



Corporate Asset Sub (Finance) Committee

Date: THURSDAY, 29 JANUARY 2015
Time: 1.45 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Roger Chadwick (Chairman)
Jeremy Mayhew (Deputy Chairman)
Randall Anderson
Deputy Douglas Barrow
Mark Boleat
Deputy Michael Cassidy
Deputy Alastair Moss
Deputy Dr Giles Shilson
Deputy John Tomlinson
Brian Harris

Enquiries: Chris Bartson-Umuliisa tel. no.: 020 7332 1408
Chris.Bartson-Umuliisa@cityoflondon.gov.uk

Lunch will be served for Members in the Guildhall Club at 1pm
N.B. Part of this meeting may be subject to audio video recording.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 21st November 2014.

For Decision
(Pages 1 - 6)
4. **HERITAGE AT RISK REGISTER UPDATE REPORT**
Report of the City Surveyor

For Information
(Pages 7 - 14)
5. **CITY MARKETING SUITE UPDATE REPORT**
Report of the City Surveyor

For Decision
(Pages 15 - 20)
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Part 2 - Non-Public Agenda

9. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 21st November 2014.

For Decision
(Pages 21 - 28)
10. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMMES - PROGRESS REPORT**

Report of the City Surveyor

For Decision
(Pages 29 - 42)

11. **FIRST REGISTRATION OF THE CITY'S FREEHOLD TITLES - PROGRESS SINCE JANUARY 2014**

Report of the City Surveyor and the Comptroller & City Solicitor

For Information
(Pages 43 - 52)

12. **CENTRAL CRIMINAL COURT PLANT REPLACEMENT PHASE 1**

Report of the City Surveyor

For Information
(Pages 53 - 74)

13. **CITY SURVEYOR'S BUSINESS PLAN 2014-17 - QUARTER 3 2014/15 PROGRESS REPORT**

Report of the City Surveyor

For Information
(Pages 75 - 90)

14. **COMBINED HEAT AND POWER SYSTEM - ANNUAL REPORT 2013/14**

Report of the City Surveyor

For Information
(Pages 91 - 106)

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

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

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CORPORATE ASSET SUB (FINANCE) COMMITTEE

Friday, 21 November 2014

Minutes of the meeting of the Corporate Asset Sub (Finance) Committee held at the Guildhall EC2 at 1.45 pm

Present

Members:

Roger Chadwick (Chairman)	Deputy Michael Cassidy
Jeremy Mayhew (Deputy Chairman)	Deputy Alastair Moss
Randall Anderson	Deputy John Tomlinson
Deputy Douglas Barrow	Brian Harris

Officers:

Saimah Tahir	Town Clerk's Department
Laura Donegani	Town Clerk's Department
Peter Kane	Chamberlain
Dianne Merrifield	Chamberlain's Department
Peter Bennett	City Surveyor
Sarah Hall	City Surveyor's Department
Bob Meldrum	City Surveyor's Department
Peter Young	City Surveyor's Department

1. APOLOGIES

Apologies for absence were received from Deputy Douglas Barrow, Mark Boleat and Deputy Giles Shilson.

2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING

There were no declarations of interests.

3. MINUTES

RESOLVED – That the minutes of the meeting held on the 3rd June 2014 be approved.

4. ANIMATING GUILDHALL YARD: A PROPOSAL FOR ENHANCED PUBLIC USE

The Sub-Committee considered a report of the Director of Culture, Heritage and Libraries detailing enhancements to encourage greater public use of Guildhall Yard as part of the Guildhall Area Strategy.

Discussion ensued during which amongst other things, the following points were made:

- There needed to be one point of reference for booking use of Guildhall Yard.
- The Culture, Heritage and Libraries Department and City Surveyor's Department should work together to ensure that events operated smoothly.
- City of London Corporation's attractions needed a joined up approach to ensure they were more widely advertised such as the exhibit of the Magna Carter.
- To investigate whether there was any merit in creating a Cultural Hub Office to advertise attractions within the City of London.

