptospirosis cards carried by staff Hand wipes available in vehicles Frequent hand washing encouraged and good hygiene encouraged</p>	L1	M3						
<p>Additional Control Measures: Suggestions to be written in the box below and submitted for review</p>										
			<p>Revised risk rating (residual risk)</p> <table border="1"> <tr> <td>Conse</td> <td>Likelihood</td> <td>Risk</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		Conse	Likelihood	Risk			
Conse	Likelihood	Risk								
			<p>Action by</p> <table border="1"> <tr> <td></td> <td>Date</td> </tr> <tr> <td></td> <td></td> </tr> </table>			Date				
	Date									

Risk Assessment



Title: Pest Control: Surveys and Site Visits
Reference: 1
Department: Markets & Consumer Protection
Division: EH&PP
Location: WW

Likelihood		Risk
Consequence	Rating	Consequence X Likelihood
<p>Describe the Hazard and how it might cause harm</p> <p>Contact with Rodenticides / Insecticides - By PCO's during storage, mixing, transport or use. By non-target species if they enter an aquatic environment By non target species as rats move baits</p>	<p>Rating L1,M2,H3</p> <p>M2</p>	<p>Rating L1,M2,H3</p> <p>Consequence X Likelihood L1,L2,M3,M4,H6,H9</p>
<p>Existing Control Measures and Justification</p> <p>All PCO's trained to at least Level 2 BPCA / RSPH PPE provided and always worn Hand wipes available in vehicles Frequent hand washing encouraged and good hygiene encouraged PCO's always to comply with label and instructions for use. Treatment information left with customer All products formally approved and selected for use in the City. PCO's undertake dynamic risk assessment prior to each treatment. Rodent bait boxes collected and disposed of in Smithfield condemned meat store. Lockable bait boxes used where there is any risk of non-target species or children / vulnerable persons accessing baits.</p>		<p>Revised risk rating (residual)</p> <p>Consequence Likelihood Risk</p> <p>Action Date</p>

Control Measures - Suggestions to be written in the box below and submitted for review

Title: Pest Control: Surveys and Site Visits

Reference: 1

Department: Markets & Consumer Protection

Division: EH&PP

Location: V/W

Risk Assessment



Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm	Rating L1,M2,H3	Existing Control Measures and Justification	Rating L1,M2,H3	Consequence X Likelihood L1,L2,M3,M4,H6,H9
Manual Handling Injuries	M2	<p>No regular heavy lifting</p> <p>Trolley's used for accepting stock orders</p> <p>2 PCO's to lift any awkward / bulky objects</p> <p>PCO's to seek advice assistance if need to lift awkward / heavy load.</p>	L1	L2
<i>Additional Control Measures - Suggestions to be written in the box below and submitted for review</i>				
				Revised risk rating (residual risk)
				Consequence
				Likelihood
				Risk
				Action by
				Date
Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm	Rating L1,M2,H3	Existing Control Measures and Justification	Rating L1,M2,H3	Consequence X Likelihood L1,L2,M3,M4,H6,H9
Insect bites and stings including Wasp / Bee. Resulting in pain and may trigger a serious allergic reaction.	M2	<p>All PCO's trained to at least Level 2 BPCA / RSPH PPE provided and always worn including 'bee keepers suits' where necessary</p> <p>PCO's undertake dynamic risk assessment prior to each treatment.</p> <p>Awareness of signs of allergic reaction to stings and the need for immediate medical treatment.</p> <p>Safety signing or isolation of the treatment area for members of the public / clients.</p> <p>Referral to local beekeeper to remove swarm</p> <p>Exclusion of the public and customers from the vicinity of swarms.</p>	L1	L2
<i>Additional Control Measures - Suggestions to be written in the box below and submitted for review</i>				
				Revised risk rating (residual risk)
				Consequence
				Likelihood
				Risk

Risk Assessment



Title: Pest Control: Surveys and Site Visits

Reference: 1

Department: Markets & Consumer Protection

Division: EH&PP

Location: WW

Likelihood		Rating	Consequence	Revised risk rating (residual risk)
Likelihood		Rating	Consequence	Risk
	Existing Control Measures and Justification	L1, M2, H3	Consequence X Likelihood L1, L2, M3, M4, H6, H9	
	Use alternative safe working platforms where available PCO's are competent and have been instructed in safe ladder use Ladders only to be used for short duration, light work. Ladders only to be used on firm ground / safe location 3 points of contact always to be maintained. Use of industrial ladders provided for access. PCO to carry out pre-use check PPE provided and always worn	L1	L2	
	Additional Control Measures - Suggestions to be written in the box below and submitted for review			
	Existing Control Measures and Justification	L1, M2, H3	Consequence X Likelihood L1, L2, M3, M4, H6, H9	
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	Additional Control Measures - Suggestions to be written in the box below and submitted for review			
	Existing Control Measures and Justification	L1, M2, H3	Consequence X Likelihood L1, L2, M3, M4, H6, H9	
	Vacant sites, PCO's must verify what procedures are in place at site for evacuation	H3	M3	
	Additional Control Measures - Suggestions to be written in the box below and submitted for review			



Key

- Area for tables and stools
- Disabled access route
- Market stalls
- Stalls/rows stand demarcation lines

1-2 14-1 9000	Drawn	AS
1-2 14-1 9000	Drawn	AS



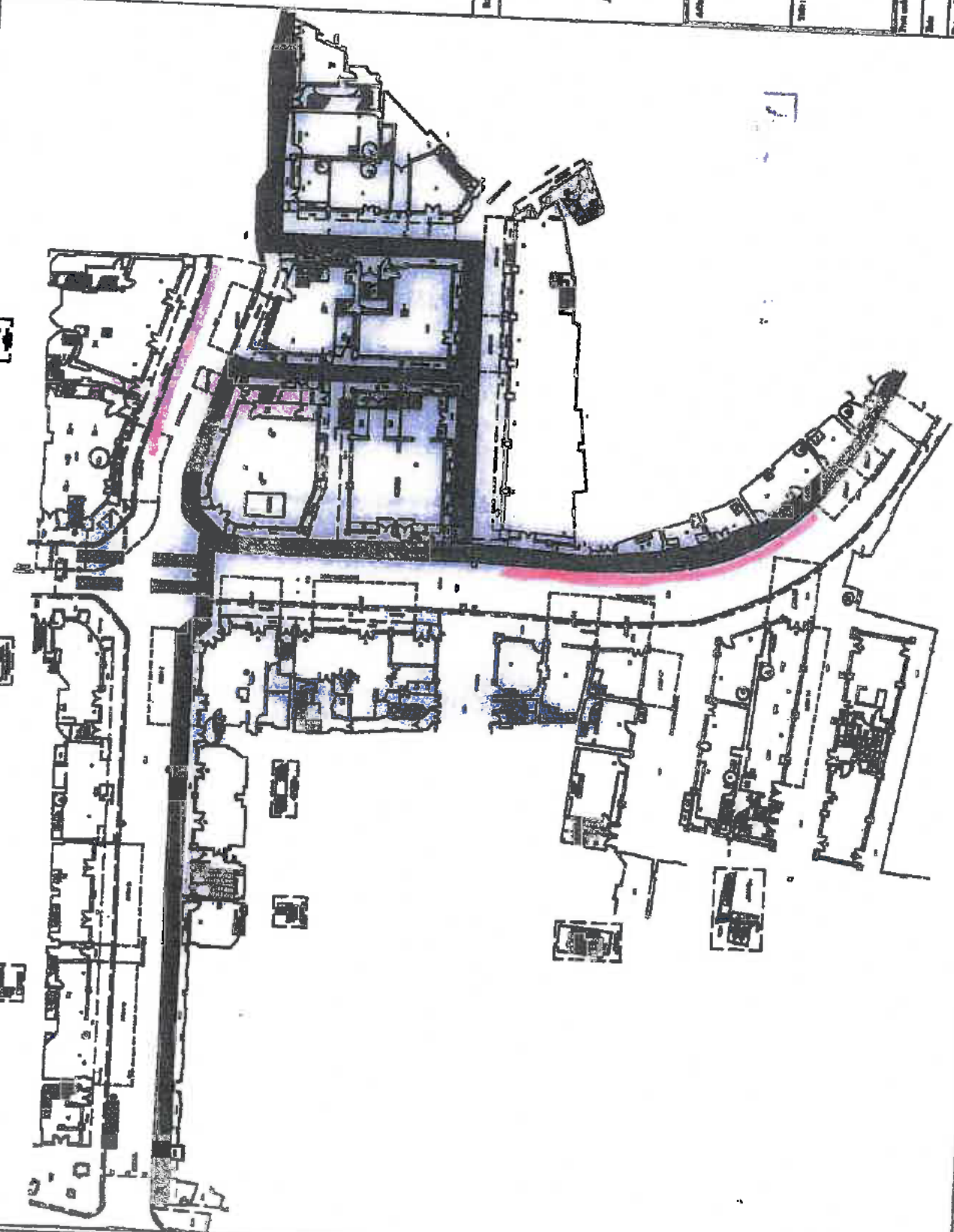
PROGRAMME, AS (Contract) PRICE
City Surveyor

CITY GOVERNMENT DEPARTMENT
Corporate Property Group
Commercial Space & Business Tenants

Address
Ground Floor
Leadenhall Market
London EC3

Drawn
Overall Market
License Plan

Drawn by	NTS	Checked by	BBC
Date	03/08	Drawn by	NTS
Drawing No.	1-C-93942		



Nelson, Trevor

From: Chapman, John
Sent: 05 August 2015 11:11
To: McDonnell, Leighton
Cc: Nelson, Trevor
Subject: FW: Monte Carlo or Bust
Attachments: Monte Carlo or Bust Day 1 2.docx; 00206B81246E150716155440.pdf; Examples of RAMS

Leighton

I've just looked at the map of the car parking over night and it hasn't changed from the original

When we met we did offer an alternative and we also proposed a plan for the day time and send off plan which seems to have been completely missed

Can you advise whether our suggestions were put to the fire officer in charge?

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 04 August 2015 11:11
To: Chapman, John
Subject: FW: Monte Carlo or Bust

SUBJECT TO COMMITTEE APPROVAL

John

See attached plan showing approved resting places for the cars as advised by our fire officer. If you require any other positioning you will need to identify them on the plan so I can get approval.

We do not have a standard form for risk and method statements (RAMS) but see attached for examples, one of which can be over written. If when lodged there are outstanding issues then I can come back to you. You simply need to identify any potential dangers to bringing the cars into the market to property and users and how you will mitigate.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

From: John Chapman [mailto: [REDACTED]]
Sent: 04 August 2015 10:06
To: Nelson, Trevor
Subject: Monte Carlo or Bust

Hi Trevor

Something to lighten the load!

Attached is the final time plan for Tuesday 8th and Wednesday 9th September which includes details re car parking in Leadenhall Market.

The cars are numbered and are ready to park in the allotted car parking spaces once the Corp. advise the final resting positions.

Martin will be sending the City of London Application form as requested as soon as it's completed and he now been asked to complete a Risk Assessment form but doesn't have a standard form – is there one available and if so can you forward it on? - Thank you

Hope the other matter is progressing OK!

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

Registered in England: Registered Number 3272229.

Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

Registered for VAT: GB750255058

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Info Carlo or Bust

Clubsonar

Lloyd's Motor Club



Date	Time	Activity
Tuesday 8th September	11:00	15 2CV Cars assemble in Leadenhall Market in pre-determined positions. Cars will remain in the Market for period through to departure on Wednesday morning at 08:15
	13:00 - 14:00	Lloyd's Motor Club Forum in the Old Library at Lloyd's. Presentation by guest speaker on the 2CV
	14:00 to 14:45	Refreshments in Lloyd's
	15:00 -17:00	Drivers Briefing in Lloyd's
	18:30 - 20:30	Drivers reception party at The Brokers Wine Bar in Leadenhall Market
	20:45	Cars parked overnight in Leadenhall Market (repositioned to comply with Corporation of London Requirements)
Wednesday 9th September	07:30	Cars re positioned in Leadenhall Market
	07:30 - 08:15	Drivers breakfast at The Brokers Wine Bar, Leadenhall Market
	08:15	Cars depart Leadenhall Market for "Drive Through" at Lloyd's, Tower 1, 1 Lime Street for send off by Inga Beale CEO of Lloyd's.
	08:30	Last Car leaves Lloyd's
	11:20	Eurotunnel to France

Martin Robinson



Mobile





Key

- Area for tables and chairs
- Disabled access route
- Market stalls
- Divisional steel demonstration stand

12	12-12-2008	Issue	12
This document is approved by this Agency			



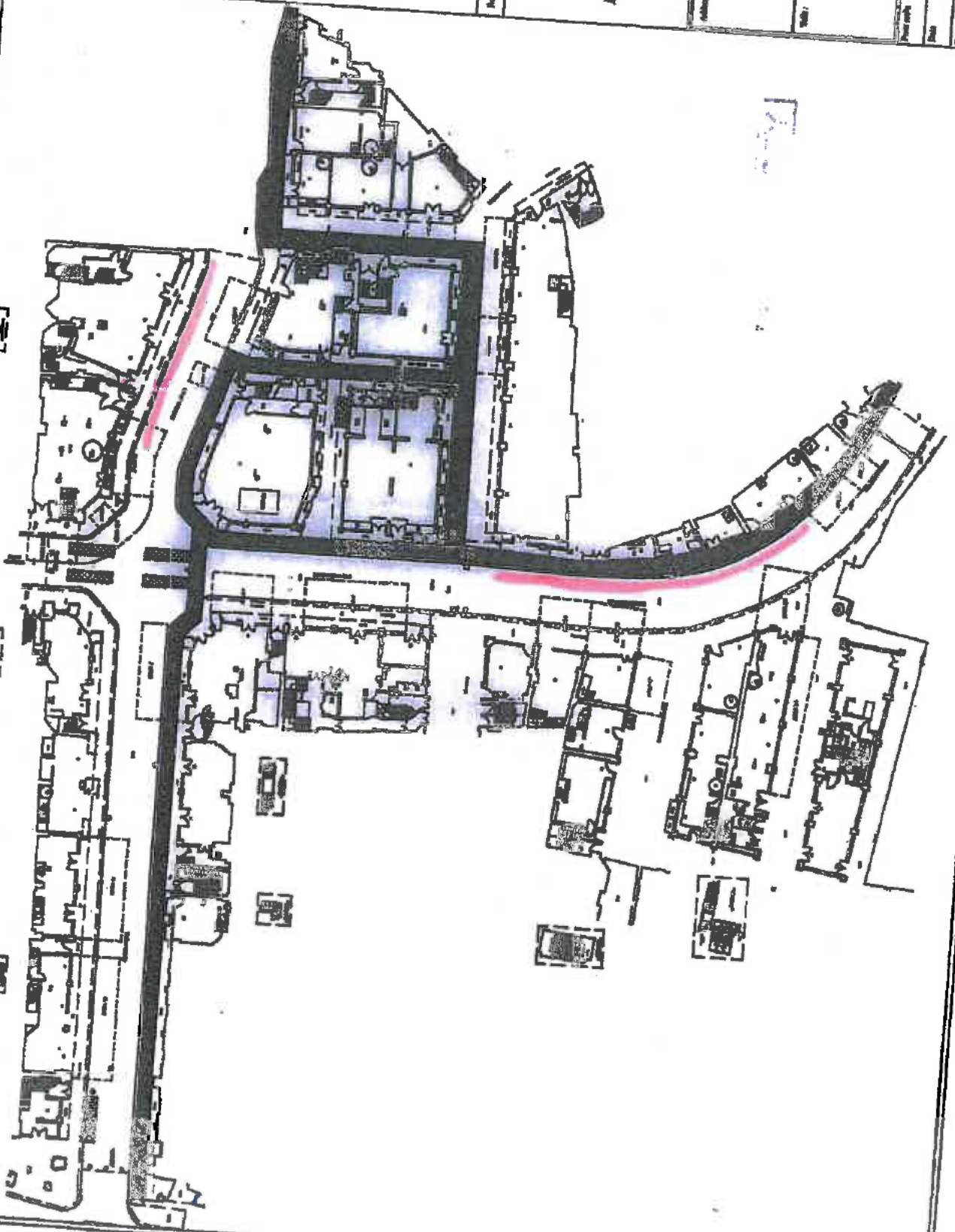
P.O. Box 1, 10001, London
City Surveyor

CITY SURVEYORS DEPARTMENT
Corporate Property Group
Commercial, Retail & Research Division

Ground Floor
Leadenhall Market
London EC3

Overall Market
Licence Plan

Project No	NTS	Drawn by	SIC
Date	03/08	Scale	1:100
Drawing No	1-C-9394/2		



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Cc: Nelson, Trevor
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If not then I will re-visit and discuss with the organiser again

Kind regards

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Langbourn Ward

V: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

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Sent: 05 August 2015 14:23
To: Chapman, John
Subject: FW: Monte Carlo or Bust

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Regards

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www.cityoflondon.gov.uk

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Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.idcconsultants.com

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Sent: 05 August 2015 15:32
To: McDonnell, Leighton
Cc: Nelson, Trevor
Subject: RE: Monte Carlo or Bust

Leighton

I am going over there in about an hours' time to look at the recent development & will try and get to the organiser tonight

If you are unable to track the drawings taken from Trevor or I think it was Steve? I will endeavour to revisit what we said and draw them in again and send the plan to you tomorrow

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 05 August 2015 15:28
To: Chapman, John
Subject: RE: Monte Carlo or Bust

John

I only need 15 minutes notice to pop over when you are there next or when organiser is free. Should not take more than a minute.

Regards

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John D Chapman
Managing Director

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Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 06 August 2015 12:58
To: McDonnell, Leighton
Cc: Nelson, Trevor; Martin Robinson [REDACTED]
Subject: MC or Bust - Parking Plans
Attachments: MC or Bust LM parking Day 06.08.15.pdf; MC or Bust LM parking Night 06.08.15.pdf

Leighton

I visited the market yesterday and have now hopefully got the plan right for both day time & overnight parking

You will see from the attached I have had to amend the places proposed by you / fire officer for the night time allocation as I can't see how they can fit in 15 2 CV's in the locations provided

The specification of the cars are 3830 mm long (152 ins) & 1480 wide (58.3 ins). They will need space at the front and rear of say 6 ins so overall length needed just over 13.5 feet. They will need 12 ins. At the side to allow driver in / out so overall width nearly 6 feet.

As there are 15 cars they will need some 200 feet of space (67 yards) parking to accommodate them with an average of 6 feet width along that length. I don't believe it is going to be easy but my suggestions are as follows:

My original location for the overnight parking was to have 4 outside of the market in Whittington Avenue but there is an argument that they won't be under the protection of the Market and could be vandalised / stolen so I've located them opposite each other outside Chamberlains.

For the day parking I believe it was suggested that the cars are stationed as shown on the 'Day' plan attached.

Once we are in agreement with both plans (whether they need changing or not) there is also the matter of when the cars are to be moved and how this will affect tenants.

Martins' time plan shows the cars being driven into the market at 11:00 on Tuesday 8th September – located in the formation as outlined and then they are to be moved into the overnight plan formation at 20:45 – is this late enough given that there may well still be some pedestrians / customers still in the Market?

On the morning of Wednesday 9th September 2015 the cars are to be re-positioned back to their 'Day' time location at 07:30 – wouldn't it be better to leave them in their 'Night' position as it's for only an extra 45 minutes and they can then be driven off in formation onto Lime Street and left off to Lloyds?

If you can firstly get the Fire Officers agreement to the amended locations (taking into account the measurements given) we can then work on the actual timings with Martin and how we can make the operation as straightforward as possible with the minimum of upset to the tenants.

All comments welcomed

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdconsultants.com

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Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

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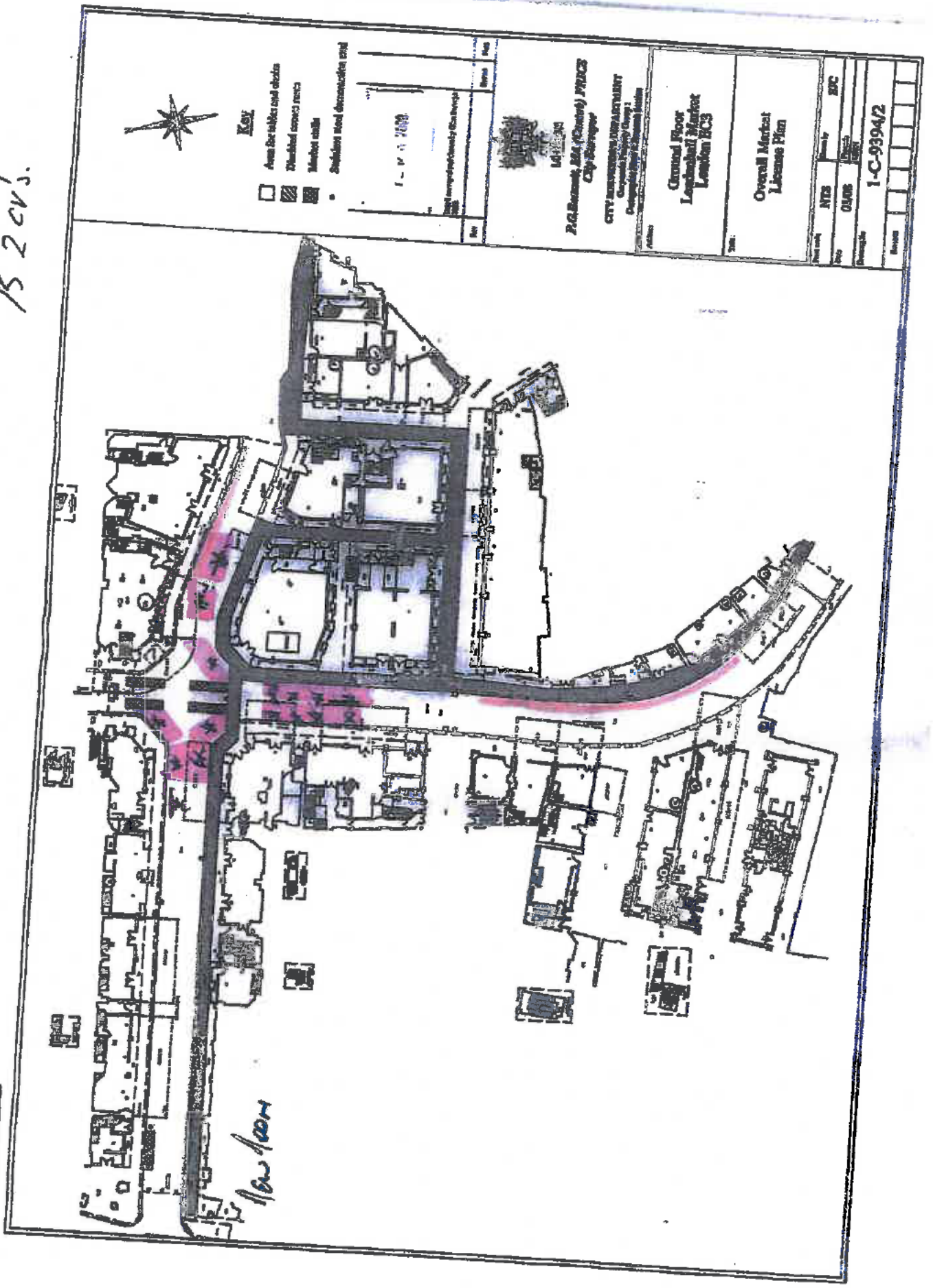
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Day Time

152 cv's.



New Room

Key

- Area for tables and chairs
- Marked areas/rects
- Market stalls
- Stalls not demarcated and

No.	Area	Use
1
2
3
4
5



P.O. Box 244, (County) PRICES
 City of London

CITY OF LONDON CORPORATION
 City Engineer

Ground Floor
Leadenhall Market
London EC3

Overall Market
License Plan

Drawn by	NTS	Scale	25%
App'd	01/08	Date	1997
Drawn by	1-C-9394/2		

Nelson, Trevor

From: Chapman, John
Sent: 11 August 2015 15:42
To: Nelson, Trevor
Subject: FW: MC or Bust - Parking Plans
Attachments: MC or Bust LM parking Day 06.08.15.pdf; MC or Bust LM parking Night 06.08.15.pdf

Trevor

Can you talk to whoever to get this through

I wouldn't have worked out and detailed the measurements if I thought the original plan was going to work!

Kind regards

John Chapman - Deputy
Langbourn Ward

f: [REDACTED]

E: John.Chapman@cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 11 August 2015 13:53
To: Chapman, John
Subject: FW: MC or Bust - Parking Plans

SUBJECT TO CONTRACT AND WITHOUT PREJUDICE

John

I am sorry but I cannot approve your amended plan on the advice of our health & safety manager. You will have to adhere to the original location recommendations. Can you confirm.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 06 August 2015 12:58
To: McDonnell, Leighton
Cc: Nelson, Trevor; Martin Robinson [REDACTED]
Subject: MC or Bust - Parking Plans

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All comments welcomed

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Managing Director

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Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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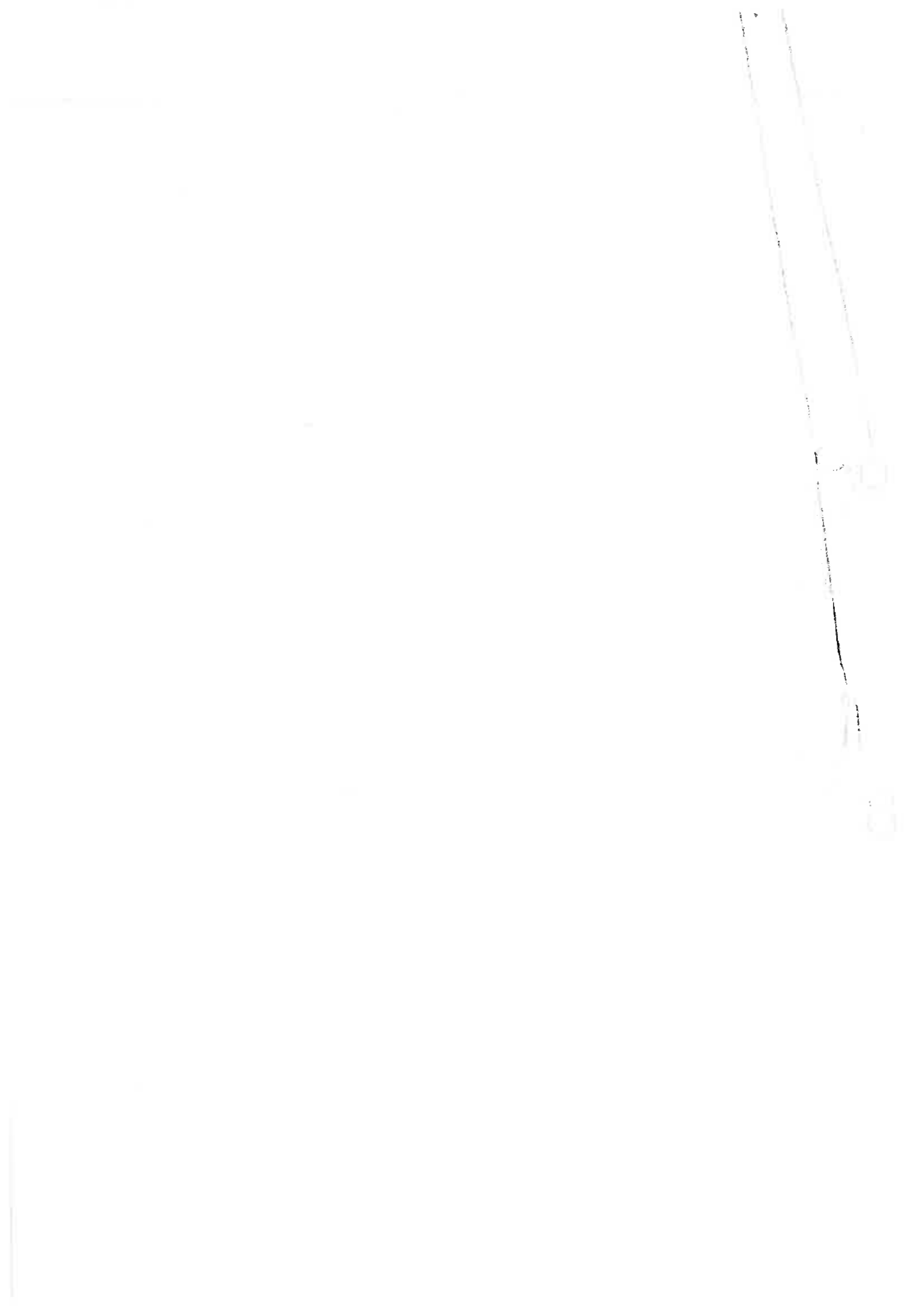
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not to be used for your co-operation in this matter.
proh



Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 12 August 2015 14:10
To: Nelson, Trevor
Subject: FW: MCOB

Hi Trevor

And another thing [REDACTED]

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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-----Original Message-----

From: Martin Robinson [REDACTED]
Sent: 12 August 2015 13:41
To: John Chapman [REDACTED]
Subject: MCOB

John,

When we have the cars in Leadenhall market we thought about having charity buckets out. I gather that this is possible but we need a permit that must be applied for 1 month in advance. So we have missed that!

Is there any way around that. Don't spend much time on this as we can fall back on having the buckets in the Brokers Wine Bar.

Regards,

MartinR
Mobile [REDACTED]

Nelson, Trevor

From: McDonnell, Leighton
Sent: 13 August 2015 09:53
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust
Attachments: 00206B81246E150716155440.pdf

Trevor

See attached plan. Mick Bagnali is sending me a copy contract, which we may be able to amend. He normally charges £25 per day per car for filming plus vat. I also wish to add on my surveyors/ building managers fees of £1,000 plus vat if it is to go ahead.

Total cost = £375 x 2 (day and night) + £1,000 = £1,750 plus vat.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 13 August 2015 09:38
To: Short, Terence
Subject: FW: Monte Carlo or Bust

Terence

The event organiser is refusing to take no for an answer. Are you able to confirm that in your opinion this the best positioning for parking of 15 x 2CV cars in terms of fire safety for both night and day time.

Regards

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Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 16 July 2015 15:59
To: Chapman, John
Subject: FW: Monte Carlo or Bust

John

I have spoken to out fire officer and there are no problems with parking cars within the market on the times stated. He has suggested preferred positioning however and I have marked it on the plan, that is preferably in one line and on one side. Can you confirm positioning on the plan so that the building manager can be made aware and allowed to comment. Will the cars be left in the market overnight or in Lime Street.

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THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

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From: McDonnell, Leighton
Sent: 30 June 2015 10:34
To: Chapman, John
Subject: FW: Monte Carlo or Bust

John

Trevor is on leave and I am covering for Merce whilst she is on maternity leave. Are you still proposing to hold the attached event as I am unsure where discussions were left off.

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THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Durcan, Patrick
Sent: 30 June 2015 09:45
To: McDonnell, Leighton
Subject: FW: Monte Carlo or Bust

Patrick Durcan MRICS
Senior Principal Surveyor
Investment Property Group
City Surveyors Department
City of London
020 7332 3317

www.cityoflondon.gov.uk

From: Chapman, John
Sent: 01 April 2015 14:57
To: Nelson, Trevor
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

Trevor

This sounds fine – let's meet in the middle of Grand Avenue

I've attached the latest proposal for this which I believe I have already sent to you – but just in case

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 31 March 2015 12:15
To: Chapman, John
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

John

We didn't set a definite date to meet.

Can I suggest 11.30 on Thursday Morning at Leadenhall. Can you make that or have you another time you can suggest?

We can discuss the outline and then the detailed arrangements can be discussed with those on site.

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: Chapman, John
Sent: 25 March 2015 11:35
To: Nelson, Trevor
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

Thanks Trevor

Yes – excellent idea re on site meeting and I will forward on your comments to the organisers so that they can discuss tonight and if necessary raise any issues they themselves may have

It would be good to have a chat before Easter so if you can make next Thursday 2nd April either late morning or later afternoon that would be good alternatively the following week is totally free except for Friday PM

Kind regards

John Chapman - Deputy
Langbourn Ward

M: [REDACTED]

E: John.Chapman@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 25 March 2015 11:26
To: Chapman, John
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

John

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When Merce was involved I think there was some work done to set out exactly how much of the Market would be required because as you know we have Tables & Chairs licences granted and these would have to be accommodated.

The other unknown is Fire regulations. We have had some fairly frank discussions over the positioning of the tables & chairs with LFB. They are insisting on vehicle access from Lime Street to the under Dome for a Fire engine at all times or our Insurance could be voided. So this also needs fully discussed.

As you see we are supportive but there are a few 3rd parties that need to be consulted.

Shall I get Paula my PA to set up a meeting on site ? Can you let me have some contact details.

Regards

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
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Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: Chapman, John
Sent: 25 March 2015 09:09
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

Trevor

There is a meeting tonight re the above and they are keen to learn the COL views on this development – hopefully it will be acceptable

While writing there may also be an opportunity for holding a wine festival in the Market during June of this year over a weekend? I have said I am sure the COL would welcome the chance to open over a weekend to promote either local or overseas produced. Would they be OK with this?

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Sent: 05 March 2015 11:52
To: Nelson, Trevor
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We may need another one however as the Motor Club has asked whether the COL could accommodate the attached revised plan

Let me know what you think & if we can work around this to make it work – Thanks Trevor

Kind regards

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E: John.Chapman@cityoflondon.gov.uk

Nelson, Trevor

From: McDonnell, Leighton
Sent: 13 August 2015 15:28
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

Trevor

I have spoken to Terence and one solution is to fill Leadenhall Place (where the fire engines cannot access because of floor loading) at least with reference to the T&C's. I think we should be firm and say enough is enough if this is not suitable, especially as we have consulted fire or H&S managers three times now as well as having 2 site meetings.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Short, Terence
Sent: 13 August 2015 14:15
To: McDonnell, Leighton
Subject: RE: Monte Carlo or Bust

Leighton,

If they can fill the area completely at Leaden hall place as we no longer use this area for fire access with the overflow in the southern section avoiding the table areas of unit 38 /39. (at least two space either side). Hope this helps.

