



## Planning and Transportation Committee

### INFORMATION PACK

**N.B:** These matters are for information and have been marked \* and circulated separately. These will be taken without discussion, unless the Clerk has been informed that a Member has questions or comments prior to the start of the meeting.

**Date:** TUESDAY, 5 MARCH 2024  
**Time:** 10.30 am  
**Venue:** LIVERY HALL - GUILDHALL

4. **OUTSTANDING ACTIONS\***  
Report of the Town Clerk.

**For Information**  
(Pages 3 - 4)

12. **CONSIDERATE LIGHTING CHARTER UPDATE\***  
Joint report of the City Surveyor & the Interim Executive Director, Environment.

**For Information**  
(Pages 5 - 24)

13. **LEVELLING UP AND REGENERATION ACT\***  
Report of The Remembrancer.

**For Information**  
(Pages 25 - 32)

14. **GENERAL MICROMOBILITY UPDATE AND ACTIONS FOR IMPROVING DOCKLESS BIKE HIRE IN THE CITY\***  
Report of the Interim Executive Director, Environment.

**For Information**  
(Pages 33 - 48)

15. **BUSINESS PLAN 2023/24 PROGRESS REPORT (PERIOD 2, AUGUST – NOVEMBER 2023)\***  
Report of the Interim Executive Director, Environment.
- For Information**  
(Pages 49 - 60)
16. **RISK MANAGEMENT UPDATE REPORT\***  
Report of the Interim Executive Director, Environment.
- For Information**  
(Pages 61 - 76)
17. **PUBLIC LIFT & ESCALATOR REPORT\***  
Report of the City Surveyor.
- For Information**  
(Pages 77 - 80)
18. **TO NOTE THE MINUTES OF THE PLANNING APPLICATIONS SUB-COMMITTEE - 26 JANUARY 2024\***
- For Information**  
(Pages 81 - 92)
19. **TO NOTE THE DRAFT PUBLIC MINUTES OF THE STREETS AND WALKWAYS SUB-COMMITTEE - 30 JANUARY 2024\***
- For Information**  
(Pages 93 - 106)
23. **TO NOTE THE DRAFT NON-PUBLIC MINUTES OF THE STREETS AND WALKWAYS SUB-COMMITTEE - 30 JANUARY 2024\***
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(Pages 107 - 108)

**Ian Thomas CBE**  
**Town Clerk and Chief Executive**

## PLANNING AND TRANSPORTATION COMMITTEE – OUTSTANDING ACTIONS

Item	Date	Action/ Responsible Officer	Progress Update and Date to be progressed/completed
1	17 Nov 2020, 15 Dec 2020, 5 Jan 2021, 26 Jan 2021, 16 Feb 2021, 24 Feb 2021, 9 March 2021, 30 March 2021, 22 April 2021, 12 May 2021, 8 June 2021, 29 June 2021, 20 July 2021, 7 Sept 2021, 21 Sept 2021, 26 Oct 2021, 16 Nov 2021, 14 Dec 2021, 11 Jan 2022, 1 Feb 2022, 22 Feb 2022, 26 April 2022, 17 May 2022, 7 June 2022, 1 July 2022, 19 July 2022, 20 Sept 2022, 11 Oct 2022, 1 Nov 2022, 10 Jan 2023, 7 March 2023, 11 May 2023, 18 July 2023, 3 October 2023, 21 November 2023, 12 December 2023, 31 January 2024, 5 March 2024.	<p style="text-align: center;"><b><u>Member Training</u></b></p> <p style="text-align: center;"><b>Chief Planning Officer and Development Director / Director of the Built Environment</b></p> <p>A Member questioned whether there would be further training provided on Daylight/Sunlight and other relevant planning matters going forward. She stated that she was aware that other local authorities offered more extensive training and induction for Planning Committee members and also requested that those sitting on the Planning Committee signed dispensations stating that they had received adequate training.</p> <p>The Chair asked that the relevant Chief Officers consider how best to take this forward. He also highlighted that the request from the Town Clerk to all Ward Deputies seeking their nominations on to Ward Committees states that Members of the Planning &amp; Transportation Committee are expected to undertake regular training.</p>	<p><b>UPDATE: (5 March 2024):</b></p> <p>New Committee Members are provided with training on key aspects. A programme of wider Member training was implemented in 2023. The first of the recordings (regarding Material Planning Considerations) were sent to members with a Q&amp;A on this topic prior to the 11 May 2023 Planning and Transportation Committee meeting. The next member training material on fire safety has been arranged for 29 February 2024. Heritage training is being arranged for Quarter 1 2024.</p>

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<b>Committee(s):</b> Resource Allocation Sub-Committee <b>for discussion</b> Communications and Corporation Affairs Sub-Committee <b>for information</b> Planning and Transportation Committee <b>for information</b>	<b>Dated:</b> 24 January 2024 28 February 2024  5 March 2024
<b>Subject:</b> Considerate Lighting Charter Operational Property Update	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1, 2, 5,11,12
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>No</b>
<b>Report of: City Surveyor &amp; Executive Director for Environment</b>	<b>For Information</b>
<b>Report author:</b> Graeme Low – Head of Energy and Sustainability Rob McNicol – Assistant Director of Planning Policy and Strategy	

## Summary

The Lighting Supplementary Planning Document ('SPD') was adopted 24 October 2023, and this document includes a Considerate Lighting Charter ('Charter') which the City Corporation encourages those involved in lighting in the City, particularly the owners, managers and occupiers of existing buildings, to commit to.

The Charter is a voluntary commitment and includes nine actions for existing buildings to commit to ensure achieving the right light, in the right place at the right time in the City, and this includes turning lights off when not in use, particularly in internal commercial spaces outside of operational hours.

This paper includes a background to the Charter, implications for the relevant identified City buildings including a summary of potential costs, and a draft programme for interventions.

This paper seeks to inform Members of the likely steps needed for implementing the Charter in identified City of London Corporation operational buildings and the implications of the Charter to 'lead by example'.

## Recommendations

The Resource Allocation Sub Committee is asked to:

- Note the anticipated steps outlined in Appendix 3 for implementing the Charter for the relevant City of London Corporation operational buildings.

- Note the further work needed to confirm the full implications relating to the adoption of the Charter.
- Note the commitment to the production of a further paper setting out in more detail any funding request to initiate surveys and determine an accurate capital cost to implementation (aiming for Q1 24/25).
- Note the intention to continue to promote the Considerate Lighting Charter via existing channels to encourage adoption and sign up while the work to achieve compliance by the City Corporation is ongoing, and the intention to explore with stakeholders any potential barriers that are preventing them from signing up to the Charter; and the potential for future consideration of a wider publicity campaign.

## **Background**

1. In October 2023, the City of London Lighting Supplementary Planning Document (SPD) was adopted following approval by the Planning and Transportation Committee.
2. The Lighting SPD provides guidance for developers on lighting buildings and the spaces between them. It will help developers to meet the requirements of the Development Plan policies that relate to lighting. It covers the design, delivery, operation, and maintenance of artificial light within the City of London.
3. As part of the adopted SPD, a 'Considerate Lighting Charter' has also been included (appendix 1). The Charter gives an opportunity for building owners, managers and occupiers to make a strong commitment to manage their lighting systems in ways that make a positive contribution to the City of London.
4. For existing buildings where no new development is proposed, the City Corporation has no legal powers to enforce adherence with the Charter. Building owners, managers and occupiers would, however, incur reputational damage if they were to sign up to the Charter but not adhere to the commitments it contains. The Charter does not change, or in any way undermine, the City's Environmental Health function, which will continue to investigate complaints of intrusive light and take enforcement action where necessary.
5. The Charter includes nine commitments, both short and longer term, for existing building occupiers to 'achieve the right light, in the right place at the right time'. This is organised into three categories: 'Manage lighting well'; 'Review our lighting system'; and 'Minimise the impacts of our lighting'. The first action is to ensure lights are turned off when not in use including internal commercial spaces outside of operational hours, and for external lighting, which is required to be on, to comply with curfew times within the Lighting SPD. Curfew times range from 10pm to midnight depending on the area.

6. Signing up to the Charter is a good faith commitment to undertake a range of actions. It is not expected that signatories would have completed actions upon signing up to the Charter but signatories would be expected to regularly monitor and publish their progress against the actions they have committed to.
7. In January 2020, the City of London Corporation set out on a fast-paced, cross-City Corporation journey to develop an ambitious Climate Action Strategy (CAS). The Considerate Lighting Charter broadly aligns with the aims of the CAS and provides additional strategic support.

### **Current Position**

8. The consultation has been completed and a final version of the SPD was prepared and approved at the Planning and Transportation Committee on the 18 July 2023. A final version of the Considerate Lighting Charter has also been produced and was submitted for final approval alongside the SPD at the Planning and Transportation Committee in July 2023.
9. This report details the implications of the Charter on the Operational Portfolio, sets out recommended course of actions to reach compliance with estimated costs and associated timeframes.
10. Officers in the City Surveyor's department and the Environment department have reviewed the required options to calculate costs, savings, and paybacks. These calculations have used industry standard benchmark data (CIBSE Guide F) for lighting energy consumption in buildings and have been applied to provide best and likely costs for lighting upgrades. Estimated costs for specialist consultants to investigate areas such as biodiversity impacts, nighttime glare etc. have been included, which will be refined following the conclusion of site surveys.
11. Details of the actions needed to implement, and the implications of the Charter are highlighted in appendices 2 & 3. Whilst the information here is subject to change, it has been based upon an initial high level desktop appraisal of the Charter, utilising recognised benchmarks for cost and energy savings.
12. The programme to compliance with the Charter is highlighted within appendix 4 and suggest that compliance will be reached within the reasonable period suggested. Beginning in Q1 24/25 and completing in Q4 27/28.
13. The summary of potential costs and savings are highlighted in appendix 5, and range between £8.5m - £13.2m capital. These numbers are estimates at this stage, they could be revised downwards following surveys determining accurately what is needed in terms of investment. It is anticipated that any capital investment required could be largely covered by Climate Action Strategy (CAS) funding and Cyclical Works Programme (CWP) backlog funding but this is subject to confirmation following further survey work.

14. Removing buildings that are likely to be disposed, or developed, by 2028 reduces this capital range to £7m and £11m.
15. A high-level review of the CWP lighting projects that have capital committed and waiting to be drawn down and are due to be completed before 2027 identified a further reduction of £4.3m can be removed which reduces the range further to £2.7m and £6.7m capital.
16. A review of CAS lighting projects that have capital committed and waiting to be drawn down for completion before 2027 identified a further reduction of £2.3m to be removed which reduces the range further to £0.4m and £4.4m capital, prior to survey reports confirming the likely cost.
17. Following the initial review of relevant City of London Corporation buildings, the following are in scope for this paper are<sup>1</sup>:

Mayor's Court	Artizan Street Library and Comm.Centre
Central Criminal Court	Barbican Arts Centre
CoL Magistrates Court	Bishopsgate Police Station
Barbican Estate Office	Mansion House
21 New Street	Roman Bath House
Guildhall Complex	Portsoken Community & Health Centre
Walbrook Wharf	Portsoken Pavilion
Temple Bar & Paternoster Lodge	City Information Centre, St Paul's
The Monument	

### Next Steps

18. The next step is to collate a specification for lighting surveys to be undertaken at these sites, to determine compliance. In conjunction with the Chamberlain, the budget to undertake the work over and above CAS and CWP will be required (paragraph 20). Surveys will be required to identify biodiversity impacts and mitigation measures, levels of light spill, control and colour temperature of existing lighting, and costs associated with any interventions required to comply with the Charter. Officers plan to return to Committee to seek approval for future stages in Q1 2024.
19. Ultimately, responsibility for delivering the programme within their building will sit with the site owner or premise controller with City Surveyors facilitating these conversations.

### Promoting the Lighting Charter

20. The Policy and Resources Committee received a report in July 2023 setting out a proposal to undertake an extensive and targeted promotional campaign for the Considerate Lighting Charter, with funding from the Policy Initiatives Fund. This was, however, withdrawn as it was considered that the Charter had received sufficient interest in the property sector and through press coverage. There are also concerns that promoting the Charter without the City

<sup>1</sup> Excluded buildings are investment group properties, warehouses, schools, residential, open spaces, theatres, markets, sold buildings, out of Square Mile, public toilets, car parks, street lighting.



Corporation signing up to it could prevent any campaign from reaching its full potential without the Corporation's clear leadership on this issue. Since this time, the City Corporation's Planning Division have continued to promote the Charter through their liaison with property groups such as the City Property Association and the City's Business Improvement Districts, although to date there have been no signatories to the Charter. Adoption of the Charter by the City Corporation for its operational property is a crucial step to demonstrate to other property owners that the requirements of the Charter are ambitious but achievable.

21. Once the timeline for the City Corporation to sign up to the Charter for its operational property is agreed, the Environment Department will seek to establish from relevant stakeholders including building managers, occupiers and businesses some further insight into potential barriers that are preventing them from signing up to the Charter. Subject to understanding what actions could support increased sign up and what policy or operational barriers may need to be addressed to enable businesses to support this initiative, Corporation Communications & External Affairs will consider submitting a paper to the Policy and Initiatives Fund, with the aim to fund a strategic communications campaign to help drive increased sign up and promotion of the City of London's leading role in this area.

### **Corporate and Strategic Implications**

22. **Strategic implications:** The Lighting SPD and Considerate Lighting Charter is in line with the aims and objectives of the 'environmental, targeted action and working with others' elements of the emerging City of London Corporate Plan and People Strategy 2024-29. This SPD will support the delivery of the current 2018-2023 Corporate Plan by ensuring that land-use decisions fully incorporate measures to ensure people feel, and are, safe, people enjoy good health and wellbeing, our spaces are secure, resilient, and well-maintained through the planning system (Corporate Plan, Outcomes 1, 2, 5, 11 and 12).
23. **Financial implications:** The Considerate Lighting Charter includes recommendations, many of which constitute best practice for lighting. This will have an individual impact on future projects, for which these recommendations will serve as guidance. In many cases, the recommendations will result in a lower operational cost. There are no commitments to fund works as part of adopting the Considerate Lighting Charter.
24. **Resource implication:** The resource required to understand lack of take up of the charter will be covered by existing roles. Specialist survey work will require additional outsourced resource which will be managed with existing internal resource. However, these are limited resources and as a result, this presents a risk to the timely introduction of the Charter.
25. **Equalities implications:** The Lighting SPD, including the lighting charter, has been subject to an equality screening exercise, which concluded that it would not have any negative impacts on those who share a protected characteristic. Any decisions regarding the approach to lighting on City Corporation's

Operational Buildings will be subject to the City Corporation's Public Sector Equality Duty 2010 and appropriate equality impact assessment where necessary.

26. **Climate implications:** The Lighting SPD and Considerate Lighting Charter will complement the City Corporation's Climate Action Strategy.
27. **Legal implications:** The Lighting SPD has been developed in line with the statutory requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012.
28. **Risk implications:** Failure to implement the Considerate Lighting Charter within the City Corporation's Operational Buildings will risk reputational damage and likely consequence that other organisations fail to adopt the Considerate Lighting Charter across the square mile.
29. **Security implications:** There are no security implications arising from this report. Additional lighting as part of security measures is considered carefully before being implemented, any reduction in external lighting must not compromise safety and security.

## Conclusion

30. This paper seeks to inform Members of the likely steps needed for implementing the Charter in identified City of London Corporation operational buildings and to the initial implications of the Charter to 'lead by example'.
31. City Surveyors will produce a paper and collaborate with other City of London Corporation departments to produce a future paper planned by Q1 24/25 requesting funding for the commissioned surveys and to implement any no cost measures as soon as possible. An update will be prepared for information for the Planning and Transportation Committee for the separate promotional activities for the Charter in due course.

## Appendices

- **Appendix 1** of this paper includes the adopted Charter within the Lighting SPD.
- **Appendix 2 and 3** includes the Charter requirements, impact, solutions, and implications.
- **Appendix 4** details a draft programme for works to relevant City buildings.
- **Appendix 5** outlines estimated costs for the identified works.

## Report author

- Graeme Low – Head of Energy and Sustainability, City Surveyors Department
- Rob McNicol – Assistant Director, Planning Policy and Strategy, Environment Department.

## Appendix A: Considerate Lighting Charter

### City of London Corporation

The City of London Corporation's Considerate Lighting Charter is a set of commitments that will help to ensure that buildings and public spaces in the Square Mile achieve the right light, in the right place, at the right time.

Building owners, managers and occupiers in the Square Mile are encouraged to sign up to this Charter. By doing so, they commit to undertaking the actions of the Charter within a reasonable timeframe.

These actions are the minimum required to comply with the Considerate Lighting Charter. More detailed guidance is available in the City of London Corporation's Lighting Supplementary Planning Document (SPD).

By signing up to the Considerate Lighting Charter, we commit to:

#### 1. Manage lighting well, by:

- 1.1. **Turning lights off when not in use.** Lights in unoccupied interior spaces, particularly commercial spaces, will not be left on unnecessarily. We will ensure external lighting accords with curfew times in the Lighting SPD.
- 1.2. **Installing control systems** such as passive infrared detectors (PIR) as part of a 'smart' lighting system designed in a way that minimises the amount of light used.
- 1.3. **Embedding good lighting management practice** in our facilities management teams and undertaking training for staff on how lighting systems should be operated.

#### 2. Review our lighting system, by:

- 2.1. **Carrying out an initial review** and updating it regularly, with the aim of minimising light spill, reducing energy consumption and carbon use, improving safety and character and ambience, and which considers equality, diversity and inclusion.
- 2.2. **Consulting neighbouring properties**, particularly those who are most affected by our lighting, as part of the review. We will publish information about changes to our internal and external lighting and provide contact details.
- 2.3. **Considering biodiversity**, through identifying the local context and adjusting our lighting system to limit impacts on biodiversity.

#### 3. Minimise the impacts of our lighting, by:

- 3.1. **Reducing glare and light spill for internal and external lighting**, through measures such as installing low-glare downlighting, louvres or blinds, and removing or reducing any internal lighting within 1.5 metres of the building facade.
- 3.2. **Procuring sustainable light fittings** that have the minimum embodied carbon and lowest operational energy, and can be easily repaired, replaced and recycled. We will consider 'lux leasing' and other circular economy approaches.
- 3.3. **Improving the performance of our lighting**, through avoiding cooler colour temperatures after dark; putting limits on the illuminance and brightness of external lights, and internal lighting that is visible from outside our building(s); and making external lighting efficient (in line with Building Regulations and/or BREEAM).



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## **Appendix 2 – Considerate Lighting Charter actions.**

### **1. Manage lighting well**

#### **1.1. Turning lights off when not in use**

In the City of London Corporation buildings covered by the Considerate Lighting Charter with an evening cleaning contract the cleaning staff will be asked to turn off lighting in unoccupied areas once they have finished cleaning the area. This is not applicable for those buildings with a morning cleaning schedule but a change to nighttime cleaning could be considered during contract renewal.

In buildings that have 24-hour security personnel will be asked to turn lights off in unoccupied areas when patrolling the building.

For buildings with manual light switching a 'Switch It Off' campaign will be launched to encourage staff members to turn lights off. Typically, these campaigns are based around saving energy and have a limited impact. As this is based around the Lighting Charter requirements it could get additional 'buy in' from staff however, this would need to be monitored. If existing, suitable sub-metering is available a competitive element with floors competing to save energy could be instigated (or a 'name and shame' nighttime audit process).

#### **1.2. Installing control systems**

For the buildings being considered a number already have automated lighting controls in place. These controls will be Passive Infra-Red (PIR) controls that detect movement and turn lighting on or off accordingly, LUX detection that turns lighting off if sufficient natural lighting already exists or a combination of both. The figures given in Appendix 5 show the likely costs to retrofit these controls into buildings that do not already have them in place either through single controllers that cover an area of the building or, if the luminaires are dated and need replacing, with energy efficient LEDs with individual controls per luminaire to provide more granular control.

This type of lighting control is typical in modern office installations and so would be installed as and when building spaces are refurbished. In non-office spaces these controls might not always be appropriate for the function/use of the space but would be considered for the back of house areas.

#### **1.3. Embedding good lighting management practice**

For the City of London Corporation buildings covered by the Considerate Lighting Charter this commitment will require training employees and on-site staff (security and cleaning) to avoid overriding automated controls. The nature of staff churn in on-site roles means training would need to be refreshed regularly. This training would need to operate alongside embedding a 'Turn It Off' culture throughout the organisation to ensure that all building users work to reduce lighting operation.

