

PROPERTY INVESTMENT BOARD

Wednesday, 6 September 2017

**Minutes of the meeting of the Property Investment Board held at Guildhall, EC2
on Wednesday, 6 September 2017 at 1.45 pm**

Present

Members:

Deputy Alastair Moss (Chairman)
Chris Boden
Sir Mark Boleat
Deputy Keith Bottomley
Deputy Michael Cassidy
Alderman Alison Gowman
Dhruv Patel
Deputy Philip Woodhouse
Tony Joyce

Officers:

Alistair MacLellan	-	Town Clerk's Department
John Cater	-	Town Clerk's Department
John James	-	Chamberlain's Department
Alan Bennetts	-	Comptroller & City Solicitor's Department
Nicholas Gill	-	City Surveyor's Department
Tom Leathart	-	City Surveyor's Department
Neil Robbie	-	City Surveyor's Department

1. APOLOGIES

Apologies were received from Deputy Tom Sleigh, John Chapman, Chris Hill, Alderman Peter Hewitt and David Brooks Wilson.

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

There were no declarations.

3. MINUTES

The minutes of the meeting held on 19 July 2017 were approved as a correct record subject to the correction of a typographical error.

4. CITY SURVEYOR'S DEPARTMENT QUARTERLY RISK REGISTER UPDATE

Members considered a report of the City Surveyor regarding the City Surveyor's Department's Quarterly Risk Register.

- In response to a question, the Investment Property Group Director (IPGD) replied that Risk 002 (Not Maximising Operational

Property/Building Performance) related more to corporate properties rather than investment properties.

- In response to a question, the IPGD relied that officers sought to be as practical as possible in managing Risk 009 (Optimise Effectiveness and use of Oracle Property Management System) and that ongoing use of the system was currently under review.

RECEIVED

5. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

7. 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 on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

8. NON PUBLIC MINUTES

The non-public minutes of the meeting held on 19 July 2017 were approved as a correct record.

9. REPORT OF ACTION TAKEN BETWEEN MEETINGS

Members received a report of the Town Clerk concerning action taken since the last meeting of the Board.

RECEIVED

10. CITY SURVEYOR'S DEPARTMENT BUSINESS PLAN Q1 UPDATE

Members considered a progress report of the City Surveyor regarding the City Surveyor's Department Business Plan 2017-2020 (Quarter 1 2017/18).

RECEIVED

11. CITY'S ESTATE, CITY FUND AND BRIDGE HOUSE ESTATES - OUTSTANDING LEASE RENEWALS AND RENT REVIEWS - 1 JANUARY 2017 TO 30 JUNE 2017

Members considered a report of the City Surveyor regarding outstanding lease renewals and rent reviews.

RECEIVED

12. **CITY'S ESTATE, CITY FUND & BRIDGE HOUSE ESTATES - RENTAL FORECASTS MONITORING REPORT**

Members considered a report of the City Surveyor regarding rental forecasts monitoring for City's Estate, City Fund and Bridge House Estates.

RECEIVED

13. **CITY FUND AND CITY'S ESTATE - FORMER TENANTS RENT ETC ARREARS WRITE OFFS**

Members considered a report of the City Surveyor regarding former tenants rent arrears etc. write-offs for City Fund and the City's Estate.

14. **CITY'S ESTATE - 21 WHITEFRIARS STREET, EC4 REFURBISHMENT OF GROUND FLOOR AND FIFTH FLOOR OFFICES**

Members considered a report of the City Surveyor regarding the refurbishment of ground floor and fifth floor offices at 21 Whitefriars Street.

15. **CITY'S ESTATE - FARRINGDON EAST CROSSRAIL STATION - JOINT VENTURE AGREEMENT**

Members considered a report of the City Surveyor regarding a joint venture agreement for Farringdon East Crossrail Station.

16. **CITY FUND - ISSUES REPORT, FLEET HOUSE, 8-12 NEW BRIDGE STREET, LONDON, EC4**

Members considered an issues report of the City Surveyor regarding Fleet House, 8-12 New Bridge Street.

17. **CITY FUND - ST BOTOLPH HOUSE, 138/139 HOUNSDITCH, LONDON, EC3A - MINIMUM GROUND RENT REVIEW**

Members considered a ground rent review report of the City Surveyor regarding St Botolph House, 138/139 Houndsditch.

18. **CITY FUND - LETTING REPORT 10 QUEEN STREET PLACE, EC4R - GROUND RENT REVIEW**

Members considered a ground rent review report of the City Surveyor regarding 10 Queen Street Place.

19. **CITY FUND - LETTING REPORT 280 BISHOPSGATE, EC2 - GROUND RENT REVIEW**

Members considered a ground rent review report of the City Surveyor regarding 280 Bishopsgate.

20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Members considered a number of items of other business.

The meeting ended at 2.43 pm

Chairman

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