Kind regards Terence

Terence Short GFireE Grad IOSH
Fire Safety Advisor
Operations Group, City Surveyor's
Health & Safety Property – Fire Safety
City of London, PO Box 270
Guildhall, London EC2P 2EJ

Phone: Tel: 020 7332 1439 **Email:** Terence.Short@cityoflondon.gov.uk

Intranet: [Click Here for property fire safety pages on the City's Intranet](#)

Web site: www.cityoflondon.gov.uk

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Sent: 30 June 2015 09:45
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Subject: FW: Monte Carlo or Bust

Patrick Durcan MRICS
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Investment Property Group
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020 7332 3317
[REDACTED]

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Website www.cityoflondon.gov.uk

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Investment Property Group

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Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

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To: Nelson, Trevor
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Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

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Sent: 05 March 2015 11:52
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

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Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

Nelson, Trevor

From: John Chapman <johnc@jdcconsultants.com>
Sent: 18 August 2015 13:42
To: Nelson, Trevor
Subject: RE: Leadenhall

Trevor

Let me catch up on the rest of this tomorrow by phone

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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From: Nelson, Trevor [mailto:Trevor.Nelson@cityoflondon.gov.uk]
Sent: 18 August 2015 11:30
To: John Chapman [REDACTED]
Cc: McDonnell, Leighton <Leighton.McDonnell@cityoflondon.gov.uk>
Subject: Leadenhall

John

Updates

- 1 "Saturday Mess"
I hope you got my e mail from yesterday. Please call if you wish to discuss further.
- 2 Monte Carlo or Bust
We are experiencing severe reluctance from the Fire Officer to the planned parking. I attach a plan where he would be prepared to see some short term parking. As you will see this is from My Pasta Bar to Hobbs and outside Cards Galore. The problems seem to be twofold. Firstly fire access is along Lime Street Passage from Lime Street . Central Avenue and Leadenhall Place cannot take the weight of Fire Vehicles due to the basements below so cannot be considered for Fire access. Secondly we need to respect the Tables and Chairs licences as shown by the dotted lines and also the disabled access which we have already discussed which is the dark hatched lines.

We can only allow parking in the above areas at least for the agreed T&C's. I would suggest this is what we document by way of a licence well before the event. Again give me a call to discuss.

3 Chequers Lease renewal

The lease on Chequers comes to an end in March 2016. It is therefore unusual that the tenant is so keen to get this agreed more than 6 months before the renewal. We are happy to discuss and agree a new term but it must be on market terms and conditions and at a market rent. They currently pay £31,125 pa and have been in occupation since 1996. They want to retain a lease with the protection of the Landlord and Tenant Act but want to change the terms significantly-change to user clause, Tenant break, pay monthly and other variations. Their proposed rent flow is the most unacceptable item....Year 1 Rent Free, Year 2 £5,000, Year 3 £15,000, Year 4 £25,000 and year 5 £35,000. And also they want the rent review to 75% of Open Market value. These are unacceptable. This case will run its course but I would suggest that if they contact you again then you refer them back to us and explain that the City surveyors will bring a recommendation forward when acceptable terms are agreed. Until then there is a process set down in the Landlord and Tenant Act 1954 which is being followed.

I hope this is clear

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

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To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

Trevor

See attached plan. Mick Bagnall is sending me a copy contract, which we may be able to amend. He normally charges £25 per day per car for filming plus vat. I also wish to add on my surveyors/ building managers fees of £1,000 plus vat if it is to go ahead.

Total cost = £375 x 2 (day and night) + £1,000 = £1,750 plus vat.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 13 August 2015 09:38
To: Short, Terence
Subject: FW: Monte Carlo or Bust

Terence

The event organiser is refusing to take no for an answer. Are you able to confirm that in your opinion this the best positioning for parking of 15 x 2CV cars in terms of fire safety for both night and day time.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 16 July 2015 15:59
To: Chapman, John
Subject: FW: Monte Carlo or Bust

John

I have spoken to out fire officer and there are no problems with parking cars within the market on the times stated. He has suggested preferred positioning however and I have marked it on the plan, that is preferably in one line and on one side. Can you confirm positioning on the plan so that the building manager can be made aware and allowed to comment. Will the cars be left in the market overnight or in Lime Street.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 30 June 2015 10:34
To: Chapman, John
Subject: FW: Monte Carlo or Bust

John

Trevor is on leave and I am covering for Merce whilst she is on maternity leave. Are you still proposing to hold the attached event as I am unsure where discussions were left off.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Durcan, Patrick
Sent: 30 June 2015 09:45
To: McDonnell, Leighton
Subject: FW: Monte Carlo or Bust

Patrick Durcan MRICS
Senior Principal Surveyor
Investment Property Group
City Surveyors Department
City of London
020 7332 3317
[REDACTED]

www.cityoflondon.gov.uk

From: Chapman, John
Sent: 01 April 2015 14:57
To: Nelson, Trevor
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

Trevor

This sounds fine – let's meet in the middle of Grand Avenue

I've attached the latest proposal for this which I believe I have already sent to you – but just in case

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 31 March 2015 12:15
To: Chapman, John
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

John

We didn't set a definite date to meet.

Can I suggest 11.30 on Thursday Morning at Leadenhall. Can you make that or have you another time you can suggest?

We can discuss the outline and then the detailed arrangements can be discussed with those on site.

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: Chapman, John
Sent: 25 March 2015 11:35
To: Nelson, Trevor
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

Thanks Trevor

Yes – excellent idea re on site meeting and I will forward on your comments to the organisers so that they can discuss tonight and if necessary raise any issues they themselves may have

It would be good to have a chat before Easter so if you can make next Thursday 2nd April either late morning or later afternoon that would be good alternatively the following week is totally free except for Friday PM

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 25 March 2015 11:26
To: Chapman, John
Cc: Durcan, Patrick; Garwood, Tina
Subject: RE: Monte Carlo or Bust

John

I think that the basic plan is fine but there was concern from the on-site people at the market regarding where the cars would be parked overnight and their security. If any extra guarding was involved the costs would have to be covered. The other issue that was mentioned was access for deliveries and for the Bin lorries who come to the bin store early in the morning. I am sure these can be worked out with some liaison with Tina on site. The devil is in the detail so perhaps we should sit down to discuss the vision of how your organizers see the Leadenhall bit going.

When Merce was involved I think there was some work done to set out exactly how much of the Market would be required because as you know we have Tables & Chairs licences granted and these would have to be accommodated.

The other unknown is Fire regulations. We have had some fairly frank discussions over the positioning of the tables & chairs with LFB. They are insisting on vehicle access from Lime Street to the under Dome for a Fire engine at all times or our Insurance could be voided. So this also needs fully discussed.

As you see we are supportive but there are a few 3rd parties that need to be consulted.

Shall I get Paula my PA to set up a meeting on site ? Can you let me have some contact details.

Regards

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: Chapman, John
Sent: 25 March 2015 09:09
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

Trevor

There is a meeting tonight re the above and they are keen to learn the COL views on this development – hopefully it will be acceptable

While writing there may also be an opportunity for holding a wine festival in the Market during June of this year over a weekend? I have said I am sure the COL would welcome the chance to open over a weekend to promote either local or overseas produced. Would they be OK with this?

Kind regards

John Chapman - Deputy
Langbourn Ward
M: [REDACTED]
E: John.Chapman@cityoflondon.gov.uk

From: Chapman, John
Sent: 05 March 2015 11:52
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust

Trevor

Can you give me an idea of how this will be accepted by the COL as the MC or Bust crew are pushing to get the basic plans sorted

Kind regards

John Chapman - Deputy

Langbourn Ward

M: [REDACTED]

E: John.Chapman@cityoflondon.gov.uk

From: Chapman, John

Sent: 25 February 2015 13:57

To: Nelson, Trevor

Cc: [REDACTED]

Subject: Monte Carlo or Bust

Trevor

Thanks again for the GOW the other evening – great fun and good to catch up!

We may need another one however as the Motor Club has asked whether the COL could accommodate the attached revised plan

Let me know what you think & if we can work around this to make it work – Thanks Trevor

Kind regards

John Chapman - Deputy

Langbourn Ward

M: [REDACTED]

E: John.Chapman@cityoflondon.gov.uk

Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 19 August 2015 12:02
To: Nelson, Trevor
Subject: Leadenhall Market

Hi Trevor

Just so that we are both aware of future actions I outline below my understanding of where we are. Can you come back to me with your comments so that I can progress any / all of the matters – Thanks Trevor

1. Chequers Hairdressers - Lease Issues – JC to drop them an E mail establishing that I can't get further involved – BCC TN
2. Beau Gems - Rubbish Issues – Now sorted hopefully – N bar the culprit – TN dealing with
3. MC or bust - Parking problems - overnight & daytime – you are to go ahead with Licencing as per the Fire Officer recommendations & we'll deal with the locations on the day. We still need to measure out the allocation though to make sure ALL the cars fit in – I did ask for a scale map of LM to work on this
4. East End Market - 28th / 29th November - Joe Leslie – Can you OK this?
5. Pop Up Market - long term quarterly revolving - WMC retail Partners – This is being mooted but I understand could be political! Do you know about this?
6. Virtual Golf Match with Broker v broker - September 21st 2015 – Can you OK this? I'll send more details over later

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 19 August 2015 12:55
To: Nelson, Trevor
Subject: FW: Monte Carlo or Bust Drivers Party Tuesday 8th September

Trevor

You are more than welcome to come along for a glass or two – given all the work you've put into the project

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]

Tel: [redacted]

Email: [redacted]

Web: www.idcconsultants.com

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From: Martin Robinson [mailto:[redacted]]
Sent: 19 August 2015 10:26
To: John Chapman [redacted]
Subject: Monte Carlo or Bust Drivers Party Tuesday 8th September

John,

Hope you can join us at the Drivers party on Tuesday 8th September at the Broker's Wine Bar commencing at 18:30. Please bring a guest and confirm ASAP.

Is there anybody else I should invite from Corp. of London / Langbourn Ward?

Regards,

Martin Robinson
Managing Director
CATEX
Suite 60,
Gallery 4,
[redacted] Leadenhall Street,
London, EC3V 1LP

Direct Line
Mobile



www.catex.com



Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 03 September 2015 10:16
To: Nelson, Trevor
Subject: FW: MC or Bust

Trevor

I assume this is going to be OK but now need entrance ID?

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.idcconsultants.com

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From: John Chapman
Sent: 03 September 2015 10:15
To: 'Martin Robinson' [REDACTED]
Subject: RE: MC or Bust

Apologies for not getting back sooner Martin on this – a bit of a swerve ball re timing & we have to get licence changed

As soon as I know more I'll contact you

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.idcconsultants.com

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From: Martin Robinson [REDACTED]
Sent: 03 September 2015 10:13
To: John Chapman [REDACTED]
Subject: RE: MC or Bust

John,

Any news on this one, happy to meet whoever in the Market if necessary.

Regards,

MartinR

From: Martin Robinson
Sent: 27 August 2015 13:44
To: 'John Chapman' [REDACTED]
Subject: RE: MC or Bust

John,

On the Monday night the cars are being kept in the Clothworkers Hall forecourt at Minster Court. So the plan is to start to ferry the cars across at around 10:30 on the morning of Tuesday 8th, my guess is that by 11:15 all should be in Leadenhall Market. Is that OK?

Grateful if somebody could specify the market entrance we should use.

On day of departure, for speed of departure, it would be good if we can exit Leadenhall Market via the One Under Lime route into Lime Street to get to Tower 1 at Lloyd's.

Regards,

MartinR

From: John Chapman [mailto:[REDACTED]]
Sent: 27 August 2015 11:35
To: Martin Robinson [REDACTED]
Cc: Martin Robinson [REDACTED]
Subject: MC or Bust

Martin

Can you advise exactly what time the cars are turning up at LM on Tuesday 8th September so that myself and COL Officer can be there to assist marshalling of parking overnight? – thank you

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 03 September 2015 11:01
To: Nelson, Trevor
Subject: FW: MC or Bust

Trevor

Any ideas?

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]

Tel: [redacted]

Email: [redacted]

Web: www.idcconsultants.com

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From: Martin Robinson [mailto:[redacted]]
Sent: 03 September 2015 10:21
To: John Chapman [redacted]
Subject: Re: MC or Bust

John is there a preferred time so we do not have to go down the re licence route?

Regards,

MartinR

On 3 Sep 2015, at 10:15, John Chapman [redacted] wrote:

Apologies for not getting back sooner Martin on this – a bit of a swerve ball re timing & we have to get licence changed

As soon as I know more I'll contact you

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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From: Martin Robinson [REDACTED]
Sent: 03 September 2015 10:13
To: John Chapman [REDACTED]
Subject: RE: MC or Bust

John,

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Regards,

MartinR

From: Martin Robinson
Sent: 27 August 2015 13:44
To: 'John Chapman' [REDACTED]
Subject: RE: MC or Bust

John,

On the Monday night the cars are being kept in the Clothworkers Hall forecourt at Minster Court. So the plan is to start to ferry the cars across at around 10:30 on the morning of Tuesday 8th, my guess is that by 11:15 all should be in Leadenhall Market. Is that OK?

Grateful if somebody could specify the market entrance we should use.

On day of departure, for speed of departure, it would be good if we can exit Leadenhall Market via the One Under Lime route into Lime Street to get to Tower 1 at Lloyd's.

Regards,

MartinR

From: John Chapman [mailto: [REDACTED]]
Sent: 27 August 2015 11:35
To: Martin Robinson [REDACTED]
Cc: Martin Robinson [REDACTED]
Subject: MC or Bust [REDACTED]

Martin

Ca you advise exactly what time the cars are turning up at LM on Tuesday 8th September so that myself and COL Officer can be there to assist marshalling of parking overnight? – thank you

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.ldccconsultants.com

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 03 September 2015 16:35
To: Nelson, Trevor
Cc: Martin Robinson [REDACTED] Martin Robinson [REDACTED]
Subject: FW: Leadenhall Market
Attachments: 9394 Tab 15 - A3 Plan of Market (1).pdf

Trevor

Further to our discussions please liaise directly with Martin given that this is the third time I have had this plan and this time there is NO car allocation

By copy to Martin – I believe the changed times are OK but you will need to check this with the licence / Trevor before signing off & I believe Trevor also needs your contact details for the licence

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.idcconsultants.com

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From: McDonnell, Leighton [<mailto:Leighton.McDonnell@cityoflondon.gov.uk>]
Sent: 03 September 2015 15:48
To: John Chapman [REDACTED]
Cc: Nelson, Trevor <Trevor.Nelson@cityoflondon.gov.uk>; Cross, Andrew <Andrew.Cross@cityoflondon.gov.uk>
Subject: FW: Leadenhall Market

SUBJECT TO LICENCE AND COMMITTEE APPROVAL

John

1. See attached plan which is now to scale. Please can you send to the organiser and ask to mark on plan where the cars will be parked. If I can get approval then this will be important so a letter can be send to the Tenants beforehand.

2. Can I have name and address of the organiser and confirmation that there will be adequate insurance cover for damage and injury.

Regards

Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 03 September 2015 17:44
To: Martin Robinson; Nelson, Trevor
Subject: RE: Leadenhall Market

Hi Martin

There should be no need for this – we've already agreed the car placement for the licence and we've visited three times already!

I'm sure the license will be fine – they just needed the contact details to be entered onto the paperwork

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.idcconsultants.com

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From: Martin Robinson [mailto:[REDACTED]]
Sent: 03 September 2015 17:38
To: John Chapman [REDACTED]; Nelson, Trevor <Trevor.Nelson@cityoflondon.gov.uk>
Subject: Re: Leadenhall Market

I can be available tomorrow if there is a need for an on-site discussion.

Regards,

MartinR
Mobile [REDACTED]

On 3 Sep 2015, at 16:34, John Chapman [REDACTED] wrote:

Trevor

Further to our discussions please liaise directly with Martin given that this is the third time I have had this plan and this time there is NO car allocation

By copy to Martin – I believe the changed times are OK but you will need to check this with the licence / Trevor before signing off & I believe Trevor also needs your contact details for the licence

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.idccconsultants.com

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From: McDonnell, Leighton [<mailto:Leighton.McDonnell@cityoflondon.gov.uk>]

Sent: 03 September 2015 15:48

To: John Chapman [REDACTED]

Cc: Nelson, Trevor <Trevor.Nelson@cityoflondon.gov.uk>; Cross, Andrew <Andrew.Cross@cityoflondon.gov.uk>

Subject: FW: Leadenhall Market

SUBJECT TO LICENCE AND COMMITTEE APPROVAL

John

1. See attached plan which is now to scale. Please can you send to the organiser and ask to mark on plan where the cars will be parked. If I can get approval then this will be important so a letter can be send to the Tenants beforehand.
2. Can I have name and address of the organiser and confirmation that there will be adequate insurance cover for damage and injury.

Regards

<9394 Tab 15 - A3 Plan of Market (1).pdf>

APPROVAL IN ACCORDANCE WITH DELEGATED AUTHORITY

CITY FUND ESTATE

LEADENHALL MARKET, LONDON, EC3 1LR

NEW LICENCE

Report No.
CS. 272/15

PREMISES

Lime Street Passage and Leadenhall Place, Leadenhall Market

Grade:

C

PREVIOUS LICENCE

None

PROPOSED LICENCE

Licensee:

Clubsonar (Lloyds Motor Club) c/o Martin Robinson c/o Catex Euro
12 Leadenhall Street, Suite 60, Gallery 4, London, EC3V 1LP.

Term:

From 11.00am on 8th September 2015 to 8.30am on 9th September
2015

Fee:

None

Other Terms:

Licence:

Licence on the City's standard terms

Rent Free Period:

None

User:

To drive and park in areas shown by the blue arrows on the
enclosed plan, 15 no. 2CV cars as part of a 2CV vintage car
promotion and park only in areas predetermined by the COL.
They will remain there overnight and be driven off by 8.30 am
on 9th September.

Repairs:

N/A

Costs:

Each party to bear their own costs if any.

FINANCIAL DETAILS:

Tenant's Payment Record:

N/A

Rent Deposit/Guarantor: N/A

Chamberlain's Comment On
Tenant's Financial Status
Required: No

General Comments:

1. Risk and method statements have been requested.
2. No planning permission is required.
3. Clubsonar have stated that every car will be numbered and that each owner will be responsible for the management, safety and security of their own car. In addition each driver will also be responsible for cleaning up afterwards and making good any damage.
4. The City will accept no responsibility for damage or insurance during the period the cars are within Leadenhall Market.

Agent(s): Not applicable

Fees: Not applicable

File No. 6836

Manhattan Property Code AH900

SURVEYOR.....
LEIGHTON McDONNELL (SENIOR SURVEYOR)

DATED 4.09.15

SUPPORTED BY.....
ANDREW CROSS (PRINCIPAL SURVEYOR)

DATED 4/9/15

SUPPORTED BY.....
TREVOR NELSON (ASSISTANT DIRECTOR)

DATED 4/9/15

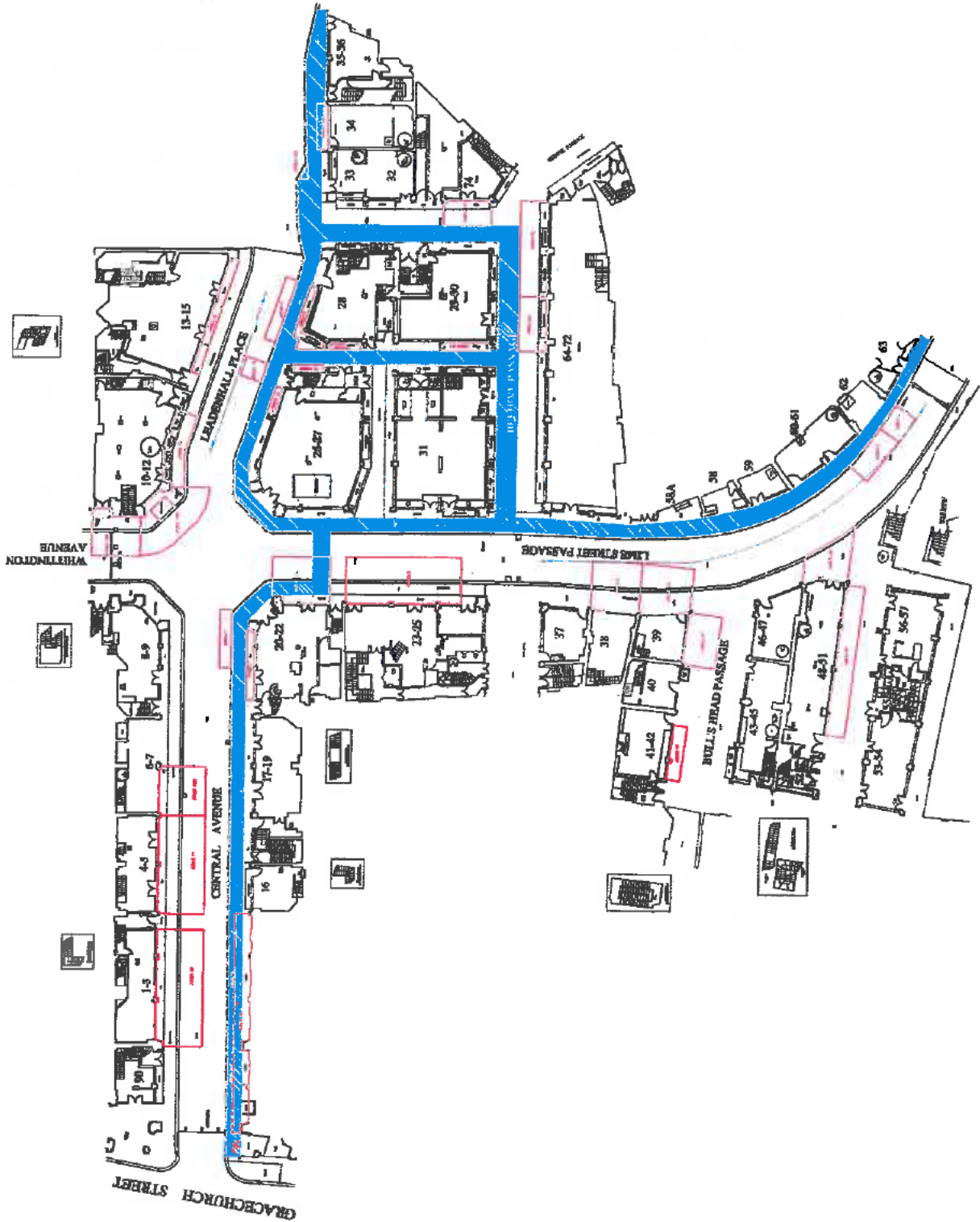
SUPPORTED BY.....
NICHOLAS GILL (DIRECTOR)

DATED 04/09/2015



Key

- Area for tables and chairs
- Disabled access route



CITY OF LONDON
P.G. Bennett, MA (City of London) FRICS
City Surveyor

CITY SURVEYOR'S DEPARTMENT
 Property Projects Group :
 Plans & Research Section

Address:	Ground Floor Leadenhall Market, London, E.C.3.
Title:	Table, Chairs and Disabled Access Plan
Plan scale:	1:400 @ A3
Drawn by:	KT
Date:	09/2015
Drawing No.:	1-C-9394 -15

Rev	Drawn	Date

Nelson, Trevor

From: Nelson, Trevor
Sent: 07 September 2015 13:28
To: McDonnell, Leighton
Subject: FW: Leadenhall Market
Attachments: 9394 Tab 15 - A3 Plan of Market (1).pdf

Sorry Leighton I forgot to cc you first time around

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 07 September 2015 13:21
To: Ivers, Stephen
Subject: FW: Leadenhall Market

Stephen

I attach the plan that will be attached to the licence. I am now informed that the cars will be arriving before 8 tomorrow "to avoid the congestion charge." Are you at Leadenhall at this time? If so I think we will have to let them in via Lime Street.

Liaise with Leighton over further details.

Leighton

Have we told all the tenants this is happening yet?

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk



Key

- Areas for tables and chairs
- ▨ Disabled access route

No.	Drawn	Date



CITY OF LONDON
P.G.Bennett, MA (Census) FRICS
City Surveyor

CITY SURVEYOR'S DEPARTMENT
Property Projects Group:
Plan & Economic Section

Address:

Ground Floor
Leadenhall Market,
London, E.C.3.

Title:

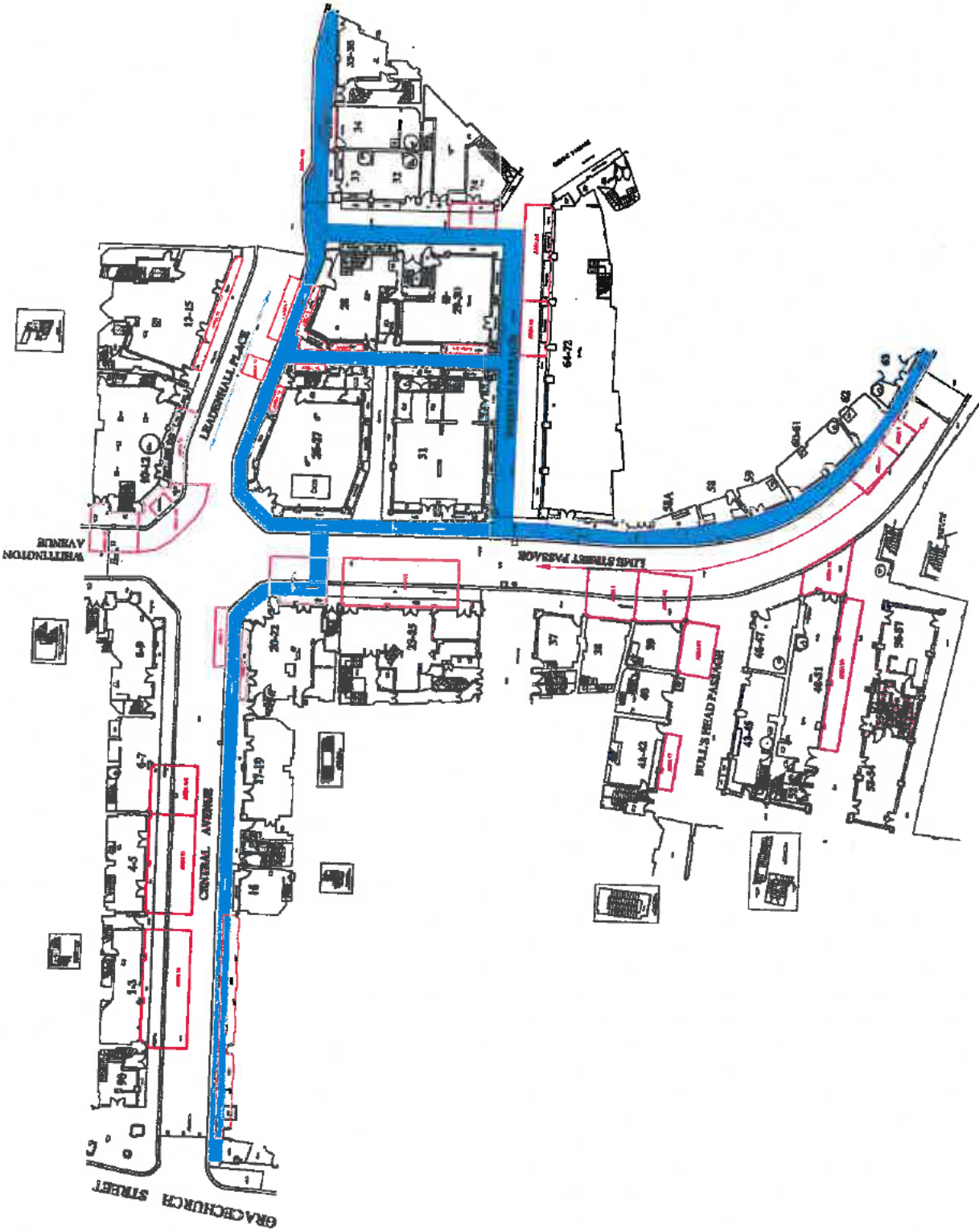
Table, Chairs and
Disabled Access
Plan

Print scale: **1:600 @ A3** Drawn by: **KT**

Date: **09/2015** For each: **CPM**

Drawing No: **1-C-9394 -15**

Revisions



Nelson, Trevor

From: Ivers, Stephen
Sent: 07 September 2015 13:47
To: Nelson, Trevor
Cc: Goddard, Sarah; Black, John; Lai, Gavin; McDonnell, Leighton
Subject: RE: Leadenhall Market

Hi Trevor I need Leighton to let the Tenants know & some areas marked up have Tenants tables & chairs so will not be able to park there as their licences have not been suspended?

So will have to try find alternative areas, I was not involved with the arrangement & could have pointed this out but will sort out as best we can on the day

Kind Regards

Stephen Ivers
Facilities Supervisor
Leadenhall and Fringe Complex
City Surveyors Department
IPG

www.cityoflondon.gov.uk

Ext 1961

leadenhallfringe@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 07 September 2015 13:21
To: Ivers, Stephen
Subject: FW: Leadenhall Market

Stephen

I attach the plan that will be attached to the licence. I am now informed that the cars will be arriving before 8 tomorrow "to avoid the congestion charge." Are you at Leadenhall at this time? If so I think we will have to let them in via Lime Street.

) Liaise with Leighton over further details.

Leighton

Have we told all the tenants this is happening yet?

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

1
6

1

Nelson, Trevor

From: Ivers, Stephen
Sent: 07 September 2015 13:53
To: Nelson, Trevor
Cc: Goddard, Sarah; Black, John; Lai, Gavin; McDonnell, Leighton
Subject: RE: Leadenhall Market

Thank you Trevor, much appreciated

Kind Regards

Stephen Ivers
Facilities Supervisor
Leadenhall and Fringe Complex
City Surveyors Department
IPG

www.cityoflondon.gov.uk

Ext 1961

leadenhallfringe@cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 07 September 2015 13:52
To: Ivers, Stephen
Cc: Goddard, Sarah; Black, John; Lai, Gavin; McDonnell, Leighton
Subject: RE: Leadenhall Market

Stephen

The only areas licenced are those with a blue arrow on the plan. We should not interfere with Disabled access or areas which are under licence for tables and chairs. I know however some tenants extend beyond their Tables licences and they cannot complain.

Leighton

Can we make sure the tenants know what is happening.

Thanks

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

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Stephen Ivers
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Leighton

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Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

Nelson, Trevor

From: John Chapman [redacted]
Sent: 07 September 2015 17:40
To: Martin Robinson
Cc: Nelson, Trevor
Subject: RE: Car parking plan for Leadenhall Market

Martin

Just to confirm following our chat:

Entrance via Whittington Avenue then first eight / nine cars turn left down by the Lamb and individually reverse back along Lime Street passage. The remaining six or seven cars do the same but do not reverse back out – they stay outside the Lamb / Cards Galore

See you at 07:50 – 08:00 hours

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]

Tel: [redacted]

Email: [redacted]

Web: www.jdconsultants.com

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From: Martin Robinson [mailto:[redacted]]
Sent: 07 September 2015 17:28
To: John Chapman [redacted]
Subject: Re: Car parking plan for Leadenhall Market

John any news re the entrance to the market tomorrow. We are planning on:

Entry via Lime Street Passage

And

Exit via One Under Lime

Will there be somebody there to unlock the bollards?

Regards,

MartinR

Mobile [REDACTED]

On 7 Sep 2015, at 10:04, John Chapman [REDACTED] wrote:

Good Morning Martin

The lines of parking shown are as agreed by the Fire Officers! I have to admit that I haven't measured the allocation as we were told they MUST go where they are allocated so I am assuming someone else has worked this out!

Once the allocation has been established then I should imagine they can only be moved when they are being processed out – but I would have thought there would be an opportunity to move one or two for a photo shoot as suggested when there is a quiet time.

With regard to leaving and entrancing the market – I will get this checked but I would have thought coming into LM via the Lime Street Passage entrance and going out via One Under Lime entrance may be the most suitable as opposed to in and out via the latter.

I'll get back to you later today with developments on this

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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From: Martin Robinson [REDACTED]
Sent: 07 September 2015 09:50
To: John Chapman [REDACTED]
Subject: RE: Car parking plan for Leadenhall Market

Thanks John,

Just reviewed the parking, it that the parking position for day and night? Just want to make sure, good if it is then we will not need an early evening reshuffle of the cars.

I presume at some stage when the market goes quiet we can move one of the cars to the crossroads for a quick photo shoot?

Also is there any decision on the required route in to the Market on Tuesday early morning and out Wednesday at 08:15 of the market. Preferred rout is the route past one under Lime.

Regards,

MartinR

From: Martin Robinson [REDACTED]
Sent: 07 September 2015 09:41
To: Martin Robinson [REDACTED]
Subject: Fwd: Car parking plan for Leadenhall Market

Regards,

MartinR

Mobile [REDACTED]

Begin forwarded message:

From: John Chapman [REDACTED]
Date: 4 September 2015 10:17:05 BST
To: "Martin Robinson" [REDACTED]
Subject: Car parking plan for Leadenhall Market

Martin

As discussed – cars will be parked along the thin purple line shown on the plan

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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Nelson, Trevor

From: Ivers, Stephen
Sent: 07 September 2015 17:43
To: Nelson, Trevor
Cc: McDonnell, Leighton; Goddard, Sarah; Black, John; Lai, Gavin
Subject: RE: Monte Carlo or Bust

Thanks Trevor
Kind Regards

Stephen Ivers
Facilities Supervisor
Leadenhall and Fringe Complex
City Surveyors Department
[REDACTED]

-----Original Message-----

From: Nelson, Trevor
Sent: Monday, September 07, 2015 05:32 PM GMT Standard Time
To: Ivers, Stephen
Cc: McDonnell, Leighton
Subject: Monte Carlo or Bust

Stephen

The best way to bring the cars in is via Whittington Avenue then reverse them down Lime Street Passage so they are pointing towards the Centre.

The remainder can park in Leadenhall Place.

Trevor

Trevor Nelson

Assistant Director

Investment Property Group

Tel: 0207 332 3352

Mob: [REDACTED]

Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

B/w.

Nelson, Trevor

From: John Chapman [redacted]
Sent: 19 August 2015 12:53
To: Nelson, Trevor
Subject: FW: Miniature Golf Day: 21st September

Trevor

Further to our chat this morning – contact details below for the Virtual Golf Day out proposal

Happy to follow this up if it helps

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]
Tel: [redacted]
Email: [redacted]
Web: www.jdcconsultants.com

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From: P Seaman [mailto:[redacted]]
Sent: 19 August 2015 10:34
To: Adam Brook [redacted]
Cc: Chloe Goillau [redacted]; Frederick Harrington [redacted]; Bryan Kum [redacted]; John Chapman [redacted]
Subject: Re: Miniature Golf Day: 21st September

Adam,
My good friend John Chapman is Chairman of Langbourn Ward which encompasses Leadenhall Market and I have spoken to John who would be happy to help.

Over to you John.

Philip

Sent from my iPhone

On 19 Aug 2015, at 09:52, Adam Brook [REDACTED] wrote:

Dear Philip,

Thanks for taking my call – as discussed please allow me to introduce you to Chloe, Freddy and Bryan – three incredibly bright chaps helping me with this project.

As discussed on September 21st we would like to host an event within Leadenhall Market, ideally September 21st if not sometime in Q4 – with a virtual reality golf screen and have broker vs broker scenario for the day etc however we are running into problems and haven't been able to get the ball rolling past with someone who manages the venue. Ideally would be great if it was hosted in the middle of the market....?