RESOLVED – That Members:

- Endorse the proposition to animate Guildhall Yard in order to encourage greater public use while observing necessary sensitivities, and avoiding any prejudice to commercial lettings.
- Approve the proposal for a market to take place in the Yard on Court of Common Council days (usually nine a year), more regularly in August (when Guildhall is unavailable for private hire, subject to maintenance needs) and on special occasions, delegating authority to the Director of Culture, Heritage and Libraries (CHL) to agree specific dates aligned with the restrictions outlined in this report.
- Approve the proposal for a bar to serve food and drink in the Yard for three weeks in August (lunchtimes and early evenings), on condition that relevant licensing legislation and the restrictions outlined in items 8 to 14 are observed (with delegated authority granted to the Director of CHL to review continuance in light of any public order or other issues).
- Delegate authority to the Director of CHL to programme the Yard for three weeks in August aligned with the type of activity outlined in item 20 and the restrictions necessitated by consideration of nearby resident and worker communities, as well as any access or other requirements derived from the August maintenance programmes for Guildhall and Guildhall Yard.
- Approve the promotion and distribution of the technical specification for the Yard (appendix 1), noting the need to include access and egress to the church of St Lawrence Jewry as discussed in item 8, so that a wider range of potential activities may be identified and the quality of these is enhanced beyond the limited pool of those who approach us currently.
- Delegate authority to the City Surveyor, Director of the Built Environment, Remembrancer and Director of CHL to identify and agree on an area within the Yard where public art and sculpture installations may be hosted throughout the year.
- Note and agree that any proposals for new activities in the Yard will be planned in consultation and with the agreement of the Remembrancer, the City Surveyor and the Chief Commoner as appropriate, to ensure that priority is given to commercial hospitality

and other lettings of Guildhall space, and to ceremonial or official City functions, and that the needs of the annual maintenance programme are respected.

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

There were no questions.

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT
Central Criminal Court Business Plan 2014-15**

The Sub-Committee received a report of the Secondary detailing the progress made in delivering the objectives of its Business Plan for the Central Criminal Court for the period 1st May – 30th September 2014. The Secondary was heard in support of the report

In response to a question about the Mitie contract the advised that concern had been expressed about repairs being undertaken in a more timely manner.

RESOLVED – That the content of the report be noted.

7. **EXCLUSION OF THE PUBLIC**

RESOLVED – that under Section 100(A) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

Item Number
8-24

Paragraph Number
3

8. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 3rd June 2014 be approved.

9. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMMES - PROGRESS REPORT (CARRIED FORWARD FROM SEPTEMBER 2014 COMMITTEE)**

The Sub-Committee received a report of the City Surveyor which provided an overview of the progress and expenditure on three additional works programmes.

RESOLVED – That the report be noted.

10. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMMES - PROGRESS REPORT**

The Sub-Committee received a report of the City Surveyor which provided an overview of the progress and expenditure on three additional works programmes since September 2014.

RESOLVED – That the content of the report be noted.

11. **CITY SURVEYOR'S BUSINESS PLAN 2014-17 QUARTER 1 2014/15 PROGRESS REPORT (CARRIED FORWARD FROM SEPTEMBER 2014 COMMITTEE)**

The Sub-Committee received a report of the City Surveyor which provided an update on Quarter 4, 2013-14 and the progress of Quarter 1, against the 2013-2016 Business Plan.

RESOLVED – That the content of the report be noted.

12. **CITY SURVEYOR'S BUSINESS PLAN 2014-17 QUARTER 2 2014/15 PROGRESS REPORT**

The Sub-Committee received a report of the City Surveyor which provided details of Quarter 2 2014-15 progress against the 2014-2017 Business Plan and the key risk areas associated with the delivery of the plan.

RESOLVED – That the content of the report be noted.

13. **CORPORATE PROPERTY ASSET MANAGEMENT STRATEGY 2012-2016 ANNUAL UPDATE (CARRIED FORWARD FROM SEPTEMBER 2014 COMMITTEE)**

The Sub-Committee received a report of the City Surveyor which provided details of the progress on delivering the Strategic aims and objectives of the Corporate Property Asset Management Strategy for 2012-2016 and the next steps required.

RESOLVED – That the report be noted.

14. **65 & 65A BASINGHALL STREET (JUSTICE ROOMS) - FUTURE OPPORTUNITIES (CARRIED FORWARD FROM SEPTEMBER 2014 COMMITTEE)**

The Sub-Committee received a report of the City Surveyor concerning the development potential of 65 & 65A Basinghall Street.

RESOLVED – That the content of the report be noted.