### **2. Review our lighting system**

## **2.1. Carrying out an initial review**

Lighting surveys have already been undertaken in a number of the operational buildings that are being reviewed as part of the Cyclical Work Programme, Climate Action Strategy or Build Back Better programme.

For other buildings not yet upgraded a lighting survey will identify existing internal and external lighting and provide costs to replace it with modern LED fittings with controls to reduce operation or turn them off. The lighting survey will identify glare issues and will recommend luminaires with minimal light spillage outside of the intended areas whilst providing a safe, ambient, and characterful space to enhance the intended use.

Specialist Equality, Diversity and Inclusion consultants will be utilised to identify any specific requirements for users with, but not limited to, protected characteristics, intersectional experiences or cultural differences. This requirement is likely to be limited to external lighting of outside spaces as it will have already been considered for inclusion within buildings.

## **2.2. Consulting neighbouring properties**

To allow the City of London Corporation operational buildings to achieve the Lighting Charter commitments the approach to consulting neighbouring properties is being assessed. This may include using building managers to engage with their immediate neighbours to better understand external impacts of their buildings lighting alongside other channels of communication, including email and letters as appropriate. A survey template will be designed to capture responses in a structured way for comparison. Based on these conversations the building manager will provide information to these neighbours about any proposed changes to internal and external lighting and provide contact details should any changes create an unwanted impact.

## **2.3. Considering biodiversity**

To understand the impact of a buildings lighting on local biodiversity an external specialist consultant will be employed to undertake dark period site visits throughout the year to review and assess any impacts of biodiversity from a buildings lighting. Budget costs for this will be requested but are anticipated as between £30-£50k could be required to assess fully the impact on Biodiversity in relation to lighting from City of London operational buildings.

# **3. Minimise the impacts of our lighting**

## **3.1. Reducing glare and light spill for internal and external lighting**

A lighting design survey for a new lighting installation will consider, and mitigate, the impacts of glare for internal users of the building. External lighting, and the impacts of internal lighting on the surrounding external space, will be reviewed as part of a building lighting audit (2.1 Carrying out an initial review) and following feedback from neighbouring properties (2.2. Consulting neighbouring properties).

City of London Corporation buildings covered by the Considerate Lighting Charter that have blinds or curtains installed, and have nighttime cleaning regimes or on-site security, will be required that these staff members check these at a set time each evening and close if required. Additionally, we will use staff networks and COLNET to promote good practice among staff and encourage lights to be turned off where not in use and blinds closed in the evening where fitted. Those buildings without blinds, will be surveyed to assess the cost of installation quotes to purchase and install them with staff required to close them at set periods.

Existing external lighting will be assessed and where necessary replaced with luminaires that have zero upwards light leakage and installed on timers to comply with lighting curfews.

### **3.2. Procuring sustainable light fittings**

The City of London Corporation procurement team will check the market and specify that any luminaire purchased for projects within our buildings are compliant with a sustainability accreditation body that covers all aspect of the luminaire from construction, operation and recycling at its the end of life.

### **3.3. Improving the performance of our lighting**

All City of London Corporate buildings that are covered by the Lighting Charter will be assessed for the performance of their lighting regarding the temperature/colour of the light provided (between 2,300K and 4,000K), the illuminance and brightness and the efficiencies to ensure that they are within the recommendations of BREEAM and/or Building regulations.

Improving the performance of our lighting will encompass the findings from reviewing our lighting systems to improve the efficiency, control, effects of glare and spill. This will fall under a project to refurbish non-compliant lighting systems generally to adhere to the lighting charter. The Operations department of City Surveyors has been asked to estimate the cost impact of this with the results shown in Appendix 5. However, it must be noted that due to the size of the estate and the potential variety in systems which may or may not comply, this estimate has necessarily been based on benchmarks and rough cost data from existing projects and therefore will have a wide range of accuracy.

The cost of improving lighting systems to comply with the charter ranges from a best case of £8.5m (where all lights can be simply retrofitted) to £13.2m (where more complex work is required to wiring and distribution). This takes into account (i.e. does not include) funds already spent and planned through Climate Action related projects to bring efficient lighting at Guildhall and Barbican, as well as upcoming funds planned on lighting in the Cyclical Works Programme, which amount to approx. £7m.

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### Appendix 3 – Lighting Charter potential financial requirements and other implications.

<u>Item</u>	<u>Charter Requirement</u>	<u>Solution</u>	<u>Responsible Department and Implications</u>
1.1	Turning lights off when not in use	<p>Include task within Security contract to monitor and switch off unnecessary lighting</p> <p>Embed a 'Turn It Off' culture within the organisation</p>	<p>Responsible: Facilities Management</p> <p>Potential financial implication: None</p> <p>Resource implication: None</p>
1.2	Installing Control Systems	<p>Retrofit PIR detection systems on existing lighting circuits where possible, based on findings from “Carrying out an initial review of lighting system”</p> <p>Follow good practice and Climate Action Design Standards for new installations</p>	<p>Responsible: Minor Works</p> <p>Potential financial implication: See task 3.3</p> <p>Resource implication: Additional project management resource required</p>
1.3	Embedding Good Lighting Management Practice	<p>Training employees and on site staff (security and cleaning) on how any automated lighting system works to avoid them overriding any automated controls.</p> <p>Embed a 'Turn It Off' culture within the organisation.</p>	<p>Responsible: Facilities Management</p> <p>Potential financial implication: TBC</p> <p>Resource implication: TBC</p>
2.1	Carrying out an Initial Review of Lighting System	Commission lighting survey on existing installation, to provide recommendations on upgrades to improve the performance of Lighting.	<p>Responsible: Energy Team</p> <p>Potential financial implication: £100k</p> <p>Resource implication: TBC</p>

<b><u>Item</u></b>	<b><u>Charter Requirement</u></b>	<b><u>Solution</u></b>	<b><u>Responsible Department and Implications</u></b>
2.2	Consulting Neighbouring Properties	Engage with all stakeholders via most appropriate mechanism (discussion forum, email campaign, door stepping etc).	Responsible: City Surveyors  Potential financial implication: None  Resource implication: None
2.3	Considering Biodiversity	Commission biodiversity survey with specialist provider with emphasis on lighting impacts - this maybe a service offered by lighting design company.	Responsible: City Surveyors  Potential financial implication: £50k  Resource implication: None
3.3	Reducing Glare and Light Spill	Commission lighting survey on existing installation to ascertain impact of buildings on glare and light spill according to planning standards.  Instruct security to close blinds as part of rota. Install blinds and curtains where this is not the case.	Responsible: Operations Group  Potential financial implication: £30k - £50k  Resource implication: None
3.2	Procuring Sustainable Light Fittings	Ensure lighting standards according to this charter are met when procuring light fittings.	Responsible: Procurement  Potential financial implication: None  Resource implication: None

<u>Item</u>	<u>Charter Requirement</u>	<u>Solution</u>	<u>Responsible Department and Implications</u>
3.3	Improve the Performance of our Lighting	Implement the findings from “Carry out an initial review of lighting system”	<p>Responsible: Minor Works</p> <p>Potential financial implication: £8.5m-£13.2m</p> <p>Resource implication: Additional project management resource required.</p>

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Appendix 4. Programme Gantt Chart

Delivery Plan (Gantt chart) FY2023/24 - FY2026/27						FY 24/25				FY 25/26				FY 26/27				FY 27/28			
Task	Task Name	Responsible	Start Date	End Date	Output / Key milestones	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project Stage 1																					
1.1	Turning off lights when not in use	Facilities Management			• Review security and cleaning staffing arrangements and routines																
					• Instruct respective teams to switch lights off as part of a daily routine																
					• Design and produce publicity for "Switch it Off" campaign																
					• Install sub metering of lighting circuits to enable monitoring																
1.2	Installing Control Systems	Minor Works			• Review results from task 2.1																
					• Consult with respective buildings and departments																
					• Procurement and execution of design work																
					• Approval of budget																
					• Delivery																
1.3	Embedding Good Lighting Management Practice	Facilities Management			• Mobilisation of staff																
					• Regular training sessions																
2.1	Carrying out an Initial Review of Lighting System	Energy Team			• Scoping and soft market testing for study																
					• Gain approval for project budget																
					• Procurement of provider																
					• Carry out study																
2.2	Consulting Neighbouring Properties	Planning			• Identify key neighbours and suitable contacts																
					• Design publicity and engagement																
					• Undertake engagement pieces																
					• Review information received back and ascertain any impact on review of lighting system																

[illegible]

## Appendix 5. Summary of potential costs

	<u>Calculated lighting consumption at building type</u> kWh per annum	<u>Calculated energy savings</u> kWh	<u>Calculated cost savings per year</u> £	<u>CO2 Saving per year</u> Tonnes CO2e	<u>Best Case - Calculated cost to replace lighting</u> £	<u>Best Case - Simple payback</u> years	<u>Likely Case - Calculated cost to replace lighting</u> £	<u>Likely Case - Simple payback</u> years
Mayor's Court	39,995	24,125	6,755	3	40,825	6.0	63,448	9.4
Central Criminal Court	963,827	581,377	162,786	79	983,822	6.0	1,529,022	9.4
CoL Magistrates Court	42,150	25,425	7,119	3	43,024	6.0	66,867	9.4
Barbican Estate Office	27,522	16,601	4,648	2	28,093	6.0	43,661	9.4
21 New Street	223,614	134,883	37,767	18	228,253	6.0	354,743	9.4
Guildhall Complex	1,866,208	1,125,690	315,193	154	1,904,923	6.0	2,960,566	9.4
Walbrook Wharf	507,584	306,173	85,728	42	518,114	6.0	805,235	9.4
Artizan Street Library and Community Centre	46,348	27,957	7,828	4	47,310	6.0	73,527	9.4
Barbican Arts Centre	3,584,909	2,162,405	605,473	295	3,659,278	6.0	5,687,125	9.4
Bishopsgate Police Station	586,648	353,864	99,082	48	598,818	6.0	930,662	9.4
Mansion House	420,025	253,358	70,940	35	428,738	6.0	666,330	9.4
Roman Bath House	14,146	8,533	2,389	1	14,439	6.0	22,441	9.4
Portsoken Community & Health Centre	4,422	2,667	747	0.4	4,514	6.0	7,015	9.4
Portsoken Pavilion	7,150	4,313	1,208	0.6	7,298	6.0	11,343	9.4
City Information Centre, St Paul's Churchyard	2,860	1,725	483	0.2	2,919	6.0	4,537	9.4
Temple Bar & Paternoster Lodge	2,684	1,619	453	0.2	2,740	6.0	4,258	9.4
The Monument	418	252	71	0.0	427	6.0	663	9.4
<b>TOTAL</b>		<b>5,030,968</b>	<b>1,408,671</b>	<b>687</b>	<b>8,513,535</b>	<b>6.0</b>	<b>13,231,445</b>	<b>9.4</b>
<b>TOTAL minus disposed/developed by 2028 buildings</b>		<b>4,186,498</b>	<b>1,172,219</b>	<b>572</b>	<b>7,084,502</b>	<b>6.0</b>	<b>11,010,490</b>	<b>9.4</b>

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<b>Committee(s):</b> <b>Planning and Transportation Committee</b>	<b>Dated:</b> <b>5 March 2024</b>
<b>Subject: Levelling Up and Regeneration Act 2023</b>	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	6 9 11 12
<b>What is the source of Funding?</b>	
<b>Report of: Remembrancer</b>	<b>For Information</b>
<b>Report author: Philip Saunders, Parliamentary Affairs Counsel</b>	

## Summary

1. This Report deals with planning matters in the Levelling Up and Regeneration Act.
2. Overall, the Act creates a skeleton framework to which details will be added by subsequent regulations. The first step in the Act's implementation happened on Boxing Day 2023 when some ministerial regulation-making powers came into force. The regulations themselves, generally, have not yet been brought forward.
3. In summary, the Act:-
  - a. establishes the Infrastructure Levy (IL), in the long-term replacing CIL, (but will not replace the London Mayoral CIL)
  - b. introduces National Development Management Plans and supplementary plans
  - c. seeks to reduce the complexity of and time period for preparation of local plans
  - d. creates digital planning approaches to applications and consultations

- e. re-states an existing power for planning authorities to issue completion notices (these provisions will come into force at a future date to be announced)
  - f. gives planning authorities a new power to decline to determine applications (this power is not yet fully in force)
  - g. Extends the time limit for enforcing breaches of planning control in England to 10 years for enforcement of building operations and unauthorised change of use of a building to a dwelling (these provisions will come into force at a future date to be announced)
  - h. creates a power for the government to make regulations requiring developers to submit commencement notices to a planning authority specifying the date that development is expected to start (these provisions will come into force at a future date to be announced)
  - i. strengthens protection for ancient woodland (in force by 26 January 2024)
  - j. replaces Environmental Impact Assessments, Sustainability Appraisals and Strategic Environmental Assessments with Environmental Outcome Reports
  - k. permits “non-substantial changes” to planning permissions (these provisions will come into force at a future date to be announced)
  - l. makes changes to compulsory purchase orders so that the acquiring authority can seek a direction that the compensation is to take no account of prospective future planning permissions, except for subdivisions of dwellings
  - m. Strengthens heritage and environmental protections
4. The matters of most interest to the Corporation are discussed below.

### **Recommendation(s)**

5. To note this Report.

### **Main Report**

#### **Political Background**

6. Despite receiving broad cross-party support, the Bill became mired in parliamentary wrangling and was subject to many hundreds of government amendments, including on its final day in Parliament. In the House of Lords alone, scrutiny lasted 24 days and considered over 1000 amendments.
7. During Second Reading in the Lords, Baroness Scott of Bybrook for the government said the “principal” planning measure was to give greater weight to the development plan when decisions on applications are made, so that there must be strong reasons to override the plan.
8. Scott explained that the provisions were intended to speed up adoption of and increase engagement in the production of local plans. She highlighted the strengthened powers for local planning authorities to act against unreasonably slow development. A new Infrastructure Levy would be set locally and permit authorities to set different rates according to the nature of development.
9. Labour gave a cautious welcome to the planning provisions in the Bill. Labour’s Baroness Taylor called for local communities to have a greater say in local housing provision. She added her voice to those concerned that the Infrastructure Levy would create excessive administrative uncertainty if introduced in one go, and not generate as much money from developers as the current CIL and s106 systems. Late in the Bill’s proceedings, it became clear from government amendments that the Infrastructure Levy would be introduced slowly and only after local pilots.
10. For the Lib Dems, Baroness Thornhill expressed scepticism about the provisions and felt it would not meet expectations, suggesting that the Bill was “like getting a soft Christmas present—you are hoping for a silk scarf but you get socks”. Lord Shipley (LD) felt the Bill may help to improve planning issues but was sceptical about whether it would lead to building more homes.

### **The Infrastructure Levy**

11. One of the main elements of the Act is the Infrastructure Levy (IL), which creates a new charge on development that is applicable to developer contributions towards affordable housing and infrastructure. The IL would bring about a substantial change in processes surrounding developer contributions, but the policy is subject to three important caveats. First, the Government has indicated a 10 year trial period for IL and, second, that s106 agreements would run alongside IL and be used to support delivery of the largest or most complex sites. Third, the

Labour party has indicated it will repeal the IL provisions if it forms the next administration.

12. The existing regimes of Community Infrastructure Levy and s106 contributions will continue to operate until such time as the IL is introduced. Sites granted planning permission before the introduction of the new Levy will continue to be subject to their CIL and S106 requirements.
13. The government's stated intention is that, when introduced, the IL will be capable of delivering at least as much affordable housing as the existing system of developer contributions. IL will be a charge based on the gross development value rather than on the measurement of floorspace. Developers are likely to request estimates of IL ahead of any development, because otherwise developers will have no sense of their likely liability (because that will not be known, in most cases, until a development has been completed or sold). The Act allows developers to pay a proportion of their IL contributions in-kind as onsite affordable housing.
14. Only the framework of the IL is set out in the Act. Details will be set out in regulations to be brought forward at a later date. The initial phase of IL roll out is proposed for 2025/26, with a target for full rollout from 2030.

### **Changes to planning policy**

15. The Secretary of State said the Act will deliver "a faster and less bureaucratic planning system", and discussions on planning dominated debates in Parliament.
16. A set of National Development Management Policies (NDMPs) will be introduced, which will set policies at a national level and sit alongside local plan policies in decision-making. Local plans will be subject to a standardised procedure designed to simplify and speed up production. This might mean that the government takes the lead in determining when plan processes are commenced. The government has indicated that, at least initially, parts of the current National Planning Policy Framework will be carried over to the NDPMs.
17. Current planning legislation allows departures from the development plan where material considerations indicate that the departure is warranted. In the future, decisions must be made in accordance with the development plan and national development management policies, unless material considerations 'strongly' indicate otherwise.

This introduces a new approach in which consideration of the NDMP must take place at the outset and an assessment must be made of what material considerations indicate. In this context, it seems likely that much debate will focus on the definition and interpretation of 'strongly'. In this context, there is some industry concern about what impact these changes might have. In the event of conflict between the local plan policy and NDMPs, NDMPs will have primacy.

18. In the future, the current duty to cooperate, which currently sets out the basis for cooperation between planning authorities, will be repealed. The duty will be replaced by a different regime, which the government states will have greater flexibility. However, there is no information about what a new regime might look like, nor is there an indication of how a new regime might encourage cross-border planning work between planning authorities.
19. All development plans will be required to have regard to local nature recovery strategies and biodiversity. The requirements to "have regard" could mean that planning authorities ask for additional requirements or mitigations as part of a planning and development process. This requirement will come into force after regulations and guidance are brought forward.
20. At present 'supplementary planning documents' (SPDs) do not have the weight of a development plan. In the future, after regulations are made and come into force, that regime will be replaced by supplementary plans, which may be produced as part of the local planning process. The new supplementary plans will be used to address site-specific needs or opportunities which require a new planning framework to be prepared quickly (like a new regeneration opportunity). Planning officers note that the scope of supplementary plans seems more limited than SPDs and that planning authorities might have less flexibility in the future. In a further change, supplementary plans will be part of the development plan. Supplementary plans will be subject to an examination process, which has the potential to add complexity to the planning system as well as imposing a cost on planning authorities.
21. New digital planning processes, welcomed by the City Corporation, will be set out in secondary legislation, requiring planning authorities to adopt common formats for the data they publish on line. The intention is to ensure that information is transferable and universally understandable. Common presentation of open data is intended to encourage data analysis across planning areas.
22. There are a raft of provisions in the Act that will come into force on a later date appointed by the Secretary of State. A considerable volume

of associated guidance will also be required prior to implementation. The provisions that are coming into force at a later date include, that

- a. development plans must have regard to the need to mitigate and adapt to climate change
- b. design codes must be included in the development plan
- c. supplemental plans will be subject to less scrutiny than primary plans.

### **Planning Practice**

23. In the future, once regulations giving full effect to the requirement are made and in force, developers will be required to provide information to planning authorities about when work on a development is likely to commence. This is intended to improve the knowledge that an authority has about developments in its area. This change may be seen as complementary to the power for planning authorities to issue completion notices even before the initial three-year commencement period has lapsed if the authority believes that the development will not be completed within a reasonable period. Planning authority powers are further strengthened by a new power to decline to determine planning applications from applicants who have previously not implemented a permission or who have sought to carry out the development, in the words of the minister, “unreasonably slowly”.

### **Beautiful Places and Environmental Provisions**

24. Every local authority will be required to produce design requirements (often referred to as a code) that should be met for planning permission for development to be granted. This will be part of the local plan or as a new supplementary plan. All areas will be required to have design codes, however there will be flexibility regarding the number of codes that may apply in any area. For example, a single design requirement may apply to an entire planning authority area or there may a patchwork of codes with differences between them. Codes may be general or specific. For example, highly sensitive locations might have a detailed code, whilst unexceptional areas might be covered by a more generic code. Design codes must be included in development plans (described above).
25. The government's intention is that the Office for Place (created to help improve the beauty of developments) will have a role in supporting

planning authorities and communities to deliver design codes and "better design outcomes". In January 2024 the Office for Place published templates and its learning from pilot activities.