I thought of you – hopefully you can help us get out of this and if you can – Cheese on me my friend!

Look forward to your response,

Adam

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Nelson, Trevor

From: Nelson, Trevor
Sent: 20 August 2015 11:58
To: McDonnell, Leighton
Subject: FW: Miniature Golf Day: 21st September

Leighton

Can you look into this and liaise with Sally to see if this is practical.

I would like to get back to John Chapman as soon as possible.

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 19 August 2015 12:53
To: Nelson, Trevor
Subject: FW: Miniature Golf Day: 21st September

Trevor

Further to our chat this morning – contact details below for the Virtual Golf Day out proposal

Happy to follow this up if it helps

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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From: P Seaman [mailto: [REDACTED]]
Sent: 19 August 2015 10:34
To: Adam Brook [REDACTED]
Cc: Chloe Goillau [REDACTED]; Frederick Harrington [REDACTED]; John [REDACTED]; Bryan Kum [REDACTED]; John Chapman [REDACTED]
Subject: Re: Miniature Golf Day: 21st September

Adam,
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Sent from my iPhone

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I thought of you – hopefully you can help us get out of this and if you can – Cheese on me my friend!

Look forward to your response,

Adam

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 21 August 2015 09:06
To: Nelson, Trevor
Subject: FW: Update: Miniature Golf Day: 21st September

Trevor

I'm afraid Leighton has once again failed to grasp the problem!

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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From: Adam Brook [mailto:[REDACTED]]
Sent: 21 August 2015 08:46
To: John Chapman [REDACTED] P Seaman [REDACTED]
Subject: Update: Miniature Golf Day: 21st September

Morning both,

It seems this is as far as it goes – for Leadenhall Market anyway – I have asked him if he could suggest other venues, but at lunch today I'll pop down to One Under Lime and see if they could accommodate us instead.

Not giving up – not yet anyway.

Best wishes

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 21 August 2015 08:38

To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

It is principally fire access issues and the fact that the market gets very crowded during peak times.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 21 August 2015 08:34
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Morning Leighton,

Although disappointing may I ask why – was it the choice of entertainment?

Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 21 August 2015 08:29
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

I am unable to allow this to go ahead, but thank you for taking interest in Leadenhall Market.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 20 August 2015 14:20

To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Leighton,

Something along the lines of this currently we are exploring alternatives.

Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 20 August 2015 13:30
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

Can you clarify virtual golf.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 20 August 2015 12:20
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Dear Leighton,

Thank you for getting in touch with me. I am proposing that Barnett Waddingham Insurance Consulting hosts a Virtual Golf Day in the centre of the market for approximately 4-5 hours. I aim to attract brokers, underwriters, CRO's to pip their skills against each other – through the passing lunchtime trade.

In truth this is the first time that I am trying to organise something like this – so would appreciate any assistance and expertise in pulling this off.

Best wishes

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 20 August 2015 12:11

To: Adam Brook
Subject: FW: Miniature Golf Day: 21st September

Adam

I am the Asset Manager for Leadenhall market. Can you clarify what you propose for the virtual golf day and I can look into it.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 24 August 2015 09:55
To: Nelson, Trevor
Subject: Leadenhall Market

Trevor

I need some guidance on how we go forward on "The Virtual Golf Stand" at Leadenhall Market due to be run on Monday 21st September 2015

Happy to work with Sally on this in the interim but not sure what needs to be done to get this to go forward

Any help / advise would be appreciated

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 28 August 2015 15:35
To: Nelson, Trevor
Subject: FW: Touching base

Trevor

Any news on this would be welcomed

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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From: Adam Brook [mailto:[REDACTED]]
Sent: 28 August 2015 14:58
To: John Chapman [REDACTED]
Subject: Touching base

Hi John,

Hope all is well – just before the Bank Holiday weekend hits may I ask if there are any updates with regards to the golf day at Leadenhall?

Also – would like to know what your week looks like next week with regards to meeting up at Cheese?

Best wishes

Adam

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 09 October 2015 10:31
To: Nelson, Trevor
Subject: FW: Leadenhall

Good Morning Trevor

Hope all Ok with you

Can you unravel this please – seems like Leighton has again put his foot in it!

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]
Tel: [redacted]
Email: [redacted]
Web: www.jdcconsultants.com

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From: Adam Brook [mailto:[redacted]]
Sent: 08 October 2015 19:14
To: [redacted]
Subject: RE: Leadenhall

Hi Sally,

Just called left a voicemail – that will not be what the sim will look like – it is surrounded on all three sides by a frame and covering canvas. We have abided by the charity element and informed our charity of the event as well – and paid for the sim.

Where have we gone wrong on this?

Adam

From: Sally Humphreys [mailto:[redacted]]
Sent: 08 October 2015 18:33

To: Adam Brook
Subject: RE: Leadenhall

Adam – I have looked at the simulator and I believe the Corporation of London would not accept this. I was talking to the Asset Manager earlier today who mentioned that a proposal such as yours has been rejected by them. Please check

From: Adam Brook [mailto: [REDACTED]]
Sent: 08 October 2015 18:09
To: [REDACTED]
Subject: RE: Leadenhall

Sally everyone from Barnett Waddingham LLP will be holding Branded Contact the Elderly Charity Donation Tins on the day.

From: Adam Brook
Sent: 08 October 2015 18:03
To: [REDACTED]
Subject: RE: Leadenhall

Hi Sally,

Apologies there will be a charity element too – all participants will be encouraged to donate to our Charity – Contact the Elderly on the day. There will be collection tins and supporting literature.

The stand shell and sim will look like [this](#)

Adam

From: Sally Humphreys [mailto: [REDACTED]]
Sent: 08 October 2015 17:54
To: Adam Brook
Subject: RE: Leadenhall

Adam – can you please send a picture of exactly what the simulator will look like.
And is there any chance of having a charity element which I believe we discussed when we met.
As it stands at the moment it looks like an ev

From: Adam Brook [mailto: [REDACTED]]
Sent: 08 October 2015 16:35
To: [REDACTED]
Subject: RE: Leadenhall

Hi Sally,

See below:

Our aim is to host a Branded Barnett Waddingham Virtual Reality Golf day in the centre of Leadenhall Market (LM) for no more than 4-5 hours. Primarily aimed at the City Insurance Market. We have arranged a golf stand to be set up within the centre of Leadenhall at 11am – being taken down at 4pm.

Objectives

- Host a fun free event in the prime heart of London's Insurance Market during a busy lunchtime period.
- Either longest drive distance or closest to the pin, pip job title vs job title or team event
- Business card collection
- Duration – sim erected by 11am down by 4pm

Best

Adam

From: Sally Humphreys [mailto: [REDACTED]]
Sent: 07 October 2015 12:40
To: Adam Brook
Subject: RE: Leadenhall

Adam – the normal drill is for unloading to take place on Whittington Avenue and a parking permit issued to make sure you don't get a ticket.

Please also could you send across a 'one pager' with all timings and the reason for the event so we will have everything formally agreed in writing and can advise the tenants what is happening.

Regards

Sally

From: Adam Brook [mailto: [REDACTED]]
Sent: 07 October 2015 11:56
To: [REDACTED]
Subject: RE: Leadenhall

Sally one more thing – unloading the sim on the day that morning – can we access to the market or is it feasible to unload on Whittington Avenue without getting a ticket in the process?

Best

Adam

From: Adam Brook
Sent: 07 October 2015 11:36
To: [REDACTED]
Subject: Leadenhall

Hi Sally,

Lovely to talk to you.

As discussed would you be able to tell us if the power unit at Leadenhall has 4, 3 pin plug sockets?

As for timings we are looking at an 11am start – 4pm finish

Best wishes

Adam
[REDACTED]

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 09 October 2015 10:33
To: Nelson, Trevor
Subject: FW: Update - Sally returned

Importance: High

Hi Trevor

Latest correspondence just received

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]

Tel: [redacted]

Email: [redacted]

Web: www.jdcconsultants.com

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From: Adam Brook [mailto:[redacted]]
Sent: 09 October 2015 10:30
To: John Chapman [redacted]
Subject: Update - Sally returned
Importance: High

Hannah heads up marketing.

From: Adam Brook
Sent: 09 October 2015 10:29
To: Hannah Chatterley
Subject: FW: Leadenhall Market
Importance: High

Can we get a proposal together for this?

From: Sally Humphreys [mailto: [REDACTED]]
Sent: 09 October 2015 10:17
To: Adam Brook
Subject: Leadenhall Market

Adam, rather than going backwards and forwards via e-mail or phone I thought I would set out below your course of action to obtain formal permission from the Corporation of London – just notes for you to put into your own words.

- Refer to preliminary discussions between us (which included Stephen Ivers, the Building Manager).
- Date and timings
- Reason for event – better to stress the charity side rather than corporate get-together. Something along the lines of insurance industry charity event in aid of
- Send picture of simulator (the exact one proposed) and description. Request to use power supply from the market.
- Risk assessments and insurance documents to be provided to Building Manager ahead of event.
- How disruption to the market tenants will be minimised (this is a very important issue for all events, whether organised by third parties or me as events consultant).

Hope this all helps. The contact is Leighton.mcdonnell@cityoflondon.gov.uk. Who as Asset Manager is ultimately responsible for the market overall. He is away now until Monday so suggest you contact him then.

Regards and have a good weekend.
Sally

SALLY HUMPHREYS
Leadenhall Market Events/Marketing Consultant

[REDACTED]
Osprey Close, London E11 1SZ
[REDACTED]

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 10 October 2015 10:00
To: Nelson, Trevor
Subject: FW: Update - Sally returned

Hi Trevor

I got your message and will chat on Monday but in the meantime this is what I have said to the Organiser to bring you right up to speed

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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From: John Chapman
Sent: 10 October 2015 09:59
To: 'Adam Brook' [REDACTED]
Cc: [REDACTED]
Subject: RE: Update - Sally returned

Hi Adam

Apologies for not getting back to you on this sooner but I didn't want to come back without having heard from my officer colleagues at Guildhall

They literally rang me back at 17:30 last night and left a message as I was in the UN Council conference and obviously couldn't respond.

I have been advised that I will know more Monday but at the moment I would allay your fears that all things considered it should be going ahead as planned but I would ask that you fulfil some of the requests from Sally / Leighton and copy me in to those responses.

That way you will at least have fulfilled your obligations to get the event listed (although why they asked you so late in the process is beyond me) and I can then push for agreement allowing fire risk etc.. to be determined and tenants to be advised

Hope this improves your weekend!

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdconsultants.com

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From: Adam Brook [mailto:[REDACTED]]
Sent: 09 October 2015 14:55
To: John Chapman [REDACTED]
Subject: RE: Update - Sally returned

John,

I'll be leaving the office at 5 and will be at the AFM on Monday in London – if you have any updates after 5 today or before Tuesday morning next week. Please may I ask that you call me on my mobile (07733207992) or email me at abrook1983@yahoo.co.uk

Best

Adam

From: John Chapman [mailto:[REDACTED]]
Sent: 09 October 2015 10:33
To: Adam Brook
Subject: RE: Update - Sally returned

Adam

I am talking with the City Surveyors right now – so let me get back to you when I know more

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.idcconsultants.com

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From: Adam Brook [mailto:[REDACTED]]
Sent: 09 October 2015 10:30
To: John Chapman [REDACTED]
Subject: Update - Sally returned
Importance: High

Hannah heads up marketing.

From: Adam Brook
Sent: 09 October 2015 10:29
To: Hannah Chatterley
Subject: FW: Leadenhall Market
Importance: High

Can we get a proposal together for this?

From: Sally Humphreys [mailto:[REDACTED]]
Sent: 09 October 2015 10:17
To: Adam Brook
Subject: Leadenhall Market

Adam, rather than going backwards and forwards via e-mail or phone I thought I would set out below your course of action to obtain formal permission from the Corporation of London – just notes for you to put into your own words.

- Refer to preliminary discussions between us (which included Stephen Ivers, the Building Manager).
- Date and timings
- Reason for event – better to stress the charity side rather than corporate get-together. Something along the lines of insurance industry charity event in aid of
- Send picture of simulator (the exact one proposed) and description. Request to use power supply from the market.
- Risk assessments and insurance documents to be provided to Building Manager ahead of event.

- How disruption to the market tenants will be minimised (this is a very important issue for all events, whether organised by third parties of me as events consultant).

Hope this all helps. The contact is Leighton.mcdonnell@cityoflondon.gov.uk. Who as Asset Manager is ultimately responsible for the market overall. He is away now until Monday so suggest you contact him then.

Regards and have a good weekend.

Sally

SALLY HUMPHREYS

Leadenhall Market Events/Marketing Consultant

[Redacted]
[Redacted] Osprey Close, London E11 1SZ
[Redacted]

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Nelson, Trevor

From: McDonnell, Leighton
Sent: 12 October 2015 12:00
To: Nelson, Trevor
Subject: FW: Miniature Golf Day: 21st September

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 21 August 2015 08:44
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Leighton,

I understand. Many thanks for accommodating this idea.

I don't suppose you would be able to point me in the direction of a suitable venue other than Leadenhall?

Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 21 August 2015 08:38
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

It is principally fire access issues and the fact that the market gets very crowded during peak times.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 21 August 2015 08:34
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Morning Leighton,

Although disappointing may I ask why – was it the choice of entertainment?

Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 21 August 2015 08:29
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

I am unable to allow this to go ahead, but thank you for taking interest in Leadenhall Market.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 20 August 2015 14:20
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Leighton,

Something along the lines of this currently we are exploring alternatives.

Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 20 August 2015 13:30
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

Can you clarify virtual golf.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 20 August 2015 12:20
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Dear Leighton,

Thank you for getting in touch with me. I am proposing that Barnett Waddingham Insurance Consulting hosts a Virtual Golf Day in the centre of the market for approximately 4-5 hours. I aim to attract brokers, underwriters, CRO's to pip their skills against each other – through the passing lunchtime trade.

In truth this is the first time that I am trying to organise something like this – so would appreciate any assistance and expertise in pulling this off.

Best wishes

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 20 August 2015 12:11
To: Adam Brook
Subject: FW: Miniature Golf Day: 21st September

Adam

I am the Asset Manager for Leadenhall market. Can you clarify what you propose for the virtual golf day and I can look into it.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 14 October 2015 09:04
To: Nelson, Trevor
Subject: RE: Leadenhall Market

OK - can you ring me today before 13:00 hours or we can meet up for a quick one later today @ 17:00 hours if you fancy

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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From: Nelson, Trevor [mailto:Trevor.Nelson@cityoflondon.gov.uk]
Sent: Tuesday, October 13, 2015 3:53 PM
To: John Chapman [REDACTED]
Subject: RE: Leadenhall Market

John

Sorry for delay... quite a day!

Yes we must go through the motions and I will explain to you verbally rather than in writing.

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 13 October 2015 10:52
To: Nelson, Trevor
Subject: FW: Leadenhall Market

Is this really necessary & can we just do this between you and me?

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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From: Adam Brook [mailto:[REDACTED]]
Sent: Tuesday, October 13, 2015 10:34 AM
To: John Chapman [REDACTED]
Subject: FW: Leadenhall Market

Hi John – just a quick update.

I was at a Black Tie last night – will get something to you and Sally today.

Adam

From: Sally Humphreys [mailto:[REDACTED]]
Sent: 09 October 2015 12:47
To: Adam Brook
Subject: RE: Leadenhall Market

Adam – it has to go to Leighton as I suggested with a copy to me please.
Regards

Sally

From: Adam Brook [mailto: [REDACTED]]
Sent: 09 October 2015 10:2
To: [REDACTED]
Subject: RE: Leadenhall Market

Sally,

Hi - I will get marketing to put together a far more robust proposal and get this sent across to you now.

Adam

From: Sally Humphreys [mailto: [REDACTED]]
Sent: 09 October 2015 10:17
To: Adam Brook
Subject: Leadenhall Market

Adam, rather than going backwards and forwards via e-mail or phone I thought I would set out below your course of action to obtain formal permission from the Corporation of London - just notes for you to put into your own words.

- Refer to preliminary discussions between us (which included Stephen Ivers, the Building Manager).
- Date and timings
- Reason for event - better to stress the charity side rather than corporate get-together. Something along the lines of insurance industry charity event in aid of
- Send picture of simulator (the exact one proposed) and description. Request to use power supply from the market.
- Risk assessments and insurance documents to be provided to Building Manager ahead of event.
- How disruption to the market tenants will be minimised (this is a very important issue for all events, whether organised by third parties of me as events consultant).

Hope this all helps. The contact is Leighton.mcdonnell@cityoflondon.gov.uk. Who as Asset Manager is ultimately responsible for the market overall. He is away now until Monday so suggest you contact him then.

Regards and have a good weekend.

Sally

SALLY HUMPHREYS
Leadenhall Market Events/Marketing Consultant

[REDACTED]
Osprey Close, London E11 1SZ
[REDACTED]

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 14 October 2015 09:02
To: Nelson, Trevor
Subject: FW: Leadenhall Market
Attachments: Public Liability Insurance.pdf; EML Events Booking Form.pdf; Image 1.jpg; Image 3.jpg; Teddies.jpg

Trevor

Following our telephone call – I've just seen this in my in box – hopefully all will now be OK for the event to go ahead as originally planned

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]
Tel: [redacted]
Email: [redacted]
Web: www.idcconsultants.com

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From: Adam Brook [mailto:[redacted]]
Sent: Tuesday, October 13, 2015
To: John Chapman <[redacted]>
Subject: Leadenhall Market

Dear John,

As discussed please see below our plan for Leadenhall Market. Before I start attached for your reference is:

- A copy of our public liability insurance
- A copy of the signed contract with EML
- 2 Photographs of the Sim that we will be using
- Images of the flags that represents the only branding on the stand
- The teddies that will be given to a select few

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. All they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-L came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

Whilst in situ each member of staff will be holding a charity tin for our charity Contact the Elderly – alternatively if there is another charity you would also like us to raise money for – we would be all ears. Barnett Waddingham will add £200 on top of any funds raised on the day – a static bucket will also be placed on the sim encouraging all who take part to donate too. Our charity has been informed and they will be amplifying the message through their social media channels too.

BW Message

We have recently launched a new service offering – EASA. More info here. There will be partners on the day meeting and greeting people of interest who may wish to discuss more and then taking them to Cheese, Lamb Tavern etc – where tabs will be set during the day. No flyers or anything else will be handed out – only a teddy bear in a bag to a select few.

Await thoughts.

Adam

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 15 October 2015 00:51
To: Nelson, Trevor
Subject: FW: Update on development

Trevor

Can you confirm all is OK for this event to go ahead – I would hate it for them if COL were to scupper their plans at this late stage

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]

Tel: [redacted]

Email: [redacted]

Web: www.jdcconsultants.com

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From: Adam Brook [mailto:[redacted]]
Sent: Wednesday, October 14, 2015 5:04 PM
To: John Chapman [redacted]
Subject: Update on development

Hi John,

We have just created this [page](#) and have emailed our contacts today.

Best wishes

Adam

Ps slot for you and your team has been reserved.

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 26 October 2015 16:53
To: Nelson, Trevor
Subject: FW: Barnett Waddingham: Golf Event Invite: Leadenhall 5th November, 2015

Hi Trevor

I've said that I'm sure it's fine BUT if not I will get back to them by tomorrow lunchtime

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]

Tel: [redacted]

Email: [redacted]

Web: www.jdcconsultants.com

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From: Adam Brook [mailto:[redacted]]
Sent: Monday, October 26, [redacted]
To: John Chapman [redacted]
Subject: RE: Barnett Waddingham: Golf Event Invite: Leadenhall 5th November, 2015

Hi John,

Just a quick email - can we distribute flyers this week in Leadenhall to raise awareness?

Let me know - hope all is well with you.

Best wishes

Adam

From: John Chapman [mailto:[redacted]]
Sent: 23 October 2015 10:08
To: Adam Brook
Subject: RE: Barnett Waddingham: Golf Event Invite: Leadenhall 5th November, 2015

Thanks Adam – see you there

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.idcconsultants.com

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From: Adam Brook [mailto:[REDACTED]]

Sent: Thursday, October 22, 2015 5:07 PM

To: John Chapman [REDACTED]

Cc: David Hughes [REDACTED]

Subject: Barnett Waddingham: Golf Event Invite: Leadenhall 5th November, 2015

Dear John,

I would be delighted if you, and your colleagues, could join us for our **EASA Eagle Challenge**, a simulated golf event on Thursday 5 November, in the centre of Leadenhall Market.

This is a great opportunity to have fun, socialise and, of course, demonstrate your competitive spirit - if victorious, you will be invited to return next year to defend your title.

Think you have what it takes to become a winning team? If so, please register you and two of your colleagues for **free here**, to secure your 15 minute spot on the tee.

I look forward to hearing from you and hope to see you competing on the day

Adam Brook

Business Development Assistant | Barnett Waddingham LLP

Office London

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer this?

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]

Tel: [redacted]

Email: [redacted]

Web: www.jdcconsultants.com

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From: Adam Brook [mailto:[redacted]]
Sent: Tuesday, October 27, 2015 3:44 PM
To: John Chapman [redacted]
Subject: Power capabilities in Leadenhall

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM has 4, 3 pin plug sockets?

Best

Adam

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Nelson, Trevor

From: Sally Humphreys [redacted]
Sent: 27 October 2015
To: Nelson, Trevor; Goddard, Sarah
Cc: McDonnell, Leighton; Hand, Lizzy
Subject: RE: Power capabilities in Leadenhall

Trevor - the answer is yes from the power box behind the shoeshine chaps.
Regards
Sally

From: Nelson, Trevor [mailto:Trevor.Nelson@cityoflondon.gov.uk]
Sent: 27 October 2015 17:16
To: Goddard, Sarah
Cc: McDonnell, Leighton; Hand, Lizzy; [redacted]
Subject: FW: Power capabilities in Leadenhall

Sarah
)

Can you or one of your team answer this?

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [redacted]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[redacted]]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer this?

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]
Tel: [redacted]
Email: [redacted]
Web: www.jdconsultants.com

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From: Adam Brook [mailto: [REDACTED]]
Sent: Tuesday, October 27, 2015 3:24 PM
To: John Chapman [REDACTED]
Subject: Power capabilities in Leadennan

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM has 4, 3 pin plug sockets?

Best

Adam

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 28 October 2015 08:00
To: Nelson, Trevor
Subject: RE: Power capabilities in Leadenhall

OK – Thanks Trevor – catch up soon for a glass

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.idcconsultants.com

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From: Nelson, Trevor [<mailto:Trevor.Nelson@cityoflondon.gov.uk>]
Sent: Wednesday, October 28, 2015 8:35 AM

To: John Chapman [REDACTED]
Subject: RE: Power capabilities in Leadenhall

I am told "Yes- from a box behind the Shoe Shine boys"

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto: [REDACTED]]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer this?

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.idcconsultants.com

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From: Adam Brook [mailto: [REDACTED]]
Sent: Tuesday, October 27, 2015 3:24 PM
To: John Chapman [REDACTED]
Subject: Power capabilities in Leadenhall

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM has 4, 3 pin plug sockets?

Best

Adam

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 28 October 2015 10:36
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Is there a vehicle that allows these sorts of events to be advertised across the COL electorate?

Kind regards,

John D Chapman
Managing Director
Tel: [redacted]
Tel: [redacted]
Email: [redacted]
Web: www.jdcconsultants.com

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From: Adam Brook [mailto:[redacted]]
Sent: Wednesday, October [redacted]
To: John Chapman [redacted]
Subject: RE: Power capabilities in Leadenhall

Hi John,

Thanks for confirming this -

As well as your team - we would like to extend an invite out to any friends of your at The City of London Corporation as well...

Thanks again

Adam

From: John Chapman [mailto:[redacted]]
Sent: 28 October 2015 08:37
To: Adam Brook
Subject: RE: Power capabilities in Leadenhall

Hi Adam

I am told "Yes- from a box behind the Shoe Shine boys"

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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From: Adam Brook [mailto:[REDACTED]]

Sent: Tuesday, October 27, 2015 3:24 PM

To: John Chapman [REDACTED]

Subject: Power capabilities in Leadenhall

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM has 4, 3 p plug sockets?

Best

Adam

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Cross, Andrew

From: McDonnell, Leighton
Sent: 28 October 2015 10:45
To: Cross, Andrew
Subject: FW: Golf simulator
Categories: Red Category

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Sally Humphreys [mailto: [REDACTED]]
Sent: 27 October 2015 18:57
To: McDonnell, Leighton
Subject: Golf simulator

Leighton – hope you had a good break and that we will see you at Leadenhall for London Poppy Day on Thursday. There will be a military band from 12 o'clock which should raise the roof. From an e-mail received from Trevor via John Chapman does this mean that the golf event is going ahead on 5th November? Am a little confused about this one.
Regards
Sally

SALLY HUMPHREYS

Director
Osprey Associates

[REDACTED]
Osprey Close, London E11 1SZ
[REDACTED]

Nelson, Trevor

From: McDonnell, Leighton
Sent: 28 October 2015 10:55
To: Nelson, Trevor
Cc: Goddard, Sarah; Cross, Andrew; [REDACTED]
Subject: RE: Power capabilities in Leadenhall Black, John

Trevor

Please clarify. What is this power for.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 27 October 2015 17:16
To: Goddard, Sarah
Cc: McDonnell, Leighton; Hand, Lizzy; [REDACTED]
Subject: FW: Power capabilities in Leadenhall

Sarah

Can you or one of your team answer this?

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer this?

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.idcconsultants.com

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From: Adam Brook [mailto:[REDACTED]]
Sent: Tuesday, October 27, 2015 3:24 PM
To: John Chapman [REDACTED]
Subject: Power capabilities in Leadenhall

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM has 4, 3 pin plug sockets?

Best

Adam

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Nelson, Trevor

From: Nelson, Trevor
Sent: 28 October 2015 11:32
To: McDonnell, Leighton
Subject: RE: Power capabilities in Leadenhall

Presumably Adam Brook as and when he is licensed to have his event!
Has he sent us the details requested so we can fully consider?

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 28 October 2015 10:55
To: Nelson, Trevor
Cc: Goddard, Sarah; Cross, Andrew; [REDACTED] Black, John
Subject: RE: Power capabilities in Leadenhall

Trevor

Please clarify. What is this power for.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

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From: Nelson, Trevor
Sent: 27 October 2015 17:16
To: Goddard, Sarah
Cc: McDonnell, Leighton; Hand, Lizzy; [REDACTED]
Subject: FW: Power capabilities in Leadenhall

Sarah

Can you or one of your team answer this?

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer this?

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.idcconsultants.com

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From: Adam Brook [mailto:[REDACTED]]
Sent: Tuesday, October 27, 2015 3:24 PM
To: John Chapman [REDACTED]
Subject: Power capabilities in Leadenhall

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM has 4, 3 pin plug sockets?

Best

Adam

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Nelson, Trevor

From: McDonnell, Leighton
Sent: 28 October 2015 11:48
To: Nelson, Trevor
Cc: Cross, Andrew; [REDACTED] Black, John
Subject: RE: Power capabilities in Leadenhall

Trevor

What date did you request the details and what is his relationship with John Chapman.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 28 October 2015 11:32
To: McDonnell, Leighton
Subject: RE: Power capabilities in Leadenhall

Presumably Adam Brook as and when he is licensed to have his event!

Has he sent us the details requested so we can fully consider?

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 28 October 2015 10:55
To: Nelson, Trevor
Cc: Goddard, Sarah; Cross, Andrew; [REDACTED] Black, John
Subject: RE: Power capabilities in Leadenhall

Trevor

Please clarify. What is this power for.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

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From: Nelson, Trevor
Sent: 27 October 2015 17:16
To: Goddard, Sarah
Cc: McDonnell, Leighton; Hand, Lizzy; [REDACTED]
Subject: FW: Power capabilities in Leadenhall

Sarah

Can you or one of your team answer this?

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer this?

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]

Email: [REDACTED]
Web: www.jdcconsultants.com

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From: Adam Brook [mailto:[REDACTED]]
Sent: Tuesday, October 27, 2015 11:28 AM
To: John Chapman <[REDACTED]>
Subject: Power capabilities in Leadenhall

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM has 4, 3 pin plug sockets?

Best

Adam

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Nelson, Trevor

From: McDonnell, Leighton
Sent: 28 October 2015 12:02
To: [REDACTED]
Subject: FW: Power capabilities in Leadenhall

John

Please can you tell me why Adam is requesting a power point. He has no permission to hold any event or function at the market.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

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www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer this?

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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From: Adam Brook [mailto: [REDACTED]]
Sent: Tuesday, October 27, 2015 3:24 PM
To: John Chapman [REDACTED]
Subject: Power capabilities in Leadenhall

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM has 4, 3 pin plug sockets?

Best

Adam

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 28 October 2015 12:27
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you deal with this – I may just lose my rag if I do it!

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: Wednesday, October 28, 2015 12:02 PM
To: John Chapman [REDACTED]
Subject: FW: Power capabilities in Leadenhall

John

Please can you tell me why Adam is requesting a power point. He has no permission to hold any event or function at the market.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

From: John Chapman [mailto: [REDACTED]]
Sent: 27 October 2015 15:39
To: Nelson, Trevor
Subject: FW: Power capabilities in Leadenhall

Hi Trevor

Can you answer this?

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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From: Adam Brook [mailto: [REDACTED]]
Sent: Tuesday, October 27, 2015 3:24 PM
To: John Chapman [REDACTED]
Subject: Power capabilities in Leadenhall

Hi John,

May I ask a quick question, if truth be told not sure who to ask, do you know if the power unit in LM has 4, 3 pin plug sockets?

Best

Adam

Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 28 October 2015 14:42
To: Nelson, Trevor
Subject: FW: Simulated Golf Event

Importance: High

Trevor

Can you please deal with this urgently!

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.idcconsultants.com

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From: Adam Brook [mailto:[REDACTED]]
Sent: Wednesday, October 28, 2015 2:41 PM
To: John Chapman [REDACTED] David Hughes [REDACTED]
Subject: FW: Simulated Golf Event
Importance: High

Guys....?

-----Original Message-----

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 28 October 2015 14:39
To: Adam Brook
Cc: Goddard, Sarah; Black, John; Ivers, Stephen
Subject: Simulated Golf Event
Importance: High

Adam

Please do not go ahead with the below event. You do not have my permission or any agreement in place and will be denied access.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer) Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012 www.cityoflondon.gov.uk

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Nelson, Trevor

From: Nelson, Trevor
Sent: 28 October 2015 15:03
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: FW: Leadenhall Market
Attachments: Public Liability Insurance.pdf; EML Events Booking Form.pdf; Image 1.jpg; Image 3.jpg; Teddies.jpg

Following our discussions I attach the e mail from John Chapman.

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 14 October 2015 09:32
To: Nelson, Trevor
Subject: FW: Leadenhall Market

Trevor

Following our telephone call – I've just seen this in my in box – hopefully all will now be OK for the event to go ahead as originally planned

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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From: Adam Brook [mailto: [REDACTED]]
Sent: Tuesday, October 13, 2015 5:54 PM
To: John Chapman < [REDACTED] >
Subject: Leadenhall Market

Dear John,

As discussed please see below our plan for Leadenhall Market. Before I start attached for your reference is:

- A copy of our public liability insurance
- A copy of the signed contract with EML
- 2 Photographs of the Sim that we will be using
- Images of the flags that represents the only branding on the stand
- The teddies that will be given to a select few

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. All they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-L came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

Whilst in situ each member of staff will be holding a charity tin for our charity Contact the Elderly – alternatively if there is another charity you would like us to raise money for – we would be all ears. Barnett Waddingham will add £200 on top of any funds raised on the day – a static bucket will also be placed on the sim encouraging all who take part to donate too. Our charity has been informed and they will be amplifying the message through their social media channels too.

BW Message

We have recently launched a new service offering – EASA. More info [here](#). There will be partners on the day meeting and greeting people of interest who may wish to discuss more and then taking them to Cheese, Lamb Tavern etc – where tabs will be set during the day. No flyers or anything else will be handed out – only a teddy bear in a bag to a select few.

Await thoughts.

Adam

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Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

Policy Number – 27 OSP 2594483
Name of Policyholder – Barnett Waddingham LLP, Barnett Waddingham SIPP LLP and Barnett Waddingham Actuaries & Consultants Ltd
Date of Commencement on – 28th August 2015
Date of Expiry of Insurance – 10th August 2016

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in territorial waters around Great Britain and its Continental Shelf (b)
2. the minimum amount of cover provided by this Policy is no less than £5 million (c)

Signed on behalf of Aviva Insurance Limited (Authorised Insurers)  Authorised Signatory Maurice Tulloch Chief Executive Officer, UK & Ireland General Insurance
--

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply.
Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

⊞



Programme Booking Form

Contact Name: Adam Brook
Organisation: Barnett Waddingham
Address: Cheapside House
138 Cheapside
London
Postcode: EC2V 6BW

Telephone: [Redacted]
Email: [Redacted]

Content: Inflatable Golf Simulator (Promotional Price)
Event Dates: 5th November 2015
Event Timings: Provisional - 11am until 3pm
Venue: Leadenhall Market, Gracechurch Street, London, EC3V 1LT
Numbers Attending: Unknown
EML Reference: EO5953

EML Programme Costs:	£700	+ VAT
Venue & Catering Costs:	N/A	+ VAT
Total Payable:	£700	+ VAT

Signed: [Redacted] Date: 6 October 2015

EML: [Redacted] Date: 03 September 2015

I have read and understand the booking conditions and accept the terms and conditions for the above event. This document is signed by me on behalf of all the members of the organisation by whom I am authorised to make this agreement.

Please note that the event is not considered booked unless the Account details (overleaf) are fully completed including a valid purchase order number.

EML - Event Management and Logistics Ltd
County House, St. Mary's Street
Worcester, Worcestershire
WR1 1HB United Kingdom

tel. +44 (0) 845 600 9870
fax. +44 (0) 845 5330 652
email. info@eml.co.uk
www.eml.co.uk



Booking Conditions

Please complete this form in full and return with the signed booking form, to confirm your event with EML.

ACCOUNTS CONTACT

Name: MRS JACKY MATTHEWS

Address: BARNETT WADDINGHAM LLP

CHEAPSIDE HOUSE

CHEAPSIDE

LONDON

Postcode: EC2V 6BW

Telephone: [REDACTED]

Fax: 020 7776 3810

Email: [REDACTED]

Preferred method of payment: Cheque/BACs/Other BACS

Do you require our bank details? Yes No

Your Purchase Order Number: 16/3707

ADDITIONAL INFORMATION please use this space for any questions you may have or any additional information not covered in this form.