15. **65A BASINGHALL STREET**

The Sub-Committee considered a report of the Commissioner of Police.

RESOLVED – That subject to approval by the Policy and Resources Committee approval be given in principle to the use of 65a Basinghall Street.

16. **CITY OF LONDON POLICE ACCOMMODATION STRATEGY -DISPOSAL OF SURPLUS ASSETS**

The Sub-Committee considered a report of the City Surveyor.

RESOLVED – That approval be given.

17. **PUBLIC CAR PARKS - REVIEW OF CAR PARK PROVISION AND ASSET MANAGEMENT STRATEGY**

The Sub-Committee received a joint report of the Director of Built Environment and the City Surveyor.

RESOLVED – The short and long term Asset Management Strategy be approved.

18. **THE CITY'S OPERATIONAL PROPERTY PORTFOLIO - REPAIRS AND MAINTENANCE ADDITIONAL BUDGET REQUIREMENT FROM 2015/16**

The Sub-Committee received a report of the City Surveyor.

RESOLVED – That the report be noted.

19. **CORPORATE PROPERTY PROJECTS**

The Sub-Committee received a report of the Town Clerk.

RESOLVED – That the content of the report be noted.

20. **SURPLUS PROPERTIES AT THE FREEMEN'S SCHOOL**

The Sub-Committee considered a report by the City Surveyor.

RESOLVED –that the report be approved subject to the approval of the approval of the Property Investment Board.

21. **VERBAL UPDATE FROM THE CITY SURVEYOR**

The Sub-Committee were provided with a verbal update by the City Surveyor.

RESOLVED – That the comments of the City Surveyor be noted.

RESOLVED - At 3.45pm Members agreed to suspend standing orders in order to deal with the remaining business on the agenda.

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

There were no questions.

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

The Sub-Committee considered a report on the Barbican Capital Cap Extension.

RESOLVED – The approval of the extension of the Centre's Capital Cap by one year to 2016/17.

24. **SERVICE BASED REVIEW PROPOSALS - CITY SURVEYOR'S DEPARTMENT**

The Sub-Committee received a report of the City Surveyor.

RESOLVED – That the savings proposals for the City Surveyor’s Department as part of the Service Based Review be endorsed.

The meeting closed at 4.45 pm

Chairman

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Committee(s):	Date(s):
Corporate Asset Sub-Committee	29 January 2015
Subject: Heritage at Risk Register (HARR) Report 2014	Public
Report of: City Surveyor (CS.017/15)	For Information

Summary

Every year English Heritage publishes a list of statutorily protected heritage sites, which English Heritage regards 'most at risk of being lost through neglect, decay or inappropriate development'. The latest edition of the 'Heritage At Risk Register' (HARR) was published in October 2014.

The City of London Corporation had 11 heritage assets listed in the 2013 edition of the HARR. One of those assets, a section of the London Wall has been removed from the 2014 listing, following repair and renovation works. Additionally, although the condition of Ashtead Park is now noted as generally satisfactory, it presently remains on the register. The 10 heritage assets in the 2014 edition of the HARR are:-

- St Mary Somerset Tower
- London Wall (Roman/Medieval City wall) in two Scheduled locations
- Roman Wall (remains of part of the basilica) in 90 Gracechurch St
- Kenley Common, WWII fighter pens in two Scheduled locations
- Wanstead Park
- Wanstead Park Conservation Area*
- Bunhill Fields Conservation Area*
- Ashtead Park*

Four of the assets are situated within the City and five are further afield. Wanstead Park is included twice, in its own right and again as part of a 'Conservation Area At Risk'.

Three of the listings (*) pertain to larger parks or conservation areas, where the City of London Corporation is not in sole control because of multiple ownerships.

This report explains the circumstances and issues for each asset at risk and sets out the plans of action I have implemented to eventually remove them all from the HARR.

Recommendation(s)

Members are asked to:

- Note the contents of this report.

Main Report

Background

1. Following the annual update of the English Heritage 'Heritage At Risk Register', this report is on the details in the register that are relevant to the City of London.