26. Overall, the framework set out in the Act indicates that cultural and environmental protections will be maintained or increased. Heritage, archaeological, environmental and architectural groups have broadly welcomed a new layer of protection for historic and heritage sites. The Act places a requirement on planning authorities to prepare and maintain an Historic Environment Record (HERs) for their area. These mandatory records will be a public register of important sites, including listed buildings, conservation areas, ancient monuments, world heritage sites and protected gardens and land.
27. In an associated move, the Act provides that planning authorities must have 'special regard' to the desirability of preserving or enhancing heritage assets.
28. Since 1998, developers have been subject to EU-inspired Environmental Impact Assessments (EIAs), which evaluate the potential consequences of a development on the environment and on human health. Under the Act, EIAs will be replaced by Environmental Outcomes Reports (EORs) once regulations are brought forward to give effect to EORs. Whilst the detail will be provided in regulations, the new regime will require an appraisal of the outcomes of development projects and schemes. The outcomes will relate to matters such as heritage protection and the natural environment. An EOR must include steps which will be taken to avoid, mitigate or compensate for any effects of a development.
29. In late amendments in the Lords, additional protection was given to chalkstreams and national parks. Areas of outstanding natural beauty were given extra protection thought reinforcing existing protected landscape management plans.

### **Conclusion and Miscellaneous Matters**

30. With a general election on the horizon, some questions must arise as to whether much of the Act, contingent as it is on secondary legislation for delivery, will ever come into force if there is a change of government.
31. Alongside the Bill, the government has
  - a. proposed an increase to planning fees for major and minor applications by 35% and 25% respectively. These increases will be subject to consultation

- b. indicated that nature protection policies will be better integrated into plan-making and decisions, including, for instance, biodiversity net gain policies and the inclusion of Local Nature Recovery Strategies
- c. stipulated that the timetable for local plan production will be 30 months, updated at least every five years. During this period, there will be a requirement for two rounds of community engagement before plans are submitted for independent examination. This process will be phased-in so that cohorts of planning areas will adopt the approach at different times.

### **Consultation**

32. The Planning and Development department has been consulted in the preparation of this Report.

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<b>Committee:</b> Streets & Walkways Sub Committee – For decision Planning & Transportation Committee – For information	<b>Dated:</b> 30 January 2024 5 March 2024
<b>Subject:</b> General micromobility update and actions for improving dockless bike hire in the City	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	9
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>£</b>
<b>What is the source of Funding?</b>	<b>n/a</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>Y/N</b>
<b>Report of:</b> Interim Executive Director Environment	<b>For Information</b>
<b>Report author:</b> Giacomo Vecia, Senior Strategic Transportation Officer	

## Summary

Micromobility is a term that references transportation using lightweight, low speed vehicles such as bicycles or scooters, especially electric ones, that may be borrowed as part of a self-service scheme in which people hire vehicles for short-term use.

'Dockless cycle hire' is a generic term for a short-term cycle hire scheme, similar to Santander Cycles, but with no on-street docking infrastructure. Dockless cycle hire schemes fall outside the existing legislative framework and the City Corporation does not have powers to prevent dockless cycle hire schemes from operating in the City.

In 2020 dockless cycle hire operators Lime and HumanForest (now Forest) were given approval to operate in the Square Mile as a mechanism to facilitate constructive engagement. Since then, City workers, residents and visitors have made over two million trips using dockless cycles.

In autumn 2022 a review of Lime and Forest's operations was undertaken following concerns raised by officers and Members and external complaints regarding dockless cycle hire in the City. In January 2023 it was agreed by Members to renew Forest's approval status and extend the review period on Lime's approval status until May 2023 to determine whether they were continuing to meet our requirements for dockless operators in the City. Members then agreed to renew Lime's approval status in July 2023.

Following Member briefing sessions with both Lime and Forest it was agreed to bring a report to this Committee proposing further short, medium and long term actions for improving dockless cycle hire operations in Square Mile.

The actions require immediate operational changes from operators to improve parking compliance and expand our data collection and reporting over the short term; look to increase in the number of available dockless vehicle parking locations in the medium

term; and over the longer term, facilitate ongoing collaboration with TfL, London Councils and central Government to support and champion additional regulatory, contractual and other powers to better manage dockless operations and operators active in the Square Mile.

### **Recommendation(s)**

Members of the Streets and Walkways Sub Committee are asked to:

- Agree the short-term actions laid out in paragraph 23, which seek to:
  - Implement a City-wide no-parking zone outside of approved parking areas
  - Establish rapid response areas
  - Enhance warning, fining and banning procedures
- Note the other actions laid out in paragraphs 23-27.

### **Main Report**

#### **Background**

1. Micromobility is a term that refers to modes of transport using lightweight and low speed vehicles such as bicycles or scooters, especially electric ones, that may be hired for short-term use. This includes dockless cycle hire and rental e-scooters.
2. The fact that no on-street docking infrastructure is required for dockless cycle hire and rental e-scooters offers users more flexibility and avoids the risk of not being able to end a ride due to a docking station being full. It also represents a challenge, as users of dockless cycle hire can leave bikes anywhere, potentially obstructing pavements.
3. While rental e-scooter schemes are, on a trial basis, regulated by the Department for Transport and Local Highways Authorities, dockless cycle hire schemes fall outside the existing legislative framework. The City Corporation does not have powers to prevent dockless cycle hire schemes from operating in the City. A summary of our legal powers relating to dockless cycles is provided in Appendix 1.
4. In 2019, two companies were given operational approval to operate dockless cycle hire schemes in the City following a competitive tender process – Beryl and Freebike. Both operators were only active in the Square Mile at the time of their launch in June 2019.
5. The City provided this operational status to these operators following issues with previously-active dockless bike operators, Mobike and Ofo, who had been present in London since 2017.
6. As is the case now, operational approval was considered the most appropriate way to constructively engage with a limited number of operators given the lack of powers to prevent any dockless cycle hire schemes from operating. This approach has also been successful in discouraging other operators operating in the Square Mile.

7. In late 2019, Beryl and Freebike's reported parking compliance suggested 89% of Beryl users and 87% of Freebike users ended their journeys in designated parking bays. Just under 20,000 trips were taken between the two operators over the course of the 6-month trial.
8. This compares with reported parking compliance rates of around 90-95% for Lime and Forest and combined ridership levels above 100,000 rides per month at present.
9. Following the departure of Freebike from the City in 2019, believed due to financial reasons, Members approved a refresh to the City's dockless cycle hire policy in December 2019. This allowed operators who satisfied the following conditions to apply to operate in the City:
  1. Agreement to meet certain SLAs, including but not limited to removing inappropriately parked bikes within agreed time limits and limiting overall fleet size
  2. Evidence of ongoing operations in an adjacent London borough with agreement from the borough
  3. Agreement to an upfront payment of funds and ongoing maintenance transfers to support dockless-related expenditures in the City
  4. Evidence of good financial standing and sufficient insurance and indemnity coverage
10. While meeting these criteria makes an operator eligible to apply for approval to operate a scheme in the City it is not a guarantee of operational approval. Consideration is given to the amount of available dockless vehicle parking in the City not currently allocated to other dockless cycle and rental e-scooter operators and the standing of the eligible operator with the City and other London Boroughs.
11. In early 2020, Beryl also ended their dockless hire scheme in the City due to high operational costs relative to income and in 2020 new operators Lime and HumanForest (now called Forest) were given approval to operate schemes in the City following a competitive selection exercise and formal agreement of the criteria listed above.
12. In autumn 2022 a review of Lime and Forest's operations was undertaken following concerns raised by officers and Members and external complaints regarding dockless cycle hire in the City.
13. In January 2023 Members agreed to renew Forest's approval status and extend the review period on Lime's approval status until May 2023 to determine whether they were continuing to meet our requirements for dockless operators in the City. Members then agreed to renew Lime's approval status in July 2023.
14. Since their approval statuses were first granted in 2020, Lime and Forest dockless bikes have been used for an estimated two million trips by City residents, workers and visitors and demand continues to grow. It is estimated that on average over 100,000 journeys are now made by dockless bikes in the City every month. This has contributed to both the increase in cycling observed in the City over the last three years and to challenges around parking supply and inappropriately parked dockless bikes on City streets.

15. We are working with Lime and Forest to ensure that best practice and innovation introduced by one operator is adopted by the other. We are also working closely with TfL and other London boroughs who have agreement with Lime, Forest or other dockless cycle hire scheme operators active in London to ensure industry best practice is adopted in the City.
16. Following discussions with dockless operators regarding parking bay capacity in the City, Members agreed in July 2023 to exploring permitting dockless bike users to end their journeys in selected under-utilised City bike parking racks (Sheffield stands). This proposal will help manage the demand for dockless bike parking while more dedicated dockless parking bays are identified and implemented. Works to identify suitable locations for trialling this approach are set to begin this month.
17. Efforts to adopt the pan-London dockless vehicle byelaw are not being progressed. In June 2023, London Council's Transport and Environment Committee agreed in principle to a single contract approach for e-bikes and e-scooters and to work with TfL and London local authorities on the design of the scheme, with the hopes of enabling a transition to a single contract in 2025. Further details of this approach are provided below in paragraphs 35-41.
18. In advance of this contract coming into effect and/or the Government introducing planned legislation, individual agreements with operators remain the most effective mechanism for managing dockless cycle hire in the City.

### **Actions to improve parking compliance and dockless operations in the City**

19. Following recent Member briefing sessions with Lime and Forest, it was agreed to bring a report to this Committee proposing short-, medium- and long-term actions for improving dockless operations in Square Mile.
20. Officers have prepared a series of potential actions for consideration by Members, summarised below. Members are asked to approve the actions outlined in paragraph 23 and note all other actions.
21. In summary, the actions require immediate operational changes from operators to improve parking compliance; seek to expand our data collection and reporting over the short term; aim to increase in the number of available dockless vehicle parking locations in the medium term; and, over the longer term, facilitate ongoing collaboration with TfL, London Councils and central Government to support and champion additional regulatory, contractual and other powers to better manage dockless operations and operators.
22. As dockless cycle hire schemes fall outside the existing legislative framework and the City Corporation does not have powers to prevent dockless cycle hire schemes from operating in the City (as outlined in Appendix 1), many actions listed below are dependent on compliance by operators.

### **Immediate actions (early 2024)**

23. The following actions are proposed for immediate undertaking:

- a. **A City-wide no-parking zone outside of approved parking areas** – establishing a City-wide no-parking zone for dockless cycles except for dockless bays and selected Sheffield stands. All areas beyond a reasonable buffer (proposed 6-10m to allow for standard GPS drift in some areas) around approved parking locations would be unavailable for ending dockless bike journeys, similar to how the e-scooter trial operates. Operators will be required to manage inappropriately parked bikes in accordance with the new no-parking zone, for example by not allowing users to end rides by locking the bike within the zone or through fines and charges. We will also work with operators to ensure the active management of dockless bays which are likely to exceed capacity at certain times while additional bay locations are being identified and installed.
- b. **Rapid response locations** – identifying additional sensitive locations that require operators to remove bikes within 90 minutes (in line with the timeframe for bikes identified as causing an obstruction), for example the High Walks and Bank junction.
- c. **Review warning, fining and banning procedures** – working with operators to review their approach to warning, fining and banning users to support the changes above.

24. In addition to the above, as previously agreed, we will allow dockless bikes to be parked at selected Sheffield stands and cycle parking areas on a temporary basis while additional dedicated dockless parking areas are identified.

25. Members are asked to approve the actions outlined above in points a to c, noting that it may take time for compliance to improve and that there may be complaints for hire scheme users as behaviours and habits adjust.

### **Short term actions (by mid 2024)**

26. The following actions are proposed to be undertaken in the short term by mid-2024:

- a. **New dockless vehicle parking spaces** – complete implementation of previously-approved spaces.
- b. **Audit kerbside space availability and parking occupancy** – Appointing consultants to identify potential locations for additional dockless vehicle parking places, including underutilised Sheffield stands/cycle racks and pay and display parking spaces.
- c. **Member walkabouts and information gathering** - working with Members to identify areas of poor dockless vehicle parking compliance and potential new dockless vehicle parking places in their wards
- d. **Dedicated dockless webpage** – creating a new webpage to provide additional information on dockless cycle and e-scooter rental schemes on the City of London Corporation webpage, including reporting procedures and general Q&As
- e. **Additional data collection and reporting** – enhancing City staff reporting and data collection processes on both appropriately and inappropriately parked bikes, building on existing procedures
- f. **Cycle and e-scooter campaigns** - planning and running cycle and e-scooter-themed campaigns in April and July, including:

- i. Training for dockless bikes and e-scooters users in the Guildhall Yard, held jointly with dockless operators.
- ii. Additional messaging for dockless scheme users by operators including via in-app messaging.
- iii. Additional public messaging from City of London Corporation and operator social media accounts and working with BIDs and other stakeholders to extend social media reach.
- iv. City staff undertaking additional reporting and collecting statistics on inappropriately parked bikes

### **Medium term (by late 2024/early 2025)**

27. The following actions are proposed to be undertaken in the medium term through to late 2024-2025:

- a. **Enhanced monitoring and data sharing** – working with operators to enhance monitoring of dockless schemes and greater real-time data sharing between operators and local authorities.
- b. **Additional dockless vehicle parking spaces** – delivery of additional dockless vehicle parking places as identified through kerbside review.
- c. **Supporting planning policies** - exploring changes to local plan guidance or provision of publicly accessible dockless vehicle parking places on private land
- d. **Potential enhancements to parking places with new technologies** - exploring new technologies such as Bluetooth masts and beacons and enhanced GPS sensing to improve parking compliance at dockless parking places

### **Long term (by 2026)**

28. The following actions are proposed to be undertaken over the longer term through to 2026:

- a. **Joining the pan-London joint dockless micromobility contract** - Potential participation in the pan-London joint dockless bike and e-scooter micromobility contract, set to create a single standard for dockless schemes across London and improve the ability of boroughs to enforce against poor parking compliance
- b. **Supporting and championing primary legislation** – working with TfL, London Councils and operators to support and champion for primary legislation focussed on micromobility providing regulatory and other powers for local authorities to manage dockless vehicle schemes.

### **Dockless bike scheme monitoring and data collection**

29. Operators regularly share operational and compliance data with Officers as part of ongoing monitoring and evaluation of their schemes. Members have expressed a desire for this operator data to be independently verified or regularly audited to ensure accuracy and validity.

30. City Officers undertake periodic bay occupancy audits to understand parking compliance and activity levels in and around our approved parking areas.

Beyond this, at present there are limited cost- and resource-efficient methods available to verify or audit data shared with us by operators.

31. Officers will seek to undertake periodic sampling to capture numbers of both inappropriately and appropriately parked bikes in small areas. This data may allow us limited ability to verify and audit operator data on percentages of dockless bike journeys that end with a bike appropriately or inappropriately parked, noting that data collected in this way is unable to account for bikes that are moved after a journey is ended.
32. London Councils and Transport for London are working to expand existing data sharing platforms, including PowerBI dashboards and the BlueSystems tool in use for the rental e-scooter trial, to better incorporate dockless bike data. However, without powers to compel operators to share this data there has been limited success in incorporating auditable data sources into these platforms.
33. Data auditing and verification will likely improve considerably once the joint dockless micromobility contract is live (likely 2025/26, outlined below), as these challenges and issues do not exist for rental e-scooter data that is already shared and managed through the BlueSystems platform.
34. City Officers will continue to work with London Councils, Transport for London and dockless operators to improve data sharing agreements and will seek to find alternative, cost- and resource-effective ways to better audit and verify the data that operators share with us.
35. City Officers will update Members of this Committee on a quarterly basis to share the data that we regularly receive from operators.

### **Pan-London joint dockless micromobility contract**

36. Issues with dockless bike schemes are not unique to the City. Roughly a dozen London boroughs and the City have met biweekly since 2019 to identify potential solutions and mitigations to poor dockless cycle hire scheme operational performance across London.
37. Following works undertaken by London Councils, Transport for London and several London local authorities, in June 2023 London Council's Transport and Environment Committee agreed in principle to a single contract approach for e-bikes and e-scooters and to work with TfL and London local authorities on the design of the scheme, with the hopes of enabling a transition to a single contract in 2025/26.
38. A single, coordinated contract would allow London local authorities to provide a high-quality service for residents, workers and visitors which can harness the potential of these modes and control how vehicles are parked in lieu of additional powers granted by central legislation.
39. This approach has been successfully introduced in the e-scooter trial. The following factors will seek to guarantee operator compliance:
  - a. a legally binding contract with clear rules and expectations

- b. one set of rules across London for operators and for users
  - c. central capacity to manage the contract and measure performance through TfL and London Councils
40. This proposal would also give London local authorities and London customers greater certainty. The contract would last 3-5 years in order to provide financial sustainability and certainty of delivery for both operators and local authorities. This would allow us to embed these services into long term policy and business plans. The proposal also sets us up for new legislation where TfL – rather than London local authorities – are likely to have the powers to grant licences to operators.
41. TfL and London Councils are nearing the completion of draft contractual documents, including a proposed operational specification and participation agreement. City Officers have been heavily involved in the drafting process and will continue to participate in document finalisation in early 2024.
42. It is anticipated that TfL and London Councils will seek commitments in principle from London local authorities to join the joint micromobility contract prior to the commencement of a dedicated procurement exercise later in 2024. Officers will bring a report to this committee in due course to seek formal approval to commit to joining the joint micromobility contract.

### **Central government micromobility legislation**

43. The Government has stated its plans to introduce controls to enable the regulation of the dockless rental market. This would extend to rental bikes and e-bikes as well as e-scooters. The timetable for the legislative process as not yet been confirmed and no relevant legislation was included in the King's Speech in Autumn 2023.
44. As discussed at the last meeting of the Committee the Policy Chairman has written to the Secretary of State for Transport to highlight our concerns around the delay to this legislation.

### **Corporate & Strategic Implications**

45. Dockless cycle hire supports the delivery of Corporate Plan Outcome 9: We are digitally and physically well-connected.
46. The City of London Transport Strategy (Proposal 28) sets out our approach to improving cycle hire in the Square Mile. The need for designated parking areas is also included in Proposal 17: Keep pavements free of obstructions.
47. Micromobility schemes including dockless cycle hire helps inform the Future City Streets Programme (Proposal 42).
48. Dockless cycle hire also supports our Climate Action Strategy through providing a potentially zero emission alternative to short car, private hire and taxi trips.



49. There is a possible reputational risk to the City Corporation if innovative approaches to increasing sustainable and healthy transport modes are not carefully considered. There are also possible reputational risks if potential adverse impacts of dockless cycle hire operations are not carefully managed.

### **Legal implications**

50. Dockless cycle hire schemes which do not necessitate any infrastructure being placed on the highway fall outside the existing legislative framework and do not need the City Corporation's consent to operate in the City, as outlined in Appendix 1.
51. In the event of loss, injury or damage being caused by dockless cycles, the person responsible would depend on the circumstances of each case. For example, if a cycle had remained in a dangerous position for days without the highway authority taking steps despite complaints, some liability would be likely to rest with the highway authority. If an accident occurred a few moments after the cycle was left in a dangerous position and the highway authority had no reasonable opportunity to identify and remedy the danger, it is unlikely any liability would rest with the highway authority, and therefore would be more likely to rest with the user and/or operator.
52. The steps proposed to secure the co-operation of operators in ensuring safe practices would help demonstrate that the City is taking reasonable measures consistent with its responsibilities outlined in Appendix 1.
53. Data collected from dockless cycle hire operations will also help inform Corporation policy and possible representations on and consultations to future legislation to regulate the dockless hire market.

### **Financial implications**

54. Operators have agreed to cover the costs of the study referenced in Paragraph 26, which will help identify additional parking areas for delivery and appropriate Sheffield stands for interim use ahead of new parking bay implementation. Subject to the outcome of that study we will seek additional contributions to cover the costs of those new bays. Bays that are currently being delivered are funded through existing e-scooter trial income.
55. Additional costs will be incurred if the City Corporation must relocate or remove dockless bikes deemed to be causing a danger from the streets in default of the operator removing them. Removal and storage costs would be incurred in these circumstances and will be recovered through charging operators for removal.
56. There will be some additional impact on cleansing teams as in some locations when dockless parking areas are full it is more difficult for cleansing team to access the area. This is an issue for any vehicle parked areas if occupied whilst cleansing operatives are carrying out work. Further details are included in Appendix 2.

### **Health Implications**

57. Well managed dockless cycle hire schemes have the potential to reduce the number of car journeys within central London, and potentially shift journeys from short car, taxi, private hire and public transport trips, with associated benefits to air quality and public health.