[Empty box for additional information]

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- f. Notice of cancellation must be made by the person who signed the booking form. This must be in writing by recorded delivery or registered post. If cancellation occurs within 60 days of the commencement of the programme the following cancellation charges will be payable by the customer:-

Period before commencement of the programme within which written cancellation is received:

	More than 60 days	28 - 59 Days	0 - 27 Days
Charge Including Deposit	Deposits	75%	100%

- g. Every effort will be made to operate all programmes offered and booked, but EML reserve the right (at its discretion) or in the clear interest of the client to modify or cancel any programme, schedule, accommodation, travel or other arrangement at any time before commencement of the programme. In the case of any material modification or of cancellation, EML will, if possible, offer alternative arrangements, or, if accommodation is affected, use its best endeavours to provide an alternative in the same area and of the same quality.
- h. Prices quoted are based on costings relevant to the event at time of quotation and shall be accurate for 30 days. After this time, unless agreed upon, EML reserve the right to re-cost the event.
- i. EML undertakes to use its best efforts in making arrangements with carriers, hoteliers, owners of private houses and others for itineraries and programmes, offered and booked by EML. EML gives notice that all arrangements for transport or for accommodation, itineraries, programmes, meals or entertainment are made by EML. As agents upon the express condition that EML shall not be liable for:-

Any loss or injury, damage or accident to any persons or goods whatsoever and howsoever the same may be caused.

Or

Any cancellation of programme (beyond EML's control), deviations or delays

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- m. EMLs' total liability for any one claim or for the total of all claims arising from any one act of a default of EML (whether the claim arises from the company's negligence or otherwise) shall not exceed £5,000,000.
- n. The contract shall be governed by English Law; all disputes arising in connection with the contract shall be submitted to the jurisdiction of the English courts.
- o. EML shall not be liable for any alleged breach of the expressed or implied terms of this contract, whether the alleged breach is caused by negligence of EML or its agents or otherwise unless written notice of a claim is served by the customer on EML by registered post or recorded delivery within 14 days after any such alleged breach.
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Printed on FSC Paper 14759
14759

Nelson, Trevor

From: McDonnell, Leighton
Sent: 28 October 2015 16:52
To: Nelson, Trevor
Subject: FW: Leadenhall Market
Attachments: Public Liability Insurance.pdf; EML Events Booking Form.pdf; Image 1.jpg; Image 3.jpg; Teddies.jpg

Importance: High

Trevor

Please can you confirm you wish me to go ahead and prepare a DA and Licence.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)
)
Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 28 October 2015 15:03
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: FW: Leadenhall Market

Following our discussions I attach the e mail from John Chapman.

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 14 October 2015 09:32
To: Nelson, Trevor
Subject: FW: Leadenhall Market

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Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

Registered in England: Registered Number 3272229.

Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

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From: Adam Brook [mailto:[REDACTED]]
Sent: Tuesday, October 13, 2015 5:54 PM
To: John Chapman [REDACTED]
Subject: Leadenhall Market

Dear John,

As discussed please see below our plan for Leadenhall Market. Before I start attached for your reference is:

- A copy of our public liability insurance
- A copy of the signed contract with EML
- 2 Photographs of the Sim that we will be using
- Images of the flags that represents the only branding on the stand
- The teddies that will be given to a select few

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. All they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-L came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

Whilst in situ each member of staff will be holding a charity tin for our charity Contact the Elderly – alternatively if there is another charity you would also like us to raise money for – we would be all ears. Barnett Waddingham will add £200 on top of any funds raised on the day – a static bucket will also be placed on the sim encouraging all who take part to donate too. Our charity has been informed and they will be amplifying the message through their social media channels too.

BW Message

We have recently launched a new service offering – EASA. More info here. There will be partners on the day meeting and greeting people of interest who may wish to discuss more and then taking them to Cheese, Lamb Tavern etc – where tabs will be set during the day. No flyers or anything else will be handed out – only a teddy bear in a bag to a select few.

Await thoughts.

Adam

Barnett Waddingham LLP (OC307678), BW SIPP LLP (OC322417), Barnett Waddingham Actuaries and Consultants Limited (06498431) are registered in England and Wales with their registered office at Cheapside House, 138 Cheapside, London EC2V 6BW.

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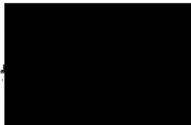
Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

Policy Number – 27 OSP 2594483
Name of Policyholder – Barnett Waddingham LLP, Barnett Waddingham SIPP LLP and Barnett Waddingham Actuaries & Consultants Ltd
Date of Commencement on – 28th August 2015
Date of Expiry of Insurance – 10th August 2016

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in territorial waters around Great Britain and its Continental Shelf (b)
2. the minimum amount of cover provided by this Policy is no less than £5 million (c)

Signed on behalf of Aviva Insurance Limited (Authorised Insurers)  Authorised Signatory Maurice Tulloch Chief Executive Officer, UK & Ireland General Insurance
--

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply.
Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.



Programme Booking Form

Contact Name: Adam Brook
Organisation: Barnett Waddingham
Address: Cheapside House
138 Cheapside
London
Postcode: EC2V 6BW

Telephone: [Redacted]
Email: [Redacted]

Content: Inflatable Golf Simulator (Promotional Price)
Event Dates: 5th November 2015
Event Timings: Provisional - 11am until 3pm
Venue: Leadenhall Market, Gracechurch Street, London, EC3V 1LT
Numbers Attending: Unknown
EML Reference: EO5953

EML Programme Costs:	£700	+ VAT
Venue & Catering Costs:	N/A	+ VAT
Total Payable:	£700	+ VAT

Signed: [Redacted] Date: 6 October 2015
EML: [Redacted] Date: 03 September 2015

I have read and understand the booking conditions and accept the terms and conditions for the above event. This document is signed by me on behalf of all the members of the organisation by whom I am authorised to make this agreement.

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ACCOUNTS CONTACT

Name:

MRS JACKY MATTHEWS

Address:

BARNETT WADDINGHAM LLP

CHEAPSIDE HOUSE

CHEAPSIDE

LONDON

Postcode:

EC2V 6BW

Telephone:

Fax:

020 7776 3810

Email:

Preferred method of payment:

Cheque/BACs/Other

BACS

Do you require our bank details?

Yes

No

Your Purchase Order Number:

16/3707

ADDITIONAL INFORMATION please use this space for any questions you may have or any additional information not covered in this form.

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Registered in England No. 047478
VAT No. 755 4149 74



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11/03/01 11:00 AM 11/03/01
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Nelson, Trevor

From: McDonnell, Leighton
Sent: 28 October 2015 16:12
To: Nelson, Trevor
Subject: FW: Leadenhall Market
Attachments: Public Liability Insurance.pdf; EML Events Booking Form.pdf; Image 1.jpg; Image 3.jpg; Teddies.jpg

Trevor the images are for a hard standing simulator. The booking clearly states an inflatable golf simulator which is far larger.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

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Sent: 28 October 2015 15:03
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: FW: Leadenhall Market

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Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 14 October 2015 09:32
To: Nelson, Trevor
Subject: FW: Leadenhall Market

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Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdconsultants.com

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To: John Chapman <[REDACTED]>
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Nelson, Trevor

From: Nelson, Trevor
Sent: 28 October 2015 16:56
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: RE: Leadenhall Market

Leighton

Yes please proceed to do all due diligence with a view to preparing a DA and Licence.

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: McDonnell, Leighton
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Subject: FW: Leadenhall Market
Importance: High

Trevor

Please can you confirm you wish me to go ahead and prepare a DA and Licence.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

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Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

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From: Adam Brook [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: Tuesday, October 13, 2015 5:54 PM
To: John Chapman [REDACTED]
Subject: Leadenhall Market

Dear John,

As discussed please see below our plan for Leadenhall Market. Before I start attached for your reference is:

- A copy of our public liability insurance
- A copy of the signed contract with EML
- 2 Photographs of the Sim that we will be using
- Images of the flags that represents the only branding on the stand
- The teddies that will be given to a select few

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. All they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-L came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

Whilst in situ each member of staff will be holding a charity tin for our charity Contact the Elderly – alternatively if there is another charity you would also like us to raise money for – we would be all ears. Barnett Waddingham will add £200 on top of any funds raised on the day – a static bucket will also be placed on the sim encouraging all who take part to donate too. Our charity has been informed and they will be amplifying the message through their social media channels too.

BW Message

We have recently launched a new service offering – EASA. More info here. There will be partners on the day meeting and greeting people of interest who may wish to discuss more and then taking them to Cheese, Lamb Tavern etc – where tabs will be set during the day. No flyers or anything else will be handed out – only a teddy bear in a bag to a select few.

Await thoughts.

Adam

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 28 October 2015 16:58
To: Nelson, Trevor
Subject: RE: Simulated Golf Event

Can I tell Adam – it's all OK PLEASE!!

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.idconsultants.com

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From: Nelson, Trevor [mailto:Trevor.Nelson@cityoflondon.gov.uk]
Sent: Wednesday, October 28, 2015 4:57 PM
To: John Chapman [REDACTED]
Subject: RE: Simulated Golf Event

John

I was in a meeting room dealing with this when you e mailed.

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto: [REDACTED]]
Sent: 28 October 2015 14:42
To: Nelson, Trevor
Subject: FW: Simulated Golf Event
Importance: High

Trevor

Can you please deal with this urgently!

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdconsultants.com

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From: Adam Brook [mailto: [REDACTED]]
Sent: Wednesday, October 28, 2015 2:41 PM
To: John Chapman [REDACTED] David Hughes [REDACTED]
Subject: FW: Simulated Golf Event
Importance: High

Guys....?

-----Original Message-----

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 28 October 2015 14:39
To: Adam Brook
Cc: Goddard, Sarah; Black, John; Ivers, Stephen
Subject: Simulated Golf Event
Importance: High

Adam

Please do not go ahead with the below event. You do not have my permission or any agreement in place and will be denied access.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer) Senior Strategic Asset Manager
Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012 www.cityoflondon.gov.uk

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 29 October 2015 09:58
To: Nelson, Trevor
Subject: FW: Leadenhall Market

Hi Trevor

I am coming over to the Guildhall now for Markets – can you spare 5 minutes before 11:00 to chat this latest missive through (or after 12:45)?

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.idcconsultants.com

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From: John Chapman
Sent: Thursday, October 29, 2015 9:57 AM
To: 'Adam Brook' <Adam.Brook@Barnett-Waddingham.co.uk>
Subject: RE: Leadenhall Market

OK – good – it's just his E mail indicates that you have

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.idcconsultants.com

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From: Adam Brook [mailto: [REDACTED]]
Sent: Thursday, October 29, 2015 9:56 AM
To: John Chapman [REDACTED]
Subject: RE: Leadenhall Market

Haven't spoken to him at all –

From: John Chapman [mailto: [REDACTED]]
Sent: 29 October 2015 09:56
To: Adam Brook
Subject: RE: Leadenhall Market

Again – leave it with me – I am going into the Guildhall now

Did you have a conversation with him?

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdcconsultants.com

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From: Adam Brook [mailto: [REDACTED]]
Sent: Thursday, October 29, 2015 9:53 AM

To: John Chapman <[REDACTED]>
Subject: FW: Leadenhall Market

Thoughts?

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 29 October 2015 09:50
To: Adam Brook
Subject: FW: Leadenhall Market

SUBJECT TO CONTRACT AND WITHOUT PREJUDICE

Adam

As discussed yesterday please can you send me a copy of the email from John Chapman giving you're the go ahead to hold your function. The events booking form describes an inflatable golf simulator yet your images show a canvas. Can you clarify what exactly the erection will be and the exact dimensions. This is important as I will need to consult our fire safety officer re emergency fire engine access and as we may also be expecting Christmas tree deliveries and setting up then also. I will also require a full set of risk assessments and method statements bespoke to the venue.

Any agreement will need to be in the form of a licence for which there will be costs. Depending on confirmation of the simulator design there will also be a charge of not less than £500 per hour plus vat.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto:[REDACTED]]
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To: John Chapman [REDACTED]
Subject: Leadenhall Market

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- The teddies that will be given to a select few

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

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Await thoughts.

Adam

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Cross, Andrew

From: Adam Brook [REDACTED]
Sent: 29 October 2015 14:08
To: McDonnell, Leighton
Subject: Leadenhall Market

Hi Leighton,

Apologies the last email was saved in my drafts and went in error. Please find following the details for the golf sim:

The golf sim dimensions are as follows:

4m x 4m x 3.52m High

It will be a canvas.

Best wishes

Adam Brook

Business Development Assistant | Barnett Waddingham LLP

Office London

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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Cross, Andrew

From: McDonnell, Leighton
Sent: 29 October 2015 15:15
To: McDonnell, Leighton
Subject: FW: Miniature Golf Day: 21st September

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 21 August 2015 09:54
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

I have asked but can think of nothing at present.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 21 August 2015 08:44
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Leighton,

I understand. Many thanks for accommodating this idea.

I don't suppose you would be able to point me in the direction of a suitable venue other than Leadenhall?

Best

Adam

From: McDonnell, Leighton [<mailto:Leighton.McDonnell@cityoflondon.gov.uk>]
Sent: 21 August 2015 08:38
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

It is principally fire access issues and the fact that the market gets very crowded during peak times.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [<mailto:>]
Sent: 21 August 2015 08:34
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Morning Leighton,

Although disappointing may I ask why – was it the choice of entertainment?

Best

Adam

From: McDonnell, Leighton [<mailto:Leighton.McDonnell@cityoflondon.gov.uk>]
Sent: 21 August 2015 08:29
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

I am unable to allow this to go ahead, but thank you for taking interest in Leadenhall Market.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

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www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 20 August 2015 14:20
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Leighton,

Something along the lines of this currently we are exploring alternatives.

Best

Adam

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 20 August 2015 13:30
To: Adam Brook
Subject: RE: Miniature Golf Day: 21st September

Adam

Can you clarify virtual golf.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

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From: Adam Brook [mailto: [REDACTED]]
Sent: 20 August 2015 12:20
To: McDonnell, Leighton
Subject: RE: Miniature Golf Day: 21st September

Dear Leighton,

Thank you for getting in touch with me. I am proposing that Barnett Waddingham Insurance Consulting hosts a Virtual Golf Day in the centre of the market for approximately 4-5 hours. I aim to attract brokers, underwriters, CRO's to pip their skills against each other – through the passing lunchtime trade.

In truth this is the first time that I am trying to organise something like this – so would appreciate any assistance and expertise in pulling this off.

Best wishes

Adam

From: McDonnell, Leighton [<mailto:Leighton.McDonnell@cityoflondon.gov.uk>]
Sent: 20 August 2015 12:11
To: Adam Brook
Subject: FW: Miniature Golf Day: 21st September

Adam

I am the Asset Manager for Leadenhall market. Can you clarify what you propose for the virtual golf day and I can look into it.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 29 October 2015 15:49
To: Nelson, Trevor
Subject: Fwd: Leadenhall Market
Attachments: Public Liability Insurance.pdf; ATT00001.htm; EML Events Booking Form.pdf; ATT00002.htm; Image 1.jpg; ATT00003.htm; Image 3.jpg; ATT00004.htm; Teddies.jpg; ATT00005.htm; Leadenhall Market; ATT00006.htm; FW Miniature Golf Day 21st September; ATT00007.htm

This is the current dialogue!

Unbelievable

Sent from my iPhone

Begin forwarded message:

From: Adam Brook [REDACTED]
Date: 29 October 2015 at 15:37:32 GMT
To: John Chapman [REDACTED]
Subject: FW: Leadenhall Market

I am infuriated –

How dare he email in Nick Salter, I am fuming.

He cut me off, was rude and I fired back with both barrels.

He said 'I quote I don't expect to lose any sleep over this.'

From: McDonnell, Leighton [<mailto:Leighton.McDonnell@cityoflondon.gov.uk>]
Sent: 29 October 2015 15:17
To: Adam Brook
Cc: Nick Salter
Subject: FW: Leadenhall Market
Importance: High

SUBJECT TO CONTRACT AND WITHOUT PREJUDICE

Adam

Thank you for your dimensions. The golf simulator will take 80% of the central area. Is where you are intending to place it. We are delivering the Christmas trees this weekend and the main one will be directly under the market clock reducing space even further. They will also interfere with our tables and chairs areas for which our occupiers hold under licence and they may well insist on compensation. Will your insurance cover this, also bearing in mind our fire officer will almost certainly not give approval as there has to be access through this area wide enough for a fire engine. I hope to meet him tomorrow morning.

You have still not supplied any Risk & Method Statements which may also invalidate any insurance you may hold or underwritten any costs.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 29 October 2015 09:50
To: [REDACTED]
Subject: FW: Leadenhall Market

SUBJECT TO CONTRACT AND WITHOUT PREJUDICE

Adam

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Any agreement will need to be in the form of a licence for which there will be costs. Depending on confirmation of the simulator design there will also be a charge of not less than £500 per hour plus vat.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto:[REDACTED]]
Sent: Tuesday, October 13, 2015 5:54 PM
To: John Chapman [REDACTED]
Subject: Leadenhall Market

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- The teddies that will be given to a select few

Date:

November 5th 2015

Title:

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Await thoughts.

Adam

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 29 October 2015 16:14
To: Nelson, Trevor
Subject: Re: Leadenhall Market

Just forwarded a text to you - please read

Sent from my iPhone

On 29 Oct 2015, at 16:11, Nelson, Trevor <Trevor.Nelson@cityoflondon.gov.uk> wrote:

John

In Nick's absence I will talk this through with Peter Bennett who is due back in half an hour.

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [redacted]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

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This is the current dialogue!!

Unbelievable

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I am infuriated –

How dare he email in Nick Salter, I am fuming.

He cut me off, was rude and I fired back with both barrels.

He said 'I quote I don't expect to lose any sleep over this.'

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 29 October 2015 15:17
To: Adam Brook
Cc: Nick Salter
Subject: FW: Leadenhall Market
Importance: High

SUBJECT TO CONTRACT AND WITHOUT PREJUDICE

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Wood, Edward

From: Nelson, Trevor
Sent: 05 January 2016 11:55
To: Nelson, Trevor
Subject: FW: Leadenhall Market

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: Nelson, Trevor
Sent: 29 October 2015 16:30
To: John Chapman
Subject: RE: Leadenhall Market

Call me on landline as mobile out of juice

Trevor Nelson

Assistant Director
Investment Property Group

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Mob: [REDACTED]
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Nelson, Trevor

From: Nelson, Trevor
Sent: 30 October 2015 09:27
To: Bennett, Peter
Subject: RE: Query

Peter

I was really looking for some advice and to give you a heads up in case the Town Clerk called.

Barnet Waddingham, Actuaries and Consultants have been trying to organise an event in Leadenhall Market for Thursday 5th. Leighton McDonnell has been less than helpful and copied an e mail he sent to the gentleman organising the event to the Chief Executive of Barnet Waddingham which has caused some friction. The reason why it all may blow up is Adrian Waddingham who was Sheriff in 2013 and is standing for Alderman is a partner in the company so I was anticipating the whole thing getting political. The other aspect is John Chapman has got heavily involved.

Nick is back on Monday so I am sure we can deal with it before your return.

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

-----Original Message-----

From: Bennett, Peter
Sent: 30 October 2015 08:05
To: Nelson, Trevor
Subject: Query

Trevor

Sorry about last night. My 4pm took nearly 2 hours and I had to dash. I am not in till Tuesday. Can we deal by email?
Peter

Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 30 October 2015 10:20
To: Nelson, Trevor
Subject: RE: Leadenhall Market

OK – I hope not by Leighton!

What is happening re E mail that carried CC to Adams boss?

I will forward on latest text received – he is now very worried

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

Registered in England: Registered Number 3272229.

Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

Registered for VAT: GB750255058

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From: Nelson, Trevor [<mailto:Trevor.Nelson@cityoflondon.gov.uk>]

Sent: Friday, October 30, 2015 10:15 AM

To: John Chapman [REDACTED]

Subject: RE: Leadenhall Market

Progress being made...I think!

We NEED RAMS(risk assessment and method statement). A sample is being forwarded to Adam so he knows what is required.

Documentation can be sorted Monday on Nick's return.

Trevor

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

Cross, Andrew

From: McDonnell, Leighton
Sent: 30 October 2015 16:21
To: Cross, Andrew
Subject: FW: Leadenhall Market
Attachments: Public Liability Insurance.pdf; EML Events Booking Form.pdf; Image 1.jpg; Image 3.jpg; Teddies.jpg; Leadenhall Market; FW: Miniature Golf Day: 21st September

Importance: High

Andrew

FYI

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

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www.cityoflondon.gov.uk

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Sent: 30 October 2015 15:38
To: [REDACTED]
Subject: FW: Leadenhall Market
Importance: High

SUBJECT TO CONTRCAT AND WITHOUT PREJUDICE

Adam

I forgot to state that an example of a Risk Assessment and Method Statement can be found on the HSE (Health and Safety Executive website).

Regards

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Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: Tuesday, October 13, 2015 5:54 PM
To: John Chapman [REDACTED]
Subject: Leadenhall Market

Dear John,

As discussed please see below our plan for Leadenhall Market. Before I start attached for your reference is:

- A copy of our public liability insurance
- A copy of the signed contract with EML
- 2 Photographs of the Sim that we will be using
- Images of the flags that represents the only branding on the stand
- The teddies that will be given to a select few

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. All they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-L came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

Whilst in situ each member of staff will be holding a charity tin for our charity Contact the Elderly – alternatively if there is another charity you would also like us to raise money for – we would be all ears. Barnett Waddingham will add £200 on top of any funds raised on the day – a static bucket will also be placed on the sim encouraging all who take part to donate too. Our charity has been informed and they will be amplifying the message through their social media channels too.

BW Message

We have recently launched a new service offering – EASA. More info [here](#). There will be partners on the day meeting and greeting people of interest who may wish to discuss more and then taking them to Cheese, Lamb Tavern etc – where tabs will be set during the day. No flyers or anything else will be handed out – only a teddy bear in a bag to a select few.

Await thoughts.

Adam

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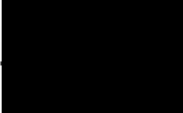
Certificate of Employers' Liability Insurance ^(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

Policy Number – 27 OSP 2594483
Name of Policyholder – Barnett Waddingham LLP, Barnett Waddingham SIPP LLP and Barnett Waddingham Actuaries & Consultants Ltd
Date of Commencement on – 28th August 2015
Date of Expiry of Insurance – 10th August 2016

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in territorial waters around Great Britain and its Continental Shelf (b)
2. the minimum amount of cover provided by this Policy is no less than £5 million (c)

Signed on behalf of Aviva Insurance Limited (Authorised Insurers)  Authorised Signatory Maurice Tulloch Chief Executive Officer, UK & Ireland General Insurance
--

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply.
Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.



Programme Booking Form

Contact Name: Adam Brook
Organisation: Barnett Waddingham
Address: Cheapside House
138 Cheapside
London
Postcode: EC2V 6BW

Telephone: 020 7776 3801
07733 207992

Email: [Redacted]

Content: Inflatable Golf Simulator (Promotional Price)
Event Dates: 5th November 2015
Event Timings: Provisional - 11am until 3pm
Venue: Leadenhall Market, Gracechurch Street, London, EC3V 1LT
Numbers Attending: Unknown
EML Reference: EO5953

EML Programme Costs:	£700	+ VAT
Venue & Catering Costs:	N/A	+ VAT
Total Payable:	£700	+ VAT

Signed: [Redacted] Date: 6 Dec 2015

EML: [Redacted] Date: 03 September 2015

I have read and understand the booking conditions and accept the terms and conditions for the above event. This document is signed by me on behalf of all the members of the organisation by whom I am authorised to make this agreement.

Please note that the event is not considered booked unless the Account details (overleaf) are fully completed including a valid purchase order number.

EML - Event Management and Logistics Ltd
County House, St. Mary's Street
Worcester, Worcestershire
WR1 1HB United Kingdom
tel. +44 (0) 845 680 9870
fax. +44 (0) 845 5330 652
email. info@em-l.co.uk
www.em-l.co.uk

Printed on Recycled Paper
100% Recycled Paper



Booking Conditions

Please complete this form in full and return with the signed booking form, to confirm your event with EML.

ACCOUNTS CONTACT

Name: MRS JACKY MATTHEWS

Address: BARNETT WADDINGHAM LLP
CHEAPSIDE HOUSE
138 CHEAPSIDE
LONDON

Postcode: EC2V 6BW

Telephone: 020 7776 3863

Fax: 020 7776 3810

Email: 

Preferred method of payment: Cheque/BACs/Other BACS

Do you require our bank details? Yes No

Your Purchase Order Number: 16/3707

ADDITIONAL INFORMATION please use this space for any questions you may have or any additional information not covered in this form.

EML - Event Management and Logistics Ltd
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Worcester, Worcestershire
WR1 1HB United Kingdom

tel. +44 (0) 845 680 9870
fax +44 (0) 845 5330 652
email. info@em-l.co.uk
www.em-l.co.uk

Registered in England No. 2102572
VAT No. 351 834984



- a. For the purpose for this document EML, Event Management and Logistics Ltd shall be referred to as EML.
- b. Full payment is required upon the client upon signing the Booking Form.
- c. Any extras requested after the client returns a signed booking form will be presented to the client post event in the form of an extras invoice. This invoice is payable within 28 days. If the balance is not paid within this time a charge of 8% per week will be charged on top of existing monies owed.
- d. Items not quoted for in the brief and requested later by the client may be subject to an organisational fee.
- e. The monies paid are accepted in payment of the agreed total cost of the agreed booking. Should any booking be cancelled by the client then EML shall be entitled to some of the monies owed or paid as outlined below in clause F.
- f. Notice of cancellation must be made by the person who signed the booking form. This must be in writing by recorded delivery or registered post. If cancellation occurs within 60 days of the commencement of the programme the following cancellation charges will be payable by the customer:-

Period before commencement of the programme within which written cancellation is received:

	More than 60 days	28 - 59 Days	0 - 27 Days
Charge Including Deposit	Deposits	75%	100%

- g. Every effort will be made to operate all programmes offered and booked, but EML reserve the right (at its discretion) or in the clear interest of the client to modify or cancel any programme, schedule, accommodation, travel or other arrangement at any time before commencement of the programme. In the case of any material modification or of cancellation, EML will, if possible, offer alternative arrangements, or, if accommodation is affected, use its best endeavours to provide an alternative in the same area and of the same quality.
- h. Prices quoted are based on costings relevant to the event at time of quotation and shall be accurate for 30 days. After this time, unless agreed upon, EML reserve the right to re-cost the event.
- i. EML undertakes to use its best efforts in making arrangements with carriers, hoteliers, owners of private houses and others for itineraries and programmes, offered and booked by EML. EML gives notice that all arrangements for transport or for accommodation, itineraries, programmes, meals or entertainment are made by EML. As agents upon the express condition that EML shall not be liable for:-

Any loss or injury, damage or accident to any persons or goods whatsoever and howsoever the same may be caused.

Or

Any cancellation of programme (beyond EML's control), deviations or delays

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Worcester, Worcestershire
WR1 1HB United Kingdom

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fax +44 (0) 845 5330 652
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www.em-l.co.uk

Registered in England No. 1111778
VAT No. 219 886794



- j. If the programme is arranged directly with EML all correspondence will be sent to the customer at the address specified on the bookings form. If the arrangements are made through a third party all communications from the company will be sent to the agent who, as regards communication from EML to the customer, is the agent of the customer. All monies to the third party are held by the third party as the agent of the customer until the booking is accepted and thereafter as agent of EML.
- k. The customer must pay the specified amount as shown in the invoice presented. This invoice will show the sum agreed upon in the contract, unless otherwise agreed upon by both parties. The booking is not accepted until the contract is exchanged by both parties and dated. Alteration or cancellation by a customer of an accepted booking will be subject to the provisions of clause E of these conditions.
- l. In particular and without prejudice EML shall not be liable for any cancellation, delays, deviations or changes in the programme caused by war, riot, civil commotion, terrorism, industrial dispute, disaster, disease, technical problems with transport, bad weather, accident, illness or other matters beyond EMLs' control.
- m. EMLs' total liability for any one claim or for the total of all claims arising from any one act of a default of EML (whether the claim arises from the company's negligence or otherwise) shall not exceed £5,000,000.
- n. The contract shall be governed by English Law; all disputes arising in connection with the contract shall be submitted to the jurisdiction of the English courts.
- o. EML shall not be liable for any alleged breach of the expressed or implied terms of this contract, whether the alleged breach is caused by negligence of EML or its agents or otherwise unless written notice of a claim is served by the customer on EML by registered post or recorded delivery within 14 days after any such alleged breach.
- p. Any dispute or difference between EML and a client shall be considered and ruled upon by the president or agents of Hereford and Worcestershire Chamber of Commerce. EML and the client shall be bound by the president or agents' decision.

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fax. +44 (0) 845 5330 652
email. info@em-l.co.uk
www.em-l.co.uk

Registered in England No. 441879
VAT No. 753 834974







Cross, Andrew

From: McDonnell, Leighton
Sent: 30 October 2015 16:23
To: Cross, Andrew
Subject: FW: Leadenhall Market

FYI

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 30 October 2015 15:39
To: McDonnell, Leighton
Subject: Automatic reply: Leadenhall Market

Thank you for your email. I am out of the office returning 3rd November and will respond to your email upon my return.

If your query is urgent please email [REDACTED]

Best,

Adam Brook

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 30 October 2015 16:33
To: Nelson, Trevor
Subject: FW: Leadenhall Market
Attachments: Public Liability Insurance.pdf; EML Events Booking Form.pdf; Image 1.jpg; Image 3.jpg; Teddies.jpg; Leadenhall Market; FW Miniature Golf Day 21st September

Importance: High

Trevor

Why is Leighton still E mailing Adam – I would have thought he had been taken of the case?

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]

Tel: [redacted]

Email: [redacted]

Web: www.idcconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

Registered in England: Registered Number 3272229.

Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

Registered for VAT: GB750255058

This message is confidential. The information contained is intended for the use of the addressee / s only. If you are not the intended recipient, please return this mail immediately. The copying or disclosure to a third party is strictly prohibited. Thank you for your co-operation in this matter.

From: Adam Brook [mailto:[redacted]]
Sent: Friday, October 30, 2015 4:18 PM
To: John Chapman [redacted]
Subject: FW: Leadenhall Market
Importance: High

Is this is what he is referring to?

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 30 October 2015 15:38
To: Adam Brook
Subject: FW: Leadenhall Market
Importance: High

SUBJECT TO CONTRCAT AND WITHOUT PREJUDICE

Adam

I forgot to state that an example of a Risk Assessment and Method Statement can be found on the HSE (Health and Safety Executive website).

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: McDonnell, Leighton
Sent: 29 October 2015 15:17
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Leadenhall Market
Importance: High

SUBJECT TO CONTRACT AND WITHOUT PREJUDICE

Adam

Thank you for your dimensions. The golf simulator will take 80% of the central area. Is where you are intending to place it. We are delivering the Christmas trees this weekend and the main one will be directly under the market clock reducing space even further. They will also interfere with our tables and chairs areas for which our occupiers hold under licence and they may well insist on compensation. Will your insurance cover this, also bearing in mind our fire officer will almost certainly not give approval as there has to be access through this area wide enough for a fire engine. I hope to meet him tomorrow morning.

You have still not supplied any Risk & Method Statements which may also invalidate any insurance you may hold or underwritten any costs.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

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From: McDonnell, Leighton
Sent: 29 October 2015 09:50
To: [REDACTED]
Subject: FW: Leadenhall Market

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As discussed yesterday please can you send me a copy of the email from John Chapman giving you're the go ahead to hold your function. The events booking form describes an inflatable golf simulator yet your images show a canvas. Can you clarify what exactly the erection will be and the exact dimensions. This is important as I will need to consult our fire safety officer re emergency fire engine access and as we may also be expecting Christmas tree deliveries and setting up then also. I will also require a full set of risk assessments and method statements bespoke to the venue.

Any agreement will need to be in the form of a licence for which there will be costs. Depending on confirmation of the simulator design there will also be a charge of not less than £500 per hour plus vat.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

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Sent: Tuesday, October 13, 2015 5:54 PM

To: John Chapman [REDACTED]

Subject: Leadenhall Market

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- Images of the flags that represents the only branding on the stand
- The teddies that will be given to a select few

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

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Charity

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Await thoughts.

Adam

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Cross, Andrew

From: McDonnell, Leighton
Sent: 30 October 2015 16:35
To: Cross, Andrew
Subject: FW: Leadenhall Market

FYI

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

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www.cityoflondon.gov.uk

From: Nick Salter [mailto: [REDACTED]]
Sent: 29 October 2015 18:13
To: McDonnell, Leighton
Subject: RE: Leadenhall Market

Leighton,

I do apologise. I do not know what the facts are here but we do always intend to behave in a professional manner at all times and I apologise if we have fallen down on this occasion.

Yours sincerely,

Nick

Sent from my Windows Phone

From: [McDonnell, Leighton](#)
Sent: 29/10/2015 15:31
To: [REDACTED]
Subject: FW: Leadenhall Market

Nick

I have just had a very rude phone call from Adam which I felt was unprofessional and ill mannered and does not reflect favourably on your organisation. Please could you ask him to refrain from calling me in that manner in future.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)
Senior Strategic Asset Manager
Tel: 020 7332 1491

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Sent: 29 October 2015 15:17
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Cc: [REDACTED]
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SUBJECT TO CONTRACT AND WITHOUT PREJUDICE

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Adam

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 30 October 2015 16:55
To: Nelson, Trevor
Subject: FW: Leadenhall Market

Trevor

Are you able to source this document and send it to Adam?

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

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Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

Registered in England: Registered Number 3272229.

Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

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From: Adam Brook [mailto:[REDACTED]]
Sent: Friday, October 30, 2015 4:48 PM
To: John Chapman [REDACTED]
Subject: FW: Leadenhall Market

Scott's my boss and is superior to David...

Leighton didn't tell me where the form is....so we will hunt for it and return.

From: Adam Brook
Sent: 30 October 2015 16:39
To: [REDACTED]
Subject: Leadenhall Market
Importance: High

Scott,

Just jumped on emails – who at BW could help us complete something called a Risk Assessment and Method Statement? This can be found on the HSE (Health and Safety Executive website) – it needs to be completed before we can proceed with 5th November.

I have looked and have been unable to locate it anywhere on the HSE Website.

Best

Adam

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Nelson, Trevor

From: John Chapman [redacted]
Sent: 02 November 2015 08:57
To: Nelson, Trevor
Subject: FW: Leghton is out the office

Trevor

Apologies for starting the Monday off this way but below is Leighton's out of office – dates are wrong + how can he send an actual RAMS as suggested by Adam? He has only sent a link to the HSE Web site with no instructions & apparently it can't be located

Kind regards,

John D Chapman
Managing Director
Tel: [redacted]
Tel: [redacted]
Email: [redacted]
Web: www.idcconsultants.com

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From: Adam Brook [mailto:[redacted]]
Sent: Monday, November 2, 2015 12:14 AM
To: John Chapman [redacted]
Subject: Leghton is out the office

Get the impression I may be lired up for a fall here...being asked to complete an urgent form with a few days to go....