Current Position

2. The 2014 HARR includes the following ten designated heritage assets owned by or under the care of the City of London:-

Assets within the City of London

- St Mary Somerset Tower (let to a 3rd party)
- London Wall (2 individually Scheduled sections of the City wall)
- Roman Wall within basement of 90 Gracechurch Street (part of the basilica)

Other Heritage Assets

- Kenley Common, WWII fighter pens (2 Scheduled groups)
- Wanstead Park
- Wanstead Park Conservation Area
- Bunhill Fields Conservation Area
- Ashted Park (Noted as generally satisfactory, but is still on the HARR)

3. The City's heritage assets included in HARR come under the following designations:

<u>Designation</u>	<u>No. of Entries</u>
Scheduled Monuments	5
Listed Buildings	1
Registered Historic Parks & Gardens	2
Conservation Areas within City of London	0
Conservation Areas outside City of London	2

4. One section of the City wall (the west fort gate house in London Wall) has been removed from the HARR since 2013, following conservation works. No City of London Corporation assets have been added to the Register since 2013.
5. HARR states that the trend at all of our assets is 'deteriorating', with the exception of Ashted Park ('improving') and St Mary Somerset Tower ('fair'). However, works are in-hand to improve the condition of all of the heritage sites / assets that are included in the HARR listing in order that they can be removed from the register.
6. Three of the listings pertain to parks or conservation areas, parts of which are owned or managed by third parties.
7. A copy of the full listing descriptions can be found in Appendix A

Progress

8. **St Mary Somerset Tower** - The development of St Mary Somerset Tower was proposed in 2012 and proved a complex process. An agreement for lease is now in place, the conditions associated with ensuring that the tenant can undertake the works needed, were met in November 2014. When the lease is granted, the tenant will be obliged to complete works at their cost, to the external envelope within 2 years. Upon completion of these works, the asset should be removed from HARR.
9. **London Wall** - A phased conservation programme to the City Wall was commenced in 2010 and is expected to take a further 2-3 years to complete the last two sections. The completion of the Fort Gate House, the Barber Surgeon's Hall garden and Barbican sections of the City Wall, at a total cost of £252,730, have satisfied English Heritage. The remaining sections of the Wall in St Alphage Garden and that on the north side of the forecourt of All Hallows-on-the-Wall should also be removed from the HARR upon completion of the programme. It should be noted that the cost of the works to the larger of the two remaining sections of the City Wall, St Alphage Garden, will be substantially met by Section 106 money.
10. **Roman Wall (Basilica)** - Necessary conservation work, costing £1,350, has been undertaken at 90 Gracechurch Street and the viewing chamber is currently being monitored with environmental monitoring equipment to inform the future management requirements of the Roman remains, which upon implementation, should remove it from the HARR.
11. **Kenley Common** - 'Kenley Revival Project', a programme of conservation and community engagement is currently being developed with the help of a Heritage Lottery Fund (HLF) development grant. It will need to pass HLF stage 2 in June 2015 as well seeking CoL authority to start work in the spring of 2016. If successfully implemented, the programme would remove the City owned parts of the two Scheduled Monuments at Kenley Common from future HARRs. The current estimated total cost of the project is £900,000 and the match funding needed, to be paid by the City, will be about £44,000.
12. **Wanstead Park** - is earmarked for a potential future HLF application to address concerns identified in the HARR. As part of the process of preparing for the application, landscape consultants have been commissioned to prepare a costed Parkland Plan, which should be completed late spring/early summer 2015.
13. **Wanstead Park Conservation Area** - A local stakeholder steering group consisting of statutory bodies, asset owners and local interest groups has been set up at Wanstead Park to address the overall management of the conservation area.
14. **Bunhill Fields Conservation Area** – The Burial Ground is earmarked for a potential future HLF bid, which would prevent the cemetery, or any of the individually listed memorials, re-joining future HARRs. In the meantime, a phased conservation programme, managed by my department, is being

undertaken. Liaison with the local authority and other owners would need to be sought to remove the whole conservation area from future HARRs.

15. **Ashtead Park** - A Landscape Conservation Management Plan for the Freeman's School in Ashtead Park was implemented in 2010 and, together with the successful management of the rest of the park by Surrey Wildlife Trust, English Heritage has noted that 'the site is starting to see major improvements'.
16. In addition to the above I shall continue to manage a planned programme of maintenance works across the heritage estate to mitigate the risk of any other assets been included on future HARRs. This may be limited by budgetary constraints but I will continue to submit bids for inclusion in the Additional Works Programme where appropriate.