## **Equality Implications**

58. A detailed Equalities Impact Assessment has been undertaken in consultation with internal and external stakeholders on a similar scheme – the City of London’s rental e-scooter trial. Lessons and mitigations from that EqlA have been taken into consideration wherever appropriate and related to dockless cycle hire.
59. Dockless cycle hire activity in the City is being monitored to understand impacts on protected characteristic groups (e.g. visually impaired, wheelchair users). This is consistent with the public sector equality duty.
60. The City of London rental e-scooter trial EQIA identifies a number of issues, particularly around safety of e-scooter users and other road users, which can help better understand and develop mitigations for dockless cycle hire schemes, including:
- Speeding and irresponsible riding behaviours
  - Irresponsible parking leading to dockless cycles being abandoned and becoming street litter that could causing obstructions or injury
  - Increased fears for people’s safety and wellbeing on the City’s Streets
  - Increased risk of collisions for those riding dockless cycles
  - Increased risk to people walking on our streets, due to dockless cycles not being seen or heard, dockless cycles speeding in shared use areas, and/or illegal or poor rider behaviour
61. Engagement and enforcement against illegal and unsafe use of dockless cycles will be undertaken in partnership with City of London Police.
62. In summary we have concluded that the application of mitigation measures and the benefits from safe use of a dockless cycles outweigh the negative impacts, or potential impacts of those in protected characteristics groups.

## **Conclusion**

63. Dockless cycle hire schemes have been active in the City since 2017. They have created various challenges but also opportunities for the City Corporation and Londoners more widely.
64. The actions outlined in this report aim to improve parking compliance and scheme operations across the Square Mile.
65. Officers will continue to monitor Lime and Forest’s performance in the City and work with both operators and TfL/London Councils to improve data collection, sharing, analysis and verification across all dockless modes.
66. While the situation is not perfect at present, this approach continues our formal relationships with operators, allowing us to continue to work constructively with

them to raise issues and discuss potential solutions while recouping some of the costs associated with mitigating the impacts of dockless cycle hire in the City. Not working with operators would likely also lead to a free-for-all environment similar to what has happened previously in other London boroughs.

67. The City Corporation is also seen as an important dockless vehicle policy knowledge base both within London and nationally. Continuing our engagement with operators in London and the dockless industry more widely will help us maintain and elevate that status and the leverage it affords the City Corporation in influencing wider policy and legislation.

68. We will continue to bring updates and reports to this Committee on dockless operational performance in the City on a quarterly basis and at other times when beneficial.

### **Background Papers**

- [Extended Review of Dockless Operator Lime - 4 July 2023](#)
- [Dockless cycles policy and legal powers update - 17 January 2023](#)
- [London rental e-scooter trial and dockless vehicle update - 19 July 2022](#)
- [Dockless cycle hire trial outcomes and next steps - 12 December 2019](#)

### **Appendices**

Appendix 2 – Existing cleansing and enforcement arrangements

Appendix 1 – Legal advice on obstructions/dangers

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## **Appendix 1 – Legal implications: Advice from the Comptroller and City Solicitor**

### **Statutory duties**

The City Corporation has a duty under s.130 of the HA 1980 to assert and protect the rights of the public to the use and enjoyment of any highway for which they are the highway authority.

It also has a network management duty under s.16 of the Traffic Management Act 2004. This requires it to manage its road network with a view to achieving, so far as may be reasonably practicable having regard to their other obligations, policies and objectives, the following objectives:

- a. securing the expeditious movement of traffic on the authority's road network; and
- b. facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority.

Under section 122 of the Road Traffic Regulation Act 1984 local authorities are under a duty to exercise functions conferred on them under that Act so far as practicable, having regard to matters specified in subsection (2), to secure the expeditious, safe and convenient movement of traffic (including pedestrians).

The City Corporation is also subject to the public sector equality duty under section 149 of the Equalities Act 2010. This means that in the exercise of its functions it must have due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. This includes removing or minimising disadvantages suffered by people due to their protected characteristics (such as visual or mobility disabilities).

An unmanaged proliferation of bikes on the highway arising from dockless bike hire schemes may compromise compliance with the above statutory duties.

### **Statutory powers to deal with bikes on highway**

Dockless cycle hire schemes which do not necessitate any infrastructure being placed on the highway fall outside the existing legislative framework and do not need the City Corporation's consent to operate in the City. However, there are some existing statutory powers available where bikes are left so as to cause an obstruction, nuisance or danger.

1. Section 137 HA 1980 – If a person, without lawful authority or excuse, in anyway wilfully obstructs the free passage along a highway he is guilty of an offence and liable to a fine not exceeding Level 3 on the standard scale (currently up to £1000.00.)
2. Section 148(c) HA 1980– if, without lawful authority or excuse a person deposits anything whatsoever on a highway to the interruption of any user of

the highway he is guilty of an offence and liable to a fine not exceeding Level 3 on the standard scale.

3. Section 149 HA 1980 – if anything is so deposited on a highway as to constitute a nuisance, the highway authority for the highway may by notice require the person who deposited there to remove it forthwith. In the event of non-compliance, a court order may be obtained authorising the removal and disposal of the offending item. If the highway authority has reasonable grounds for considering the item constitutes a danger (including a danger caused by obstructing the view) to users of the highway and ought to be removed without the delay of seeking a court order it can remove the item forthwith and, ultimately, seek a court order for its disposal.

A highway nuisance can be defined as ‘any wrongful act or omission upon or near a highway, whereby the public are prevented from freely, safely and conveniently passing along the highway’. So it is something that causes an interference with the public right of way along a highway.

Obstructions are defined in TfL’s ‘Dockless Bike Share Code Of Practice For Operators In London 2018’ *as a situation arising from the deposit of a bike or bikes (whether by reason of its or their position, their number, or otherwise) so as to adversely affect the free use of a highway (including a footway or a carriageway), or adversely affect the free use of any other public or private land (including river, canal and park environments which is not specifically assigned for the purposes of dockless bikes, without lawful authority or excuse*. (This is not a legal definition but it provides a useful guide).

What constitutes a danger will need to be considered on the facts of each situation but a number of dockless vehicles left fallen across a footway so as to cause a trip hazard may be considered to be a danger. Where a substantial part of the footway is blocked that may also constitute a danger if pedestrians could be forced into the street. Location specific reasons may also be a factor as to whether left vehicles are a danger such as the width of the footpath and the level of footfall.

### **Street trading and ‘waste’**

Consideration has been given to whether the provision of dockless cycles for hire is caught by local legislation which makes it unlawful for any person to engage in unauthorised street trading in the City. “Street trading” is defined in the City of London (Various Powers) Act 1987 to mean the selling or exposing or offering for sale of any article or thing in a street. However, dockless cycle hire schemes involve bikes being available on the highway (or on private land with the consent of the owner) for temporary hire by members of the public, with payment being made via an App, and no person in the street engaged in the hiring out of the bikes. As the 1987 Act prohibits a person from selling etc. items in the street, not the temporary hiring of bikes in the way proposed which is more in the nature of a service (and not dissimilar to the existing Santander cycle hire scheme except that there are no docking stations), the activity would not amount to unauthorised street trading.

Consideration has been given to whether definitions of “waste” or “litter” in legislation apply. It is considered that these terms are not intended to cover bicycles left temporarily on the highway and which are in use for the benefit of the operators and their customers and officers are not aware of any decisions on this point. It is not considered that this adds significantly to the City’s statutory powers to deal with bikes on the highway.

### **Regulation by making byelaws**

Government guidance states that byelaws are considered measures of last resort after a local council has tried to address the local issue the byelaw applies to through other means. A byelaw cannot be made where alternative legislative measures already exist that could be used to address the problem. Byelaws should always be proportionate and reasonable.

It follows that there is a risk that the case for making a byelaw to regulate dockless bike hire could be undermined if all bikes on City streets were to be classed as obstructions and removed under existing powers.

It is understood that action proposed to establish a regulatory framework for dockless vehicle schemes by way of a London-wide byelaw has been deferred as the Government has indicated that it intends to introduce controls to regulate the market. These regulations have been pushed back to at the earliest the next parliamentary session in 2023.

### **Liabilities**

In the event of loss, injury or damage being caused by the cycles, the person responsible would depend on the circumstances of each case. For example, if a cycle had remained in a dangerous position for days without the highway authority taking steps despite complaints, some liability would be likely to rest with the highway authority. If an accident occurred a few moments after the cycle was left in a dangerous position and the highway authority had no reasonable opportunity to identify and remedy the danger, it is unlikely any liability would rest with the highway authority, and therefore would be more likely to rest with the user and/or operator. In addition, the steps proposed to secure the co-operation of operators in ensuring safe practises would help demonstrate that the City is taking reasonable measures consistent with its responsibilities.

## **Appendix 2 – Existing cleansing and enforcement arrangements**

Our current approach to enforcing against inappropriately parked dockless bikes consists of reporting issues and incidents directly to operators and, if possible, immediately moving or relocating bikes to more appropriate locations. We do not currently undertake significant legal enforcement action against dockless cycle hire schemes.

While City Corporation staff are unable to unlock dockless cycles to relocate them to approved parking areas, they will attempt to lift bikes (which can weigh up to 20kg) while they are locked to move them to more appropriate nearby locations. The relocation is limited to the nearest safe location, as bikes are heavy and locked, needing two people to move them. These bikes are then reported immediately to the responsible operator to attend to.

The City Corporation has limited powers to enforce against dockless cycles that pose nuisances, obstructions or dangers on City streets. Enforcing against dockless cycles that pose an obstruction involves notifying operators of any obstructions and providing them a reasonable timeframe for removing the obstruction. If the obstruction is not removed in a reasonable timeframe the City Corporation can seek a court order to enable us to remove the obstruction ourselves.

Any dockless cycles that pose a danger on our streets may be removed immediately. While no standard definition of how dockless cycles may constitute a danger on UK highways exists, potential scenarios have been identified as part of legal advice sought out regarding this.

Officers have not regularly enforced against bikes that pose a danger due to:

- a. Limited secure storage for removed bikes due to changes at Walbrook Wharf
- b. Updated costs associated with enabling the IDOX cleansing system to facilitate dockless cycles removals
- c. Limited cleansing staff resource
- d. A lack of formal legal and policy guidance on how to appraise whether an inappropriately parked dockless bike constitutes a danger or an obstruction
- e. Concerns around legal challenges should operators wish to challenge our definition of dangerously parked dockless bikes
- f. Awareness that most bikes are re-hired or removed before City cleansing staff are able to attend to sites with inappropriately parked bikes with the necessary removal vehicle and teams

City staff will continue to report inappropriately parked bikes to operators, move those bikes when possible and work with operators to improve their compliance and response times.

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<b>Committee(s):</b> Planning and Transportation Committee	<b>Dated:</b> 5 March 2024
<b>Subject:</b> High-level Business Plan 2023/24 Progress Report (Period 2, August – November 2023)	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	9, 10, 11, 12
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>Report of:</b> Bob Roberts, Interim Executive Director, Environment	<b>For Information</b>
<b>Report author:</b> Joanne Hill, Business Planning and Compliance Manager	

## Summary

This report provides an update on progress made during Period Two 2023/24 (August-November) towards delivery of the high-level Business Plan 2023/24 for the service areas of the Environment Department which fall within the remit of your Committee. Key performance information is provided within the covering report and at Appendices 1 and 2.

A budget monitoring update is included in the report, with details provided at Appendix 3.

## Recommendation

Members are asked to:

- Note the content of this report and its appendices.

## Main Report

### Background

1. The 2023/24 high-level Business Plan set out the key workstreams and key performance indicators (KPIs) of the services within the remit of your Committee for the year ahead.
2. To ensure your Committee is kept informed, an update on progress made against delivery of the high-level Business Plan 2023/24 is reported to you on a periodic (four-monthly) basis, along with current financial information. This approach allows Members to ask questions and have a timely input into areas of particular importance to them.

### Current Position

3. This report provides an update on progress made against the 2023/24 high-level Business Plan during Period Two (August-November 2023) by the following service areas of the Environment Department:

- The Planning and Development Division, including the District Surveyor
- The City Operations Division: Highways and Transportation services

### **Key workstreams**

4. The high-level Business Plan set out the key workstreams that would be undertaken during 2023/24. Teams have made progress against these workstreams and a summary is provided at Appendix 1.

### **Key Performance Indicators**

5. Nine Key Performance Indicators were identified in the business plan. These measures are monitored to assess the performance of each service area in providing their statutory duties and progressing their key workstreams. Details of performance to the end of Period Two is provided at Appendix 2.

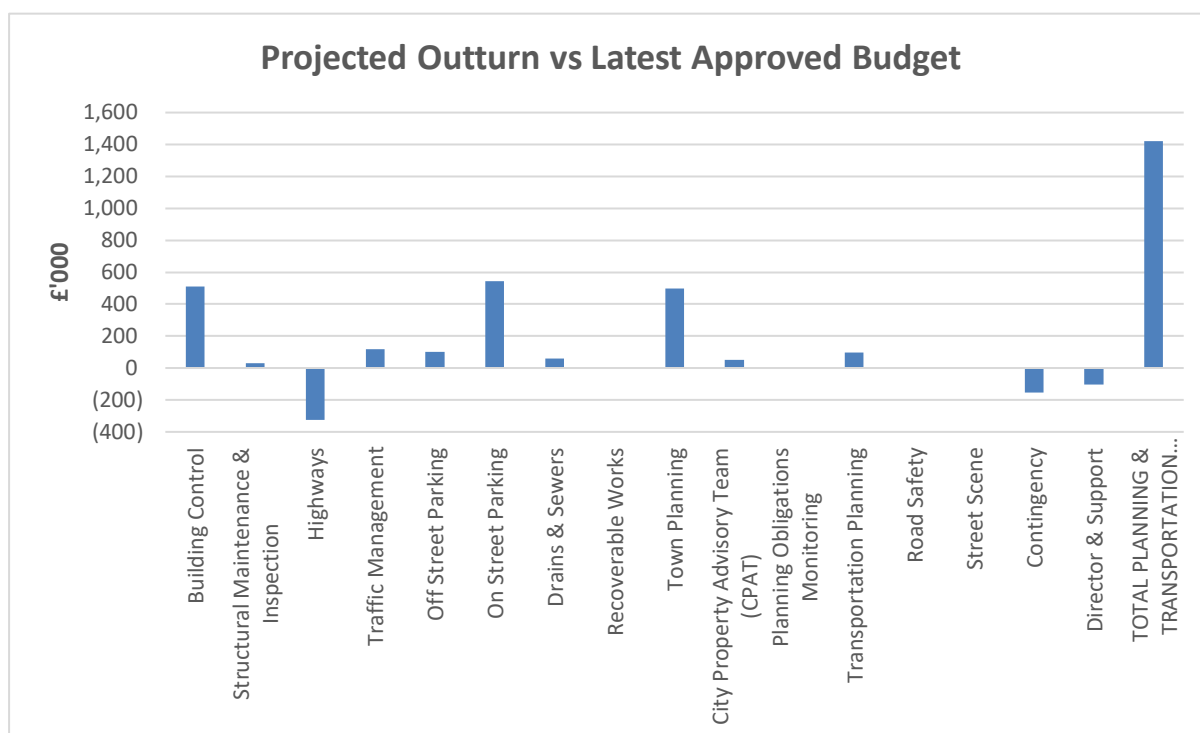
### **Awards**

6. During Period Two, Teams won recognition and awards for their work as follows:
  - The Highways Team was the winner in the category of 'Outstanding small cell technology in commercial use' in collaboration with its delivery partner, Freshwave, at the Small Cell Forum Industry Awards.
  - The Environmental Resilience Team's Cubic Mile project was Highly Commended in the London Urban Forest category at the London Tree and Woodland Awards.
  - The Policy and Projects Team won two awards for the City of London Street Accessibility Tool (CoLSAT):
    - the 'Best Practice in Diversity, Inclusivity and Accessibility Award' at the National Transport Awards, and
    - the 'Transport Accessibility Award' at the City Transport and Traffic Innovation Magazine (CiTTi) Awards.

### **Financial information**

7. The end of November 2023 monitoring position for the Environment Department shows a projected year end overspend of £540k overall.
8. Within that overall total, the Executive Director is forecasting a projected year end underspend of £1.422m for their services reporting to the Planning and Transportation Committee.

9. Appendix 3 sets out a more detailed financial analysis of each division of service relating to this Committee, including reasons for significant budget variations (generally those over £50k).



**Notes:**

1. Zero is the baseline latest approved budget for each Division of Service.
2. Graph shows projected outturn position against the latest approved budget.
3. A variance above the baseline is favourable i.e., either additional income or reduced expenditure.
4. A variance below the baseline is unfavourable i.e., additional expenditure or reduced income.
5. Overall the Committee is forecasting an underspend of £1.422m at year end.

10. The projected underspend for this Committee is primarily due to:
- Additional income from Planning Performance Agreements, Building Regulation fees and road closure fees.
  - Salary savings as a result of staff vacancies (net of vacancy factor).
  - Parking enforcement and car park management contract cost savings.
11. These underspends have been partly offset mainly by:
- Increased Highways repairs and maintenance costs.
  - Local Plan consultancy costs.
  - Reductions in income from car park rent and from staff costs recharged to capital projects.
12. The Executive Director is continuing to seek further opportunities to address the projected overspend for the Department.

**Corporate and Strategic Implications**

**Strategic implications** – The monitoring of key improvement objectives and performance measures links to the achievement of the aims and outcomes set out in the Corporate Plan 2018-23.

**Financial implications** – Financial implications are addressed within this report, with further detail included in the appendices.

**Resource implications** – None.

**Legal implications** – None.

**Risk implications** – Risks to achieving the objectives set out in the Business Plan of each service area are identified and managed in accordance with the City of London Risk Management Framework. Risk Registers are reported to this Committee on a regular basis.

**Equalities implications** – None.

**Climate implications** – Delivery of the Climate Action Strategy is a key workstream for the Environment Department and an update on progress is provided within this report.