-----Original Message-----

From: McDonnell, Leighton [mailto:Leighton.McDonnell@cityoflondon.gov.uk]
Sent: 02 November 2015 00:11
To: Adam Brook
Subject: Automatic reply: Lead enhall Market

I am away from the office on 2/11/15 and will respond to your email on my return on 3/10/15. If however you require an immediate response or urgent assistance prior to my return to the office please speak to our team secretary Paula Walton on 020 7332 1523 who will endeavour to assist or refer you to one of my

colleagues. Thank you Leighton McDonnell BSc PgDip MRICS City Surveyors Department City of London
Tel: 020 7332 1491 www.cityoflondon.gov.uk THIS E-MAIL AND ANY ATTACHED FILES ARE
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Cross, Andrew

From: Nelson, Trevor
Sent: 02 November 2015 10:01
To: Cross, Andrew
Subject: FW: Leighton is out the office

Fyi

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [REDACTED]
Sent: 02 November 2015 08:57
To: Nelson, Trevor
Subject: FW: Leighton is out the office

Trevor

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Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.jdconsultants.com

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From: Adam Brook [mailto: [REDACTED]]
Sent: Monday, November 2, 2015 12:14 AM
To: John Chapman [REDACTED]
Subject: Leghton is out the office

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Sent: 02 November 2015 00:11
To: Adam Brook
Subject: Automatic reply: Leadenhall Market

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Cross, Andrew

From: Cross, Andrew
Sent: 02 November 2015 10:41
To: [REDACTED]
Subject: Leadenhall Market Event

Hi Adam,

I would be grateful if you could give me a call on the number below so we can take things forward in Leighton's absence

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

Cross, Andrew

From: Adam Brook [REDACTED]
Sent: 02 November 2015 10:41
To: Cross, Andrew
Subject: Automatic reply: Leadenhall Market Event

Thank you for your email. I am out of the office returning 3rd November and will respond to your email upon my return.

If your query is urgent please email [REDACTED]

Best,

Adam Brook

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Cross, Andrew

From: Cross, Andrew
Sent: 02 November 2015 11:18
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Leadenhall Market Event

Hi Jacky,

I am trying to take things forward in respect of the proposed golf event this week.

I had thought that Adam may have been contactable today but received an out of office.

Are you able to help in his absence?

Please can you give me a call on the number below.

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 02 November 2015 10:41
To: [REDACTED]
Subject: Leadenhall Market Event

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Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

lead-in hold market - Golf Event
Spoke to Mick Bagnall - they don't deal
with events

for filming - if it was a small TV geo
they would try to get £250 per hour
for commercials they would try
£500 per hour.

AC
2/11/15

copy AWA

Leadenhall Golf.

Spoke to Alexandra Clarke - Barnett Waddingham



She confirmed that:

1. The Co who would sign the licence
↳ Barnett Waddingham LLP.
2. She had a note from Adan that they had secured the use of the market for free whereas there would normally be a 60k charge. She did not know who at the City had agreed to this. She was not aware that we usually asked for our surveyor/legal costs to be paid for commercial events etc. Best person to speak to is Adan.
3. She has a H & S risk assessment produced by Eric Fuchs. She will top & tail it for Leadenhall market and send it through.

AC
2/11/15

Explained the City's internal procedures for this - need to get an internal approval Director sign off + a licence granted before the event could go ahead.

Spoke to Aden Brook

[REDACTED]

Explained the internal process I needed to go through before the event could proceed i.e. internal approval signed by Directors & the granting of a licence

Advised him that I needed a copy of the Public Liability Insurance Certificate.

Advised him that as this was a commercial event - his company was promoting itself and aiming to get new clients the city would add charge - fee plus its internal surveyor & legal costs.

Fee at circa £500 per hour & internal costs at £500 - surveyor & £750 for legal.

He advised that he had met Sally (Osprey) approx 3 months ago who said that a fee would not be payable if this was a charity event. (It is partly £500 for as they will also be collecting for a charity). He also said that John Chapman confirmed this.

(Spoke to Sally - she said that she recalled saying that it would be easier to get an event approved if it was a charity event).

Spide to Trevor to update him on the above.
The number we need to secure is our
internal costs say £1000.

Subsequently,
Told Adlan that we would need to
secure our internal costs but he
does not appear to have a budget.

Cross, Andrew

From: Alexandra Clarke [REDACTED]
Sent: 02 November 2015 14:59
To: Cross, Andrew
Cc: Adam Brook
Subject: Risk Assessment and Method Statement - Leadenhall Market
Attachments: Method Statement and Risk Assessment .pdf; Golf Simulator.pdf

Hi Andrew

Please find attached the risk assessments and method statements for the event at Leadenhall Market on Thursday.

Give me a call if you have any questions.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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**Work Method Statement:
Indoor Golf Simulator**



Signed Off: [Redacted]
 Date: 21/11/15
 Address: Leadenhall Market
 London EC3N 1GT

Procedure (In sets):	Possible Hazards:	Safety Controls:
<p>1. Arrival and load in by EML Events</p> <p>2. Ensure clear space for set up</p> <p>3. Setting up of the frame</p> <p>4. Setting up of electrical equipment</p> <p>5. Tape down electrical cabling</p> <p>6. Setting out of Chrome posts and rope for safety area behind the golfer</p> <p>7. Switching on or all electrical equipment</p>	<p>Trip and fall hazards upon access</p> <p>Tripping or bumping into other contractors while carrying in equipment</p> <p>Trip hazards within the venue</p> <p>Falling aluminium extending poles causing potential concussion</p> <p>Trip hazards of cabling</p> <p>Other suppliers accessing the area as / prior to this being done</p> <p>If waiting guests cross this line they may walk into the danger area behind the guest swinging a club causing possible cuts, abrasions and concussion</p> <p>Staff will have ensured there is no water present on the floor while setting up</p> <p>All equipment is PAT tested but a physical check is made during set up to ensure there is no visual damage</p>	<p>Shoes with tread are to be worn</p> <p>Being aware of other guests / contractors on site during set up</p> <p>This is done by 2 members of EML Events staff</p> <p>Cabling to be taped down as soon as practicably possible</p> <p>Ensuring EML Events have a minimum of four chrome posts and three ropes</p> <p>Physical inspection</p>

Procedure (In sets):	Possible Hazards:	Safety Controls:
8. During live play	Ensuring waiting guests do not cross pass the rope barrier as they may walk into the danger area behind the guest swinging a club causing possible cuts abrasions and concussion	The Simulator is manned at all times when the activity is being operated
9. Guests may only access the simulator when invited by EML Events Staff	As above	As above
10. Breakdown only to be conducted by EML Events staff	Falling aluminium extending poles causing potential concussion	This is done by 2 members of EML Events staff
11. Packing up electrical cabling	Trip hazards of cabling	To be done quickly and efficiently
12. Load out of equipment	Trip hazards within the venue Tripping or bumping into other contractors while carrying out equipment	
	Trip and fall hazards upon access	
Specific Hazards not noted above:		
1. Manual Handling	Lifting Heavy weights above 15Kg Twisting, pushing pulling, lifting and carrying	There is only one item above this weight
2. Storage of boxes, bags and containers	Trip and fall Hazard causing possible cuts, abrasions and concussion	Items to be stored in a suitable space or back in the EML Events Vehicle

Page 3 - Further notes

Procedure (In setps):

	Possible Hazards:	Safety Controls:

Name: ALEXANDRA CLARKE	Position: EVENTS EXECUTIVE	Name: BECKY DANKS	Position: EVENTS MANAGER
Date: 2/11/15	Signed: [REDACTED]	Date: 2/11/15	Signed: [REDACTED]

HAZARD	RISK	WHO'S @ RISK	Rating	CONTROL MEASURES / NOTES
Golf Simulator	<p>Over enthusiasm of guests.</p> <p>Over exaggerated movement due to excitement by the guests.</p> <p>Lack of familiarity of guests with the Golf Clubs.</p> <p>Over confidence of guests own abilities.</p> <p>Trip and fall hazards on the ground.</p> <p>Being struck by a projectile (soft foam ball).</p> <p>Being struck by a golf club.</p> <p>Guest letting go of the golf club.</p>	Participants Staff Spectators Bystanders	<p>EML Risk Grade</p> <p>3</p> <p>Moderate Risk Of Injury</p> <p>1 being low</p> <p>10 being Very high</p>	<p>All EML Events procedures, including site preparation, briefing and control during events are taken with high regard for Health and Safety and guest's safe enjoyment of the day.</p> <p>They are designed to reduce risk to all parties to the lowest level practicable, commensurate with the nature of the activity.</p> <p>Soft replica golf balls are used on the activity. Under no circumstances are real / live balls used on the equipment.</p> <p>Activities follow these procedures to maintain and enhance safety:</p> <p><u>Equipment Maintenance:</u></p> <p>All equipment is purpose-built or purchased for the Golf Simulator Activity. Equipment is stored and maintained to keep it in good condition.</p> <p>Where any equipment has an observed to be unsuitable for use or damaged equipment is immediately taken out of operational use for repair or disposal.</p> <p><u>Setting Up of equipment</u></p>
Training	<p>EML Events instructors are trained specifically for this activity covering preparation, guest briefing and safety procedures.</p> <p>Each event has at least one Event Manager. A key role of the Event Manager is to ensure that all safety procedures are checked, and adhered to, during the event.</p>			<p>The Golf Simulator is a free standing activity and is to be set up on flat ground.</p> <p>If guests / other members of the public stray into the activity area without the supervision and consent of the event staff, the activity is immediately stopped until that person or persons is moved to a place of safety.</p> <p>Event staff have rule booklets and briefing sheets which must be adhered to, to ensure safety and consistency.</p>

Registered Company Name:

EML, Event Management & Logistics Ltd

Date of Risk Assessment:

27th August 2015

Health & Safety Officer: Jon Huggett

Signed:



Cross, Andrew

From: Bennetts, Alan
Sent: 02 November 2015 15:22
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: Leadenhall Market

I've prepared the attached draft licence for approval by you, Leighton. It's about as straightforward as I can make it and I think it will do the trick for the five hours the simulator is to be used.

What is happening with the supply of power to the machine; are there are public liability insurances in place and are we expecting a licence fee?

Alan

Alan Bennetts
Assistant City Solicitor
for Comptroller and City Solicitor
Telephone 0207 332 1094



LicenceVLdoc

DATED

2015

CITY FUND

THE MAYOR AND COMMONALTY AND
CITIZENS OF THE CITY OF LONDON

- to -

BARNETT WADDINGHAM LLP

Licence permitting a golf simulator
to be placed on land at
Leadenhall Market London EC3

File Ref: PT15000/003/AB/FA

November 2015

K:\PropertyDivision\OpenJobs\Alan Bennetts\PT15000-003-1-Leadenhall Market - Barnett Waddingham
Ltd-Licence\LicenceV1.doc

THIS LICENCE made the _____ day of _____ Two thousand and fifteen B E T W E E N THE MAYOR AND COMMONALTY AND CITIZENS OF THE CITY OF LONDON of P O Box 270 Guildhall London EC2P 2EJ (hereinafter called "the Licensor") of the one part and BARNETT WADDINGHAM LLP (Registration number 0C307678) whose registered office is at Cheapside House 138 Cheapside London EC2V 6BW (hereinafter called "the Licensee") of the other part

WHEREAS:-

1. The Licensee has applied to the Licensor for permission to place a golf simulator for use by customers at Leadenhall Market (hereinafter called "the Market") on land owned by the Licensor shown [

] attached hereto (hereinafter called "the Land") which permission the Licensor is prepared to give upon the terms and conditions hereinafter contained IT IS HEREBY AGREED AND DECLARED by and between the Licensor and the Licensee that:

1. In consideration of [the payment of the annual licence fee referred to in the Schedule by the Licensee to the Licensor] the Licensor hereby permits and grants licence to the Licensee in common with the Licensor and all others authorised by the Licensor so far as is not inconsistent with the rights given to place one golf simulator [add design details] (hereinafter called "the Equipment") on the Land or elsewhere in the Market as the Licensor may in its absolute discretion designate for occasional use by visitors to the Market
2. The Licensee shall occupy the Land as a licensee and no relationship of landlord and tenant is created between the Licensor and the Licensee by this agreement

3. The Licensor retains control, possession and management of the Land and the Licensee has no right to exclude the Licensor from the Land
4. This Licence is personal to the Licensee who shall not allow the permission to be exercised by any other person other than the Licensee its employees and customers
5. The Equipment may remain on the Land only on the day and at the times specified in Clause 8 and during such hours shall be placed so as to allow the free passage of pedestrians across the Land and through the Market
6. The Licensee shall ensure that all litter is removed from the Land at the end of the period of this Licence and shall also remove any litter which migrates from the Land to any other part of the Market
7. The Licensee shall remove the Equipment from the Land immediately if required to do so so as to allow works in or the use of the Land by the Licensor the police fire and ambulance services any statutory undertaker or telecommunications code operator or builders' vehicles hearses or furniture removal vans
8. The permission will apply from 11am to 4pm on 5th November 2015
9. The Licensee shall pay and discharge all taxes rates outgoings and assessments (if any) which are charged or imposed as a result of the permission given to the Licensee by this Licence
10. The Licensee shall obtain all necessary consents including without limitation planning consent that may be required relative to the permission and comply with all bye-laws and statutory requirements relating to the permission
11. (1) Subject to clause 11(2) the Licensor is not liable for:

- (a) the death of, or injury to the Licensee, its employees, customers or invitees to the Land; or
 - (b) damage to any property of the Licensee or that of the Licensee's employees, customers or other invitees to the Land; or
 - (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Licensee or the Licensee's employees, customers or other invitees to the Land in the exercise or purported exercise of the rights granted under clause 1 or as a result of the exercise by the Licensor of any power given to it in this licence
- (2) Nothing in clause 11(1) shall limit or exclude the Licensor's liability for:
- (a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees or agents; or
 - (b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability
12. (1) Any notice or other communication required to be given under this licence, shall be in writing and shall be delivered personally, or sent by pre-paid first-class post or recorded delivery or by commercial courier, to each party required to receive the notice or communication as set out below:

- (a) to the Licensor at Comptroller and City Solicitor, P O Box 270, Guildhall, London, EC2P 2EJ (Ref: PT15000/003/AB)
 - (b) to the Licensee at its registered office address or as otherwise specified by the relevant party by notice in writing to each other party
- (2) Any notice or other communication shall be deemed to have been duly received:
 - (a) if delivered personally, when left at the address referred to in this clause; or
 - (b) if sent by pre-paid first-class post or recorded delivery at 9.00am on the second working day after posting; or
 - (c) if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed
- (3) A notice or other communication required to be given under this agreement shall not be validly given if sent by e-mail or fax
- (4) The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action
- 14. Any sum payable by the Licensee to the Licensor hereunder is exclusive of value added tax which the Licensee shall pay in addition to the said sum where appropriate
- 15. The Licensor gives no warranty that the Land is suitable for the exercise of the permission given by this Licence AND THE Licensee hereby indemnifies the Licensor and shall keep the Licensor indemnified against all losses claims demands actions proceedings damages costs expenses or other liability in any way arising from this Licence any breach of the

Licensees obligations herein and/or the exercise of the rights given in
Clause 1

16. A person who is not a party of this Licence shall not have any rights
under the Contracts (Rights of Third Parties) Act 1999 to enforce any
terms of this Licence

SIGNED by ALAN BENNETTS
for and on behalf of the Licensor

SIGNED by.....
duly authorised for and on behalf
of the Licensee

Nelson, Trevor

From: Cross, Andrew
Sent: 02 November 2015 16:10
To: Dale, Connie
Cc: McDonnell, Leighton; Nelson, Trevor
Subject: Golf simulation event at Leadenhall Market

Connie,

To let you now that it is proposed (subject to internal approval and a licence) that there is a golf simulator placed in Leadenhall Market on 5th November 2015, by a private organisation – Barnett Waddingham LLP. Not sure if you need to put our insurers on notice

Please find attached a copy of the insurance cover provided (they referred to it as Public Liability Insurance although I note that it states Employers Liability Insurance on the certificate) and the health and safety risk assessment provided to Barnett Waddingham LLP, by the supplier and operator of the golf simulator. I would welcome any comments you may have on the cover.

Below are details of the event provided by Barnett Waddingham LLP (their words). I understand that the golf simulator will be housed in a canvas covered structure with dimensions of 4m x 4m x 3.52m High

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. All they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-L came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

Whilst in situ each member of staff will be holding a charity tin for our charity Contact the Elderly – alternatively if there is another charity you would also like us to raise money for – we would be all ears. Barnett Waddingham will add £200 on top of any funds raised on the day – a static bucket will also be placed on the sim encouraging all who take part to donate too. Our charity has been informed and they will be amplifying the message through their social media channels too.

BW Message

We have recently launched a new service offering – EASA. More info here. There will be partners on the day meeting and greeting people of interest who may wish to discuss more and then taking them to Cheese, Lamb Tavern etc – where tabs will be set during the day. No flyers or anything else will be handed out – only a teddy bear in a bag to a select few.

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk



Public Liability
Insurance.pdf...



Image 1.jpg



Image 3.jpg



Golf
Simulator.pdf



Method
Statement and R...



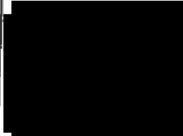
Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

Policy Number -- 27 OSP 2594483
Name of Policyholder -- Barnett Waddingham LLP, Barnett Waddingham SIPP LLP and Barnett Waddingham Actuaries & Consultants Ltd
Date of Commencement on -- 28th August 2015
Date of Expiry of Insurance -- 10th August 2016

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in territorial waters around Great Britain and its Continental Shelf (b)
2. the minimum amount of cover provided by this Policy is no less than £5 million (c)

Signed on behalf of Aviva Insurance Limited (Authorised Insurers)  Authorised Signatory Maurice Tulloch Chief Executive Officer, UK & Ireland General Insurance
--

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply.

Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

HAZARD	RISK	WHO'S @ RISK	Rating	CONTROL MEASURES / NOTES
Golf Simulator	<p>Over enthusiasm of guests.</p> <p>Over exaggerated movement due to excitement by the guests.</p> <p>Lack of familiarity of guests with the Golf Clubs.</p> <p>Over confidence of guests own abilities.</p> <p>Trip and fall hazards on the ground.</p> <p>Being struck by a projectile (soft foam ball).</p> <p>Being struck by a golf club.</p> <p>Guest letting go of the golf club.</p>	Participants Staff Spectators Bystanders	<p>EML Risk Grade</p> <p>3</p> <p>Moderate Risk Of Injury</p> <p>1 being low</p> <p>10 being Very high</p>	<p>All EML Events procedures, including site preparation, briefing and control during events are taken with high regard for Health and Safety and guest's safe enjoyment of the day.</p> <p>They are designed to reduce risk to all parties to the lowest level practicable, commensurate with the nature of the activity.</p> <p>Soft replica golf balls are used on the activity. Under no circumstances are real / live balls used on the equipment.</p> <p>Activities follow these procedures to maintain and enhance safety:</p> <p><u>Equipment Maintenance:</u></p> <p>All equipment is purpose-built or purchased for the Golf Simulator Activity. Equipment is stored and maintained to keep it in good condition.</p> <p>Where any equipment has an observed to be unsuitable for use or damaged equipment is immediately taken out of operational use for repair or disposal.</p> <p><u>Setting Up of equipment</u></p>
Training	<p>EML Events instructors are trained specifically for this activity covering preparation, guest briefing and safety procedures.</p> <p>Each event has at least one Event Manager. A key role of the Event Manager is to ensure that all safety procedures are checked, and adhered to, during the event.</p>			<p>The Golf Simulator is a free standing activity and is to be set up on flat ground.</p> <p>If guests / other members of the public stray into the activity area without the supervision and consent of the event staff, the activity is immediately stopped until that person or persons is moved to a place of safety.</p> <p>Event staff have rule booklets and briefing sheets which must be adhered to, to ensure safety and consistency.</p>

Registered Company Name:

EML, Event Management & Logistics Ltd

Date of Risk Assessment:

27th August 2015

Health & Safety Officer: Jon Huggett

Signed:



**Work Method Statement:
Indoor Golf Simulator**



Signed Off [Redacted]
 Date 21/11/15
 Address Leadenhall Market
 London EC3N 1GT

Procedure (In setps):	Possible Hazards:	Safety Controls:
<ol style="list-style-type: none"> 1. Arrival and load in by EML Events 2. Ensure clear space for set up 3. Setting up of the frame 4. Setting up of electrical equipment 5. Tape down electrical cabling 6. Setting out of Chrome posts and rope for safety area behind the golfer 7. Switching on or all electrical equipment 	<p>Trip and fall hazards upon access</p> <p>Tripping or bumping into other contractors while carrying in equipment</p> <p>Trip hazards within the venue</p> <p>Falling aluminium extending poles causing potential concussion</p> <p>Trip hazards of cabling</p> <p>Other suppliers accessing the area as / prior to this being done</p> <p>If waiting guests cross this line they may walk into the danger area behind the guest swinging a club causing possible cuts, abrasions and concussion</p> <p>Staff will have ensured there is no water present on the floor while setting up</p> <p>All equipment is PAT tested but a physical check is made during set up to ensure there is no visual damage</p>	<p>Shoes with tread are to be worn</p> <p>Being aware of other guests / contractors on site during set up</p> <p>This is done by 2 members of EML Events staff</p> <p>Cabling to be taped down as soon as practicably possible</p> <p>Ensuring EML Events have a minimum of four chrome posts and three ropes</p> <p>Physical inspection</p>

Procedure (In sets):	Possible Hazards:	Safety Controls:
8. During live play	Ensuring waiting guests do not cross past the rope barrier as they may walk into the danger area behind the guest swinging a club causing possible cuts abrasions and concussion	The Simulator is manned at all times when the activity is being operated
9. Guests may only access the simulator when invited by EML Events Staff	As above	As above
10. Breakdown only to be conducted by EML Events staff	Falling aluminium extending poles causing potential concussion	This is done by 2 members of EML Events staff
11. Packing up electrical cabling	Trip hazards of cabling	To be done quickly and efficiently
12. Load out of equipment	Trip hazards within the venue Tripping or bumping into other contractors while carrying out equipment Trip and fall hazards upon access	
Specific Hazards not noted above:		
1. Manual Handling	Lifting Heavy weights above 15Kg Twisting, pushing pulling, lifting and carrying	There is only one item above this weight
2. Storage of boxes, bags and containers	Trip and fall Hazard causing possible cuts, abrasions and concussion	Items to be stored in a suitable space or back in the EML Events Vehicle

Page 3 - Further notes

Procedure (in setps):

	Possible Hazards:	Safety Controls:

Event and Date: EASA Eagle Challenge – Leadenhall Market – Thursday 5 November 2015

Time: 09.00 – 17.00 (event time 11.00 – 16.00)

Address:
Leadenhall Market
London EC3V 1LT

Visitor Profile:
Professionals from Insurance industry based in the City area.

Severity (S)	Risk (R)	Likelihood (L)	Description
2	2	4	Flags based close to buildings/structures.
1	3	3	Flags to be weighted down sufficiently with water

Confirmation

Severity (S)	Risk (R)	Likelihood (L)
6	6	6
5	5	5
4	4	4
3	3	3
2	2	2
1	1	1
1	2	3
1	2	4
1	2	6

Severity (S)	Risk (R)	Likelihood (L)	Description
1	Very unlikely	6	Will occur
1	minor injury / first aid	6	Multiple fatality

Name: ALEXANDRA CLARKE	Position: EVENTS EXECUTIVE	Name: BECKY DANIKS	Position: EVENTS MANAGER
Date: 2/11/15	Signed: [REDACTED]	Date: 2/11/15	Signed: [REDACTED]

Cross, Andrew

From: McDonnell, Leighton
Sent: 02 November 2015 16:10
To: Cross, Andrew
Subject: Automatic reply: Golf simulation event at Leadenhall Market

I am away from the office on 2/11/15 and returning on 3/11/15. I will respond to your email as soon as possible following my return. If however you require an immediate response or urgent assistance prior to my return to the office please speak to our team secretary Paula Walton on 020 7332 1523 or Christine Marsh on 020 7332 3718 or in her absence who will endeavour to assist or refer you to one of my colleagues. Thank you Leighton McDonnell BSc PgDip MRICS Senior Management Surveyor Investment Property Group City Surveyors Department City of London Tel: 020 7332 1491 www.cityoflondon.gov.uk

Cross, Andrew

From: Cross, Andrew
Sent: 02 November 2015 17:26
To: Alexandra Clarke
Cc: [REDACTED]
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market
Attachments: Public Liability Insurance.pdf

Alex,

Many thanks for this.

We were previously supplied the attached insurance certificate – the pdf document is labelled Public Liability Insurance but the certificate is for Employers Liability. I would be grateful if you could e mail over a copy of the Public Liability certificate.

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Alexandra Clarke [mailto:[REDACTED]]
Sent: 02 November 2015 14:59
To: Cross, Andrew
Cc: Adam Brook
Subject: Risk Assessment and Method Statement - Leadenhall Market -

Hi Andrew

Please find attached the risk assessments and method statements for the event at Leadenhall Market on Thursday.

Give me a call if you have any questions.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

> Global Investor's Investment Excellence Awards Investment Consultant of the Year 2015

- > **Very Important Benefits Awards Best Wellbeing Provider 2015**
- > **Corporate Adviser Awards Pension Adviser of the Year 2015**
- > **Pensions Age Awards Highly Commended - Pensions Consultancy of the Year 2015**
- > **FT Pension and Investment Provider Awards Actuarial Consultant of the Year 2014**

Barnett Waddingham LLP (OC307678), BW SIPP LLP (OC322417), Barnett Waddingham Actuaries and Consultants Limited (06498431) are registered in England and Wales with their registered office at Cheapside House, 138 Cheapside, London EC2V 6BW.

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Barnett Waddingham LLP is authorised and regulated by the Financial Conduct Authority and is licensed by the Institute and Faculty of Actuaries for a range of investment business activities. Barnett Waddingham Actuaries and Consultants Limited is licensed by the Institute and Faculty of Actuaries in respect of a range of investment business activities. BW SIPP LLP is authorised and regulated by the Financial Conduct Authority.




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2. the minimum amount of cover provided by this Policy is no less than £5 million (c)

Signed on behalf of Aviva Insurance Limited (Authorised Insurers)  Authorised Signatory Maurice Tulloch Chief Executive Officer, UK & Ireland General Insurance
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Nelson, Trevor

From: Dale, Connie
Sent: 02 November 2015 17:42
To: Cross, Andrew
Cc: McDonnell, Leighton; Nelson, Trevor
Subject: RE: Golf simulation event at Leadenhall Market

Hello Andrew,

As you say, the certificate of insurance relates to Employers Liability insurance. They have not evidenced that Public Liability insurance is in place. Can you ask for this – the limit of indemnity should not be less than £5m.

Regards

Connie

Connie Dale
Insurance and Risk Manager

Chamberlain's Department
City of London Corporation
PO Box 270
London EC2P 2EJ

Telephone: 020 7332 1360
Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 02 November 2015 16:10
To: Dale, Connie
Cc: McDonnell, Leighton; Nelson, Trevor
Subject: Golf simulation event at Leadenhall Market

Connie,

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November 5th 2015

Title:

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The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

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Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

<< File: Public Liability Insurance.pdf >> << File: Image 1.jpg >> << File: Image 3.jpg >>

<< File: Golf Simulator.pdf >> << File: Method Statement and Risk Assessment .pdf >>

Cross, Andrew

From: McDonnell, Leighton
Sent: 03 November 2015 08:41
To: Bennetts, Alan
Cc: Cross, Andrew
Subject: FW: Leadenhall Market

Alan

Many thanks. They have not yet provided any public liability nor yet agreed a fee, despite being asked.

Regards

Leighton McDonnell BSc PgDip MRICS (Registered Valuer)

Senior Strategic Asset Manager

Tel: 020 7332 1491

THREE TIMES CLEAN CITY GOLD AWARD WINNER 2011 & 2012

www.cityoflondon.gov.uk

From: Bennetts, Alan
Sent: 02 November 2015 15:22
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: Leadenhall Market

I've prepared the attached draft licence for approval by you, Leighton. It's about as straightforward as I can make it and I think it will do the trick for the five hours the simulator is to be used.

What is happening with the supply of power to the machine; are there are public liability insurances in place and are we expecting a licence fee?

Alan

Alan Bennetts
Assistant City Solicitor
for Comptroller and City Solicitor
Telephone 0207 332 1094



LicenceVL.doc

Cross, Andrew

From: Cross, Andrew
Sent: 03 November 2015 09:16
To: Bennetts, Alan
Subject: RE: Leadenhall Market

Alan,

Please see attached with some suggestions. I have arranged for a plan to be produced.

Still waiting to hear about the fee and the City's costs - ADA waiting for these details.

Awaiting Public Liability Insurance certificate

Regards

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk



00206B81246E1...

From: Bennetts, Alan
Sent: 02 November 2015 15:22
To: McDonnell, Leighton
Cc: Cross, Andrew
Subject: Leadenhall Market

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Alan

Alan Bennetts
Assistant City Solicitor
for Comptroller and City Solicitor
Telephone 0207 332 1094

<< File: LicenceV1.doc >>

DATED

2015

CITY FUND

THE MAYOR AND COMMONALTY AND
CITIZENS OF THE CITY OF LONDON

- to -

BARNETT WADDINGHAM LLP ✓

Licence permitting a golf simulator
to be placed on land at
Leadenhall Market London EC3

File Ref: PT15000/003/AB/FA

November 2015

K:\PropertyDivision\OpenJobs\Alan Bennetts\PT15000-003-1-Leadenhall Market - Barnett Waddingham
Ltd-Licence\LicenceV1.doc

THIS LICENCE made the _____ day of _____ Two thousand
and fifteen B E T W E E N THE MAYOR AND COMMONALTY AND
CITIZENS OF THE CITY OF LONDON of P O Box 270 Guildhall London
EC2P 2EJ (hereinafter called "the Licensor") of the one part and BARNETT
WADDINGHAM LLP (Registration number 0C307678) whose registered office
is at Cheapside House 138 Cheapside London EC2V 6BW (hereinafter called
"the Licensee") of the other part

WHEREAS:-

1. The Licensee has applied to the Licensor for permission to place a golf simulator for use by customers at Leadenhall Market (hereinafter called "the Market") on land owned by the Licensor shown [*outlined in red on the plan*] attached hereto (hereinafter called "the Land") which permission the Licensor is prepared to give upon the terms and conditions hereinafter contained
IT IS HEREBY AGREED AND DECLARED by and between the Licensor and the Licensee that:

*being a
demountable
canvas
clad
structure
of 4m width
4m length
and 3.5m
height*

1. In consideration of [the payment of the ~~annual~~ *of £ - - - -* licence fee referred to in ~~the Schedule~~ by the Licensee to the Licensor] the Licensor hereby permits and grants licence to the Licensee in common with the Licensor and all others authorised by the Licensor so far as is not inconsistent with the rights given to place one golf simulator [add design details] (hereinafter called "the Equipment") on the Land or elsewhere in the Market as the Licensor may in its absolute discretion designate for occasional use by visitors to the Market
2. The Licensee shall occupy the Land as a licensee and no relationship of landlord and tenant is created between the Licensor and the Licensee by this agreement

3. The Licensor retains control, possession and management of the Land and the Licensee has no right to exclude the Licensor from the Land
4. This Licence is personal to the Licensee who shall not allow the permission to be exercised by any other person other than the Licensee its employees and customers
5. The Equipment may remain on the Land only on the day and at the times specified in Clause 8 and during such hours shall be placed so as to allow the free passage of pedestrians across the Land and through the Market
6. The Licensee shall ensure that all litter is removed from the Land at the end of the period of this Licence and shall also remove any litter which migrates from the Land to any other part of the Market
7. The Licensee shall remove the Equipment from the Land immediately if required to do so so as to allow works in or the use of the Land by the Licensor the police fire and ambulance services any statutory undertaker or telecommunications code operator or builders' vehicles hearses or furniture removal vans
8. The permission will apply from ⁹ 11am to ^{4.30} 4pm on 5th November 2015
9. The Licensee shall pay and discharge all taxes rates outgoings and assessments (if any) which are charged or imposed as a result of the permission given to the Licensee by this Licence
10. The Licensee shall obtain all necessary consents including without limitation planning consent that may be required relative to the permission and comply with all bye-laws and statutory requirements relating to the permission
11. (1) Subject to clause 11(2) the Licensor is not liable for:

make good any damage caused or reimburse the City Lts costs for making good

Manton Public liability insurance of no less than £5m

- (a) the death of, or injury to the Licensee, its employees, customers or invitees to the Land; or
 - (b) damage to any property of the Licensee or that of the Licensee's employees, customers or other invitees to the Land; or
 - (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Licensee or the Licensee's employees, customers or other invitees to the Land in the exercise or purported exercise of the rights granted under clause 1 or as a result of the exercise by the Licensor of any power given to it in this licence
- (2) Nothing in clause 11(1) shall limit or exclude the Licensor's liability for:
- (a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees or agents; or
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12. (1) Any notice or other communication required to be given under this licence, shall be in writing and shall be delivered personally, or sent by pre-paid first-class post or recorded delivery or by commercial courier, to each party required to receive the notice or communication as set out below:

- (a) to the Licensor at Comptroller and City Solicitor, P O Box 270, Guildhall, London, EC2P 2EJ (Ref: PT15000/003/AB)
- (b) to the Licensee at its registered office address or as otherwise specified by the relevant party by notice in writing to each other party
- (2) Any notice or other communication shall be deemed to have been duly received:
- (a) if delivered personally, when left at the address referred to in this clause; or
- (b) if sent by pre-paid first-class post or recorded delivery at 9.00am on the second working day after posting; or
- (c) if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed
- (3) A notice or other communication required to be given under this agreement shall not be validly given if sent by e-mail or fax
- (4) The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action
14. Any sum payable by the Licensee to the Licensor hereunder is exclusive of value added tax which the Licensee shall pay in addition to the said sum where appropriate
15. The Licensor gives no warranty that the Land is suitable for the exercise of the permission given by this Licence AND THE Licensee hereby indemnifies the Licensor and shall keep the Licensor indemnified against all losses claims demands actions proceedings damages costs expenses or other liability in any way arising from this Licence any breach of the