Proposal

17. It is proposed that progress with the various sites and assets that are included on the October 2014 Heritage at Risk Register be noted.

Corporate & Strategic Implications

18. If appropriate works are not undertaken to these heritage assets, they will inevitably deteriorate further which could lead to statutory infringement. Lack of suitable maintenance would permit further property decay and may increase health and safety risks, and reputational risk to the City.

Conclusion

19. The City of London Corporation still has heritage assets on the HARR but it is continuing to address the various issues, and developing asset management strategies where appropriate with the cooperation of English Heritage.

Appendices

- Appendix A – City's heritage assets included in 2014 HARR

Background Papers:

Heritage at Risk Register (HARR) Report 2013, dated 12 December 2013

Ulrike Wahl
Heritage Estate Officer
City Surveyor's
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Heritage at Risk Register (HARR) Report 2014

City's heritage assets included in 2014 HARR

Assets included in HARR Greater London

SITE NAME: **St Mary Somerset Tower**, Upper Thames Street

DESIGNATION: Listed Building grade I

CONDITION: Fair

OCCUPANCY: Vacant/not in use

PRIORITY CATEGORY: F (E)

LIST ENTRY NUMBER: 1358904

Redundant church built between 1686-94 by Wren. Body of church destroyed in 1871. Permission has been granted for renovations and extension in connection with conversion to residential use.

SITE NAME: **London Wall:** remains of Roman and medieval wall from west end of All Hallows Church to 38 Camomile Street

DESIGNATION: Scheduled Monument, 2 CAs

LIST ENTRY NUMBER: 1002050

CONDITION: Generally satisfactory but with significant localised problems

TREND: Declining

PRINCIPAL VULNERABILITY: Deterioration - in need of management

NEW ENTRY?: No

SITE NAME: **London Wall:** section of Roman & Medieval wall at St Alphage garden, incorporating remains of St Alphage's Church

DESIGNATION: Scheduled Monument

LIST ENTRY NUMBER: 1018886

CONDITION: Generally satisfactory but with significant localised problems

TREND: Declining

PRINCIPAL VULNERABILITY: Deterioration - in need of management

NEW ENTRY?: No

SITE NAME: **Roman wall** in basement of 90 Gracechurch Street EC3

DESIGNATION: Scheduled Monument, CA

LIST ENTRY NUMBER: 1002035

CONDITION: Generally unsatisfactory with major localised problems

TREND: Declining

PRINCIPAL VULNERABILITY: Deterioration - in need of management

NEW ENTRY?: No

SITE NAME: Group of four World War II fighter pens at the former airfield of
RAF **Kenley**
DESIGNATION: Scheduled Monument, CA
LIST ENTRY NUMBER: 1021242
CONDITION: Generally satisfactory but with significant localised problems
TREND: Declining
PRINCIPAL VULNERABILITY: Deterioration - in need of management
NEW ENTRY?: No

SITE NAME: Group of seven World War II fighter pens at the former airfield of
RAF **Kenley**
DESIGNATION: Scheduled Monument, CA
LIST ENTRY NUMBER: 1021243
CONDITION: Generally satisfactory but with significant localised problems
TREND: Declining
PRINCIPAL VULNERABILITY: Deterioration - in need of management
NEW ENTRY?: No

SITE NAME: **Wanstead Park E12**
DESIGNATION: Registered Park and Garden grade II*, 6 LBs, part in CA
CONDITION: Extensive significant problems
VULNERABILITY: High
TREND: Declining
NEW ENTRY?: No
OWNER TYPE: Local authority, multiple owners
LIST ENTRY NUMBER: 1000194
Remains of an important landscape dating from the late C17 to early C19, developed late C19 by the City of London as a public park. Central area converted to a private golf course in the early C20. Features of the historic designed landscape survive but are in poor condition. The designed cascade lake system in particular is vulnerable. A steering group of stakeholders was convened in May 2013 and will promote positive conservation management.