**Security implications** – None.

## **Appendices**

Appendix 1 – Progress against key workstreams

Appendix 2 - Progress against key performance indicators

Appendix 3 - Financial information

## **Background Papers**

‘Draft High-Level Business Plans 2023/24 – Environment Department’ (P&T Committee, 7 March 2023)

## **Contact**

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**Progress against key workstreams**  
**Period Two 2023/24: 1 August – 30 November 2023**

Ref:	Workstream	Progress Period Two (1 August – 30 November 2023)
1.	Produce a revised <b>City Plan 2040</b> and undertake formal public consultation on the draft submission, subject to Committee approval.	<ul style="list-style-type: none"> <li>This period saw the closing of public engagement on key issues and places to inform a revised City Plan 2040, as well as continued work on a comprehensive evidence base to support the City Plan.</li> <li>A decision was taken to postpone consideration of the City Plan by the Planning and Transportation Committee until after the publication of updated National Planning Policy Framework in December 2023; the updated version of the Plan was presented to Committee on 31 January 2024.</li> </ul>
2.	Align <b>BID strategic priorities</b> with existing and emerging CoL plans and strategies.	<ul style="list-style-type: none"> <li>The October City BIDs Partnership Board was postponed and is being rearranged to take place in early 2024.</li> <li>A series of stakeholder meetings have been arranged with the Deputy Chair of Policy and Resources Committee and Primera MD as well as the BID Chairs to reset relationships with BIDs and align strategic priorities.</li> <li>Work planning is being undertaken to look at governance and contracts with BIDs to manage expectations from both sides.</li> </ul>
3.	Adopt the City of London <b>Lighting Supplementary Planning Document (SPD)</b> .	<ul style="list-style-type: none"> <li>The Lighting SPD has been adopted and was published in October 2023. It is now being used to inform decision-making on planning applications.</li> </ul>
4.	Complete <b>Climate Action Strategy</b> 'Square Mile' projects.	<ul style="list-style-type: none"> <li>'Cool Streets and Greening' - The schemes at All Hallows by the Wall and St Mary Aldermanbury were completed; further location refinement was completed for tree planting during 2023/24; and there was progression on the further project phases including the Phase 4 SuDS project moving on to Project Gateway 4.</li> <li>'Mainstreaming Climate Resilience' – Evidence was submitted to the London Climate Resilience Review; further work was carried out on the Environment Department's Climate Adaption Action Plans; and installation of the Climate Sensors Network began.</li> </ul>
5.	Carry out a review of <b>operational property requirements</b> .	<ul style="list-style-type: none"> <li>The focus of the review remains on many small properties within the Natural Environment Portfolio, but these are largely subject to the ongoing charity and Natural Environment deficit finance review.</li> <li>Larger properties within the Corporate Top 20 (car parks, Walbrook Wharf) have separate specific reviews ongoing.</li> </ul>

Ref:	Workstream	Progress Period Two (1 August – 30 November 2023)
6.	Carry out a review of the <b>Transport Strategy</b> and deliver the actions therein.	<p>Progress made against delivery of the Transport Strategy projects and initiatives included:</p> <ul style="list-style-type: none"> <li>• Completion of pavement widening on King Street and finalisation of the detailed design for King William Street. Construction of King William Street pavement widening will begin once works at Bank junction complete in Spring 2024.</li> <li>• 'All Change at Bank' delivery is ongoing and is on schedule to complete in Spring 2024. The Bank restrictions review is also ongoing, with the next report to Court of Common Council due in June 2024.</li> <li>• The Healthy Neighbourhood Plan for the Fleet Street area has been adopted and plans for Liverpool Street area and Barbican and Golden Lane area are in development.</li> <li>• Officers continue to engage with the industry, BIDs, Transport for London and neighbouring boroughs on last mile logistics and freight consolidation.</li> </ul>
7.	Review on and off-street <b>parking tariffs and controls</b> , in the context of the Transport Strategy's kerbside review.	<ul style="list-style-type: none"> <li>• Please refer to the separate 'Car Park Tariffs' report which is also presented to this Committee.</li> </ul>
8.	Develop, consult on and implement an <b>Infrastructure Strategy</b> for the City's long term utility requirements.	<ul style="list-style-type: none"> <li>• The consultation has closed, and the responses are being compiled for reporting back to Members in Spring 2024.</li> </ul>
9.	Establish a <b>sustainable funding strategy</b> for front-line services within the remit of the Committee.	<ul style="list-style-type: none"> <li>• Additional funding allocations are now being embedded in local risk budgets and services adjusted accordingly.</li> </ul>
10.	Prepare for the introduction of the <b>Building Safety Act 2022</b> which includes the registration of all Building Control Surveyors.	<ul style="list-style-type: none"> <li>• Additional training sessions have taken place. Currently, 13 surveyors require to validate their competence. Two have passed, one is awaiting results, and the rest are in progress of submission or awaiting their validation test and/or interview.</li> </ul>
11.	Provide a London HUB to act as a single point of contact for the <b>Building Safety Regulator</b> .	<ul style="list-style-type: none"> <li>• The London District Surveyors' Association HUB commenced operations on 1 October 2023 and is working well. As at the end of November 2023, only six applications had been received, but a significant increase is expected.</li> <li>• A weekly meeting with the Building Safety Regulator is taking place to ensure appropriate working arrangements are in place. A Memorandum of Understanding between parties has been approved by the Comptroller.</li> </ul>

Ref:	Workstream	Progress Period Two (1 August – 30 November 2023)
12.	Provide <b>Building Regulation approval services.</b>	<ul style="list-style-type: none"><li>• An application for Clothworker's Hall (50 Fenchurch Street) has been submitted, as well as large fit out applications for 8 Bishopsgate and 40 Leadenhall.</li><li>• Officers are continuing discussions with developers and two major developments have requested pre-application advice from early 2024.</li></ul>

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## Progress against Key Performance Indicators 1 August 2023 – 30 November 2023

Performance Measure	Performance 2023/24 (Period One)	Target 2023/24	Performance Period Two 2023/24
The number of people killed and seriously injured on City of London Streets. (2017 baseline: 54)	N/A Annual measure (Calendar year)	<20 by 2030 0 by 2044	N/A Annual measure (Calendar year)
The area (%) of the City covered by sustainable drainage systems.	0.56% (1.59 ha.)	1.5% (4.3 ha.)	0.83% (2,36ha)
Building Control Market Share.	N/A Annual measure	25%	N/A Annual measure
Major planning applications determined to agreed timescales.	100%	100%	100%
Planning Performance Agreement Income.	N/A Annual measure	£1.3m	N/A Annual measure
Square metres of office floorspace in the City.	N/A Annual measure	150,000 sqm increase p.a.  (2021-26 target: 750,000 sqm net increase)	N/A Annual measure
Proportion of approved planning applications which incorporate retention (including partial retention) of existing fabric.	N/A Annual measure	TBC *1	N/A Annual measure
Cultural and community floorspace secured through planning applications.	N/A Annual measure	TBC *1	N/A Annual measure
Public realm, roof gardens, viewing galleries etc secured through planning applications.	N/A Annual measure	TBC *1	N/A Annual measure
*1 These KPIs will be set out in the draft City Plan, which remains under development. KPI targets will be confirmed in due course.			

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**Planning & Transportation Committee**  
**Local Risk Revenue Budget as at 30 November 2023**  
**(Expenditure and unfavourable variances are shown in brackets)**

	Latest Approved Budget 2023/24 £'000	Forecast for the Year 2023/24		Notes
		Forecast Outturn £'000	Better / (Worse) £'000	
<b><u>Planning &amp; Transportation (City Fund)</u></b>				
Building Control	(874)	(362)	512	<b>1</b>
Structural Maintenance & Inspection	(663)	(633)	30	
Highways	(3,358)	(3,685)	(327)	<b>2</b>
Traffic Management	1,179	1,297	118	<b>3</b>
Off Street Parking	828	928	100	<b>4</b>
On Street Parking	(3,673)	(3,130)	543	<b>5</b>
Drains & Sewers	(402)	(343)	59	<b>6</b>
Recoverable Works	0	0	0	
Town Planning	(2,150)	(1,651)	499	<b>7</b>
City Property Advisory Team (CPAT)	(564)	(513)	51	<b>6</b>
Planning Obligations Monitoring	0	0	0	
Transportation Planning	(1,616)	(1,521)	95	<b>8</b>
Road Safety	(302)	(303)	(1)	
Street Scene	(70)	(70)	0	
Contingency	155	0	(155)	<b>9</b>
Director & Support	(2,066)	(2,168)	(102)	
<b>TOTAL PLANNING &amp; TRANSPORTATION COMMITTEE</b>	<b>(13,576)</b>	<b>(12,154)</b>	<b>1,422</b>	

**Notes:**

**1. Building Control** - The forecast underspend is due to salary savings as a result of staff vacancies, together with increase Building Regulation fee income.

**2. Highways** - The projected overspend is mainly due to increased repairs and maintenance costs and a shortfall in staff cost recovery from capital projects.

**3. Traffic Management** - The projected underspend is mainly due to improved income projections from road closures and admin fees, together with staff vacancies.

**4. Off Street Parking** - The projected underspend is due to car park management contract cost savings and rates revaluations, offset by increased credit card transaction fees and a net reduction in rent from Minorities.

**5. On Street Parking** - The projected underspend is due to staff vacancies, parking enforcement contract savings, and reductions in supplies and services costs mainly software and printing and stationery.

**6. Drains & Sewers / CPAT** - The projected underspends are mainly due to staff vacancies.

**7. Town Planning** - The projected underspend is mainly due to salary savings as a result of vacancies together with additional income from PPAs, offset by Local Plan consultancy costs.

**8. Transportation Planning** - The projected underspend is mainly due salary savings from staff vacancies together with a reduction in internal legal fees, offset by a shortfall in staff cost recovery from capital projects.

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<b>Committee(s):</b> Planning and Transportation Committee	<b>Dated:</b> 5 March 2024
<b>Subject:</b> Risk Management Update Report	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	All
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>Report of:</b> Bob Roberts, Interim Executive Director Environment	<b>For Information</b>
<b>Report authors:</b> Joanne Hill, Environment Department	

## Summary

This report provides the Planning and Transportation Committee with assurance that risk management procedures in place within the Environment Department are satisfactory and that they meet the requirements of the Corporate Risk Management Framework.

Risk is reviewed regularly within each service area as part of the ongoing management of operations. In addition to the flexibility for emerging risks to be raised as they are identified, a process exists for in-depth periodic review of the risk register.

This report considers the key business risks managed by the service areas of the Environment Department which fall within the remit of the Planning and Transportation Committee.

## Recommendation

Members are asked to:

- Note the report and the actions being taken by the Environment Department to identify, mitigate and effectively manage risks arising from their operations.

## Main Report

### Background

1. The Risk Management Framework of the City of London Corporation requires each Chief Officer to report regularly to Committee on the key risks faced by their department.
2. To fulfil this requirement, the key risks held by the service areas of the Environment Department which fall within the remit of the Planning and Transportation Committee are presented to you every four months. Key risks have been selected as being those with a score of 12 or above.

3. Risk Management is discussed regularly by the Department's Senior Leadership Team and at the meetings of each service area's Senior Management Team.
4. Between Management Team meetings, risks are reviewed in consultation with risk and control owners, and updates are recorded in the corporate risk management system.

### **Current Position**

5. This report provides an update on the key risks to the operations of service areas of the Environment Department which fall within the remit of the Planning and Transportation Committee:
  - The Planning and Development Division, including the District Surveyor
  - The City Operations Division: Highways and Transportation services

### **Summary of key risks**

6. The service areas which report to your committee hold five risks with a current score of 12 or above (two RED and three AMBER). An additional risk, with a current score of 6, is reported as it was held at a score of 12 until its most recent review.
7. The risks are listed below, and the detailed Risk Register is presented at Appendix 2.
  - **ENV-CO-TR 001:** Road Safety (*RED, 24*)
  - **ENV-CO-HW 010:** Car parks: Fire safety (*RED, 16*)
  - **ENV-CO-HW 009:** Car parks: Repairs and maintenance (*AMBER, 12*)
  - **ENV-CO-TR 003:** Transport and public realm projects not delivered due to lack of funding (*AMBER, 12*)
  - **ENV-PD-DS-001:** The District Surveyor's (Building Control) Division becomes too small to be viable (*AMBER, 12*)
  - **ENV-PD-PD 007:** Adverse planning policy context (*AMBER, 6*)  
This risk is included in this report as its score has reduced from Amber 12 to Amber 6 since it was last reported to your Committee. The change reflects a reduction in the risk's impact from 'serious' to 'major' following the publication of further changes to the National Planning Policy Framework which have not had a significant impact on planning in the City.
8. New and emerging risks are identified through a number of channels, the main being:
  - Directly by Senior Management Teams as part of the regular review process.

- In response to ongoing review of progress made against Business Plan objectives and performance measures, e.g., slippage of target dates or changes to expected performance levels.
- In response to emerging events and changing circumstances which have the potential to impact on the delivery of services, such as availability of funding, new or amended legislation.

## **Corporate & Strategic Implications**

9. Effective management of risk is at the heart of the City Corporation's approach to delivering cost effective and valued services to the public as well as being an important element within the corporate governance of the organisation.
10. The proactive management of risk, including the reporting process to Members, demonstrates that the department is adhering to the requirements of the City of London Corporation's Risk Management Policy and Strategy.
11. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental and Divisional Business Plans and relevant Corporate Strategies.

## **Conclusion**

12. Members are asked to note that risk management processes within each service area adhere to the requirements of the City Corporation's Risk Management Framework. Risks identified within the operational and strategic responsibilities of each area are proactively managed.

## **Appendices**

- Appendix 1 – City of London Corporation Risk Matrix
- Appendix 2 – Environment Department Key Risks (Planning and Transportation Committee)

## **Contacts**

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 E: [Joanne.Hill@cityoflondon.gov.uk](mailto:Joanne.Hill@cityoflondon.gov.uk)

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## City of London Corporation Risk Matrix (Black and white version)

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom right (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right (D) below, a green risk is one that just requires actions to maintain that rating.

### (A) Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

### (B) Impact criteria

Impact title	Definitions
Minor (1)	<b>Service delivery/performance:</b> Minor impact on service, typically up to one day. <b>Financial:</b> financial loss up to 5% of budget. <b>Reputation:</b> Isolated service user/stakeholder complaints contained within business unit/division. <b>Legal/statutory:</b> Litigation claim or find less than £5000. <b>Safety/health:</b> Minor incident including injury to one or more individuals. <b>Objectives:</b> Failure to achieve team plan objectives.
Serious (2)	<b>Service delivery/performance:</b> Service disruption 2 to 5 days. <b>Financial:</b> Financial loss up to 10% of budget. <b>Reputation:</b> Adverse local media coverage/multiple service user/stakeholder complaints. <b>Legal/statutory:</b> Litigation claimable fine between £5000 and £50,000. <b>Safety/health:</b> Significant injury or illness causing short-term disability to one or more persons. <b>Objectives:</b> Failure to achieve one or more service plan objectives.
Major (4)	<b>Service delivery/performance:</b> Service disruption > 1 - 4 weeks. <b>Financial:</b> Financial loss up to 20% of budget. <b>Reputation:</b> Adverse national media coverage 1 to 3 days. <b>Legal/statutory:</b> Litigation claimable fine between £50,000 and £500,000. <b>Safety/health:</b> Major injury or illness/disease causing long-term disability to one or more people <b>Objectives:</b> Failure to achieve a strategic plan objective.
Extreme (8)	<b>Service delivery/performance:</b> Service disruption > 4 weeks. <b>Financial:</b> Financial loss up to 35% of budget. <b>Reputation:</b> National publicity more than three days. Possible resignation leading member or chief officer. <b>Legal/statutory:</b> Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. <b>Safety/health:</b> Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. <b>Objectives:</b> Failure to achieve a major corporate objective.

### (C) Risk scoring grid

Likelihood	Impact				
	X	Minor (1)	Serious (2)	Major (4)	Extreme (8)
	Likely (4)	4 Green	8 Amber	16 Red	32 Red
	Possible (3)	3 Green	6 Amber	12 Amber	24 Red
	Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
	Rare (1)	1 Green	2 Green	4 Green	8 Amber

### (D) Risk score definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014.

Contact the Corporate Risk Advisor for further information. Ext 1297

October 2015

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# Environment Department Key Risks (Planning & Transportation Committee)

Generated on: 13 February 2024



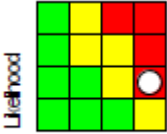
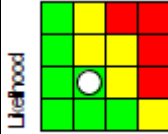

Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
P 2023-01-27 Road Safety	<p><b>Cause:</b> Limited space on the City's medieval street network to cope with the increased use of the highway by vehicles, pedestrians and cyclists within the City of London. Interventions and legal processes take time to deliver safely and effectively.</p> <p><b>Event:</b> The City Corporation's statutory duties and the measures outlined in the Transport Strategy are not fully and effectively implemented.</p> <p><b>Effect:</b></p> <ul style="list-style-type: none"> <li>•The number of casualties occurring on the City's streets rises or remains unchanged instead of reducing</li> <li>•The safety and feeling of safety of the City's communities is adversely affected (Corporate Plan Outcome 1)</li> <li>•Physical or mental harm suffered by those involved in collisions and their associates</li> <li>•Economic costs of collisions impact on individuals, City businesses and wider society</li> <li>•The City Corporation's ability to improve road safety is adversely impacted with businesses and/or the public by virtue of loss of credibility and/or authority</li> </ul>	<p>Impact</p>	24	The risk assessment remains at 24 (Impact 8 - Extreme, Likelihood 3 – Possible). This reflects the risk of a fatal collision occurring, there has been one fatal collision in last three years. Mitigating actions include a range of projects to deliver safe streets, including All Change at Bank; St Paul's Gyratory; the Pedestrian Priority Programme and Healthy Streets Minor Schemes. Campaigns and engagement activities are delivered in partnership with the City of London Police throughout the year, a spring/summer campaign is currently being developed. We are continuing to provide cycle training. The Vision Zero Action Plan was approved by the Planning and Transportation Committee in November 2023 and by the Police Authority Board in February 2024.	<p>Impact</p>	16	31-Mar-2027	

## Appendix 2

02-May-2023 Ian Hughes; Bruce McVean				08 Feb 2024			Reduce	Constant
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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-CO-TR 0011	<p>A programme of projects to reduce road danger on the City's streets including:</p> <ul style="list-style-type: none"> <li>• All Change at Bank</li> <li>• St Paul's Gyratory Transformation</li> <li>• Healthy Streets Minor Schemes.</li> </ul>	<p>Projects and programmes to reduce road danger include:</p> <ul style="list-style-type: none"> <li>• All Change at Bank – currently under construction.</li> <li>• St Paul's Gyratory – preferred option approved and now progressing through detailed design.</li> <li>• Pedestrian Priority Programme – King Street pavement widening completed in December 2023. Improvements to King William Street are expected to start construction in June/July 2024.</li> <li>• City Cluster pedestrian priority and traffic reduction – developing proposals for improvements to St Mary Axe and Leadenhall Street, to be coordinated with new developments.</li> <li>• Healthy Streets Minor Schemes – a range of smaller scale projects at various locations.</li> <li>• Moorgate - walking and cycling improvements, including at the junction with Ropemaker Street.</li> <li>• Cycle programme – including Bevis Marks cycle lane and ongoing development of cycle route between Aldgate and Blackfriars.</li> </ul> <p>The Action Plan was approved by the Planning and Transportation Committee in November 2023 and by the Police Authority Board in February 2024. The Action Plan identifies 10 priority locations for future Safer Streets investment and a range of actions relating to changing streets to reduce road danger.</p>	Ian Hughes; Bruce McVean	08-Feb-2024	31-Mar-2024
ENV-CO-TR 001m	<p>Campaigns and engagement activities to encourage safe behaviours and promote safe vehicles, including:</p> <ul style="list-style-type: none"> <li>• Active City Network</li> <li>• User and stakeholder liaison</li> <li>• Partnership working with City of London Police</li> </ul>	<p>Campaigns and engagement activities are delivered in partnership with the City of London Police throughout the year: a spring/summer campaign is currently being developed. We are continuing to provide cycle training, including professional cargo bike training. The Vision Zero Action Plan identifies a range of actions relating to Safer Behaviours. The Action Plan was approved by the Planning and Transportation Committee in November 2023 and by the Police Authority Board in February 2024.</p>	Ian Hughes; Bruce McVean	08-Feb-2024	31-Mar-2024

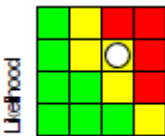
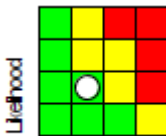

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<b>ENV-CO-HW 010 Car Parks: Fire Safety</b>  <div>Page 69</div> 02-Sep-2022 Ian Hughes	<b>Cause:</b> Dilapidation of the car parks and the location of some car parks, e.g. London Wall car park is beneath the road where a fire or structural issue could have wider implications. <b>Event:</b> Fire risk is increased and there is a greater likelihood of accidents and near misses within the car parks. <b>Impact:</b> Serious injury or death; structural failure could have wider implications; vehicle damage; increased insurance claims; potential enforcement action and fines; reputational damage.	 Likelihood Impact	<b>16</b>	We are aiming to improve the safety of the car parks by replacing lighting, undertaking redecoration and Facilities Management projects. A range of projects are underway or being considered for future implementation which should help to reduce this risk.  We have received approval for our bid for circa £2.4 million from the On Street Parking Reserve for fire safety works for London Wall car park and this has started to be drawn down from November.  A bid for funding for additional fire doors on all car parks has been approved at the first stage of the Committee process and will now move on to the next approval stages.  <b>05 Feb 2024</b>	 Likelihood Impact	<b>4</b>	31-Dec-2024	 Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-CO-HW 010a	Monthly meetings are held with City Surveyor's Department (CSD) on the fire works project, and we request regular updates on progress.	London Wall ventilation works and sprinklers have been agreed by the Priority Board and are now required to be referred to Chamberlain's Department for funding. This is out to tender and is due to start in April 2025, finishing in October 2025.	Ian Hughes	05-Feb-2024	31-Dec-2024
ENV-CO-HW 010b	A Fire Risk Assessment is carried out at each car park by an external body every 18 months.	The next Fire Risk Assessments for all four car parks were due to be undertaken in 2024. However, in light of the recent fire at Luton Airport, we are looking to bring this forward after	Ian Hughes	05-Feb-2024	31-Dec-2024