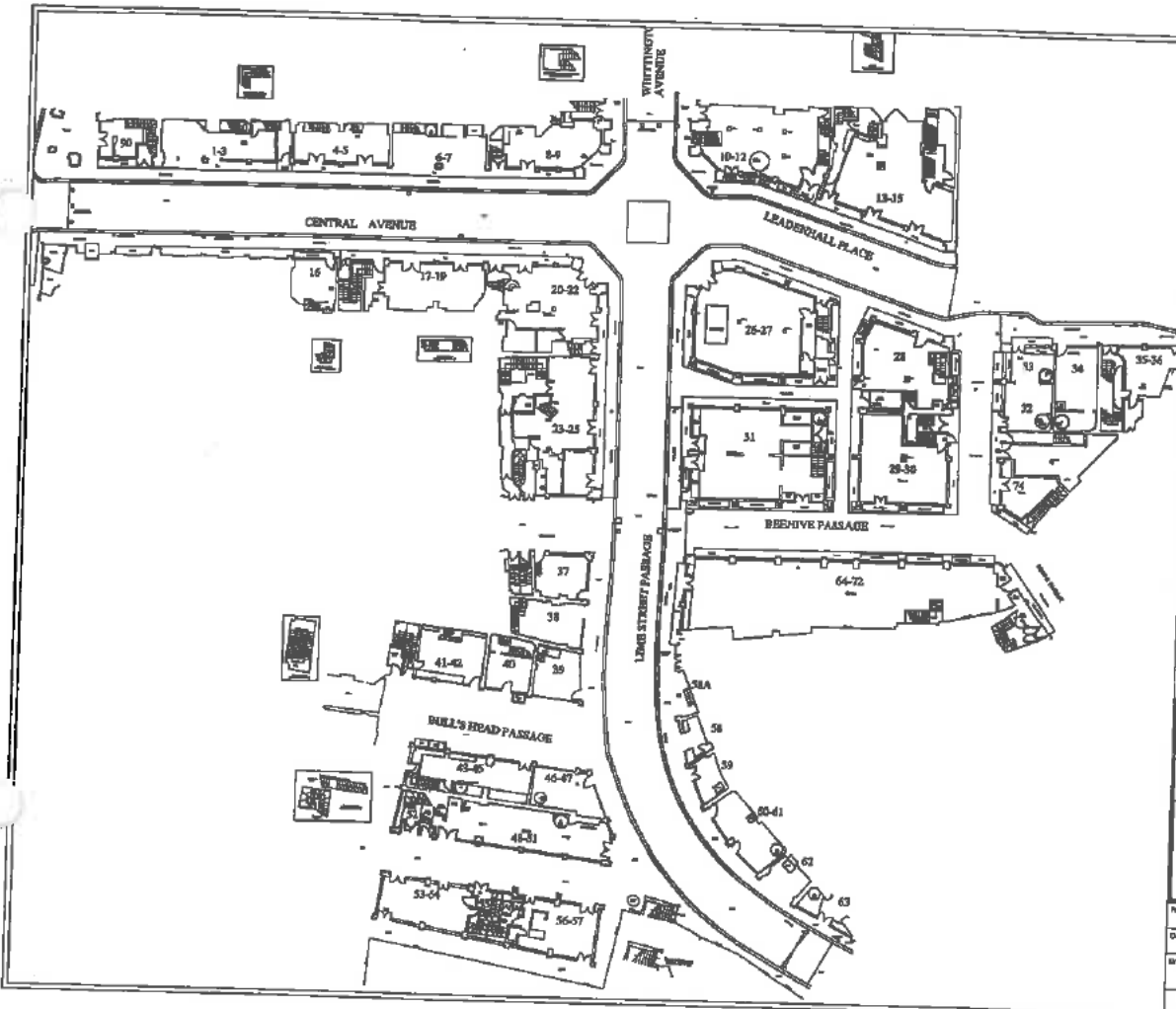
Licensees obligations herein and/or the exercise of the rights given in

Clause 1

16. A person who is not a party of this Licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this Licence

**SIGNED by ALAN BENNETTS
for and on behalf of the Licensor**

**SIGNED by.....
duly authorised for and on behalf
of the Licensee**



A	4 x 1000 sqft units with full-time bar/restaurant/cafeteria	M.C.A.	20m
B	2 units of 1000 sqft units with full-time bar/restaurant/cafeteria	M.A.A.	20m
C	2 units of 1000 sqft units	NY	20m
D	2 units of 1000 sqft units with full-time bar/restaurant/cafeteria	NY	20m
E	2 units of 1000 sqft units with full-time bar/restaurant/cafeteria	NY	20m
F	2 units of 1000 sqft units with full-time bar/restaurant/cafeteria	NY	20m
G	2 units of 1000 sqft units with full-time bar/restaurant/cafeteria	NY	20m

CITY OF LONDON
P. G. Bennett, MA (Cantab) FRICS
 City Surveyor
 CITY SURVEYOR'S DEPARTMENT
 Property Projects Group
 Floor 16, 15 Abchurch Lane

Address:
**Ground Floor
 Leadenhall Market,
 London, E.C.3.**

Title:
Golf Simulation Events

Plot number:	NTS @ A2	Drawn by:	MJB																																																																																																				
Date:	Nov 2015	Site visit:	12/10/15																																																																																																				
Drawing No.:	1-C-9394-16																																																																																																						
Revision:	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>32</td> <td>33</td> <td>34</td> <td>35</td> <td>36</td> <td>37</td> <td>38</td> <td>39</td> <td>40</td> <td>41</td> <td>42</td> <td>43</td> <td>44</td> <td>45</td> <td>46</td> <td>47</td> <td>48</td> <td>49</td> <td>50</td> <td>51</td> <td>52</td> <td>53</td> <td>54</td> <td>55</td> <td>56</td> <td>57</td> <td>58</td> <td>59</td> <td>60</td> <td>61</td> <td>62</td> <td>63</td> <td>64</td> <td>65</td> <td>66</td> <td>67</td> <td>68</td> <td>69</td> <td>70</td> <td>71</td> <td>72</td> <td>73</td> <td>74</td> <td>75</td> <td>76</td> <td>77</td> <td>78</td> <td>79</td> <td>80</td> <td>81</td> <td>82</td> <td>83</td> <td>84</td> <td>85</td> <td>86</td> <td>87</td> <td>88</td> <td>89</td> <td>90</td> <td>91</td> <td>92</td> <td>93</td> <td>94</td> <td>95</td> <td>96</td> <td>97</td> <td>98</td> <td>99</td> <td>100</td> </tr> </table>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 03 November 2015 10:15
To: Nelson, Trevor
Subject: FW: Unexpected fees for Leadenhall
Importance: High

Trevor

This is the first we have heard about this – how can the COL charge these fees and not disclose them up front – this is very worrying!

I'll ring in about 15 minutes – if you are not about I'm coming into the GH later perhaps we can chat this through then

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

Registered in England: Registered Number 3272229.

Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

Registered for VAT: GB750255058

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From: Adam Brook [<mailto:Adam.Brook@Barnett-Waddingham.co.uk>]

Sent: Tuesday, November 3, 2015 10:12 AM

To: John Chapman <johnc@jdconsultants.com>

Subject: Unexpected fees for Leadenhall

Importance: High

Hi John,

My return to work has not been a happy one – I have just received a very worrying call from Andrew Cross and made aware of something that until now I was unaware of.

He has just told me that the following fees will apply to using LM

- £500 for surveyors
- £750 for lawyers
- £500 per hour for every hour we are there.
 - 8 hours = £4,000.00

Told of this at the 11th hour...

Keeping my emotions in check – but I am stunned.

Is there a way out or a lower charge or something?

Adam

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Cross, Andrew

From: Bennetts, Alan
Sent: 03 November 2015 15:44
To: Cross, Andrew
Subject: Leadenhall Market

I suggest you send the attached licence with the plan and tell them that this is the document we will be engrossing and sending them tomorrow for signature once the question of the fee has been settled, Andrew.

I've not added anything about the Licensee paying the City for works the City has to carry out because the Licensee doesn't – there's a general indemnity which should suffice.

Alan

Alan Bennetts
Assistant City Solicitor
for Comptroller and City Solicitor
Telephone 0207 332 1094



LicenceV1.doc

DATED

2015

CITY FUND

THE MAYOR AND COMMONALTY AND
CITIZENS OF THE CITY OF LONDON

- to -

BARNETT WADDINGHAM LLP

Licence permitting a golf simulator
to be placed on land at
Leadenhall Market London EC3

File Ref: PT15000/003/AB/FA

November 2015

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Ltd-Licence\LicenceV1.doc

2. The Licensee shall occupy the Land as a licensee and no relationship of landlord and tenant is created between the Licensor and the Licensee by this agreement
3. The Licensor retains control, possession and management of the Land and the Licensee has no right to exclude the Licensor from the Land
4. This Licence is personal to the Licensee who shall not allow the permission to be exercised by any other person other than the Licensee its employees and customers
5. The Equipment may remain on the Land only on the day and at the times specified in Clause 8 and during such hours shall be placed so as to allow the free passage of pedestrians through the Market
6. The Licensee shall ensure that all litter is removed from the Land at the end of the period of this Licence and shall also remove any litter which migrates from the Land to any other part of the Market and make good any damage caused to the Market to the reasonable satisfaction of the Licensor
7. The Licensee shall remove the Equipment from the Land immediately if required to do so so as to allow works in or the use of the Land by the Licensor the police fire and ambulance services any statutory undertaker or telecommunications code operator or builders' vehicles hearses or furniture removal vans
8. The permission will apply from 9am to 4.30pm on 5th November 2015
9. The Licensee shall pay and discharge all taxes rates outgoings and assessments (if any) which are charged or imposed as a result of the permission given to the Licensee by this Licence

10. The Licensee shall obtain all necessary consents including without limitation planning consent that may be required relative to the permission and comply with all bye-laws and statutory requirements relating to the permission
11. The Licensee shall produce to the Licensor prior to the time referred to in Clause 8 details of fully comprehensive public liability insurance currently in force in a sum not less than £5m for each and every claim arising in respect of the installation and use of the Equipment
12. (1) Subject to clause 12(2) the Licensor is not liable for:
 - (a) the death of, or injury to the Licensee, its employees, customers or invitees to the Land; or
 - (b) damage to any property of the Licensee or that of the Licensee's employees, customers or other invitees to the Land; or
 - (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Licensee or the Licensee's employees, customers or other invitees to the Land in the exercise or purported exercise of the rights granted under clause 1 or as a result of the exercise by the Licensor of any power given to it in this licence
- (2) Nothing in clause 12(1) shall limit or exclude the Licensor's liability for:
 - (a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees or agents; or

- (b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability
 - 13. (1) Any notice or other communication required to be given under this licence, shall be in writing and shall be delivered personally, or sent by pre-paid first-class post or recorded delivery or by commercial courier, to each party required to receive the notice or communication as set out below:
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14. Any sum payable by the Licensee to the Licensor hereunder is exclusive

of value added tax which the Licensee shall pay in addition to the said sum where appropriate

15. The Licensor gives no warranty that the Land is suitable for the exercise of the permission given by this Licence AND THE Licensee hereby indemnifies the Licensor and shall keep the Licensor indemnified against all losses claims demands actions proceedings damages costs expenses or other liability in any way arising from this Licence any breach of the Licensees obligations herein and/or the exercise of the rights given in Clause 1

16. A person who is not a party of this Licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this Licence

SIGNED by ALAN BENNETTS
for and on behalf of the Licensor

SIGNED by.....
duly authorised for and on behalf
of the Licensee

Cross, Andrew

From: Cross, Andrew
Sent: 03 November 2015 10:22
To: [REDACTED]
Cc: Alexandra Clarke
Subject: Leadenhall Market - gen event

Adam,

Subject to Licence

Further to our various conversations today, as discussed I need to secure an internal approval to the event to comply with my procedures and for the event to proceed. I have drafted the approval report but cannot submit this until we resolve the question of costs – I have doubled checked this internally and we do need to recover these. I would be grateful if you could confirm that these will be paid

For information, attached is a copy of the Licence which will need to be entered into, once I have the necessary internal approval and prior to the event

I understand that your colleague Alexandra is finding a copy of your Public Liability Insurance Certificate

Perhaps

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk



LicenceV1.doc



9394 Tab 16 - A
4m red square....

DATED

2015

CITY FUND

THE MAYOR AND COMMONALTY AND
CITIZENS OF THE CITY OF LONDON

- to -

BARNETT WADDINGHAM LLP

Licence permitting a golf simulator
to be placed on land at
Leadenhall Market London EC3

File Ref: PT15000/003/AB/FA

November 2015

K:\PropertyDivision\1OpenJobs\AlanBennetts\PT15000-003-1-Leadenhall Market - Barnett Waddingham
Ltd-Licence\LicenceV1.doc

THIS LICENCE made the _____ day of _____ Two thousand and fifteen B E T W E E N THE MAYOR AND COMMONALTY AND CITIZENS OF THE CITY OF LONDON of P O Box 270 Guildhall London EC2P 2EJ (hereinafter called "the Licensor") of the one part and BARNETT WADDINGHAM LLP (Registration number 0C307678) whose registered office is at Cheapside House 138 Cheapside London EC2V 6BW (hereinafter called "the Licensee") of the other part

WHEREAS:-

1. The Licensee has applied to the Licensor for permission to place a golf simulator for use by customers at Leadenhall Market (hereinafter called "the Market") on land owned by the Licensor shown edged red on the plan attached hereto (hereinafter called "the Land") which permission the Licensor is prepared to give upon the terms and conditions hereinafter contained

IT IS HEREBY AGREED AND DECLARED by and between the Licensor and the Licensee that:

1. In consideration of the payment of the licence fee of £[] by the Licensee to the Licensor the receipt of which the Licensor hereby acknowledges the Licensor hereby permits and grants licence to the Licensee in common with the Licensor and all others authorised by the Licensor so far as is not inconsistent with the rights given to place one golf simulator being a demountable canvas clad structure 4 metres in width 4 metres in length and 3.5 metres in height (hereinafter called "the Equipment") on the Land or elsewhere in the Market as the Licensor may in its absolute discretion designate for occasional use by visitors to the Market

2. The Licensee shall occupy the Land as a licensee and no relationship of landlord and tenant is created between the Licensor and the Licensee by this agreement
3. The Licensor retains control, possession and management of the Land and the Licensee has no right to exclude the Licensor from the Land
4. This Licence is personal to the Licensee who shall not allow the permission to be exercised by any other person other than the Licensee its employees and customers
5. The Equipment may remain on the Land only on the day and at the times specified in Clause 8 and during such hours shall be placed so as to allow the free passage of pedestrians through the Market
6. The Licensee shall ensure that all litter is removed from the Land at the end of the period of this Licence and shall also remove any litter which migrates from the Land to any other part of the Market and make good any damage caused to the Market to the reasonable satisfaction of the Licensor
7. The Licensee shall remove the Equipment from the Land immediately if required to do so so as to allow works in or the use of the Land by the Licensor the police fire and ambulance services any statutory undertaker or telecommunications code operator or builders' vehicles hearses or furniture removal vans
8. The permission will apply from 9am to 4.30pm on 5th November 2015
9. The Licensee shall pay and discharge all taxes rates outgoings and assessments (if any) which are charged or imposed as a result of the permission given to the Licensee by this Licence

10. The Licensee shall obtain all necessary consents including without limitation planning consent that may be required relative to the permission and comply with all bye-laws and statutory requirements relating to the permission
11. The Licensee shall produce to the Licensor prior to the time referred to in Clause 8 details of fully comprehensive public liability insurance currently in force in a sum not less than £5m for each and every claim arising in respect of the installation and use of the Equipment
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 - (b) damage to any property of the Licensee or that of the Licensee's employees, customers or other invitees to the Land; or
 - (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Licensee or the Licensee's employees, customers or other invitees to the Land in the exercise or purported exercise of the rights granted under clause 1 or as a result of the exercise by the Licensor of any power given to it in this licence
- (2) Nothing in clause 12(1) shall limit or exclude the Licensor's liability for:
 - (a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees or agents; or

- (b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability
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- (b) if sent by pre-paid first-class post or recorded delivery at 9.00am on the second working day after posting; or
- (c) if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed
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16. A person who is not a party of this Licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this Licence

SIGNED by ALAN BENNETTS
for and on behalf of the Licensor

SIGNED by.....
duly authorised for and on behalf
of the Licensee



Rev	Description	Date
G	A 4 more areas were included for Golf Simulation floors.	Nov 2015
F	Some of Table Area removed following instructions from requirement surveys.	May 2015
E	Some of Area 32 removed	02/15
D	Some of Areas 14 and 15(1,152 added) Drawing also removed.	04/15
C	Some of Area 7 and 8 reduced and new photo Area 11(1) added.	02/10
B	Table Area 7 (1 Line Street Passage) removed	04/10
A	beginning of project/contract with detail. Detail prepared and drawn by Clive Sturges 2002.	02/02



CITY OF LONDON
P.G.Bonnett, MA (Census) FRICS
City Surveyor

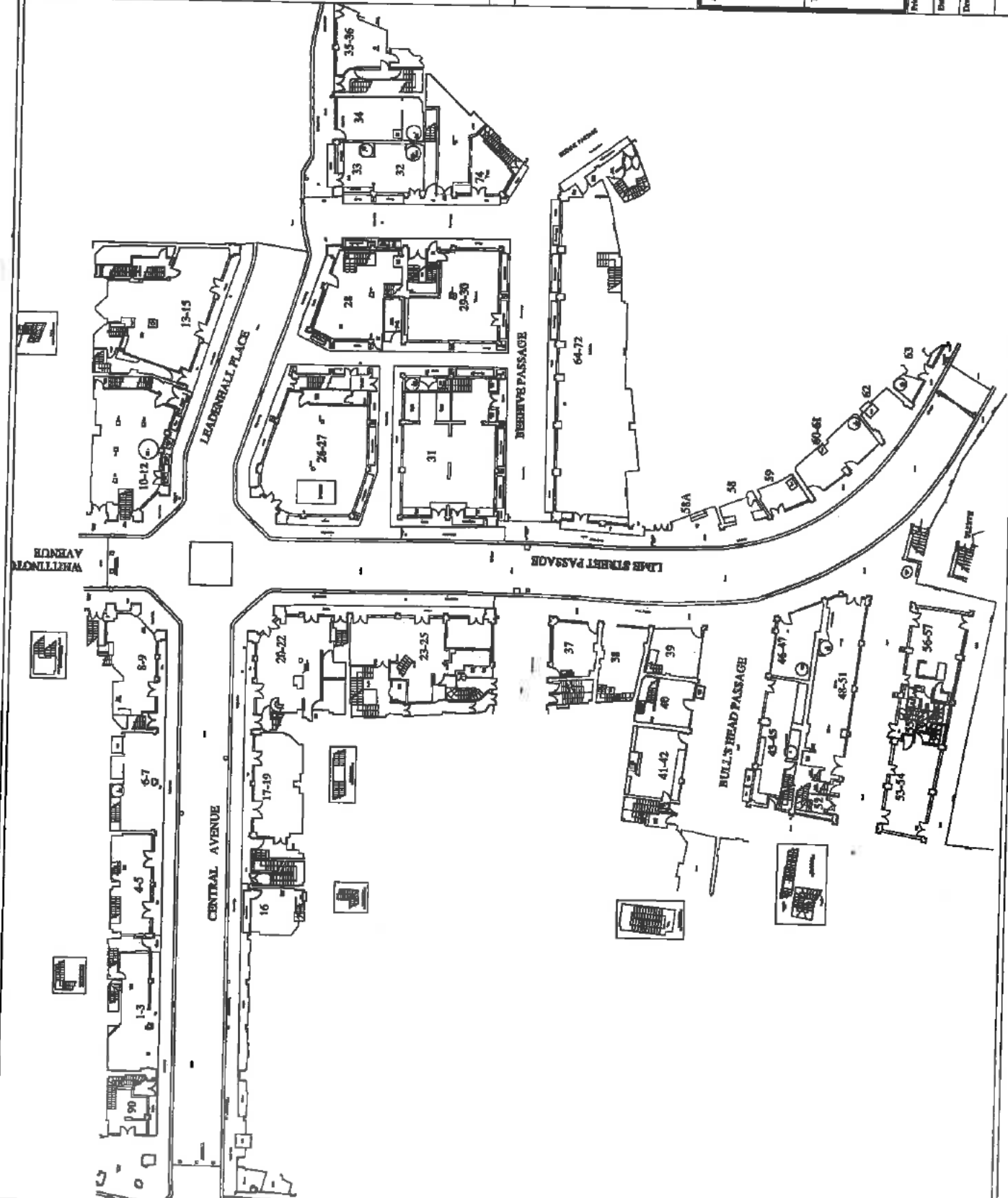
CITY SURVEYOR'S DEPARTMENT
 Property Projects Group:
 Plans & Research Section

Ground Floor
Leadenhall Market,
London, E.C.3.

Golf Simulation Events

Project No:	NTS @ A2	Drawn by:	MDJB
Date:	Nov 2015	File code:	LEMR
Drawing No:	1-C-9394-16		

Revision	A	B	C	D	E	F	G
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Cross, Andrew

From: Alexandra Clarke [REDACTED]
Sent: 03 November 2016 16:30
To: Cross, Andrew
Subject: Automatic reply: Leadenhall Market - golf event

Thank you for your email.

I am currently out of the office with limited access to my emails.

I am back in the office on Friday 6 November

If your query is urgent please email [REDACTED] or call [REDACTED]

Kind regards

Alexandra Clarke
Barnett Waddingham

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Cross, Andrew

From: Alexandra Clarke <[REDACTED]>
Sent: 03 November 2015 21:55
To: Cross, Andrew
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market
Attachments: 12224601102015To Whom It May Concern Letter.docx; 5-27-osp-2594483-schedule.pdf

Hi Andrew

Please find attached confirmation of our Public Liability insurance.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

- > **Global Investor's Investment Excellence Awards** Investment Consultant of the Year 2015
- > **Very Important Benefits Awards** Best Wellbeing Provider 2015
- > **Corporate Adviser Awards** Pension Adviser of the Year 2015
- > **Pensions Age Awards** Highly Commended - Pensions Consultancy of the Year 2015
- > **FT Pension and Investment Provider Awards** Actuarial Consultant of the Year 2014

From: Alexandra Clarke
Sent: 03 November 2015 13:18
To: 'Cross, Andrew'
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

My apologies.

I have asked for a copy of the public liability to be send to me today. I will get it over to you as soon as I can.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

- > **Global Investor's Investment Excellence Awards** Investment Consultant of the Year 2015
- > **Very Important Benefits Awards** Best Wellbeing Provider 2015
- > **Corporate Adviser Awards** Pension Adviser of the Year 2015
- > **Pensions Age Awards** Highly Commended - Pensions Consultancy of the Year 2015
- > **FT Pension and Investment Provider Awards** Actuarial Consultant of the Year 2014

From: Cross, Andrew [<mailto:Andrew.Cross@cityoflondon.gov.uk>]
Sent: 02 November 2015 17:26
To: Alexandra Clarke
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Alex,

Many thanks for this.

We were previously supplied the attached insurance certificate -- the pdf document is labelled Public Liability Insurance but the certificate is for Employers Liability. I would be grateful if you could e mail over a copy of the Public Liability certificate.

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Alexandra Clarke [<mailto:> [REDACTED]]
Sent: 02 November 2015 14:59
To: Cross, Andrew
Cc: Adam Brook
Subject: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

Please find attached the risk assessments and method statements for the event at Leadenhall Market on Thursday.

Give me a call if you have any questions.

Kind regards

Alex

Alexandra Clarke
Events Executive | Barnett Waddingham LLP

Office Amersham
Call [REDACTED]
Web @bw_llp | barnett-waddingham.co.uk

- > **Global Investor's Investment Excellence Awards** Investment Consultant of the Year 2015
- > **Very Important Benefits Awards** Best Wellbeing Provider 2015
- > **Corporate Adviser Awards** Pension Adviser of the Year 2015
- > **Pensions Age Awards** Highly Commended - Pensions Consultancy of the Year 2015
- > **FT Pension and Investment Provider Awards** Actuarial Consultant of the Year 2014

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Barnett Waddingham LLP ,Barnett Waddingham SIPP LLP & Barnett Waddingham Acturles and
Consultants
Cheapside House
138 Cheapside
London
EC2V 6BW

Date: 01/10/2015

TO WHOM IT MAY CONCERN

We can confirm that we act as insurance brokers to the above and set out below the details of their insurances:

<u>Business:</u>	Actuaries
<u>Employers Liability:</u>	Policy Number: 27OSP2594483 Insurer: Aviva Limit of Liability: £10,000,000 Excess: Nil Renewal Date: 10/08/2016
<u>Public/Products Liability:</u>	Policy Number: 27OSP2594483 Insurer: Aviva Limit of Liability: £10,000,000 Excess: £250 Renewal Date: 10/08/2016
<u>Excess Employers Liability:</u>	Policy Number: 24590599 Insurer: AIG Europe Ltd Limit of Liability: £10,000,000 (Over Primary Layer £10,000,000) Excess: £10,000,000 Being the Primary Layer Renewal Date: 10/08/2016

We trust that this information will be sufficient for your requirements, but please do not hesitate to contact us should you need any further details.

Yours faithfully,


Bob White
Managing Director





**Your Office and Surgery Policy Schedule
Policy Number 27 OSP 2594483**

RENEWAL

Produced on 15 July 2015

This Schedule forms part of Your policy.

If the information in the attached Schedule is incorrect or incomplete or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any facts or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant facts may invalidate Your policy, or may result in the policy not operating fully.

Your Policy Details

Effective Date	10 August 2015	Renewal Premium Due	£9,719.28
Policy Expires	09 August 2016	Insurance Premium Tax	£583.15
Renewal Date	10 August 2016	Total Renewal Premium	£10,302.43

Please note that your annual insurance premium may include an amount or amounts for additional services. Where the premium is being collected by instalments there may be a charge. Please read your documentation carefully to ensure you know how much you are paying in total.

Annual Premium	£9,719.28
Insurance Premium Tax	£583.15
Total	£10,302.43



**Your Office and Surgery Policy Schedule
Policy Number 27 OSP 2594483**

Your Details

Policyholder	Barnett Waddingham LLP, Barnett LLP	Waddingham Investments
Address	3rd Floor Cheapside House 138 Cheapside London EC2V 6BW	
The Business	Actuaries	

Your Insurance Adviser's Details

Agency Number	08 5418
Name	Petherwick Insurance Brokers Ltd (Bonus)
Address	3 Gordon Mews Gordon Close Portslade, East Sussex BN41 1HU
Telephone Number	01273 822222
Facsimile Number	01273 730065

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483**

The Schedule details for each Section are shown in the following pages.

Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 1

OFFICE INSURANCE

Premises 3rd & 8th Floor Cheapside House
 138 Cheapside
 London
 EC2V 6BW

		Sum Insured
Asset Protection		
Property Damage		
Tenants alterations, improvements and decorations owned by You or for which You are responsible.		£779,131
Contents in the Buildings at the above premises		
All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records		£391,744
Money		
Money contained in a locked safe outside Business Hours		
Description of safe		£1,500
Unspecified		£2,500
Any other loss of money		
		Limit/Sum Insured
Revenue Protection		
Business Interruption - Option B - Increased Office Expenses Maximum Indemnity Period 12 months		£299,356
Legal Liabilities		
Employers' Liability Limit of Indemnity		£10,000,000
Public and Products Liability Limit of Indemnity		£2,000,000
Commercial Legal Protection		£500,000

Excesses

	Section Excess
Asset Protection	
Property Damage	
Legal Liabilities	£250
Public and Products Liability	Refer to policy wording
Commercial Legal Protection	Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Survey Condition

Cover under this Policy has been granted prior to Our survey. Following completion of Our survey, We will confirm to You in writing any Risk Improvements made by Our Risk Adviser and the timescales in which these must be completed.

Cover under this policy is subject to You completing all of the Risk Improvements made by Our Risk Advisor, within the specified timescales.

If You do not complete any of the Risk Improvements within the specified timescales, We may, at our option:

- (i) modify your premium.
- (ii) issue a mid-term amendment to your policy or Section terms and Conditions.
- (iii) require You to make alterations to The Premises insured by the required date(s).
- (iv) exercise our right to cancel Your policy.
- (v) leave the policy or Section terms and Conditions, and Your premium, unaltered.
- (vi) agree alternative timescales for completion of Risk Improvements.

Until the expiry of the specified timescales the premium and the cover provided by Your policy is as shown in Your Schedule.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 1**

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

William Morgan painting

Public Liability Exclusion

Attaching to Contents Sum Insured

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 3**

OFFICE INSURANCE

Premises Pinnacle
 67 Albion Street
 Leeds
 LS1 5AA

Asset Protection

Sum Insured

Property Damage

Tenants alterations, improvements and decorations owned by You or for which You are responsible.

£228,653

Contents in the Buildings at the above premises

All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records

£182,492

Money

Money contained in a locked safe outside Business Hours

Description of safe

Unspecified

£1,500

Any other loss of money

£2,500

Revenue Protection

Limit/Sum Insured

Business Interruption - Option B - Increased Office Expenses
Maximum Indemnity Period 12 months

£179,614

Legal Liabilities

Employers' Liability
Limit of Indemnity

£10,000,000

Public and Products Liability
Limit of Indemnity

£2,000,000

Commercial Legal Protection

£500,000

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 3**

Excesses	Section Excess
Asset Protection	
Property Damage	£250
Legal Liabilities	
Public and Products Liability	Refer to policy wording
Commercial Legal Protection	Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

Public Liability Exclusion

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 4**

OFFICE INSURANCE

Premises St James's House
 St James's Square
 Cheltenham
 Gloucestershire
 GL50 3PR

Asset Protection	Sum Insured
Property Damage	
Tenants alterations, improvements and decorations owned by You or for which You are responsible.	£733,377
Contents in the Buildings at the above premises	
All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records	£273,630
Money	
Money contained in a locked safe outside Business Hours	
Description of safe	
Unspecified	£1,500
Any other loss of money	£2,500
Revenue Protection	Limit/Sum Insured
Business Interruption - Option B - Increased Office Expenses Maximum Indemnity Period 12 months	£179,614
Legal Liabilities	
Employers' Liability Limit of Indemnity	£10,000,000
Public and Products Liability Limit of Indemnity	£2,000,000
Commercial Legal Protection	£500,000

Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 4

Excesses	Section Excess
Asset Protection	
Property Damage	£250
Legal Liabilities	
Public and Products Liability	Refer to policy wording
Commercial Legal Protection	Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Survey Condition

Cover under this Policy has been granted prior to Our survey. Following completion of Our survey, We will confirm to You in writing any Risk Improvements made by Our Risk Adviser and the timescales in which these must be completed.

Cover under this policy is subject to You completing all of the Risk Improvements made by Our Risk Advisor, within the specified timescales.

If You do not complete any of the Risk Improvements within the specified timescales, We may, at our option:

- (i) modify your premium.
- (ii) issue a mid-term amendment to your policy or Section terms and Conditions.
- (iii) require You to make alterations to The Premises insured by the required date(s).
- (iv) exercise our right to cancel Your policy.
- (v) leave the policy or Section terms and Conditions, and Your premium, unaltered.
- (vi) agree alternative timescales for completion of Risk Improvements.

Until the expiry of the specified timescales the premium and the cover provided by Your policy is as shown in Your Schedule.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

Increased Flood Excess (All Risks version)

The Property Damage Excess is increased to £1,000 in respect of Damage caused by flooding as insured by the Property Damage Section.

However, this increase will not apply in respect of flooding caused by

- (a) ingress of rainwater through or via the roof of a building
- (b) the escape of water from any tank, apparatus or pipe

which remains subject to the Property Damage Excess stated in the Schedule.

Public Liability Exclusion

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 6

OFFICE INSURANCE

Premises 4th Floor 163 West George Street
 Glasgow
 G2 2JJ

	Sum Insured
Asset Protection	
Property Damage	
Tenants alterations, improvements and decorations owned by You or for which You are responsible.	£157,512
Contents in the Buildings at the above premises	
All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records	£53,005
Money	
Money contained in a locked safe outside Business Hours	
Description of safe	
Unspecified	£1,500
Any other loss of money	£2,500
Revenue Protection	Limit/Sum insured
Business Interruption - Option B - Increased Office Expenses Maximum Indemnity Period 12 months	£179,614
Legal Liabilities	
Employers' Liability Limit of Indemnity	£10,000,000
Public and Products Liability Limit of Indemnity	£2,000,000
Commercial Legal Protection	£500,000
Excesses	Section Excess
Asset Protection	
Property Damage	£250

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 6**

Legal Liabilities

Public and Products Liability

Refer to policy wording

Commercial Legal Protection

Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

Public Liability Exclusion

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 7**

OFFICE INSURANCE

Premises 1st Floor Port of Liverpool Building
Pier Head
Liverpool
L3 1BW

Asset Protection	Sum Insured
Property Damage	
Tenants alterations, improvements and decorations owned by You or for which You are responsible.	£145,375
Contents in the Buildings at the above premises	
All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records	£69,741
Money	
Money contained in a locked safe outside Business Hours	
Description of safe	
Unspecified	£1,500
Any other loss of money	£2,500
Revenue Protection	Limit/Sum Insured
Business Interruption - Option B - Increased Office Expenses Maximum Indemnity Period 12 months	£179,614
Legal Liabilities	
Employers' Liability Limit of Indemnity	£10,000,000
Public and Products Liability Limit of Indemnity	£2,000,000
Commercial Legal Protection	£500,000

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 7**

Excesses

	Section Excess
Asset Protection	
Property Damage	£250
Legal Liabilities	
Public and Products Liability	Refer to policy wording
Commercial Legal Protection	Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

Public Liability Exclusion

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 10

OFFICE INSURANCE

Premises Silver Springs House
 2 Topaz Way
 Birmingham Road
 Bromsgrove
 B61 0GD

Asset Protection	Sum insured
Property Damage	
Tenants alterations, improvements and decorations owned by You or for which You are responsible.	£314,830
Contents in the Buildings at the above premises	
All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records	£165,636
Business Records	£11,611
Money	
Money contained in a locked safe outside Business Hours	
Description of safe	
Unspecified	£1,500
Any other loss of money	£2,500
Revenue Protection	Limit/Sum Insured
Business Interruption - Option B - Increased Office Expenses Maximum Indemnity Period 12 months	£209,012
Legal Liabilities	
Employers' Liability Limit of Indemnity	£10,000,000
Public and Products Liability Limit of Indemnity	£2,000,000
Commercial Legal Protection	£500,000

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 10**

Excesses

Asset Protection

Section Excess

Property Damage

£250

Legal Liabilities

Public and Products Liability

Refer to policy wording

Commercial Legal Protection

Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

Public Liability Exclusion

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

**Your Office and Surgery Policy Schedule - Continued
 Policy Number 27 OSP 2594483
 Premises 11**

OFFICE INSURANCE

Premises Decimal Place
 Chiltern Avenue
 Amersham
 HP6 5FG

Asset Protection	Sum Insured
Property Damage	
Tenants alterations, improvements and decorations owned by You or for which You are responsible.	£804,535
Contents in the Buildings at the above premises	
All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records	£200,260
 Money	
Money contained in a locked safe outside Business Hours	
Description of safe	
Unspecified	£1,500
Any other loss of money	£2,500
 Revenue Protection	Limit/Sum Insured
Business Interruption - Option B - Increased Office Expenses Maximum Indemnity Period 12 months	£177,091
 Legal Liabilities	
Employers' Liability Limit of Indemnity	£10,000,000
Public and Products Liability Limit of Indemnity	£2,000,000
Commercial Legal Protection	£500,000

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 11**

Excesses

	Section Excess
Asset Protection	
Property Damage	£250
Legal Liabilities	
Public and Products Liability	Refer to policy wording
Commercial Legal Protection	Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483**

Terrorism

The Premises

As detailed in the Property Damage or Business Interruption Sections where insured by this Policy but only in England, Wales and Scotland but not the territorial seas adjacent thereto as defined by the Territorial Sea Act 1987 nor the Isle of Man or the Channel Islands.