SITE NAME: **Wanstead Park E11**
DESIGNATION: Conservation Area, 8 LBs, part in RPG grade II*
NEW ENTRY?: No
CONDITION: Very bad
TREND: Deteriorating
VULNERABILITY: Low

SITE NAME: **Bunhill Fields**, Finsbury Square EC2
DESIGNATION: Conservation Area, 95 LBs, RPG grade I
NEW ENTRY?: No
CONDITION: Fair
TREND: Deteriorating
VULNERABILITY: Medium

Assets included in HARR Southeast England

SITE NAME: **Ashtead Park**, Ashtead
DESIGNATION: Registered Park and Garden grade II, 19 LBs, part in SM,
part in CA
CONDITION: Generally satisfactory but with significant localised problems
(*Extensive significant problems*)
VULNERABILITY: Medium (High)
TREND: Improving
NEW ENTRY?: No
OWNER TYPE: Mixed, multiple owners
LIST ENTRY NUMBER: 1001490

Begun as a C17 park, Ashtead developed with successive owners throughout the C18 and C19. Broken up and sold in the 1920s the historic landscape remained in two main ownerships with the house and surrounding grounds a school, and the northern park as open access land for Surrey Wildlife Trust. A landscape Conservation Management Plan for the school was completed in 2010, and following the plan's policies the site is starting to see major improvements.

(Begun as a C17 park, Ashtead was developed during the C18 and C19 by successive owners. Although the estate was sold as 51 lots in the 1920s, the historic landscape is largely in two ownerships. The main house and surrounds are a school which is preparing a new master plan that, it is hoped, will be informed by an almost complete landscape Conservation Management Plan. The northern park is managed as public open space by Surrey Wildlife Trust who are willing to acknowledge the site's history in management decisions.)

Legend

PRIORITY CATEGORIES (Last year's priority category is shown in brackets)

- A Immediate risk of further rapid deterioration or loss of fabric; no solution agreed.
- B Immediate risk of further rapid deterioration or loss of fabric; solution agreed but not yet implemented.
- C Slow decay; no solution agreed.
- D Slow decay; solution agreed but not yet implemented.
- E Under repair/in fair to good repair, but no user identified; or under threat of vacancy with no obvious new user
- F Repair scheme in progress and (where applicable) end use or user identified; functionally redundant buildings with new use agreed but not yet implemented.

ABBREVIATIONS

- CA Conservation Area
- LB Listed Building
- LPA Local Planning Authority
- NP National Park
- RPG Registered Park and Garden
- SM Scheduled Monument
- UA Unitary Authority
- WHS World Heritage Site

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Committee(s)	Dated:
Corporate Asset Sub Committee	29/01/2015
Subject: City Marketing Suite	Public
Report of: Peter Bennett, City Surveyor	For Decision

Summary

This report relates to the City Marketing Suite (CMS) - a corporate property asset within the Guildhall complex that provides meeting and event space for internal and external use. It houses the City Model and includes an exhibition about the City and the City Corporation.

Pipers Projects Ltd has run the CMS since 1996 and in March 2012 this Committee agreed that their contract should be renewed for a further 5 years. Under the new arrangements, the City Property Advisory Team has been responsible for day to day management of Pipers in the running of the CMS.

The contract is now at the half-way point, and this report contains an update on activity and usage of the CMS which has been below desired levels and seeks to identify measures to encourage greater external usage which includes working more closely with New London Architecture (NLA), a sister company of Pipers, and the option to rename it, so as to better resonate with the external market place.

Recommendation(s)

It is recommended that your Committee:

- Notes the review of the CMS and its performance as an internal and commercial venue.
- Notes proposals for future collaboration with New London Architecture to increase awareness and use of the CMS, and promote the City and the City Corporation to a wider audience.
- Considers the possible re-naming of the CMS and if agreed, chooses a new name from the suggested shortlist provided.

Main Report

Background

1. The City Marketing Suite (CMS) is a corporate property asset within the Guildhall complex that provides meeting and event space for internal and

external use. It houses the City Model and includes an exhibition disseminating key messages about the City Corporation and the Square Mile.

2. A City Marketing Suite was first established in 1996 with the aim of promoting the Square Mile as a centre for carrying out and locating business, together with the wide range of economic development activity undertaken by the City Corporation (not specifically to promote the City Corporation). In May 2002 it moved into the current purpose-built facility.
3. Day-to-day running of the CMS is sub-contracted to Pipers Projects Ltd, and in March 2012 their contract was renewed for a further 5 years to 2017 (following agreement by this Committee and Policy & Resources Committee).
4. An important new element of the renewed contract was a reduction in the financial cost to the City Corporation for managing the CMS from £113,000 to £50,000 with an agreement that in return Pipers would be allowed to open up the facility to external hire at commercial rates and retaining any income up to £63,000 to make up for the shortfall in previous management costs (£113,000) and sharing any income over and above this figure with the City Corporation on a 50:50 basis. Under this revised agreement Pipers has taken the risk exposure for any shortfall in income to cover the actual management costs to them.