## Appendix 2

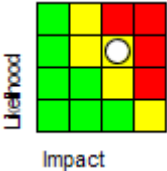
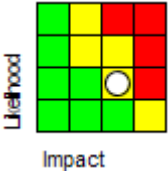

		discussion with the Fire Safety Team.			
ENV-CO-HW 010c	Finalise the Fire Management Plan.	The Fire Management Plan has been drafted. Life Care Plans for the Car Parks have now been prepared in collaboration with the City Surveyor's Department (CSD) and incorporate the Fire Strategy and the Fire Management Plan. Bi-monthly meetings are held with CSD to discuss the Life Care Plan. Governance and progress will be reviewed by new Parking Assistant Director in Spring 2024.	Ian Hughes	05-Feb-2024	30-Apr-2024
ENV-CO-HW 010d	Improve lighting across all car parks to improve safety and reduce energy use.	There is an ongoing project led by the Energy Team to change all lighting across CoL buildings to LED. This will include the car parks.  Works have started in Tower Hill coach and car park for ventilation and lighting. Smithfield car park has been completed. London Wall car park is omitted due to the bid that has been submitted for major works which includes lighting and ventilation. Baynard House and Minorities are still to be scheduled by the Energy Team.	Stuart McGregor	05-Feb-2024	31-Dec-2024
ENV-CO-HW 010e	Carry out lighting and ventilation works in Tower Hill car park to improve safety.	Changing to LED lighting and undertaking ventilation improvement works in Tower Hill Coach and Car Park has been agreed. Works are underway.	Ian Hughes	05-Feb-2024	31-Dec-2024
ENV-CO-HW 010f	Consider ways to reduce speed within the car parks.	Changing to LED lighting and undertaking ventilation improvement works in Tower Hill Coach and Car Park has been agreed.	Ian Hughes	05-Feb-2024	31-Dec-2024

## Appendix 2

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-CO-HW 009 Car Parks: Repairs and maintenance  02-Sep-2022 Ian Hughes	<b>Cause:</b> The facilities management of the car parks is dependent upon action by City Surveyor's Department (CSD). <b>Event:</b> Required repairs and maintenance to the car parks is delayed. <b>Impact:</b> Increased possibility of structural and safety failure; greater likelihood of fire; serious injury or death of member of the public; our liability as the occupier increases; financial impact of insurance claims and increased premiums; reputational damage.	 Likelihood Impact	12	We are reliant on the City Surveyor's Department (CSD) assistance with actioning our requests for facilities management (FM). On a continuous basis, we liaise with CSD to address outstanding issues. We are currently recruiting a Parking Asset Manager who will take control of Facilities Management.  <b>13 Feb 2024</b>	 Likelihood Impact	4	31-Dec-2024	 Constant
							Reduce	

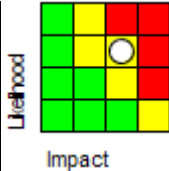
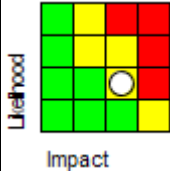

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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-CO-HW 009a	The contractor responsible for each car park reports daily and weekly on any issues, including near misses. Issues are logged on the Concerto (CSD) system by CoL officers for action to be taken.	This is an ongoing action which is kept under review and continues to be monitored under the parking contract to ensure reports are received and issues logged appropriately.	Ian Hughes	13-Feb-2024	31-Dec-2024
ENV-CO-HW 009b	Quarterly meetings are held with CSD and other stakeholders to discuss all CoL owned car parks and current issues.	This is ongoing action. Meetings continue to be held regularly.	Stuart McGregor	13-Feb-2024	31-Dec-2024
ENV-CO-HW 009c	Monthly site 'walk-arounds' of each car park are carried out with the FM Manager, car park management contractor and CoL staff to identify and review issues.	This is an ongoing action. CoL staff ensure the monthly visits are carried out with appropriate attendees.	Stuart McGregor	13-Feb-2024	31-Dec-2024
ENV-CO-HW 009d	Consider alternative options for the provision of facilities management.	Alternative FM options are being investigated, such as direct FM arrangements at each car park. This will be reviewed in light of moving the funding for repairs and maintenance to the OSPR on a permanent basis.	Ian Hughes	13-Feb-2024	31-Dec-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<b>ENV-CO-TR 003 Transport and public realm projects not delivered due to lack of funding</b>  <div>Page 72</div>	<b>Cause:</b> Insufficient capital funding available or failure to secure sufficient capital funding through internal or external bidding processes. <b>Event:</b> Funding for capital programme ceases or is significantly reduced. <b>Impact:</b> <ul style="list-style-type: none"> <li>• Unable to deliver transport and public realm improvement projects.</li> <li>• Reduced delivery of City of London Transport Strategy.</li> <li>• Reduced delivery of transport elements of Climate Action Strategy.</li> <li>• Reduced delivery of projects that support Destination City.</li> </ul>		12	Impact of 4 (Major) reflects the potential for failure or delay in delivering corporate strategies and initiatives, including the Transport Strategy, Climate Action Strategy and Destination City. Likelihood of 3 (Possible) reflects current lack of TfL or other external funding and competing demands for CIL and OSPR funding. Mitigating actions including maximising the potential to use S278 funding and bidding internally for CIL and OSPR funds. The next bidding round is expected to be Quarter 1 2024/25.  <b>08 Feb 2024</b>		8	31-Mar-2029	  Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-CO-TR 003a	Submit prioritised OSPR and CIL bids for projects	Next bidding round expected to be in Quarter 1 of 2024/25.	Bruce McVean	08-Feb-2024	31-Mar-2029
ENV-CO-TR 003b	Submit bids for TfL and other external funds as opportunities arise	No current opportunities but we continue to keep this under review.	Bruce McVean	08-Feb-2024	31-Mar-2029
ENV-CO-TR 003c	Maximise the use of developer and other external (e.g. BIDs) contributions to support delivery of the Transport Strategy	Continuing to maximise benefits from s278 projects and explore potential for third party funding.	Bruce McVean	08-Feb-2024	31-Mar-2029



Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-PD-DS 001 The District Surveyor's (Building Control) Division becomes too small to be viable	<p><b>Cause:</b> Reduced income causes the service to be unviable.</p> <p><b>Event:</b> Development market fails to maintain momentum or our market share shrinks.</p> <p><b>Impact:</b> Reduced staffing levels do not provide adequate breadth of knowledge and experience.</p>		12	<p>The plans to create a Local Authority Trading Company are now no longer viable due to the building safety act 2022 and the stricter controls on building controls approvers.</p> <p>The City of London has been working with other Boroughs under the London District Surveyors Association to deliver a single point of contact for the building safety regulator for the new work under the Building Safety Act across London, which commenced on 1 October 2023.</p> <p>Applications are now coming through the HUB and will continue to grow.</p> <p>Recruitment and retention of building control staff remains a concern. A new work force plan has been agreed.</p> <p>Market forces supplements increased in April 2023 to retain staff. Recruitment in November 2023 was successful and two new members of staff are in the process of joining.</p>		8	31-Dec-2024	
25-Mar-2015 Gordon Roy				06 Feb 2024			Reduce	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
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## Appendix 2

ENV-PD-DS 001a	(1) Continue to provide excellent services [evidenced by customer survey]; (2) Maintain client links with key stakeholders; (3) Continue to explore new income opportunities; (4) Continue to undertake cross-boundary working. (5) Involvement with developers as part of the planning application process.	Business as usual controls have been reviewed and are suitable.	Gordon Roy	06-Feb- 2024	31-Dec- 2024
ENV-PD-DS 001c	Following approval by P&T Committee, a Business Plan is being developed and will be presented to Members for consideration in due course.	District Surveyor HUB has now commenced; MOU with the Building Safety Regulator is currently being agreed; and the use of the HUB is now set out in HSE guidance.	Gordon Roy	06-Feb- 2024	31-Mar- 2024



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<b>Committee(s):</b> Planning and transportation committee – For Information	<b>Dated:</b> 5 March 2024
<b>Subject:</b> Public Lift & Escalator Report	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	Shape outstanding Environments – Our spaces are secure, resilient, and well-maintained
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	
<b>Report of:</b> City Surveyor	<b>For Information</b>
<b>Report author:</b> Matt Baker – Head of Facilities Management	

## Summary

This report outlines the availability and performance of publicly accessible lifts and escalators monitored and maintained by City Surveyor's, in the reporting period 24 November 2023 to 16 February 2024. The reporting period is driven by the committee meeting cycle and the associated reporting deadlines.

In this reporting period, publicly accessible lifts and escalators were available for **88%** of the time.

A detailed summary of individual lifts/escalators performance is provided within this report along with the associated actions being undertaken to improve availability where applicable.

## Main Report

1. There are 16 public lifts/escalators in the City of London portfolio, which are monitored and maintained by City Surveyor's. Table 1.0 provides a breakdown of availability during the reporting period and the availability over the previous 12 months.

**Table 1.0**

Asset Reference	Name	Availability in last reporting period	12 Month Availability	Trend
SC6459146	Speed House Glass/Public Lift	100.00%	99.91%	↑
SC6458968	Moor House	100.00%	99.00%	↑
SC6458959	London Wall Up Escalator	100.00%	60.00%	↑
SC6458958	London Wall Down Escalator	100.00%	62.00%	↑
SC6458969	Pilgrim Street Lift	100.00%	86.49%	↑
SC6458962	Tower Place Public Lift	100.00%	98.00%	↑
SC6458963	Tower Place Scenic Lift	100.00%	99.81%	↑
SC6458967	Little Britain	100.00%	97.00%	↑
SC6458970	Wood Street Public Lift	95.00%	85.40%	↑
CL24	Duchess Walk Public Lift	95.00%	96.75%	↓
SC6458965	London Wall West	90.00%	80.00%	↓
SC6462771	Blackfriars Bridge	79.00%	78.02%	↓
SC6459244	Glass South Tower	69.47%	87.45%	↓
SC6458964	London Wall East	48.00%	84.61%	↓
SC6462850	33 King William Street	42.05%	48.96%	↓

2. London Wall West down time caused by a faulty RCD unit. Extended downtime caused by access being granted to the lift motor room which is not under City of London Control.
3. The previously reported defective drive unit at Blackfriars Bridge has now been repaired and the lift is operational.
4. Glass South Tower is reporting downtime for project work being conducted on the lift car interiors in the evenings in agreement with site.
5. London Wall East downtime caused by damage to equipment caused by flooding/water ingress to the lift pit.
6. 33 King William Street has a defective power board. Lift Contractor (Amalgamated Lifts) are waiting on confirmed delivery date from suppliers. This item is being chased daily. Amalgamated are aiming to return to site fit the power board on 20 February 2024 and return lift to service.
7. It is worth noting that the industry continues to face significant challenges in the availability of and lead times on parts ordered. Previously “off the shelf” items are now on reasonably long lead times.

8. Table 3.0 categorises the causes of faults/outages in this reporting period.

**Table 3.0**

Category	No of call outs
External/Environmental factors	0
Equipment faults/failure	11
Planned Insurance Inspections	1
Planned Repairs	1
Resets following emergency button press or safety sensor activation	0
Damage/misuse/vandalism	2
Autodialler faults	0
<b>Total</b>	<b>15</b>

9. Table 4.0 categorises the causes of faults/outages over the last 12 months.

**Table 4.0**

Category	No of call outs
External/Environmental factors	20
Equipment faults/failure	150
Planned Insurance Inspections	18
Planned Repairs	27
Resets following emergency button press or safety stop equipment activation	15
Damage/misuse/vandalism	26
Autodialler faults	6

10. Projects. Table 5.0 summarises planned projects with approved funding that will support the ongoing improvement in lift & escalator availability.

**Table 5.0**

Lift/Escalator	Project	Status	Expected Completion
Glass South Tower	Lift Car Upgrade	In Progress	TBC

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## PLANNING APPLICATIONS SUB-COMMITTEE Friday, 26 January 2024

Minutes of the meeting of the Planning Applications Sub-Committee held at Livery Hall - Guildhall on Friday, 26 January 2024 at 10.30 am

### Present

#### Members:

Deputy Shravan Joshi (Chairman)  
Graham Packham (Deputy Chairman)  
Brendan Barns  
Ian Bishop-Laggett  
Mary Durcan  
John Edwards  
Deputy Marianne Fredericks  
Jaspreet Hodgson  
Deputy Charles Edward Lord  
Deputy Brian Mooney  
Deputy Alastair Moss  
Alderwoman Susan Pearson  
Ian Seaton  
Hugh Selka  
Jacqui Webster

#### Officers:

Zoe Lewis	-	Town Clerk's Department
Baljit Bhandal	-	Comptroller and City Solicitor's Department
Mark Butler	-	Environment Department
James Hammond	-	Environment Department
David Horkan	-	Environment Department
Kerstin Kane	-	Environment Department
Tom Nancollas	-	Environment Department
Taluana Patricio	-	Environment Department
Joseph Penn	-	Environment Department
Gwyn Richards	-	Environment Department
Anna Tastsoglou	-	Environment Department
Alex Thwaites	-	Environment Department
Robin Whitehouse	-	Environment Department
Morgan Wild	-	Environment Department
Peter Wilson	-	Environment Department

### 1. APOLOGIES

Apologies had been received from Deputy Randall Anderson, Anthony Fitzpatrick, John Fletcher, Dawn Frampton, Alderman Hughes-Penney, Judith Pleasance, Deputy Henry Pollard, Shailendra Umrada and William Upton.

Deputy John Fletcher requested that it be noted that he was not in attendance on the advice of the City Solicitors as he lived close to the proposed scheme.

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

Ian Seaton declared that in relation to Agenda Item 4, a member of his immediate family was an employee of Patrizia.

3. **MINUTES**

The Sub-Committee considered the public minutes of the last meeting held on 8 December 2023 and approved them as a correct record.

4. **30-33 MINORIES AND WRITERS HOUSE, 13 HAYDON STREET, LONDON, EC3N 1PE**

The Sub-Committee considered a report of the Planning and Development Director concerning the demolition of existing building at 30-33 Minories and partial demolition of The Writers House and erection of a building comprising lower ground, one basement level and ground floor (with mezzanine) and 12 storeys above (69.005m AOD) for office use (Class E) and town centre uses (Classes E and Sui Generis). Refurbishment of Writers House, 13 Haydon Street for office use (Class E) and cultural/community uses (Classes F1, F2 and Sui Generis). Provision of new public realm, dedicated servicing bay, ancillary cycle parking and plant and other associated highway works.

The Town Clerk referred to those papers set out within the main agenda pack as well as the Officer presentation slides and an addendum that had been separately circulated and published.

Officers presented the application, highlighting that the application site was located on the eastern edge of the City of London, near the boundary with the London Borough of Tower Hamlets. It was located to the east of Minories, to the north of Haydon Street, to the south of St. Clare's and to the west of the Guinness Estate. An Officer stated that the site was not located within a conservation area, but was located within the backdrop views of the Tower of London. The site comprised St. Clare's House, which was a t-shaped 1950s building with a 5-storey block to the front and a 13-storey element to the rear.

Members were shown the view of the building from Ibex House with taller buildings to the north and also the view from St. Clare Street.

The Sub-Committee were informed that the development included Writers House, which was a Victorian former warehouse building which had been identified as a non-designated heritage asset due to its architectural, historic and archaeological interest.

Members were shown a view from the eastern elevation of the building from within the open space of the Guinness Estate. They were also shown a view from the east, showing the application site within the eclectic mix of the buildings along Minories.

The Officer stated that the proposed development comprised the demolition of the existing building at 30 to 33 Minories and the erection of a building comprising lower ground, one basement level and ground floor with 12 storeys above for office use to the upper floors and town centre uses including retail, cafe, restaurant, bar and fitness centre at ground and lower ground floor levels. The Officer stated that the proposal would also involve the refurbishment of Writers House for office use to the upper floors and cultural and community uses at ground and lower ground levels.

Members were shown an axonometric plan, showing the different uses proposed. They were informed that the entrance to the offices would be on Minories with retail and leisure uses on either side. The Officer outlined the space that would provide flexible town centre and office uses and also the entrances to the cycle parking for the Minories Building. Cycle access for the Minories building would be from Hayden Street and for Writers House it would be from St. Clare Street. There would be a total of 305 long stay and 41 short stay spaces. Policy compliance cycle spaces would be provided along with showers and locker facilities.

Two off-site servicing bays were proposed south of St. Clare Street. It was expected that up to 30 consolidated vehicle trips a day would be generated by the development, and this was considered acceptable.

Members were informed that following public engagements the proposal for Writers House was to utilise the ground floor for a combination of quiet working and studying space and space for social interaction activities whilst the lower ground would be used for knowledge sharing and skills development. There would be community and cultural uses at ground and lower ground levels. Members were also informed that archaeology would play an important role in Writers House as a cultural destination, through the potential exposure and display of the archaeological remains surviving on the west wall of Writers House and also the display of a curated exhibition of artifacts recovered from the site. This would be in association with the Museum of London archaeology. Writers House would include affordable workspace to the upper floors, which would fulfil the City's vision for providing inclusive workspace.

The Officer stated that the proposal would introduce a new public open space, Sheppy Place, to the north of Writers House. This would provide seating, greening, landscaping, new surface materials and spill-out space from the ground floor. It would be accessed from both Writers House and 30 Minories. The proposed development would involve some alterations in the building alignment, resulting in a gain of public highway on the corner of Minories and Haydon Street of just under 31 square metres. There would be a minor loss on St. Clare Street.

Members were shown floor plans of the lower ground and basement of the proposed development and typical floor plan of Levels 1-6, Level 7, 8,9, 10 and 11. The Officer stated that the building stepped back from Minories and Haydon Street. Members were shown the roof plan and Level 12 floor plan as well as a

cross section of the building, and the east elevation of the building, which would be the view from the Guinness Estate. They were also shown the north elevation from St. Clare Street, the elevation from Minories, stepping away and down towards Ibex House to the right-hand side and the elevation from Haydon Street with the building stepping backwards from Minories.

The Sub-Committee were shown an image of the view of the proposed building from Minories. The Officer stated that in terms of massing, height and colouration, the development would appear as a complete city block, broken down to match the existing urban grain of Minories. The development would also be stepped down towards Ibex house with a taller element retained to the north, adjacent to the hotel Motel One.

Members were shown an image of a closer view of the building. The Officer highlighted the high-quality design and the level of landscaping proposed through terraces and balconies. They were also shown a view of the building from a pedestrian point of view, with the southwestern corner chamfered to reveal the characteristic corner of the curved corners of Ibex House.

The Officer stated that whilst the highest option in terms of whole life carbon emissions, the redevelopment options would have the opportunity for greater floor to ceiling heights, would provide greater operational efficiency, higher quality of grade A office space, substantial uplift and greening, biodiversity and greater climate resilience. The development would also receive excellent BRE AAM assessment and it would reach the GLA embodied carbon emissions admission targets. In terms of urban greening, the development would achieve an urban greening factor score of 0.34, using the City of London factors which was 8.5 times more than the existing conditions.

Members were informed that extensive assessment was carried out in terms of daylight and sunlight and this had been updated in the addendum. Members were shown images outlining the adverse impacts to Fenchurch House and 27 Minories. The Officer stated that it should be noted that the effects would be to rooms that were bedrooms and a kitchen which according to the BRE standards, required less light. The Officer further stated that the overall daylight and sunlight available to the flats would be sufficient and acceptable living standards would be able to be achieved.

Members were shown the Guinness Estate open space, which would still be able to receive at least two hours of sunlight, which accorded with the overshadowing requirements. Members were informed that the development would provide appropriate wind and thermal comfort conditions for the intended users.

The Officer showed Members local townscape views illustrating that the development would sit quite comfortably with the massing and the eclectic mix of architectural style of the buildings in the vicinity and in particular, Ibex House. They were shown a view from the north towards the south with the building to the left. They were also shown a view towards the north with Ibex House to the right and a view from Mansell Street. They were shown existing, proposed and

cumulative scenario images of the development within the townscape views from Queen's Walk and Tower Bridge, North Bastion.

The Officer stated that the proposal would occupy approximately the same amount of sky space as the existing St. Clare's House and Haydon buildings. Officers considered that the proposal would not have an effect on the clear sky backdrop of Writers House, and it would have a neutral impact to the world heritage asset.

In conclusion, the Officer stated that the proposal would create a high-quality office-led commercial development with new community use, affordable workspace and an archaeological cultural destination within Writers House. The development would provide a significant uplift in flexible Grade A office floorspace (over 12,000 square metres) and a significant increase in the number of full-time jobs (over 1900). The proposal would support the regeneration of the Aldgate area, which had recent schemes addressing primarily residential and hotel needs. The proposal would provide a high-quality development which would significantly enhance the wider street block. It would provide extensive urban greening, active space with retail, leisure and community cultural uses, which would result in a positive contribution to the vibrancy of the area offering social and economic benefits and a new destination for the City. Officers considered that the development would have an acceptable impact on the living conditions of the nearby occupiers. To preserve residential amenity, robust conditions had been imposed in relation to demolition and construction. The Officer stated that the development would be acceptable in principle in terms of its transport, sustainability, townscape, design and environmental impacts, and it would provide significant public benefits. Officers recommended the approval of the application subject to the conditions in the agenda and as amended in the addendum, and also subject to the execution of planning obligations.