The Property Insured

As detailed in the Property Damage or Business Interruption Sections where insured by this Policy.

Excess/Excesses

As detailed in the Property Damage or Business Interruption Sections where insured by this Policy.

Sums Insured/Limits of Liability

As detailed in the Property Damage or Business Interruption Sections where insured by this Policy.

1. Property Damage
2. Business Interruption

**INSURED
INSURED**

Cross, Andrew

From: Adam Brook <[REDACTED]>
Sent: 04 November 2015 08:37
To: Alexandra Clarke; Cross, Andrew
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Andrew,

Thanks for the email – I'll return to you today.

Best

Adam

From: Alexandra Clarke
Sent: 03 November 2015 21:53
To: Cross, Andrew
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

Please find attached confirmation of our Public Liability insurance.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

- Global Investor's Investment Excellence Awards Investment Consultant of the Year 2015
- > Very Important Benefits Awards Best Wellbeing Provider 2015
- > Corporate Adviser Awards Pension Adviser of the Year 2015
- > Pensions Age Awards Highly Commended - Pensions Consultancy of the Year 2015
- > FT Pension and Investment Provider Awards Actuarial Consultant of the Year 2014

From: Alexandra Clarke
Sent: 03 November 2015 13:18
To: 'Cross, Andrew'
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

My apologies.

I have asked for a copy of the public liability to be send to me today. I will get it over to you as soon as I can.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

- > **Global Investor's Investment Excellence Awards** Investment Consultant of the Year 2015
- > **Very Important Benefits Awards** Best Wellbeing Provider 2015
- > **Corporate Adviser Awards** Pension Adviser of the Year 2015
- > **Pensions Age Awards** Highly Commended - Pensions Consultancy of the Year 2015
- > **FT Pension and Investment Provider Awards** Actuarial Consultant of the Year 2014

From: Cross, Andrew [<mailto:Andrew.Cross@cityoflondon.gov.uk>]
Sent: 02 November 2015 17:26
To: Alexandra Clarke
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Alex,

Many thanks for this.

We were previously supplied the attached insurance certificate – the pdf document is labelled Public Liability Insurance but the certificate is for Employers Liability. I would be grateful if you could e mail over a copy of the Public Liability certificate.

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Alexandra Clarke [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: 02 November 2015 14:59
To: Cross, Andrew
Cc: Adam Brook
Subject: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

Please find attached the risk assessments and method statements for the event at Leadenhall Market on Thursday.

Give me a call if you have any questions.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

- > **Global Investor's Investment Excellence Awards** Investment Consultant of the Year 2015
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Cross, Andrew

From: Cross, Andrew
Sent: 04 November 2015 09:17
To: Dale, Connie
Subject: RE: Golf simulation event at Leadenhall Market

Hi Connie,

I have now received the attached in respect of the Public Liability insurance. It seems that £10m cover is in place. Do you have any comments/queries on the cover?

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk



5-27-osp-25944...2224601102015Tc
Whom It May C...

From: Dale, Connie
Sent: 02 November 2015 17:42
To: Cross, Andrew
Cc: McDonnell, Leighton; Nelson, Trevor
Subject: RE: Golf simulation event at Leadenhall Market

Hello Andrew,

As you say, the certificate of insurance relates to Employers Liability insurance. They have not evidenced that Public Liability insurance is in place. Can you ask for this – the limit of indemnity should not be less than £5m.

Regards

Connie

Connie Dale
Insurance and Risk Manager

Chamberlain's Department
City of London Corporation
PO Box 270
London EC2P 2EJ

Telephone: 020 7332 1360
Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 02 November 2015 16:10
To: Dale, Connie
Cc: McDonnell, Leighton; Nelson, Trevor
Subject: Golf simulation event at Leadenhall Market

Connie,

To let you now that it is proposed (subject to internal approval and a licence) that there is a golf simulator placed in Leadenhall Market on 5th November 2015, by a private organisation – Barnett Waddingham LLP. Not sure if you need to put our insurers on notice

Please find attached a copy of the insurance cover provided (they referred to it as Public Liability Insurance although I note that it states Employers Liability Insurance on the certificate) and the health and safety risk assessment provided to Barnett Waddingham LLP, by the supplier and operator of the golf simulator. I would welcome any comments you may have on the cover.

Below are details of the event provided by Barnett Waddingham LLP (their words). I understand that the golf simulator will be housed in a canvas covered structure with dimensions of 4m x 4m x 3.52m High

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. All they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-L came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

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Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

<< File: Public Liability Insurance.pdf >> << File: Image 1.jpg >> << File: Image 3.jpg >>

<< File: Golf Simulator.pdf >> << File: Method Statement and Risk Assessment .pdf >>

Nelson, Trevor

From: John Chapman [redacted]
Sent: 04 November 2015 09:36
To: Nelson, Trevor
Subject: FW: Leadenhall Market - golf event
Attachments: LicenceV1.doc; 9394 Tab 16 - A 4m red square.pdf

Trevor

I left you a voice mail yesterday querying these costs given that the event is indeed a charity event with BW matching all funds raised and donating ALL to charity including bucket collections.

We can discuss further on the telephone if needs be but if you are in agreement the perhaps either you or Andrew can advise BW the change to the charging

Kind regards,

John D Chapman
Managing Director

Tel: [redacted]

Tel: [redacted]

Email: [redacted]

Web: www.idcconsultants.com

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Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

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From: Adam Brook [mailto:[redacted]]
Sent: Tuesday, November 3, 2015 4:42 PM
To: John Chapman [redacted]
Subject: FW: Leadenhall Market - golf event

From: Cross, Andrew [mailto:Andrew.Cross@cityoflondon.gov.uk]
Sent: 03 November 2015 16:38
To: Adam Brook
Cc: Alexandra Clarke
Subject: Leadenhall Market - golf event

Adam,

Subject to Licence

Further to our various conversations today, as discussed I need to secure an internal approval to the event to comply with my procedures and for the event to proceed. I have drafted the approval report but cannot submit this until we resolve the question of costs – I have doubled checked this internally and we do need to recover these. I would be grateful if you could confirm that these will be paid

For information, attached is a copy of the Licence which will need to be entered into, once I have the necessary internal approval and prior to the event

I understand that your colleague Alexandra is finding a copy of your Public Liability Insurance Certificate

Perhaps

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
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City of London

Tel: 020 7332 1232

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Cross, Andrew

From: Dale, Connie
Sent: 04 November 2015 09:50
To: Cross, Andrew
Subject: RE: Golf simulation event at Leadenhall Market

Hi Andrew,

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Can you ask them to clarify – they may have purchased additional layer insurance to bring it up to £10m.

Thanks

Connie

Connie Dale
Insurance and Risk Manager

Chamberlain's Department
City of London Corporation
PO Box 270
London EC2P 2EJ

Telephone: 020 7332 1360
Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 04 November 2015 09:17
To: Dale, Connie
Subject: RE: Golf simulation event at Leadenhall Market

Hi Connie,

I have now received the attached in respect of the Public Liability insurance. It seems that £10m cover is in place. Do you have any comments/queries on the cover?

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
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Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

__ << File: 5-27-osp-2594483-schedule.pdf >> << File: 12224601102015To Whom It May Concern Letter.docx >>

From: Dale, Connie
Sent: 02 November 2015 17:42
To: Cross, Andrew
Cc: McDonnell, Leighton; Nelson, Trevor
Subject: RE: Golf simulation event at Leadenhall Market

Hello Andrew,

As you say, the certificate of insurance relates to Employers Liability insurance. They have not evidenced that Public Liability insurance is in place. Can you ask for this – the limit of indemnity should not be less than £5m.

Regards

Connie

Connie Dale
Insurance and Risk Manager

Chamberlain's Department
City of London Corporation
PO Box 270
London EC2P 2EJ

Telephone: 020 7332 1360
Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 02 November 2015 16:10
To: Dale, Connie
Cc: McDonnell, Leighton; Nelson, Trevor
Subject: Golf simulation event at Leadenhall Market

Connie,

To let you now that it is proposed (subject to internal approval and a licence) that there is a golf simulator placed in Leadenhall Market on 5th November 2015, by a private organisation – Barnet Waddingham LLP. Not sure if you need to put our insurers on notice

Please find attached a copy of the insurance cover provided (they referred to it as Public Liability Insurance although I note that it states Employers Liability Insurance on the certificate) and the health and safety risk assessment provided to Barnet Waddingham LLP, by the supplier and operator of the golf simulator. I would welcome any comments you may have on the cover.

Below are details of the event provided by Barnet Waddingham LLP (their words). I understand that the golf simulator will be housed in a canvas covered structure with dimensions of 4m x 4m x 3.52m High

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. All they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-I came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

Whilst in situ each member of staff will be holding a charity tin for our charity Contact the Elderly – alternatively if there is another charity you would also like us to raise money for – we would be all ears. Barnett Waddingham will add £200 on top of any funds raised on the day – a static bucket will also be placed on the sim encouraging all who take part to donate too. Our charity has been informed and they will be amplifying the message through their social media channels too.

BW Message

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<< File: Public Liability Insurance.pdf >> << File: Image 1.jpg >> << File: Image 3.jpg >>

<< File: Golf Simulator.pdf >> << File: Method Statement and Risk Assessment .pdf >>

Cross, Andrew

From: Cross, Andrew
Sent: 04 November 2015 09:56
To: Alexandra Clarke
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Alexandra,

Many thanks for sending these though. I have a query from my insurance team.

The word document says that the limit of indemnity is £10m but the PDF which is the insurance schedule from Aviva says it is £2m.

I would be grateful if you could clarify – perhaps you have purchased additional layer insurance to bring it up to £10m?

Many thanks,.

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Alexandra Clarke [mailto: [REDACTED]]
Sent: 03 November 2015 21:53
To: Cross, Andrew
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

Please find attached confirmation of our Public Liability insurance.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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- > **Very Important Benefits Awards** Best Wellbeing Provider 2015
- > **Corporate Adviser Awards** Pension Adviser of the Year 2015
- > **Pensions Age Awards** Highly Commended - Pensions Consultancy of the Year 2015

> **FT Pension and Investment Provider Awards** Actuarial Consultant of the Year 2014

From: Alexandra Clarke
Sent: 03 November 2015 13:18
To: 'Cross, Andrew'
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

My apologies.

I have asked for a copy of the public liability to be send to me today. I will get it over to you as soon as I can.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call 

Web @bw_llp | barnett-waddingham.co.uk

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- > **FT Pension and Investment Provider Awards** Actuarial Consultant of the Year 2014

From: Cross, Andrew [<mailto:Andrew.Cross@cityoflondon.gov.uk>]
Sent: 02 November 2015 17:26
To: Alexandra Clarke
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Alex,

Many thanks for this.

We were previously supplied the attached insurance certificate – the pdf document is labelled Public Liability Insurance but the certificate is for Employers Liability. I would be grateful if you could e mail over a copy of the Public Liability certificate.

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group

City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Alexandra Clarke [mailto: [REDACTED]]
Sent: 02 November 2015 14:59
To: Cross, Andrew
Cc: Adam Brook
Subject: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

Please find attached the risk assessments and method statements for the event at Leadenhall Market on Thursday.

Give me a call if you have any questions.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_flp | barnett-waddingham.co.uk

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Cross, Andrew

From: Cross, Andrew
Sent: 04 November 2015 10:28
To: Dale, Connie
Subject: RE: Golf simulation event at Leadenhall Market

Hi Connie,

I have had a conversation with my contact at Barnett Waddingham. They say that in the AVIVA schedule there is £2m per UK office, but they say that the event is being held by the company rather than one office, there is £10m in place (actually it is £14m if you add up all the £2m). I am not sure if this is correct/sufficient

For info please see attached the licence which it is proposed to grant which also contains provisions which limits the City's liability (clause 12) and provides an indemnity from the Licencee (clause 15).

Thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk



LicenceV1.doc

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Thanks

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__ << File: 5-27-osp-2594483-schedule.pdf >> << File: 12224601102015To Whom It May Concern Letter.docx >>

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<< File: Public Liability Insurance.pdf >> << File: Image 1.jpg >> << File: Image 3.jpg >>

<< File: Golf Simulator.pdf >> << File: Method Statement and Risk Assessment .pdf >>

Cross, Andrew

From: Nelson, Trevor
Sent: 04 November 2015 11:05
To: John Chapman
Cc: Gill, Nicholas; Cross, Andrew
Subject: RE: Leadenhall Market - golf event

John

As explained on the telephone the difficult balance is a Commercial event which is primarily done to network and raise the profile of a company and includes a charity collection and donation, and a purely Charitable event being run in the market for a specific Charity. We consider that this event is the former whereas the British Legion event last week was clearly a purely Charitable event.

A commercial event should attract a fee in the normal way and the fee requested in this instance is low. We are prepared to waive a hire fee for a charity event but even then we encourage the organisers to use the Leadenhall tenants where possible.

Trevor Nelson

Assistant Director
Investment Property Group

Tel: 0207 332 3352
Mob: [REDACTED]
Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 04 November 2015 09:36
To: Nelson, Trevor
Subject: FW: Leadenhall Market - golf event

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Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.idcconsultants.com

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From: Adam Brook [mailto: [REDACTED]]
Sent: Tuesday, November 3, 2015 4:42 PM
To: John Chapman [REDACTED]
Subject: FW: Leadenhall Market - golf event

From: Cross, Andrew [mailto:Andrew.Cross@cityoflondon.gov.uk]
Sent: 03 November 2015 16:38
To: Adam Brook
Cc: Alexandra Clarke
Subject: Leadenhall Market - golf event

Adam,

Subject to Licence

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For information, attached is a copy of the Licence which will need to be entered into, once I have the necessary internal approval and prior to the event

I understand that your colleague Alexandra is finding a copy of your Public Liability Insurance Certificate

Perhaps

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London
Tel: 020 7332 1232
Website: www.cityoflondon.gov.uk

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Nelson, Trevor

From: John Chapman [REDACTED]
Sent: 04 November 2015 11:09
To: Nelson, Trevor
Subject: RE: Leadenhall Market - golf event

OK – Thanks Trevor we'll have to leave it at that - we've both spent far too much time on this

Catch up soon

Kind regards,

John D Chapman
Managing Director

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Web: www.jdcconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

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From: Nelson, Trevor [mailto:Trevor.Nelson@cityoflondon.gov.uk]

Sent: Wednesday, November 4, 2015 11:05 AM

To: John Chapman [REDACTED]

Cc: Gill, Nicholas <Nicholas.Gill@cityoflondon.gov.uk>; Cross, Andrew <Andrew.Cross@cityoflondon.gov.uk>

Subject: RE: Leadenhall Market – golf event

John

As explained on the telephone the difficult balance is a Commercial event which is primarily done to network and raise the profile of a company and includes a charity collection and donation, and a purely Charitable event being run in the market for a specific Charity. We consider that this event is the former whereas the British Legion event last week was clearly a purely Charitable event.

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Trevor Nelson

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Tel: 0207 332 3352
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Email: trevor.nelson@cityoflondon.gov.uk

Website www.cityoflondon.gov.uk

From: John Chapman [mailto:[REDACTED]]
Sent: 04 November 2015 09:36
To: Nelson, Trevor
Subject: FW: Leadenhall Market - golf event

Trevor

I left you a voice mail yesterday querying these costs given that the event is indeed a charity event with BW matching all funds raised and donating ALL to charity including bucket collections.

We can discuss further on the telephone if needs be but if you are in agreement the perhaps either you or Andrew can advise BW the change to the charging

Kind regards,

John D Chapman
Managing Director
Tel: [REDACTED]
Tel: [REDACTED]
Email: [REDACTED]
Web: www.idcconsultants.com

This message and any attachments have been scanned at our border for viruses by SOPHOS.

Please Reply to: JDC Consultants Ltd Unit C402 The Jam Factory, 27 Green Walk, London SE1 4TQ

Registered in England: Registered Number 3272229.

Registered Office Simon Winnard & Co Redington Court 69 Church Road, Hove. BN3 2BB

Registered for VAT: GB750255058

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From: Adam Brook [mailto:[REDACTED]]
Sent: Tuesday, November 3, 2015 4:42 PM
To: John Chapman [REDACTED]
Subject: FW: Leadenhall Market - golf event

From: Cross, Andrew [mailto:Andrew.Cross@cityoflondon.gov.uk]
Sent: 03 November 2015 16:38

To: Adam Brook
Cc: Alexandra Clarke
Subject: Leadenhall Market - golf event

Adam,

Subject to Licence

Further to our various conversations today, as discussed I need to secure an internal approval to the event to comply with my procedures and for the event to proceed. I have drafted the approval report but cannot submit this until we resolve the question of costs – I have doubled checked this internally and we do need to recover these. I would be grateful if you could confirm that these will be paid

For information, attached is a copy of the Licence which will need to be entered into, once I have the necessary internal approval and prior to the event

I understand that your colleague Alexandra is finding a copy of your Public Liability Insurance Certificate

) Perhaps

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

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Cross, Andrew

From: Adam Brook <[REDACTED]>
Sent: 04 November 2015 11:19
To: Cross, Andrew
Cc: Scott Eason
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew,

I'll get sign off on those documents and return today – total fee is £1,250 yes?

Best

Adam

From: Cross, Andrew [mailto:Andrew.Cross@cityoflondon.gov.uk]
Sent: 04 November 2015 09:56
To: Alexandra Clarke
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Alexandra,

Many thanks for sending these though. I have a query from my insurance team.

The word document says that the limit of indemnity is £10m but the PDF which is the insurance schedule from Aviva says it is £2m.

I would be grateful if you could clarify – perhaps you have purchased additional layer insurance to bring it up to £10m?

Many thanks,.

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Alexandra Clarke [mailto:[REDACTED]]
Sent: 03 November 2015 21:53
To: Cross, Andrew
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

Please find attached confirmation of our Public Liability insurance.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

- > **Global Investor's Investment Excellence Awards** Investment Consultant of the Year 2015
- > **Very Important Benefits Awards** Best Wellbeing Provider 2015
- > **Corporate Adviser Awards** Pension Adviser of the Year 2015
- > **Pensions Age Awards** Highly Commended - Pensions Consultancy of the Year 2015
- > **FT Pension and Investment Provider Awards** Actuarial Consultant of the Year 2014

From: Alexandra Clarke

Sent: 03 November 2015 13:18

To: 'Cross, Andrew'

Cc: Adam Brook

Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

My apologies.

I have asked for a copy of the public liability to be send to me today. I will get it over to you as soon as I can.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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- > **FT Pension and Investment Provider Awards** Actuarial Consultant of the Year 2014

From: Cross, Andrew [<mailto:Andrew.Cross@cityoflondon.gov.uk>]

Sent: 02 November 2015 17:26

To: Alexandra Clarke

Cc: Adam Brook

Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Alex,

Many thanks for this.

We were previously supplied the attached insurance certificate – the pdf document is labelled Public Liability Insurance but the certificate is for Employers Liability. I would be grateful if you could e mail over a copy of the Public Liability certificate.

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Alexandra Clarke [mailto: [REDACTED]]
Sent: 02 November 2015 14:59
To: Cross, Andrew
Cc: Adam Brook
Subject: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

Please find attached the risk assessments and method statements for the event at Leadenhall Market on Thursday.

Give me a call if you have any questions.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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- > **Corporate Adviser Awards** Pension Adviser of the Year 2015
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Cross, Andrew

From: Adam Brook <[REDACTED]>
Sent: 04 November 2015 11:24
To: Cross, Andrew
Cc: Scott Eason
Subject: RE: Leadenhall Market - golf event
Attachments: LicenceV1.doc

Importance: High

Hi Andrew,

As per my last email – the attached license agreement doesn't indicate the cost of £1,250 – there is a 'blank space'

Are you happy for us to enter that amount in – sign and return?

Adam

From: Cross, Andrew [<mailto:Andrew.Cross@cityoflondon.gov.uk>]
Sent: 03 November 2015 16:38
To: Adam Brook
Cc: Alexandra Clarke
Subject: Leadenhall Market - golf event

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Subject to Licence

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Cross, Andrew

From: Fox, Mandy
Sent: 04 December 2015 11:25
To: Cross, Andrew
Subject: Barnett Waddington LLP

Hi Andrew

The invoice we were discussing to Barnett Waddington LLP has been paid.

Kind regards

Mandy

Mandy Fox

Finance Assistant
Property Services
Chamberlain's Department
Tel: 020 7332 1726
"Website:" www.cityoflondon.gov.uk



CUSTOMER NO. 478551
 INVOICE NO. 4157546
 REFERENCE NO.

Sundry Invoice

DATE & TAX POINT 05-NOV-15

For enquiries, contact the following quoting the above references.

Barnett Waddingham LLP
 Cheapside House
 138 Cheapside
 London
 EC2V 6BW

City of London
 City Surveyor's Department
 PO Box 270, Guildhall
 London EC2P 2EJ
 Tel No 020 7332 1726
 VAT Reg No GB 243 6631 67

Description	Quantity	Rate	Amount	VAT Amount	VAT Rate
City of London Corporation Surveyors and Legal costs in connection with the grant of a Licence for a Golf Simulation Event in Leadenhall Market on 5th November 2015	1		1,250.00	250.00	20% - Rec
		1,250.00			

Our Ref: Andrew Cross

TOTAL DUES	1,250.00	250.00
RECEIVED FROM THE	1,500.00	
BALANCE FORWARDED	1,500.00	

Page 1 of 1

PAYMENT DUE NOW

Payments made in respect of this invoice will be accepted for and on behalf of customer whose account reference is stated above.

FOR PAYMENT DETAILS PLEASE SEE OVERLEAF

COUNTERFOIL

DETACH AND RETURN WITH PAYMENT to the CHAMBERLAIN OF LONDON, CITY OF LONDON, P.O. Box 270, GUILDHALL, LONDON, EC2P 2EJ

Date _____
 Cashier's Stamp _____

bank giro credit

Please see overleaf for payment methods

Lloyds Bank PLC HEAD OFFICE
Account COL AR ACCOUNT No: 00202762
PAID IN BY
Barnett Waddingham LLP
Customer No 478551 Invoice No 4157546

Sorting Code Number

30-00-00

Please do not write or mark below this line or fold this voucher

Cash
 Cheques

£	1,500.00

City of London 020 7332 1345

<4785514157546< 300000+ 00202762< 78 X

METHODS OF PAYMENT

The balance shown on this invoice is now payable in full and may be paid as follows:



AT A BANK

Use the tear off slip overleaf



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Sundry invoices less than £2,000 can be paid by debit or credit card (not American Express or Diners Club) via www.cityoflondon.gov.uk

You will need to register on the web site first, and also have your own e-mail address.
Click on on-line services then on-line payment.
Choose Sundry Invoices and follow the instructions.



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Quote your customer number and invoice number, and use the following bank details:

Sort Code: 30-00-00
Account No: 00202762



THROUGH CHAPS

Quote your customer number and Invoice number, and use the following bank details:

Sort Code: 30-00-02
Account No: 02316043



BY POST

To the Chamberlain of London, City of London, P.O.Box 270, Guildhall, London EC2P 2EJ, including the tear off slip with your payment.



FROM ABROAD

Quote your customer number and invoice number, and use the following bank details:

Sort Code: 30-00-02
Account No: 02316043
BIC: LOYDGB2LCTY
IBAN: GB96 LOYD 3000 0202 3160 43



To pay future invoices by Direct Debit, call 020 7332 1383 for a form

**Cheques should be made payable to the CITY OF LONDON
Always quote Customer Number and Invoice Number**

Business Remittance Advices should be sent to:

FAX: 020 7710 8538 E-mail: chb.cashiers@cityoflondon.gov.uk
By post: City of London Corporation, P.O.Box 270, Guildhall, London EC2P 2EJ

ENQUIRIES

Address enquiries regarding the issue of this invoice to the issuing department shown overleaf.

PAYMENT DUE NOW

Cross, Andrew

From: Cross, Andrew
Sent: 04 November 2015 11:36
To: Adam Brook
Cc: Scott Eason
Subject: RE: Leadenhall Market - golf event

Adam,

I will get our solicitor to do the necessary amendment and I will resend over.

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Adam Brook [mailto: [REDACTED]]
Sent: 04 November 2015 11:27
To: Cross, Andrew
Cc: Scott Eason
Subject: RE: Leadenhall Market - golf event
Importance: High

Hi Andrew,

As per my last email – the attached license agreement doesn't indicate the cost of £1,250 – there is a 'blank space'

Are you happy for us to enter that amount in – sign and return?

Adam

From: Cross, Andrew [mailto:Andrew.Cross@cityoflondon.gov.uk]
Sent: 03 November 2015 16:38
To: Adam Brook
Cc: Alexandra Clarke
Subject: Leadenhall Market - golf event

Adam,

Subject to Licence

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Cross, Andrew

From: Cross, Andrew
Sent: 04 November 2015 11:40
To: Bennetts, Alan
Subject: RE: Leadenhall Market

Hi Alan,

They have agreed to meet the City's costs - £500 surveyors and £750 legal plus VAT. No Licence fee will be payable. I just need to get an ADA signed off.

Please can you make the necessary amends to the Licence.

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Bennetts, Alan
Sent: 03 November 2015 15:44
To: Cross, Andrew
Subject: Leadenhall Market

I suggest you send the attached licence with the plan and tell them that this is the document we will be engrossing and sending them tomorrow for signature once the question of the fee has been settled, Andrew.

I've not added anything about the Licensee paying the City for works the City has to carry out because the Licensee doesn't - there's a general indemnity which should suffice.

Alan

Alan Bennetts
Assistant City Solicitor
for Comptroller and City Solicitor
Telephone 0207 332 1094

<< File: LicenceV1.doc >>

Cross, Andrew

From: Adam Brook <[REDACTED]>
Sent: 04 November 2015 12:15
To: Cross, Andrew
Cc: Scott Eason; Jacky Matthews
Subject: RE: Leadenhall Market - golf event

Thanks Andrew – aware that speed may be needed here, with the event tomorrow – I have cc'd my colleague Jacky, who I have made aware of this who will be able to email you back with the signed copy in my absence.

Best

Adam

From: Cross, Andrew [mailto:Andrew.Cross@cityoflondon.gov.uk]
Sent: 04 November 2015 11:36
To: Adam Brook
Cc: Scott Eason
Subject: RE: Leadenhall Market - golf event

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Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
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Website: www.cityoflondon.gov.uk

From: Adam Brook [mailto:[REDACTED]]
Sent: 04 November 2015 11:24
To: Cross, Andrew
Cc: Scott Eason
Subject: RE: Leadenhall Market - golf event
Importance: High

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Adam

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I understand that your colleague Alexandra is finding a copy of your Public Liability Insurance Certificate

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Please can you make the necessary amends to the Licence.

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Bennetts, Alan
Sent: 03 November 2015 15:44
To: Cross, Andrew
Subject: Leadenhall Market

I suggest you send the attached licence with the plan and tell them that this is the document we will be engrossing and sending them tomorrow for signature once the question of the fee has been settled, Andrew.

I've not added anything about the Licensee paying the City for works the City has to carry out because the Licensee doesn't - there's a general indemnity which should suffice.

Alan

Alan Bennetts
Assistant City Solicitor
for Comptroller and City Solicitor
Telephone 0207 332 1094

<< File: LicenceV1.doc >>

Cross, Andrew

From: Dale, Connie
Sent: 04 November 2015 14:03
To: Cross, Andrew
Subject: RE: Golf simulation event at Leadenhall Market

Hi Andrew,

As discussed, I do not agree with the logic of Barnett Waddingham. Public Liability insurance is usually attached to the business activities of the organisation, not specific location. I read the wording as £2m limit of liability in total. If insurers were providing £14m of cover, it would state this at the beginning of the schedule with sub limits per premises.

I would like them to provide email confirmation from their insurance broker (who will be FCA registered) to confirm the limit of indemnity under the public liability insurance for the business activities of Barnett Waddingham.

Regards

Connie

Connie Dale
Insurance and Risk Manager

Chamberlain's Department
City of London Corporation
PO Box 270
London EC2P 2EJ

Telephone: 020 7332 1360
Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 04 November 2015 10:28
To: Dale, Connie
Subject: RE: Golf simulation event at Leadenhall Market

Hi Connie,

I have had a conversation with my contact at Barnett Waddingham. They say that in the AVIVA schedule there is £2m per UK office, but they say that the event is being held by the company rather than one office, there is £10m in place (actually it is £14m if you add up all the £2m). I am not sure if this is correct/sufficient

For info please see attached the licence which it is proposed to grant which also contains provisions which limits the City's liability (clause 12) and provides an indemnity from the Licencee (clause 15).

Thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

<< File: LicenceV1.doc >>

From: Dale, Connie
Sent: 04 November 2015 09:50
To: Cross, Andrew
Subject: RE: Golf simulation event at Leadenhall Market

Hi Andrew,

The word document says that the limit of indemnity is £10m but the PDF which is the insurance schedule from Aviva says it is £2m.

Can you ask them to clarify – they may have purchased additional layer insurance to bring it up to £10m.

Thanks

Connie

Connie Dale
Insurance and Risk Manager

Chamberlain's Department
City of London Corporation
PO Box 270
London EC2P 2EJ

Telephone: 020 7332 1360
Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 04 November 2015 09:17
To: Dale, Connie
Subject: RE: Golf simulation event at Leadenhall Market

Hi Connie,

I have now received the attached in respect of the Public Liability insurance. It seems that £10m cover is in place. Do you have any comments/queries on the cover?

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

__ << File: 5-27-osp-2594483-schedule.pdf >> << File: 12224601102015To Whom It May Concern Letter.docx >>

From: Dale, Connie
Sent: 02 November 2015 17:42
To: Cross, Andrew
Cc: McDonnell, Leighton; Nelson, Trevor
Subject: RE: Golf simulation event at Leadenhall Market

Hello Andrew,

As you say, the certificate of insurance relates to Employers Liability insurance. They have not evidenced that Public Liability insurance is in place. Can you ask for this – the limit of indemnity should not be less than £5m.

Regards

Connie

Connie Dale
Insurance and Risk Manager

Chamberlain's Department
City of London Corporation
PO Box 270
London EC2P 2EJ

Telephone: 020 7332 1360
Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 02 November 2015 16:10
To: Dale, Connie
Cc: McDonnell, Leighton; Nelson, Trevor
Subject: Golf simulation event at Leadenhall Market

Connie,

To let you now that it is proposed (subject to internal approval and a licence) that there is a golf simulator placed in Leadenhall Market on 5th November 2015, by a private organisation – Barnet Waddingham LLP. Not sure if you need to put our insurers on notice

Please find attached a copy of the insurance cover provided (they referred to it as Public Liability Insurance although I note that it states Employers Liability Insurance on the certificate) and the health and safety risk assessment provided to Barnett Waddingham LLP, by the supplier and operator of the golf simulator. I would welcome any comments you may have on the cover.

Below are details of the event provided by Barnett Waddingham LLP (their words). I understand that the golf simulator will be housed in a canvas covered structure with dimensions of 4m x 4m x 3.52m High

Date:

November 5th 2015

Title:

Barnett Waddingham EASA Eagle Challenge 'Making Excel Model's Fly'

Timings:

Having spoken to the Golf Company they will arrive at 9am to set up at Leadenhall Market for an 11am start. We will finish at 4pm and takedown should only take 30 minutes. They will be driving up Whittington Avenue to unload from their single van. As they require is a power unit in Leadenhall market that has four, 3-point plugs. Cabling to and from the simulation will be protected from the elements and covered with a rubber protective unit known as a cable-tex which will be brightly coloured to avoid any falling.

The Sim

We have opted to use a sim just like the image attached. 10foot square – protected on all 3-sides with a canvas to protect against the wind and elements. There will be minimal branding. The shell will be covered with a blank dark coloured canvas. My call – we didn't want to over brand the sim. However we will also be wearing Rugby tops with EASA on the front and Barnett Waddingham on the back. There will be 3 people per team arriving to have a go on the day and these slots will be pre-booked each team taking no longer than 15 minutes. However we will also be opening up the Sim to passing footfall for an hour during lunch. There's has been some development on our site – to allow people to book in advance.

The Company

EM-L came through word of mouth from trusted sources at Zurich. They are used to hosting large corporate events – the photo's attached were actually taken at The Dorchester as they were part of a black tie charity event. There will be 3-4 staff on the day at the event all wearing black polo shirts – smart casual.

Charity

Whilst in situ each member of staff will be holding a charity tin for our charity Contact the Elderly – alternatively if there is another charity you would also like us to raise money for – we would be all ears. Barnett Waddingham will add £200 on top of any funds raised on the day – a static bucket will also be placed on the sim encouraging all who take part to donate too. Our charity has been informed and they will be amplifying the message through their social media channels too.

BW Message

We have recently launched a new service offering – EASA. More info here. There will be partners on the day meeting and greeting people of interest who may wish to discuss more and then taking them to Cheese, Lamb Tavern etc – where tabs will be set during the day. No flyers or anything else will be handed out – only a teddy bear in a bag to a select few.

Andrew Cross
Senior Principal Surveyor
Strategic Property Group

City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

<< File: Public Liability Insurance.pdf >> << File: Image 1.jpg >> << File: Image 3.jpg >>

<< File: Golf Simulator.pdf >> << File: Method Statement and Risk Assessment .pdf >>

Cross, Andrew

From: Cross, Andrew
Sent: 04 November 2015 14:25
To: [REDACTED]
Cc: Alexandra Clarke; Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 04 November 2015 14:23
To: [REDACTED]
Cc: Alexandra Clarke; Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Jane.