Review of the CMS since 2012

5. Pipers Projects Ltd has been managing the day-to-day operation of the CMS since its inception in 1996. This includes generating business and taking bookings, managing accounts, assisting with event management, marketing activity, and liaising with caterers, security staff and Guildhall event staff.
6. A wide range of external clients use the facility, including property developers and agents, government bodies, and City businesses. An agreed list of 'affiliate' organisations (mainly third sector partner organisations of the City Corporation who work with us to achieve CoL's economic development objectives) also use the CMS by special arrangement (affiliates are permitted 3 free uses per year). Usage from external clients has not been as high as anticipated, and income from hiring the rooms does not presently cover the true cost of running the Suite. The financial risk is however taken by Pipers, not CoL, as per the contract agreed in 2012. The table below provides details relating to meetings held and income derived:

	2009/10	2011/12	2013/14
Total no of meetings	755	585	428
External meetings	not available	185	149
Internal meetings	not available	400	279
Total attendees at meetings	16,100	14,043	11,803
Income from meetings	N/A	£12,500	£20,709

7. Figures show that the number of meetings being held at the CMS and the number of attendees at those meetings have decreased in the last 5 years. This has partly been a consequence of a reduction in internal meetings (as a result of

tighter criteria for using the facilities, promoted to increase availability for external bookings) and the economic climate together with increased competition from other venues.

8. Income from hiring the space has increased from £12,500 in 11/12 to over £20,000 in 13/14. At the same time, the financial burden on the City Corporation has reduced by over 50% to £50,000 per year.
9. Since 2012 much work has been undertaken to improve the attractiveness of the CMS as a venue and to develop a more comprehensive marketing strategy to increase usage including:
 - A new exhibition around the walls of the CMS about the City as a place to do business, as well as about the City Corporation and its role. The City Model was also improved through enhanced lighting and a new interactive screen. General awareness of the CMS and its existence has been improved by removal of the tinted film that previously covered the windows and doors, allowing passers-by to see into the facility. Two new plasma screens were also added to the foyer to animate the space, allowing clients to run promotional films or slides relating to their event. Other upgrades included the addition of a striking skyline image behind reception, improved lighting, a new catering area, plants, new table tops, and graphics of current schemes in the conference and board rooms.
 - More intensive marketing of the facility, including using Pipers' extensive contacts with the property industry to encourage greater uptake of the CMS as a venue for holding meetings and events.
 - Working with a new City Corporation Venues group, which aims to pool resources to jointly market CoL venues including the Guildhall, Barbican and Museum of London. Key benefits of the group include exposure to new markets via representation at conferences, joint marketing brochures and campaigns, and referrals for business between members of the group.
 - In terms of digital marketing, a new website for the CMS was launched in 2012 with comprehensive information about the CMS offer (www.citymarketingsuite.com). A You Tube video has also been made about the facility (viewed by over 900 people to date), as well as a Google Virtual Tour, which allows users to explore the CMS, room by room, from their own computer. Other marketing collateral includes branded fliers and notepads.
10. Going forward, further improvements are planned, including large new graphics in the boardroom and conference room, new, more flexible exhibition space that can be updated on a regular basis to provide information on key initiatives or for bespoke events, and continued upgrades to the City Model to make it more interactive.

Partnership with New London Architecture

11. Despite the activity outlined above, the CMS has not achieved the anticipated levels of external usage of the facility. In part this remains a consequence of there being a general lack of visibility of the facility but is also as a consequence of factors such as the economic recession, limitations on capacity and there being alternative venues competing for a smaller market share. The key

differentiator for the CMS is the City Model and it is considered that there remains potential to increase use by the property industry (agents, developers, investors, occupiers, architects) and others involved in the promotion of the City (government bodies, economic development practitioners, and so on).