The Chairman invited the registered objector to address the meeting but he was not in attendance.

The Chairman invited the applicant to speak.

Mr Richard Scutt, Development Director at Patrizia stated that he was presenting the plans for the future of 30-33 Minories and Writers House on behalf of Morgan Capital and the wider development team. He informed Members that the existing site was significantly under-optimised. It comprised a vacant car park on Hayden Street, an outdated tower and a podium structure provided low-quality office accommodation. He stated that the applicants were committed to opening up the site, delivering a new destination which would act as a genuine gateway between the City and its communities to the east, whilst also respecting the immediate context. He stated that an extensive carbon optioneering exercise had been undertaken and this had been endorsed by independent third-party review. The review had concluded that whilst there were additional carbon costs at the outset for the redevelopment option, there were significant improvements to the operational energy performance through the replacement of the buildings. Mr Scutt stated that the assessment

concluded therefore, that there was little value, in carbon terms, of retaining the existing buildings when compared to the redevelopment option across the building's lifespan. Furthermore, significant long-lasting benefits could be provided by replacing the existing buildings with new ones with leading sustainability credentials and which were targeting leading industry accreditations.

Mr Scutt stated that a key element of the benefits package would see the refurbishment and opening up of the historic Writers House, a non-designated heritage asset on Haydon Street. Following a series of public and stakeholder engagements, sessions and discussions with local representatives, there had been positive dialogue with three delivery partners to create the future of Writers House - Poplar HARCA, Arbeit Studios and Museum of London Archaeology (MOLA). Poplar HARCA was an award-winning housing and regeneration community association founded in East London, which was committed to realising the community potential through creating thriving places. Mr Scutt explained that they were voted into existence by residents 25 years ago and had grown to now be leading on a £2.5 billion place shaping programme, which included new education, healthcare, business and community spaces. They had proposed to create a long-term community offer at Writers House, offering a new creative programme for younger people and initiatives to improve health and wellbeing events and networking and this was set out in the Cultural Strategy.

Members were informed that the upper floors of Writers House would be designated as affordable workspace, targeting creative and cultural users, including start-ups and small businesses. The income from the affordable workspace would in turn provide core funding to the community use areas at lower levels. Arbeit Studios had been identified as an appropriate affordable workspace provider with extensive experience in creating attractive and interesting space for a wide-ranging mix of cultural and creative tenants.

Acknowledging the archaeological interest of the site, MOLA had been identified to provide a unique cultural offer through the provisions of an education engagement programme during the course of the construction programme. In addition, they would provide a permanent display and hold talks following completion.

Mr Scutt stated that in line with the commitment to reanimate the site, the applicant would deliver an active ground floor, a reinstated Haydon Street frontage, extensive new urban greening and landscaping. Sheppy Place would be transformed into a new hidden gem pocket park activated by the new development and Writers House would be transformed. To meet the City's demands for new high-quality, wellbeing-led office space, and by optimising the site, a significant uplift in premium workspace would be delivered to meet occupiers' latest demands. In addition, the floor plates would also be flexible and capable of subdivision to be future proofed and capable of accommodating a range and mix of tenants for generations to come.

Mr Scutt stated that the applicant had been open and transparent with local communities throughout the process as ideas and plans for the site had been developed over the past two years. The City's adopted engagement guidance had been exceeded with the applicant proactively undertaking door knocking on the neighbouring Mansell Street Estate as well as hosting community days and exhibitions in Writers House to open up the site and test ideas.

Ms Amy Holtz, a Director at PLP Architecture stated that she was speaking on behalf of the design team about the scheme to deliver over 25,000 square metres of new office space for the City of London.

She stated that the applicant aspired to support the ambitions of Destination City by providing meaningful and welcoming community benefits, creating high-quality and active public realm, improving biodiversity and wellbeing through meaningful urban greening, and by delivering a flexible and sustainable new workplace. A holistic approach had been taken to sustainability and reducing carbon emissions with circular economy principles embedded in design decisions.

Ms Holtz stated that the team had engaged in a rigorous assessment of the opportunities to best maximise the sustainable development potential of the site. This included design optioneering and whole life carbon analysis. Ms Holtz added that Writers House was identified early on as an asset warranting retention, celebration and opening up to neighbouring communities, whereas the qualitative benefits and future flexibility of the full redevelopment of the rest of the site far outweighed the refurbishment alternatives.

Members were informed that the design team had worked closely with Officers to craft an architecture that minimised impacts to daylight, sunlight and overshadowing of nearby properties, was sensitive to its residential neighbours as well as the Grade 2 listed Ibex House, was responsive to the eclectic and varied context and was sculpted in response to local and distant townscape views.

Members were informed that the design team had worked closely with Kim Wilkie and Gillespie's to bring nature back to this area of the City and significantly improve the quality of the urban environment through accessible urban greening in the form of pocket green spaces that wrapped the site and culminated in the new Sheppy Place pocket park. A widened foot path along Minories would be created by pushing the new ground floor one metre on the north and up to three metres on the south, as compared to the existing building.

Ms Holtz stated that there would be an allocation of nearly 14% of the GIA to the amenities that provided active yet sensitive uses on all street frontages, a reduction in vehicular traffic through the use of a consolidation centre and a discretely located and enclosed servicing bay with reduced hours of operation on the corner of St. Clare Street. The landscape typologies would also help carve the architectural forms into a terrace massing with green spaces on every floor that could easily be enjoyed by both the tenants of the building and passers-by. Ms Holtz stated that the green balconies and terraces were framed

by carefully articulated high-quality architecture with rounded corners and glazing set into deep self-shading brick reveals. She stated that the development would deliver a flexible and sustainable workplace environment with all electric systems. There would be zero emissions from fossil fuels, using heat recovery and air source heat pumps. There would be flexible and efficient floor plates with floor-by-floor ventilation that accessed fresh air drawn through the facades. There would be high floor to ceiling heights with exposed thermal mass and sustainable and maintainable green terraces on each floor.

The Chairman asked Members if they had any questions of the applicant.

A Member asked for clarification on who could use the balconies and terraces. The applicant stated that the terraces were just for the tenants, but the greening increased the amount of biodiversity in the area and connecting the biodiversity throughout the City of London so that there would be greenery all the way down to the street level in the pocket parks which could be enjoyed by passers-by.

A Member asked why a lift to the workspace area in Writers House had not been included in the planning application drawings. The applicant stated that the original proposals for Writers House were for a change of use to the lower floors only and access was developed to the lower ground and ground floor. Now there would not be a change of use, but discussions had taken place with Officers and the applicants were committed to bringing access to all the floors. They would develop the detail of that to try to meet the access requirements up to the top of the building in the conditions discharge.

A Member asked for clarification on the blue badge parking space which would need to be on site. The applicant stated that there was a central area in the service yard which would be designated for blue badge parking.

A Member asked about the capacity and speed of the cycle lift. The applicant stated it was a single cycle lift which would be fully compliant with the London Cycling Design Standards in terms of its size and was fully accessible. It could either accommodate a single adaptable bike, or a minimum of two standard bikes flat at any given time. She added that the distance between the ground floor and the lower ground floor was very shallow, so the travel time for the cycles would be short and the single lift would have sufficient capacity to accommodate peak arrivals and departures. There were also stairs as an alternative for able-bodied cyclists to move their cycles the shallow distance very easily.

A Member asked about servicing and raised concern about the turning circle drawings. She stated that it appeared that some trucks reversing into one of the spaces would have to go over the pavement and she asked why a turntable had not been included. The applicant stated that in relation to the vehicle movements on St. Clare Street the space that would be provided for the vehicles to turn was a shared flat surface and there was not a defined foot way along that frontage as it currently stood. There was a large crossover area that currently accommodated for the turning movements of third parties along St. Clare Street as well as the turning movements into and out of the at the parking



spaces that were provided along the St. Clare Street frontage. In relation to the use of a turntable, the applicant stated they had sought throughout the design development of the scheme to actively remove on-street servicing activity which currently took place on Haydon Street so that it would be moved to the area within the site to the north. She stated that St. Clare Street was traditionally used as a servicing route for the hotel to the north and also the St. Clare building. The service yard had been designed to accommodate a maximum of an 8 metre rigid vehicle. The area that has been allocated was large enough to accommodate the turning movements of a vehicle and unloading and loading activity within the space.

The applicant stated that that space did not allow for the provision of a turntable. If one was included, there would only be space for one vehicle, whereas at the moment there were two loading bays. A turntable would remove the flexibility and the efficiency of the loading bays. Members were informed that within the Delivery Servicing Plan there would be a condition for a suitably trained member of staff to either act as a banksman or a traffic marshal to monitor the movement in and out of that service yard and the movements themselves would be restricted to outside peak activity period.

A Member raised concern that the pocket park was not large enough to accommodate all those occupants of the building who would want to use it so there would be increased pressure on other local open space. She suggested some funding could be put towards improving existing open space to cater for higher footfall. The applicant stated that there was no existing green space on the site and the pocket park would be fully accessible through St Clare's House and Writers House.

In response to a Member's suggestion that further consideration should be given to reducing the times the terraces and balconies could be used, the applicant stated that they were willing to reduce timings.

A Member requested that the leisure and fitness centre could be made accessible to local residents at affordable prices. The applicant stated that an operator had not yet been appointed but this could be explored with the operator when they were appointed.

A Member stated that there was a lack of community space for arts and crafts in the vicinity and that community space should be kept for community benefit so there were long-term community benefits. The applicant stated that consultation would take place of the surrounding area to understand the needs and requirements of local residents and ascertain what they would want to see within this building.

The Chairman suggested that the Sub-Committee now move to any questions that they might have of Officers at this stage.

The Chairman asked for clarification on Condition 36 of the addendum. The Officer stated that the access time had been reduced and would end at 9pm rather than 11pm.

A Member stated that there had been numerous representations from residents concerned about disruption during demolition and construction.

He asked what steps would be taken to minimise this and control weekend working. An Officer stated that Conditions 25 and 26 would offer protection in terms of noise, dust and other environmental effects. There would also be acoustic insulation at the periphery of the site, which would further reduce noise levels and dust. In addition, included into the section 106, was the provision of an amenity space/respice area for the nearby occupiers to access offsite during demolition and construction. The Member asked if a working party could be set up between residents and the developers, in contact with environmental health officers. Officers stated that this could be included within the Section 106.

A Member asked for clarification on the whole life carbon optioneering and the reasons Officers recommended Option 2. An Officer stated that the major refurbishment and redevelopment options were recommendable in terms of their sustainability benefits but the applicant had elected to pursue the redevelopment option, which would provide the greater quantum of the best in class office space, including improved floor to ceiling heights, improved daylighting, greater efficiency and flexibility of the floor space and it allowed for improved greening and biodiversity.

A Member asked for clarification on the difference in floor to ceiling heights between the existing and proposed building. An Officer stated that the existing floor to the underside of the slab was 3035mm and the redevelopment offered slab heights between 3050mm and 3550mm. There was a difference of 500mm for the majority of the floors.

A Member requested that the hours in Condition 22 should be reduced to reduced disturbance to nearby residents. An Officer stated that vehicle servicing was already restricted and this condition related to people walking in and out of the building e.g. to use the gym rather than vehicle servicing. The Officer stated that there were conditions on the closing of doors and windows within the retail units there. Officers did not consider that people walking into and out of the building would impact unduly on residents given that this would be a limited number of people.

A Member raised concern that people could buy food and drink and the reference to the word mostly. An Officer stated this word was included in legislation. This was a separate use class from takeaway.

Seeing no further questions, the Chairman asked that Members now move to debate the application.

A Member commented on the importance of having enforceable conditions.

A Member commended the architect on the appearance of the proposed development. Another Member also commended the appearance.

A Member stated that in relation to urban greening, plants should be replaced if they died.

A Member stated that the developer and construction team should recognise the impact on residents and work with the local community and liaise on noisy hours.

Having fully debated the application, the Committee proceeded to vote on the recommendations before them.

Votes were cast as follows: IN FAVOUR – 14 votes  
OPPOSED – None  
There was 1 abstention.

The recommendations were therefore carried.

**RESOLVED** – That Members of the Sub-Committee

1. Authorise the Planning and Development Director, subject to the execution of a planning obligation or obligations in respect of the matters set out under the heading 'Planning Obligations', to issue a decision notice granting planning permission for the above proposal in accordance with the details set out in the schedule in the officer report as amended by the addendum; and
2. Instruct Officers to negotiate and execute obligations in respect of those matters set out in "Planning Obligations" under Section 106 of the Town and Country Planning Act 1990 and any necessary agreements under Sections 278 and 38 of the Highway Act 1980 in respect of those matters set out in the report.

5. **\* VALID PLANNING APPLICATIONS RECEIVED BY DEPARTMENT OF THE BUILT ENVIRONMENT**

The Committee received a report of the Chief Planning Officer and Development Director detailing development applications received by the Department of the Built Environment since the report to the last meeting.

**RESOLVED** – That the report be noted.

6. **\* DELEGATED DECISIONS OF THE CHIEF PLANNING OFFICER AND DEVELOPMENT DIRECTOR**

The Sub-Committee received a report of the Chief Planning Officer and Development Director detailing development and advertisement applications determined by the Chief Planning Officer and Development Director or those so authorised under their delegated powers since the report to the last meeting.

**RESOLVED** – That the report be noted.

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

There were no questions.

8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
There were no additional, urgent items of business for consideration.

**The meeting ended at 11.25 am**

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Chairman

**Contact Officer: Zoe Lewis**  
**[zoe.lewis@cityoflondon.gov.uk](mailto:zoe.lewis@cityoflondon.gov.uk)**

## **STREETS AND WALKWAYS SUB (PLANNING AND TRANSPORTATION) COMMITTEE**

**Tuesday, 30 January 2024**

Minutes of the meeting of the Streets and Walkways Sub (Planning and Transportation) Committee held at Committee Room 3 - 2nd Floor West Wing, Guildhall on Tuesday, 30 January 2024 at 1.45 pm

### **Present**

#### **Members:**

Graham Packham (Chairman)  
John Edwards (Deputy Chairman)  
Deputy Marianne Fredericks  
Deputy Shravan Joshi  
Deputy Charles Edward Lord  
Alderwoman Susan Pearson  
Ian Seaton

#### **Officers:**

Zoe Lewis  
Luke Major

Olumayowa Obisesan  
Gillian Howard  
Ian Hughes  
Daniel Laybourn  
Bruce McVean  
Olumayowa Obisesan  
Emmanuel Ojugo  
Giles Radford  
Bob Roberts  
Michelle Ross  
Kristian Turner  
Clarisse Tavin  
Giacomo Vecia  
Clive Whittle  
George Wright

- Town Clerk's Department
- Communications and External Affairs Department
- Chamberlain's Department
- Environment Department
- Environment Department
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### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Deputy Randall Anderson, Paul Martinelli, Deputy Alastair Moss and Oliver Sells KC.

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

There were no declarations of interest.

3. **MINUTES**

**RESOLVED**, That the public minutes of the meeting of 7 November 2023 be approved as an accurate record of the proceedings.

**Matters Arising**

**Barbican and Golden Lane Healthy Streets Plan**

The Chairman asked when the meeting would take place with Islington Council to discuss the governance of the Barbican and Golden Lane Healthy Streets Plan. An Officer stated that this was due to be arranged by Islington Council. Work between Officers at the City and in Islington was ongoing and there would be a report back to the Sub-Committee to a future meeting on emerging ideas for the Plan. The Chairman stated the importance of meeting with Islington Council to consider the governance arrangements of the project.

**Underpass at Blackfriars Station**

The Chairman queried the ownership of the underpass. Officers stated they would confirm the ownership.

**Threadneedle Street**

Officers confirmed that the Bank Junction improvement work on Threadneedle Street had started.

4. **PEDESTRIAN PRIORITY STREETS PROGRAMME - OLD JEWRY**

Members considered a report of the Interim Executive Director Environment concerning options for Old Jewry and whether to make changes to the previously approved scheme to mitigate Members' concerns raised about the impact on people who needed to travel by motor vehicle.

An Officer stated that Officers considered that the changes had resulted in improvements for people walking and cycling and data supported this.

A Member stated that changes towards pedestrianisation were made to this area during the pandemic but there were unintended consequences to certain closures including increased congestion and increased travel times by motor vehicles. He commented that Old Jewry was not a welcoming environment for pedestrians and was misused by service vehicles. He suggested that, once opened up, Ironmonger Lane would be a more welcoming cut through and suggested an experimental traffic order be put in place to open up Old Jewry southbound. He added that this would lower congestion around St Paul's Gyratory and ease congestion and at the end of the experimental traffic order, if successful, street works could create a more pleasant environment for walkers and cyclists. He stated that the Mercers' Company, a large stakeholder in the area, were in principle, broadly supportive of Jewry Street being opened up southbound and Ironmonger Lane having time closures. He added that they wanted the street works to be undertaken and that they still had concerns around Frederick's Place as highlighted in the Officer report. He suggested that Option 2a be selected with an additional piece of work undertaken on the intent around Ironmonger Lane.

A Member commented that vehicle numbers were small compared to the numbers of people cycling and walking and therefore an increase in driving times did not align with the Transport Strategy. He commented that changes would need to resolve other issues e.g. congestion caused by three-point turns.

A Member noted that Option 2B would preserve Old Jewry pedestrian exclusivity between Poultry and Frederick's Place for part of the day. Another Member was in support of this option as this would enable servicing to take place.

The Chairman raised concern about three point-turns and stated that Ironmonger Lane should be open for pedestrians.

Officers were asked to outline the differences between Options 2a and 2b. Members were informed that when the assessments took place, the numbers of people using Old Jewry were large for a constrained space. Option 2a would enable the whole street to be one-way which could open up more opportunities for improvements in the future. Option 2b recognised that there were large spikes of people using Old Jewry during peak hours. Under Option 2b, the street would remain a two-way street as when the restrictions were not in place, vehicles would go in and out. Three point-turns issues would remain under Option 2b.

The Officer confirmed that Ironmonger Lane was expected to reopen in Autumn 2024.

In relation to three-point turns, a Member stated that some drivers would know the hours the restrictions were in place and would plan their journeys accordingly. A Member stated that service vehicles were an issue. An Officer stated that the vehicles currently on the street were either there to serve the buildings or use the parking spaces. An Officer stated that currently there were more three-point turns taking place as a result of increased servicing traffic for the construction and fit-out work the Mercers' Company was undertaking.

The Chairman asked whether, if minded to, Members could indicatively support Option 2a with a caveat that it would not be implemented until Ironmonger Lane was reopened. An Officer stated that Members could indicatively support Option 2a with Officers submitting to a future meeting, a report for final decision along with detail on plans for Ironmonger Lane.

**RESOLVED** – That Members of the Sub-Committee indicatively support Option 2a to initiate a traffic experiment to reopen Old Jewry to all traffic in a southbound direction at all times and pause any work on potential improvements until the conclusion of the experiment, with Officers submitting to a future meeting, a report for final decision along with details on plans for Ironmonger Lane.

5. **GENERAL MICROMOBILITY UPDATE AND ACTIONS FOR IMPROVING DOCKLESS BIKE HIRE IN THE CITY**

The Sub-Committee considered a report of the Interim Executive Director Environment which, following Member briefing sessions with two of the operators, proposed further short, medium and long-term actions for improving dockless cycle hire operations in Square Mile.

In the discussion the following main points were made:

- Although there was no formal timeline for the pan-London joint dockless micromobility contract, procurement was set to start in early summer. It was anticipated that the contract would be in place by late 2025 or during 2026. Officers were continuing to collaborate with TfL and London Councils on this and considered this to be the most effective way to manage dockless cycles in London whilst awaiting additional primary legislation from central government.
- Officers had held several meetings with operators who were willing to implement some of the actions.
- Officers were looking to introduce additional spaces and improve reporting and data collection to understand and challenge operators on levels of compliance.
- A Member stated that working with operators to review their approach to warning, fining and banning users was a key action. An Officer agreed but stated that to compel operators to increase fines and fine more regularly would require better regulation.
- The Chairman suggested that testing could take place to identify and record bicycles parked inappropriately using their serial numbers and then checking this against the operators' records. An Officer stated that there could be resource implications. Officers were working informally with operators to ask them to share compliance data.
- Members suggested that the existing CCTV could be used to aid with data collection. It was also suggested that parking enforcement officers could be used to take and send photographs of bicycles parked inappropriately. An Officer stated that currently street operators had reported thousands of inappropriately parked bicycles since they had begun in 2018.
- An Officer stated that there could be an intensive approach to collecting data over a period of a week, which would have less impact on resources. He added that Officers were looking at creative ways to mitigate issues such as using technology and making it easier for people to report inappropriately parked bicycles.
- It was suggested that a campaign week, when good cycling behaviour was promoted, could be used to take a sample e.g. 10 inappropriately parked bicycles and track what happened to them.
- Officers had met with TfL and London Councils to discuss the implementation of new actions and to address discrepancies between the operators.