Further to my e mail and subsequent conversation with Alexandra this morning, our insurance team still has a query regarding the Public Liability Insurance cover which I set out below. Also attached are the documents we received

Public Liability insurance is usually attached to the business activities of the organisation, not specific location. Our insurance team read the wording as £2m limit of liability in total. If insurers were providing £10m of cover (or £14m if the sum of the individual £2m amounts specified in Aviva's schedule), it would state this at the beginning of the schedule with sub limits per premises.

I would be grateful if we could have an e mail from your broker (please confirm that they are FCA registered) to confirm the limit of indemnity under the public liability insurance for the business activities of Barnett Waddingham..and in particular that it would apply to tomorrows event

Our standard requirement is for £5m of cover.

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Alexandra Clarke [mailto: [REDACTED]]
Sent: 03 November 2015 21:53
To: Cross, Andrew
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

Please find attached confirmation of our Public Liability insurance.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

- > **Global Investor's Investment Excellence Awards** Investment Consultant of the Year 2015
- > **Very Important Benefits Awards** Best Wellbeing Provider 2015
- > **Corporate Adviser Awards** Pension Adviser of the Year 2015
- > **Pensions Age Awards** Highly Commended - Pensions Consultancy of the Year 2015
- > **FT Pension and Investment Provider Awards** Actuarial Consultant of the Year 2014

From: Alexandra Clarke
Sent: 03 November 2015 13:18
To: 'Cross, Andrew'
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

My apologies.

I have asked for a copy of the public liability to be send to me today. I will get it over to you as soon as I can.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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ries in respect of a range of investment business activities. BW SIPP LLP is authorised and regulated by the Financial Conduct Authority.

Cross, Andrew

From: Jane Galvin <[REDACTED]>
Sent: 04 November 2015 14:28
To: Cross, Andrew
Cc: Alexandra Clarke; Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market
Attachments: Public and Employer Liability confirmation of cover 2015-2016.pdf

Please see attached – this confirms the cover is for £10m
Let me know if anything else is required

Best wishes
Jane

Jane Galvin FIA

COO and Partner | Barnett Waddingham LLP

Office London

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

- > **Global Investor's Investment Excellence Awards** Investment Consultant of the Year 2015
- > **Corporate Adviser Awards** Pension Adviser of the Year 2015
- > **Pensions Age Awards** Highly Commended - Pensions Consultancy of the Year 2015
- > **FT Pension and Investment Provider Awards** Actuarial Consultant of the Year 2014

From: Cross, Andrew [mailto:Andrew.Cross@cityoflondon.gov.uk]
Sent: 04 November 2015 14:25
To: Jane Galvin
Cc: Alexandra Clarke; Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 04 November 2015 14:23
To: [REDACTED]
Cc: Alexandra Clarke; Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Jane.

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Public Liability insurance is usually attached to the business activities of the organisation, not specific location. Our insurance team read the wording as £2m limit of liability in total. If insurers were providing £10m of cover (or £14m if the sum of the individual £2m amounts specified in Aviva's schedule), it would state this at the beginning of the schedule with sub limits per premises.

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Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Alexandra Clarke [mailto: [REDACTED]]
Sent: 03 November 2015 21:53
To: Cross, Andrew
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

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Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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Sent: 03 November 2015 13:18
To: 'Cross, Andrew'
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

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Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call

Web @bw_llp | barnett-waddingham.co.uk

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Barnett Waddingham LLP ,Barnett Waddingham SIPP LLP & Barnett Waddingham Acturies and
Consultants
Cheapside House
Cheapside
London
EC2V 6BW

Date: 01/10/2015

TO WHOM IT MAY CONCERN

We can confirm that we act as insurance brokers to the above and set out below the details of their insurances:

<u>Business:</u>	<u>Actuaries</u>	
<u>Employers Liability:</u>	Policy Number:	27OSP2594483
	Insurer:	Aviva
	Limit of Liability:	£10,000,000
	Excess:	Nil
	Renewal Date:	10/08/2016
<u>Public/Products Liability:</u>	Policy Number:	27OSP2594483
	Insurer:	Aviva
	Limit of Liability:	£10,000,000
	Excess:	£250
	Renewal Date:	10/08/2016
<u>Excess Employers Liability:</u>	Policy Number:	24590599
	Insurer:	AIG Europe Ltd
	Limit of Liability:	£10,000,000 (Over Primary Layer £10,000,000)
	Excess:	£10,000,000 Being the Primary Layer
	Renewal Date:	10/08/2016

We trust that this information will be sufficient for your requirements, but please do not hesitate to contact us should you need any further details.

Yours faithfully,



Bob White
Managing Director



AUTHORISED AND REGULATED BY THE FINANCIAL SERVICES AUTHORITY

PETHERWICK INSURANCE BROKERS LTD
BORDON MEWS, BORDON CLOSE
PORTSLADE, EAST SUSSEX BN41 1HU
TELEPHONE: (01273) 622222
FAX: (01273) 418520
EMAIL: info@petherwicks.com
www.petherwicks.co.uk
COMPANY REGISTRATION No. 1363624

Cross, Andrew

From: Cross, Andrew
Sent: 04 November 2015 14:45
To: [REDACTED]
Subject: Leadenhall Market Event

Jane,

Please see attached a copy of the Aviva schedule.

Regards

Andrew Cross



-osp-2594483-sche
(2)...



**Your Office and Surgery Policy Schedule
Policy Number 27 OSP 2594483**

RENEWAL

Produced on 15 July 2015

This Schedule forms part of Your policy.

If the information in the attached Schedule is incorrect or incomplete or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any facts or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant facts may invalidate Your policy, or may result in the policy not operating fully.

Your Policy Details

Effective Date	10 August 2015	Renewal Premium Due	£9,719.28
Policy Expires	09 August 2016	Insurance Premium Tax	£583.15
Renewal Date	10 August 2016	Total Renewal Premium	£10,302.43

Please note that your annual insurance premium may include an amount or amounts for additional services. Where the premium is being collected by instalments there may be a charge. Please read your documentation carefully to ensure you know how much you are paying in total.

Annual Premium	£9,719.28
Insurance Premium Tax	£583.15
Total	£10,302.43



**Your Office and Surgery Policy Schedule
Policy Number 27 OSP 2594483**

Your Details

Policyholder	Barnett Waddingham LLP, Barnett LLP	Waddingham Investments
Address	3rd Floor Cheapside House [REDACTED] Cheapside London EC2V 6BW	
The Business	Actuaries	

Your Insurance Adviser's Details

Agency Number	08 5418
Name	Petherwick Insurance Brokers Ltd (Bonus)
Address	[REDACTED] Gordon Mews Gordon Close Portslade, East Sussex BN41 1HU
Telephone Number	01273 822222
Facsimile Number	01273 730065

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483**

The Schedule details for each Section are shown in the following pages.

Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 1

OFFICE INSURANCE

Premises 3rd & 8th Floor Cheapside House
 ■ Cheapside
 London
 EC2V 6BW

	Sum Insured
Asset Protection	
Property Damage	
Tenants alterations, improvements and decorations owned by You or for which You are responsible.	£779,131
Contents in the Buildings at the above premises	
All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records	£391,744
 Money	
Money contained in a locked safe outside Business Hours	
Description of safe	
Unspecified	£1,500
Any other loss of money	£2,500
	Limit/Sum insured
Revenue Protection	
Business Interruption - Option B - Increased Office Expenses Maximum Indemnity Period 12 months	£299,356
Legal Liabilities	
Employers' Liability Limit of Indemnity	£10,000,000
Public and Products Liability Limit of Indemnity	£2,000,000
Commercial Legal Protection	£500,000

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 1**

Excesses

Asset Protection

Section Excess

Property Damage

£250

Legal Liabilities

Public and Products Liability

Refer to policy wording

Commercial Legal Protection

Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Survey Condition

Cover under this Policy has been granted prior to Our survey. Following completion of Our survey, We will confirm to You in writing any Risk Improvements made by Our Risk Adviser and the timescales in which these must be completed.

Cover under this policy is subject to You completing all of the Risk Improvements made by Our Risk Advisor, within the specified timescales.

If You do not complete any of the Risk Improvements within the specified timescales, We may, at our option:

- (i) modify your premium.
- (ii) issue a mid-term amendment to your policy or Section terms and Conditions.
- (iii) require You to make alterations to The Premises Insured by the required date(s).
- (iv) exercise our right to cancel Your policy.
- (v) leave the policy or Section terms and Conditions, and Your premium, unaltered.
- (vi) agree alternative timescales for completion of Risk Improvements.

Until the expiry of the specified timescales the premium and the cover provided by Your policy is as shown in Your Schedule.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 1**

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

William Morgan painting

Public Liability Exclusion

Attaching to Contents Sum Insured

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

**Your Office and Surgery Policy Schedule - Continued
 Policy Number 27 OSP 2594483
 Premises 3**

OFFICE INSURANCE

Premises Pinnacle
 Albion Street
 Leeds
 LS1 5AA

Asset Protection

Sum Insured

Property Damage

Tenants alterations, improvements and decorations owned by You or for which You are responsible.

£228,653

Contents in the Buildings at the above premises

All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records

£182,492

Money

Money contained in a locked safe outside Business Hours

Description of safe

Unspecified

£1,500

Any other loss of money

£2,500

Revenue Protection

Limit/Sum Insured

Business Interruption - Option B - Increased Office Expenses
 Maximum Indemnity Period 12 months

£179,614

Legal Liabilities

Employers' Liability
 Limit of Indemnity

£10,000,000

Public and Products Liability
 Limit of Indemnity

£2,000,000

Commercial Legal Protection

£500,000

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 3**

Excesses	Section Excess
Asset Protection	
Property Damage	£250
Legal Liabilities	
Public and Products Liability	Refer to policy wording
Commercial Legal Protection	Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

Public Liability Exclusion

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

**Your Office and Surgery Policy Schedule - Continued
 Policy Number 27 OSP 2594483
 Premises 4**

OFFICE INSURANCE

Premises St James's House
 St James's Square
 Cheltenham
 Gloucestershire
 GL50 3PR

Asset Protection

Property Damage

Sum Insured

Tenants alterations, improvements and decorations owned by You or for which You are responsible.

£733,377

Contents in the Buildings at the above premises

All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records

£273,630

Money

Money contained in a locked safe outside Business Hours

Description of safe

Unspecified

£1,500

Any other loss of money

£2,500

Revenue Protection

Limit/Sum Insured

Business Interruption - Option B - Increased Office Expenses
 Maximum Indemnity Period 12 months

£179,614

Legal Liabilities

Employers' Liability
 Limit of Indemnity

£10,000,000

Public and Products Liability
 Limit of Indemnity

£2,000,000

Commercial Legal Protection

£500,000

Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 4

Excesses	Section Excess
Asset Protection	
Property Damage	£250
Legal Liabilities	
Public and Products Liability	Refer to policy wording
Commercial Legal Protection	Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Survey Condition

Cover under this Policy has been granted prior to Our survey. Following completion of Our survey, We will confirm to You in writing any Risk Improvements made by Our Risk Adviser and the timescales in which these must be completed.

Cover under this policy is subject to You completing all of the Risk Improvements made by Our Risk Advisor, within the specified timescales.

If You do not complete any of the Risk Improvements within the specified timescales, We may, at our option:

- (i) modify your premium.
- (ii) issue a mid-term amendment to your policy or Section terms and Conditions.
- (iii) require You to make alterations to The Premises insured by the required date(s).
- (iv) exercise our right to cancel Your policy.
- (v) leave the policy or Section terms and Conditions, and Your premium, unaltered.
- (vi) agree alternative timescales for completion of Risk Improvements.

Until the expiry of the specified timescales the premium and the cover provided by Your policy is as shown in Your Schedule.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 4**

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

Increased Flood Excess (All Risks version)

The Property Damage Excess is increased to £1,000 in respect of Damage caused by flooding as insured by the Property Damage Section.

However, this increase will not apply in respect of flooding caused by

- (a) ingress of rainwater through or via the roof of a building
- (b) the escape of water from any tank, apparatus or pipe

which remains subject to the Property Damage Excess stated in the Schedule.

Public Liability Exclusion

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

Your Office and Surgery Policy Schedule - Continued
 Policy Number 27 OSP 2594483
 Premises 6

OFFICE INSURANCE

Premises 4th Floor ■ West George Street
 Glasgow
 G2 2JJ

Asset Protection	Sum Insured
Property Damage	
Tenants alterations, improvements and decorations owned by You or for which You are responsible.	£157,512
Contents in the Buildings at the above premises	
All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records	£53,005
 Money	
Money contained in a locked safe outside Business Hours	
Description of safe	
Unspecified	£1,500
Any other loss of money	£2,500
 Revenue Protection	Limit/Sum Insured
Business Interruption - Option B - Increased Office Expenses Maximum Indemnity Period 12 months	£179,614
 Legal Liabilities	
Employers' Liability Limit of Indemnity	£10,000,000
Public and Products Liability Limit of Indemnity	£2,000,000
Commercial Legal Protection	£500,000
 Excesses	Section Excess
Asset Protection	
Property Damage	£250

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 6**

Legal Liabilities

Public and Products Liability

Refer to policy wording

Commercial Legal Protection

Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

Public Liability Exclusion

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 7

OFFICE INSURANCE

Premises 1st Floor Port of Liverpool Building
Pier Head
Liverpool
L3 1BW

	Sum Insured
Asset Protection	
Property Damage	
Tenants alterations, improvements and decorations owned by You or for which You are responsible.	£145,375
Contents in the Buildings at the above premises	
All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records	£69,741
 Money	
Money contained in a locked safe outside Business Hours	
Description of safe	
Unspecified	£1,500
Any other loss of money	£2,500
 Revenue Protection	
Business Interruption - Option B - Increased Office Expenses Maximum Indemnity Period 12 months	£179,614
 Legal Liabilities	
Employers' Liability Limit of Indemnity	£10,000,000
Public and Products Liability Limit of Indemnity	£2,000,000
Commercial Legal Protection	£500,000

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 7**

Excesses

	Section Excess
Asset Protection	
Property Damage	
Legal Liabilities	£250
Public and Products Liability	Refer to policy wording
Commercial Legal Protection	Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

Any Conditions Precedent stated in the Policy as applying.

The following also apply:

Minimum Security Condition

Please refer to the Policy for the full wording of the Condition Precedent.

Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

Endorsements

Any Endorsements stated in the Policy as applying.

The following also apply:

Manual Work Exclusion

We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

Public Liability Exclusion

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

Your Office and Surgery Policy Schedule - Continued
 Policy Number 27 OSP 2594483
 Premises 10

OFFICE INSURANCE

Premises Silver Springs House
 ■ Topaz Way
 Birmingham Road
 Bromsgrove
 B61 0GD

	Sum Insured
Asset Protection	
Property Damage	
Tenants alterations, improvements and decorations owned by You or for which You are responsible.	£314,830
Contents in the Buildings at the above premises	
All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records	£165,636
Business Records	£11,611
Money	
Money contained in a locked safe outside Business Hours	
Description of safe	
Unspecified	£1,500
Any other loss of money	£2,500
	Limit/Sum Insured
Revenue Protection	
Business Interruption - Option B - Increased Office Expenses Maximum Indemnity Period 12 months	£209,012
Legal Liabilities	
Employers' Liability Limit of Indemnity	£10,000,000
Public and Products Liability Limit of Indemnity	£2,000,000
Commercial Legal Protection	£500,000

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 10**

Excesses

Asset Protection

Section Excess

Property Damage

£250

Legal Liabilities

Public and Products Liability

Refer to policy wording

Commercial Legal Protection

Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

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The following also apply:

Minimum Security Condition

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Any Conditions Precedent are subject otherwise to the terms and exceptions of the Policy.

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Any Endorsements stated in the Policy as applying.

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We will not indemnify any person entitled to indemnity under the Public and Products Liability Section of this Policy in respect of legal liability as a result of manual work, other than collection or delivery, carried out away from premises which You own, hire or rent.

Public Liability Exclusion

Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 11

OFFICE INSURANCE

Premises Decimal Place
 Chiltern Avenue
 Amersham
 HP6 5FG

	Sum Insured
Asset Protection	
Property Damage	
Tenants alterations, improvements and decorations owned by You or for which You are responsible.	£804,535
Contents in the Buildings at the above premises	
All Other Contents of the Business owned by You or for which You are responsible excluding Computer Equipment and Business Records	£200,260
Money	
Money contained in a locked safe outside Business Hours	
Description of safe	
Unspecified	£1,500
Any other loss of money	£2,500
Revenue Protection	
Business Interruption - Option B - Increased Office Expenses Maximum indemnity Period 12 months	£177,091
Legal Liabilities	
Employers' Liability Limit of Indemnity	£10,000,000
Public and Products Liability Limit of Indemnity	£2,000,000
Commercial Legal Protection	£500,000

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483
Premises 11**

Excesses

	Section Excess
Asset Protection	
Property Damage	£250
Legal Liabilities	
Public and Products Liability	Refer to policy wording
Commercial Legal Protection	Refer to policy wording

And any other Excess(es) stated in the policy and/or Endorsements as applying.

Conditions Precedent

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Any Endorsement(s) are subject otherwise to the terms and exceptions to the Policy.

**Your Office and Surgery Policy Schedule - Continued
Policy Number 27 OSP 2594483**

Terrorism

The Premises

As detailed in the Property Damage or Business Interruption Sections where insured by this Policy but only in England, Wales and Scotland but not the territorial seas adjacent thereto as defined by the Territorial Sea Act 1987 nor the Isle of Man or the Channel Islands.

The Property Insured

As detailed in the Property Damage or Business Interruption Sections where insured by this Policy.

Excess/Excesses

As detailed in the Property Damage or Business Interruption Sections where insured by this Policy.

Sums Insured/Limits of Liability

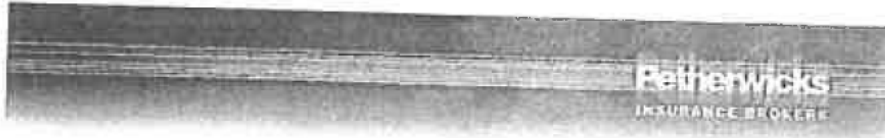
As detailed in the Property Damage or Business Interruption Sections where insured by this Policy.

1. Property Damage
2. Business Interruption

**INSURED
INSURED**

Cross, Andrew

From: Bob White [REDACTED]
Sent: 04 November 2015 14:55
To: Jane Galvin
Cc: danielle white
Subject: Combined Insurance
Attachments: 1-24385456-cci-schedule.pdf

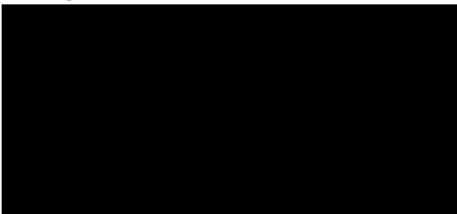


Hi Jane

The Public/Products liability cover is superceded in the office schedule by the attached combined policy as per page 3 of the schedule in the sum of £10 million. This applies to all of the activities of Barnett Waddingham

Apologies for any inconvenience caused

Many Thanks



Bob White
Managing Director

Direct Dial: [REDACTED]
Telephone: 01273 822 222
Fax: 01273 418529
E-mail: [REDACTED]
Website: <http://www.petherwicks.co.uk/>



PETHERWICKS INSURANCE BROKERS LTD
3 GARDEN HOUSE, GARDEN CLOSE
PORTLAND, EAST SUSSEX BN1 1JF
TELEPHONE: 01273 822 222
FAX: 01273 418529
EMAIL: info@petherwicks.com
WWW: www.petherwicks.co.uk
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Schedule for Your Professional Office policy

Page 1 of 6

Produced on 22 July 2015

RENEWAL NOTICE

Introduction

The premium to renew this policy should be paid by the Effective date or within 15 days thereafter. The Schedule forms part of Your policy and replaces the previous Schedule(s).

Schedule contents

Policy details	Useful information about Your policy.
Summary of cover	Shows You what is insured and what is not insured under the cover options You have taken.
Details of cover	Split by cover type and repeated for each premises insured. There may be differences in the cover selected between premises, so please check the details carefully.
General endorsements	General Endorsements that apply to this policy.

Policy details

Policy number	24385456 CCI
Effective date	10 August 2015
Policy expires	9 August 2016
Renewal date	10 August 2016
Annual premium	£7,919.09
Premium due inclusive of Insurance Premium Tax	£8,394.25
Insurance Premium Tax	£475.15

Important

If the information in The Schedule is incorrect or incomplete, or if the Insurance does not meet Your requirements, please tell Us as soon as possible.

You are reminded of the need to tell Us immediately of any facts or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant facts may invalidate Your policy, or may result in the policy not operating fully.

Your annual insurance premium may include an amount or amounts for additional services. There may be a charge if the premium is being collected by instalments. Please read Your documentation carefully to ensure You know how much You are paying in total.

If there are any direct debit payment defaults during the policy year, a £15 charge will be applied to Your policy.

Contact details

Policyholder	Barnett Waddingham LLP 3rd Floor Cheapside House, Cheapside, London EC2V 6BW
Your Insurance Adviser	PETHERWICKS INS BRKS LTD (BONUS) 3 GORDON MEWS GORDON CLOSE PORTSLADE, EAST SUSSEX BN41 1HU

Summary of Cover

There may be differences in the cover selected between premises, so please check the details carefully.

The Policyholder:
 Barnett Waddingham LLP
 The Business:
 Consultants & Actuaries &
 Independent Financial Advisers

Cover	Sections You've chosen to Cover	Sections You've chosen not to Cover
Asset Protection	<ul style="list-style-type: none"> ✓ Property Damage - All Risks 	<ul style="list-style-type: none"> * Property Damage - Specified Contingencies * Theft * Computer * Electronic Equipment * Business All Risks * Goods in Transit * Money and Assault * Glass * Frozen Foods * Engineering * Employee Dishonesty * Contract Works
Revenue Protection		<ul style="list-style-type: none"> * Business Interruption * Book Debts * Loss of Licence
Asset/Revenue Protection		<ul style="list-style-type: none"> * Terrorism
Legal Liabilities	<ul style="list-style-type: none"> ✓ Public and Products Liability ✓ Commercial Legal Protection 	<ul style="list-style-type: none"> * Employers' Liability * Professional Indemnity * Directors and Officers Liability
Employee Benefits		<ul style="list-style-type: none"> * Personal Accident * Business Travel

General Endorsements

Special Endorsement

 It is hereby noted that the Insured's full name is as follows
 - Barnett Waddingham LLP, Barnett Waddingham Investments LLP
 Barnett Waddingham SIPP LLP and Barnett Waddingham
 Actuaries and Consultants Ltd

Commercial Legal Protection

Risk 23

The Business : Consultants & Actuaries & Independent Financial Advisers

Cover Operative	Estimate	Rating Basis	Limit of Indemnity
Contingencies 1A - 4C - Standard Cover	£29,158,695	Wages and Salaries	£250,000

Public and Products Liability

Risk 29

The Business : Consultants & Actuaries & Independent Financial Advisers

Limit of Indemnity £10,000,000

Public Liability

Description of Activities	Estimate	Rating Basis
Legal and financial services - work at the Insured's premises and non manual work away from the Insured's premises	£29,158,695	Wages and Salaries

Additional Endorsements

Products Supplied Restriction

Policy Conditions

Index Linking applies to this Section

Endorsements

PROFESSIONAL INDEMNITY EXCLUSION

Property Damage - All Risks

Risk 30

The Excess

You will pay the first

£350 in respect of Damage caused by fire, lightning, explosion, aircraft, riot, civil commotion, strikers, locked out workers, persons taking part in labour disturbances and earthquake.

£350 in respect of Damage caused by malicious persons, storm, flood, escape of water from any tank, apparatus or pipe and impact.

£350 for all other insured Damage other than any Additional Contingency is applicable.

£1,000 in respect of Additional Contingency Subsidence

The Premises:

#ee Special Endorsement One

EC2V 6BW

Description/Occupation of Property Insured :

Offices

Item	Description	Sum Insured
1	On 12 months rent thereof.	£1,909,531
Total Sum Insured		£1,909,531

Additional Contingencies

Subsidence

Additional Conditions

Data Storage

Policy Condition

Index Linking applies to Item(s): 1

Endorsements

Special Endorsement One

It is hereby noted that the Rent Sum Insured is split as follows:

- Pinnacle, Leeds	£1652550
- Cheapside House, London	£444,750
- St James's House, Cheltenham	£186,500
- Decimal Place, Amersham	£683,784
- Port of Liverpool Building	£134,672
- 163 West George Street, Glasgow	£123,300
- Silver Springs House, Bromsgrove	£170,000

Additional Conditions and Endorsements

Page 5 of 6

The Schedule will state which Section(s) the following Additional Conditions and Endorsements apply to. These are in addition to the Conditions contained in each applicable Section and the Policy Conditions at the back of this policy.

Data Storage Condition

If in relation to any claim for Damage to the Property Insured caused by any of the Defined Contingencies You have failed to fulfil any of the following conditions You will lose Your right to indemnity or payment for that claim.

You must store data, software or programs and maintain adequate back up copies by backing up

- (1) the original disks or media and storing in a fire resistant data safe or in a secure location away from The Premises
- (2) the data produced by the software or programs not less than once every seven days or any other period agreed by Us. The integrity of the data backup must be validated using operating system routines or checks produced by the software supplier.

Additional Conditions and Endorsements

Cross, Andrew

From: Cross, Andrew
Sent: 04 November 2015 15:43
To: Dale, Connie
Subject: FW: Risk Assessment and Method Statement - Leadenhall Market
Attachments: Combined Insurance

Connie,

Please see below and attached. Is this sufficient?

Thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Jane Galvin [mailto: [REDACTED]]
Sent: 04 November 2015 15:05
To: Cross, Andrew
Cc: Alexandra Clarke; Adam Brook; Scott Eason
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Please see the attached email from Bob White of Petherwick's – page 3 of the policy details attached show that there is an overriding cover of £10m under a different policy
Hopefully this should now be sufficient
Jane

From: Cross, Andrew [mailto:Andrew.Cross@cityoflondon.gov.uk]
Sent: 04 November 2015 14:25
To: Jane Galvin
Cc: Alexandra Clarke; Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 04 November 2015 14:23
To: [REDACTED]
Cc: 'Alexandra Clarke'; Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Jane.

Further to my e mail and subsequent conversation with Alexandra this morning, our insurance team still has a query regarding the Public Liability Insurance cover which I set out below. Also attached are the documents we received

Public Liability insurance is usually attached to the business activities of the organisation, not specific location. Our insurance team read the wording as £2m limit of liability in total. If insurers were providing £10m of cover (or £14m if the sum of the individual £2m amounts specified in Aviva's schedule), it would state this at the beginning of the schedule with sub limits per premises.

I would be grateful if we could have an e mail from your broker (please confirm that they are FCA registered) to confirm the limit of indemnity under the public liability insurance for the business activities of Barnett Waddingham..and in particular that it would apply to tomorrows event

Our standard requirement is for £5m of cover.

Many thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Alexandra Clarke [mailto:[REDACTED]]
Sent: 03 November 2015 21:53
To: Cross, Andrew
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

Please find attached confirmation of our Public Liability insurance.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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- > **Very Important Benefits Awards** Best Wellbeing Provider 2015
- > **Corporate Adviser Awards** Pension Adviser of the Year 2015
- > **Pensions Age Awards** Highly Commended - Pensions Consultancy of the Year 2015
- > **FT Pension and Investment Provider Awards** Actuarial Consultant of the Year 2014

From: Alexandra Clarke
Sent: 03 November 2015 13:18
To: 'Cross, Andrew'
Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

My apologies.

I have asked for a copy of the public liability to be send to me today. I will get it over to you as soon as I can.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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Cross, Andrew

From: Dale, Connie
Sent: 04 November 2015 15:48
To: Cross, Andrew
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew,

Yes – that is fine. Glad it is sorted.

Regards

Connie

Connie Dale
Insurance and Risk Manager

Chamberlain's Department
City of London Corporation
PO Box 270
London EC2P 2EJ

Telephone: 020 7332 1360
Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 04 November 2015 15:43
To: Dale, Connie
Subject: FW: Risk Assessment and Method Statement - Leadenhall Market

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Andrew Cross
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City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

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Sent: 04 November 2015 15:05
To: Cross, Andrew
Cc: Alexandra Clarke; Adam Brook; Scott Eason
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

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From: Cross, Andrew [mailto:Andrew.Cross@cityoflondon.gov.uk]
Sent: 04 November 2015 14:25
To: Jane Galvin
Cc: Alexandra Clarke; Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Cross, Andrew
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To: [REDACTED]
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Strategic Property Group
City Surveyor's Department
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Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

Web @bw_llp | barnett-waddingham.co.uk

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Office Amersham

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Cross, Andrew

From: Cross, Andrew
Sent: 04 November 2015 15:49
To: Bennetts, Alan
Subject: FW: Risk Assessment and Method Statement - Leadenhall Market

Alan

We are now good to go. Please can you prepare engrossments. I'll need to get it out tonight

Thanks

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Dale, Connie
Sent: 04 November 2015 15:48
To: Cross, Andrew
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Insurance and Risk Manager

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City of London Corporation
PO Box 270
London EC2P 2EJ

Telephone: 020 7332 1360
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City Surveyor's Department
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Sent: 04 November 2015 14:25
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Cc: Alexandra Clarke; Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Andrew Cross
Senior Principal Surveyor
Strategic Property Group
City Surveyor's Department
City of London

Tel: 020 7332 1232

Website: www.cityoflondon.gov.uk

From: Cross, Andrew
Sent: 04 November 2015 14:23
To: [REDACTED]
Cc: 'Alexandra Clarke'; Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Jane.

Further to my e mail and subsequent conversation with Alexandra this morning, our insurance team still has a query regarding the Public Liability Insurance cover which I set out below. Also attached are the documents we received

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I would be grateful if we could have an e mail from your broker (please confirm that they are FCA registered) to confirm the limit of indemnity under the public liability insurance for the business activities of Barnett Waddingham..and in particular that it would apply to tomorrows event

Our standard requirement is for £5m of cover.

Many thanks

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From: Alexandra Clarke [mailto: [REDACTED]]
Sent: 03 November 2015 21:53
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Cc: Adam Brook
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Hi Andrew

Please find attached confirmation of our Public Liability insurance.

Kind regards

Alex

Alexandra Clarke

Events Executive | Barnett Waddingham LLP

Office Amersham

Call [REDACTED]

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Cc: Alexandra Clarke; Adam Brook; Scott Eason
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

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From: Jane Galvin [mailto: [REDACTED]]
Sent: 04 November 2015 16:03
To: Cross, Andrew
Cc: Alexandra Clarke; Adam Brook; Scott Eason
Subject: RE: Risk Assessment and Method Statement - Leadenhall Market

Adam isn't at his desk at the moment – I suggest that you ask for me (assume you are aware but just for completeness our offices are Cheapside House, [REDACTED] Cheapside London – opposite One New Change shopping centre. Our reception is on the 8th floor) as I will also be able to sign the relevant documents
Jane

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Cross, Andrew

From: Cross, Andrew
Sent: 04 November 2015 16:41
To: Goddard, Sarah; Black, John
Cc: Ivers, Stephen
Subject: Golf Simulation Event

Importance: High

John/Sarah,

We have finalised some internal procedures (the Licence has just been completed) and can confirm that the golf simulation event will proceed tomorrow.

The event is hosted by Barnett Waddingham who have organised the hire of the equipment from EM-L who intend to start setting up at 9am tomorrow for a 11am start. The event should be over by 4pm when the equipment will be dismantled and removed.

I would be grateful if you could send an e mail to our tenants alerting them to the event and cc in Sally from Osprey for Info (she is not involved in organising the event) :-

I am writing to let you know that there will be a simulated golf event in the market on 5th November which will be hosted by Barnett Waddingham who are an independent provider of actuarial, administration and consultancy services.

Members of their staff will be collecting money for the charity Contact the Elderly and we hope that the event will draw additional trade to the market in addition to raising funds for this charity.

Set up will start at around 9am with view to a 11 am start and the event is due to finish at around 4pm.

A golf simulator screen will be housed in a canvas covered structure at the junction of Central Avenue, Whittington Avenue, Leadenhall Place and Lime Street Passage.

Many thanks

Andrew Cross
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City of London
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Website: www.cityoflondon.gov.uk

Cross, Andrew

From: Cross, Andrew
Sent: 04 November 2015 16:54
To: [REDACTED]
Cc: Alexandra Clarke ([REDACTED])
Subject: Golf Event

Adam,

I am pleased to advise that the Licence has been completed.

Contact details for our staff on site are set out below. John Black will be your principal point of contact: Please can you/the simulator supplier report to John when first arriving on site.

John Black on [REDACTED]
Stephen Ivers [REDACTED]

The office number in Leadenhall Market is 020 7332 1961

Kind regards

Andrew Cross
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City of London

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APPROVAL IN ACCORDANCE WITH DELEGATED AUTHORITY

CITY FUND ESTATE

LEADENHALL MARKET, LONDON, EC3 1LR

NEW LICENCE

Report No.
CS. 341/15

PREMISES

Junction of Central Avenue, Whittington Avenue, Lime Street Passage and Leadenhall Place, Leadenhall Market

Grade:

C

PREVIOUS LICENCE

None

PROPOSED LICENCE

Licensee:

Barnett Waddingham LLP

Term:

From 9.00 am to 5.00 pm on 5th November 2015

Fee:

Nil

Other Terms:

Licence:

Licence on the City's standard terms

User:

To run a golf simulation event and place a 4 meter square canvass covered structure, housing the golf simulator at the junction of Central Avenue, Whittington Avenue, Lime Street Passage and Leadenhall Place. The organisers will also be collecting money for a charity "Contact the Elderly".

Costs:

The licence to meet the City's Surveyors and legal costs totalling £1,250.00 plus VAT.

FINANCIAL DETAILS:

Chamberlain's Comment On
Tenant's Financial Status
Required:

NO

General Comments:

1. Risk and method statement have been requested.
2. The City's internal fire safety adviser has no objections to the event.

3. The event is advertised on Barnett Waddingham's website where teams can sign up for the event. The golf simulator will be open to passing footfall for an hour at lunchtime.
4. The event should help increase the number of people visiting the market and could therefore be of general benefit to the City's retail tenants.
5. Barnett Waddingham's employees will also be collecting money for the Charity "Contact the Elderly" at the event.
6. The organisers propose to utilise the Lamb Tavern and Cheese as venues to speak to and entertain potential clients.

Agent(s):

Not applicable

Fees:

Not applicable

File No.

6836

Manhattan Property Code

AH900

SURVEYOR

[Redacted Signature]

4th NOVEMBER 2015

A.R. CROSS
SENIOR PRINCIPAL SURVEYOR

RECOMMENDED BY

[Redacted Signature]

7 NOVEMBER 2015

T. NELSON
ASSISTANT DIRECTOR - IPG

APPROVED BY

[Redacted Signature]

6th NOVEMBER 2015

N.S.B. GILL
INVESTMENT PROPERTY DIRECTOR