**RESOLVED –** That Members of the Sub Committee

1. Agree the short-term actions laid out in paragraph 23 of the Officer report, which sought to:



- Implement a City-wide no-parking zone outside of approved parking areas;
  - Establish rapid response areas; and
  - Enhance warning, fining and banning procedures
2. Note the other actions laid out in paragraphs 23-27 of the Officer report.
  3. Request Officers update all Members.

#### 6. **ST PAUL'S GYRATORY TRANSFORMATION PROJECT - PHASE 1**

Members considered a report of the Interim Executive Director Environment which summarised the results of the recent public consultation, detailed proposed modifications to the highway design following an assessment of consultation feedback, sought Member approval for the project team to progress the recommended highway design option to detailed design stage and provided an update on progress with the RIBA stage 3 developed design for the new public space.

In the discussion, the following main points were made:

- An Officer confirmed that the £15-£17m funding was in place. Officers intended to report back to the Sub-Committee with the proposed developed design in May 2024, with a Gateway 5 report in October 2025 to start work and they looked to start work in Spring 2025. It was anticipated that all works would be completed by May 2027.
- The Chairman stated that with so many expectations and demands on the space, care would need to be taken not to try and accommodate everything as this would likely prove to be unsuccessful.
- Members welcomed the playground space. A Member stated that there had been equal written responses from public consultation with a preference for sports and playground space. It was considered that the space would be a better location for children playing than for adults exercising and play space was desirable in this location as it was close to a number of tourist attractions. There had been much feedback from hotels and Destination City that play space was needed.
- Members discussed whether the square could successfully accommodate both a play area for children as well as exercise space and facilities for adults. It was agreed that play space for children was the highest priority of the two, and Officers were requested to note and factor this into their final design proposals.
- A Member commented on the loss of coach parking and asked where this would be located. An Officer stated that on-street provision had been cross referenced against Tower Hill coach park provision. Since the 81 Newgate Street work had commenced, there had only been two spaces in the project area and two spaces would be retained at Angel Street.
- An Officer clarified that the guard railing would be removed at the junction of Newgate Street and St Martin Le Grand. He added that this junction was the most complex in the scheme. Signage and road markings on the ground would be improved to assist cyclists and pedestrians. There would be advance stop lines and early release traffic lights to assist cyclists.

- The Officer confirmed that TfL were involved in the modelling and stated that it had not been possible to formalise a diagonal crossing for pedestrians and although there would be an all-green phase, it would not last long enough for a formal diagonal crossing.
- A Member stated that the parts of the project on the routes used for the Lord Mayor's Show and Cart Marking needed to be able to accommodate wide vehicles.
- A Member commented that the changes should be child-friendly.
- A Member requested that the Christ's Hospital statue be a prominent feature in any design. An Officer stated that there were proposals and these would be sent to Members of the Sub-Committee.
- A Member commented that this was an historic area and she would have preferred two-way traffic, with St Martin Le Grand, King Edward Street and Little Britain for blue light services, local traffic and cyclists and she considered that this would be safer for cyclists and be better for the hospital. An Officer stated that others including St Bartholomew's Hospital had the same view but when this approach was modelled, it did not work and was therefore set aside. Officers had undertaken to look at this approach again when phase 2 was being considered. The Officer added that this approach would mean King Edward Street could become a Healthy Hospital Street. The Member asked that flexibility should be retained by having temporary rather than permanent build-outs and loading bays which could be changed in the final design.

**RESOLVED –** That Members of the Sub-Committee

1. Approve commencing detailed design of the traffic and highway elements of Option 1A that include: the introduction of two-way working on Newgate Street, part of St. Martin's Le Grand and Montague Street; the reversal of traffic flow on Angel Street; and the closure of the southern section of King Edward Street to enable the creation of the new public space.
2. Authorise officers to progress the statutory consultation on the necessary Traffic Management Orders related to the highway option 1A ahead of Gateway 5.
3. Delegate authority to the Interim Executive Director Environment, in consultation with the Chairman of Streets & Walkways, to make changes to highway option 1A that arise during the detailed design stage.
4. Note that the design for the new public space is currently being progressed to a RIBA Stage 3 (incorporating changes arising from the public consultation feedback) and the final proposal will be presented to Members for approval in an Update Report in May.
5. Agree that up to 116m<sup>2</sup> of space be reserved for either play or exercise equipment or retained as planting/seating within the new square; noting that the introduction of play or exercise equipment will result in up to a 10.6% reduction of planting (66m<sup>2</sup>), up to a 12.5% reduction in seating (20 linear metre) and up to a 1.8% reduction in footway (50m<sup>2</sup>) and reduced permeability (see Appendix 10 of the Officer report for more information). A final recommendation on the use of this space for either play, exercise or planting (along with any proposed equipment to be introduced) will be made in the Update Report.

6. Note that Greyfriars Square was the most popular name for the new space in the public consultation and that officers will progress the statutory process for re-naming a street pursuant to existing delegations.
7. Approve an additional budget of £2,116,630 from the agreed capital allocation (OSPR) to reach Gateway 5.
8. Note the total project budget of £5,344,622 (excluding risk) to reach Gateway 5.
9. Note the total estimated cost range of the project at £15- 17 million.
10. Delegate authority to the Interim Executive Director Environment, in consultation with the Chamberlain, to make any further adjustments (above existing authority within the project procedures) between elements of the budget.
11. That Officers consider whether a formal diagonal crossing could be included in the scheme.

## 7. **MOOR LANE ENVIRONMENTAL ENHANCEMENTS**

The Sub-Committee considered a report of the Interim Executive Director Environment which provided an update on the progress of the project and sought approval to revise the design for Area B.

A Member stated that having consulted residents, they were broadly in support of Option 1 as recommended by Officers. This would ensure the Clean Air Garden was part of one unified scheme. The Members thanked Officers for their work.

An Officer confirmed that a further report detailing the working party arrangements and the development of the project milestones would be submitted to the Sub-Committee in May 2024.

A Member asked when the bridge link would be opened. An Officer stated that the developer could open this once snagging issues had been addressed. There was also a separate process for the link to be formally declared as City Walkway but the link could be opened to the public prior to the declaration.

### **RESOLVED - That Members of the Sub-Committee**

1. Approve that the existing design for Area B (approved in May 2023) is not constructed. Instead that the project reverts to the Gateway 3/4 Options Appraisal stage, to allow revision of the proposed design in line with the Healthy Neighbourhood programme and consideration of traffic management changes along Moor Lane.
2. Note that this will put the delivery of this project within the Bunhill, Barbican and Golden Lane Healthy Streets Neighbourhood programme.
3. Agree the formation of a working party made up of local stakeholders, including residents, occupiers and developers, the Culture Mile BID and a small number of ward Members to enable a collaborative and more co-productive approach to developing the revised design. Governance of the project and decision making will remain with Streets and Walkways Sub Committee.
4. Note that a further report detailing how the working party will work and the development of the project milestones will follow in due course.

5. Authorise the budget adjustment related to staff costs and fees to be actioned as outlined in section 3 below and in Appendix 3 of the Officer report.
6. Note the current total estimated cost of the project (areas A and B) at £2,968,680 (excluding risk).

8. **SALISBURY SQUARE DEVELOPMENT HIGHWAY AND PUBLIC REALM WORKS**

The Sub-Committee received a Gateway 2 Issue Report of the Interim Executive Director Environment.

**RESOLVED** - That Members of the Sub-Committee

1. Approve Option 2\*; and allow for the additional budget of £154,000 (staff costs and fees) to be included in the budget to reach the next Gateway subject to the receipt of funds from the City Corporation in its capacity as developer.
2. Note the updated increased cost of the highways and public realm works, currently estimated at £5m - £6m (excluding costed risk provision and commuted sums).
3. Note the revised timescales for delivery outlined in this report.

\*Option 2 (Recommended): Additional budget Staff costs and fees approved to complete the work and ensure the street environment is fit for purpose and in line with the requirements of the Unilateral Undertaking.

9. **1 LEADENHALL STREET SECTION 278 HIGHWAY WORKS**

The Sub-Committee received a Gateway 3/4/5 report of the Interim Executive Director Environment.

**RESOLVED** – That Members of the Sub-Committee

1. Note and approve the associated contents of this report;
2. Approve an increase in the approved budget of £831,006 (an increase of £686,777, excluding costed risk and commuted maintenance) to reach Gateway 6, following receipt of funds from the Developer in late December 2023;
3. Approve the Risk Register in Appendix 3 and the requested Costed Risk Provision of £139,000, and that the Executive Director Environment is delegated to authorise the drawdown of funds from this register;
4. Approve the Commuted Maintenance sum of £5,229;
5. Note the revised total project cost of £931,006 inclusive of costed risk and commuted maintenance as detailed in Appendix 2 of the Officer report;
6. Approve the design option, shown in Appendix 4 of the Officer report, for construction.
7. Agree that the Corporate Programme Management Office, in consultation with the Chairman of the Streets & Walkways Sub Committee and Chief Officer as necessary, is to decide whether any project issues or decisions that falls within the remit of paragraph 45 of

the 'City of London Project Procedure – Oct 2023' (Changes to Projects: General), as prescribed in Appendix 8 of the Office report, is to be delegated to Chief Officer or escalated to committee(s).

**10. 2-6 CANNON STREET PUBLIC REALM IMPROVEMENTS CLOSEDOWN REPORT**

The Sub-Committee received a Gateway 6: Outcome Report of the Interim Executive Director Environment.

A Member commented on the Lessons Learned and Recommendations section of the Officer report which stated that an in internal officer resource could provide the necessary guidance when planning works adjacent to a Listed Buildings and other scheduled heritage assets. The report stated that this was not currently the case and would improve efficiency of engagement between the Diocese of London and Historic England. An Officer stated that that this would be explored.

A Member commented that the photographs in the Officer report did not show the extent of the improvements and a visit to see the improvements would be welcomed.

**RESOLVED –** That Members of the Sub-Committee

1. Agree to adjust the budget as set out in Appendix E to cover the additional staff time expended;
2. Approve the revised project budget to be utilised to complete minor outstanding public realm works to complete the project;
3. Approve outstanding actions in Section 13 of this report are completed on which final accounts and project closure can commence;
4. Request Officers to arrange a visit to see the improvements to greening; and
5. Request Officers to explore having an in internal officer resource to provide the necessary guidance when planning works adjacent to a Listed Buildings and other scheduled heritage assets.

**11. ST BARTHOLOMEW'S HOSPITAL ENVIRONMENTAL ENHANCEMENTS CLOSEDOWN REPORT**

The Sub-Committee received a Gateway 6 Outcome Report of the Interim Executive Director Environment.

In response to a request from Members, an Officer stated that the quality of before and after photographs would be improved in future reports. An Officer stated that it appeared there was less greening in the after photographs as an existing planter had to be replaced with stand-alone planters containing young trees. However, these would be greener once they matured.

**RESOLVED –** That Members of the Sub-Committee

1. Agree to adjust the budget as set out in appendix 3 to cover the additional staff time expended; and
2. Approve outstanding actions in Section 13 of this report are completed on which final accounts and project closure can commence.

**12. MARK LANE PUBLIC REALM AND TRANSPORTATION ENHANCEMENTS - PHASE 2 AND 3**

The Sub-Committee received a Gateway 6 Outcome Report of the Interim Executive Director Environment.

A Member raised concern about spray paint markings which were still in place. An Officer confirmed that those who had made the markings had not using water-based paint as required in the Code of Practice and would be informed they would need to remove the markings at their own expense.

A Member stated that the raised areas on Hart Street were welcomed by residents with access issues and she thanked Officers for their work on this. She stated that there were now two single lines on Hart Street and a double yellow line should be reinstated on one side.

**RESOLVED** – That Members of the Sub-Committee

1. Note the contents of this report;
2. Agree to adjust the budget as set out in Appendix 3 of the Officer report to cover the additional staff time expended;
3. Note outstanding actions in Section 13 of this report are to be completed, on which final accounts and project closure can commence; and
4. Request that a double yellow line be reinstated on Hart Street.

**13. CURSITOR STREET/ BREAMS BUILDINGS PUBLIC REALM IMPROVEMENTS**

The Sub-Committee received a Gateway 6 Outcome Report of the Interim Executive Director Environment.

The Chairman commented that the photographs in the Officer report did not adequately show the improvements to greening. The Officer stated that a new large tree had been installed as had large planters containing trees. They had been planted in the winter so had not yet had time to develop. The Chairman stated the importance of greening and requested that a visit for Members of the Sub-Committee be arranged to see the improvements to greening.

**RESOLVED** – That Members of the Sub-Committee

1. Agree authorisation to revise the current approved budget allocation for the Cursitor Street phase of £371,647(within existing totals), to cover an overspend attributable to additional officer resource required to accommodate some design changes, as reflected in Appendix 4 of the Officer report. Note: Any funds that remain will be reallocated to Breams Buildings and reported as part of the programme of delivery for the Fleet Street Area Healthy Streets Plan;
2. Approve outstanding actions in Section 13 of the Officer report to be completed, on which final accounts and project closure can commence;
3. Approve the reprogramming of the Breams Buildings phase of works to be implemented as part of the wider delivery of the Fleet Street Area Healthy Streets Plan approved in November 2023;

4. Agree authorisation to revise the current approved budget allocation for the Breams Building phase of £109,119 (within existing totals), to cover an overspend attributable to additional officer resource required, as reflected in Appendix 4 of the Officer report; and
5. Request Officers to arrange a visit to see the improvements to greening.

**14. TEMPLE AREA TRAFFIC REVIEW**

The Sub-Committee received a report of the Interim Executive Director Environment which requested that the project be closed.

An Officer stated that the project had been superseded by the Healthy Streets Plan so there was a need to close the project.

**RESOLVED** – That Members of the Sub-Committee formally close the project in respect of the Temple Area Traffic Review.

**15. SPECIAL EVENTS ON THE HIGHWAY**

The Sub-Committee received a report of the Interim Executive Director Environment concerning the major special events planned for 2024.

A Member stated the importance of publicising events and also of clean-up expenses being recouped. An Officer confirmed that expenses were recouped and there was a recharge for any additional resource deployed.

A Member stated that at least one event made a contribution to the City of London Corporation for sport development. He requested that Officers establish whether other event organisers might be encouraged to make contributions for sport development.

In response to a Member's query, an Officer stated that there were 6,000 participants and not 6,000 spectators (which were far higher) at the Lord Mayor's Show and the number of spectators and participants at events would be clarified in future reports.

**RESOLVED:** - That Members of the Sub-Committee

1. Agree to support the regular core events programme listed in paragraph 6 of the Officer report and also detailed in Appendix 1 of the report;
2. Note the Benefits in Kind listed in Appendix 4 of the Officer report; and
3. Request that Officers establish whether event organisers could be encouraged to make contributions for sport development.

**16. \* TRAFFIC ORDER REVIEW - UPDATE**

The Sub-Committee received a report of the Interim Executive Director Environment concerning an update to the Traffic Order Review.

**RESOLVED** – That Members of the Sub-Committee

1. Note the programme, categories and processes for assessing the recommended changes to the 67 traffic orders identified from the review, and where appropriate deliver the necessary changes; and

2. Note the study currently underway to assess potential changes to the six timed road closure restrictions as shown in table 1 of Appendix 1 in the Officer report.

17. **\* ANNUAL ON-STREET PARKING ACCOUNTS 2022/23 AND RELATED FUNDING OF HIGHWAY IMPROVEMENTS AND SCHEMES**

The Sub-Committee received a report of the Chamberlain detailing action taken in respect of the surplus in its On-Street Parking Account for 2022/23.

**RESOLVED** – That Members of the Sub-Committee note the contents of the report before submission to the Mayor for London.

18. **\* OUTSTANDING REFERENCES**

The Chairman asked for an update on the Bank Junction Traffic and Timings Review. An Officer stated that work was ongoing and engagement with TfL was taking place in line with the timetable set out in the last report to the Court of Common Council. A twin-track was being used towards engagement, with the continuation of political engagement and engagement at an operational level. Wherever possible, activities were being conducted in parallel rather than sequentially.

**RECEIVED.**

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

A Member raised concern about the bus stop on King William Street at the top of steps that went under London Bridge as this caused a blockage and caused people to walk in the roadway. He asked if this could be moved. An Officer stated that TfL had said it could not be moved but Officers would raise this with them again. The Officer asked that TfL be formally asked and also be asked to provide a reason if they would not. Officers stated that TfL would be challenged on their progress on fixing King William Street Bridge. The bus stop had been moved so TfL could put concrete blocks in front of the bridge to protect the structure and this had created a tight pinch point. Officers would encourage TfL to fix the structure, which would solve the problem, or move the bus stop.

A Member raised safety concerns about the pedestrian crossing at the end of Cannon Street. An Officer stated that TfL had plans in progress for the wider junction of Monument and Cannon Street and would be starting consultations once the mayoral elections had taken place.

A Member requested that operational technical issues be raised outside of the quarterly meetings with TfL which were about alignment in dealing with issues and relationship building. An Officer confirmed that the operational issues would be raised outside of the quarterly meetings.

In response to a Member's question, an Officer confirmed that there was a role for photograph evidence being submitted to TfL.



A Member raised concerns about London Bridge in relation to broken TfL planters with rubbish collecting in them, and retention scaffolding. She added that the underpass which was the Corporation's responsibility had light covers missing, some lights which did not work and a missing handrail. She added that the underpasses should be upgraded to make them more user-friendly and to deter anti-social behaviour.

In response to a Member's concern about the misuse of public payphones, an Officer asked Members to notify him of any payphones affecting their wards in a negative way and he would ask BT to remove them.

A Member asked for assurances that work was ongoing in relation to ensuring that vehicles could navigate around Bank Junction for the Lord Mayor's Show. An Officer stated that this was part of the planning process and a report would be submitted to the Court of Aldermen.

A Member raised concern about buses not slowing down through Bank Junction, and the importance of this, when with the narrowing of the road, they were very close to pedestrians standing on the pavement. An Officer stated that this would be raised with TfL.

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

The Chairman stated that the Sub-Committee had previously agreed a policy to ban A-Boards on City streets as they were an impediment to pedestrian comfort and in some cases were hazardous for mobility impaired pedestrians. It was considered necessary to apply the policy to all City streets as a selective implementation was felt to be impractical. He further stated that due to Covid and the impact of lockdown on the retail trade, the policy was deliberately not implemented to help the retail trade in the City to recover. The Chairman added that footfall during peak days in the City was now close to pre-pandemic levels but the proliferation of A-Boards was becoming problematic. He suggested that preparations take place to implement the policy and that Officers should be requested to submit a report to the next meeting proposing the way forward on this.

A Member requested that any report should include historic paperwork.

An Officer stated that it had previously been agreed that A-Boards should not be permitted on the public highway. Officers could submit a for information report to the March 2024 or May 2024 meeting and in the meantime start the publicity.

**RESOLVED** – That a report be submitted to the Sub-Committee on proposals for the implementation of a ban on A-Boards.

**21. EXCLUSION OF THE PUBLIC**

The Committee agreed to exclude the public from the Non-Public part of the meeting in line with Section 100A(4) of the Local Government Act 1972.

22. **\* ANNUAL ON-STREET PARKING ACCOUNTS 2022/23 AND RELATED FUNDING OF HIGHWAY IMPROVEMENTS AND SCHEMES - NON-PUBLIC APPENDIX**

The Sub-Committee received a non-public appendix of the public report of the Chamberlain detailing action taken in respect of the surplus in its On-Street Parking Account for 2022/23.

**RECEIVED.**

23. **\* NON-PUBLIC REPORT OF ACTION TAKEN**

The Sub-Committee received a non-public report of the Town Clerk concerning action taken since the last meeting.

**RECEIVED.**

24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no non-public questions.

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

The Sub-Committee received a non-public delegated authority request.

**RESOLVED** – That the Sub-Committee agree the delegated authority request.

**The meeting ended at 3.25 pm**

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Chairman

**Contact Officer: Zoe Lewis**  
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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