12. New London Architecture (NLA) is a membership body of which the City Corporation is a principal sponsor and is a sister company to Pipers. NLA runs an extensive programme of events including conferences and exhibitions on property-related themes at their centre in Store Street. The events programme, includes an annual 'on location' conference held at the Guildhall. Following a meeting with NLA, it was agreed that the CMS will align with NLA to better integrate it as a venue to host events throughout the year. Given the capacity constraints it is anticipated the CMS would be best placed to host small seminars and workshops around key themes that are relevant to emerging issues in the delivery of the City's built environment. A review of subjects for the current year has been discussed with Officers and a program is being formulated to take this forward. These sessions will allow issues to be debated amongst the industry, to help to inform development of policy and best practice for the future.
13. By integrating the CMS with the NLA's event program it is expected that there will be greater exposure of the CMS to the 3,000 members of the NLA which will help increase visibility of the facility with a resultant increase in external usage of the facility.

Proposal to change the name of the CMS

14. In discussing the attractiveness of the CMS with the NLA team it has been suggested that the name 'City Marketing Suite' does not give an accurate impression of what the facility offers, and is potentially off-putting to users who may feel they are going to be 'sold' something. It was agreed with NLA to seek your views about a change in name. In addition to providing a more user-friendly and marketable description of the CMS, re-naming it would create an opportunity to re-launch the facility to the market at MIPIM (the international property conference in Cannes attended by the City Corporation and NLA).
15. If Members are minded to agree a change of name, they are asked to choose from one of the following options which have been put forward following discussion with Officers and the NLA. The strong preference from the NLA team was "The City Centre":

- The City Centre
- City Exchange
- Square Mile Exchange
- City Business Suite

Corporate & Strategic Implications

16. The role of the CMS conforms to the City Together Strategy in that it
 - ...is competitive and promotes opportunity
 - ...supports our communities

Implications

17. The financial arrangements between CoL and Pipers ensure that any financial risk caused by a shortfall in income is taken by Pipers, as per paragraph 4 of this report.

Conclusion

18. The CMS is a valuable corporate asset that provides meeting and event space for internal and external users. Since launching as a commercial venue in 2012, user numbers have decreased although income has risen. A number of improvements have been made to the space and the facilities, and marketing activity has been stepped up. Going forward, a new partnership with NLA will increase footfall and future bookings, and provide a platform for discussion and debate about matters pertinent to the City Corporation and the Square Mile generally. If agreed, re-launching the CMS with a new, more relevant name will help to generate new business and increase income.

Background Papers

Previous relevant reports about the City Marketing Suite:

CASC – 12th March 2012

Policy & Resources – 22nd March 2012

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CORPORATE ASSET SUB (FINANCE) COMMITTEE

FRIDAY, 21 NOVEMBER 2014

NOT FOR PUBLICATION

By virtue of paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972.

8. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 3rd June 2014 be approved.

9. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMMES - PROGRESS REPORT (CARRIED FORWARD FROM SEPTEMBER 2014 COMMITTEE)**

The Sub-Committee received a report of the City Surveyor which provided an overview of the progress and expenditure on three additional works programmes.

RESOLVED – That the report be noted.

10. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMMES - PROGRESS REPORT**

The Sub-Committee received a report of the City Surveyor which provided an overview of the progress and expenditure on three additional works programmes since September 2014.

RESOLVED – That the content of the report be noted.

11. **CITY SURVEYOR'S BUSINESS PLAN 2014-17 QUARTER 1 2014/15 PROGRESS REPORT (CARRIED FORWARD FROM SEPTEMBER 2014 COMMITTEE)**

The Sub-Committee received a report of the City Surveyor which provided an update on Quarter 4, 2013-14 and the progress of Quarter 1, against the 2013-2016 Business Plan.

RESOLVED – That the content of the report be noted.

12. **CITY SURVEYOR'S BUSINESS PLAN 2014-17 QUARTER 2 2014/15 PROGRESS REPORT**

The Sub-Committee received a report of the City Surveyor which provided details of Quarter 2 2014-15 progress against the 2014-2017 Business Plan and the key risk areas associated with the delivery of the plan.

RESOLVED – That the content of the report be noted.

13. **CORPORATE PROPERTY ASSET MANAGEMENT STRATEGY 2012-2016 ANNUAL UPDATE (CARRIED FORWARD FROM SEPTEMBER 2014 COMMITTEE)**

The Sub-Committee received a report of the City Surveyor which provided details of the progress on delivering the Strategic aims and objectives of the Corporate Property Asset Management Strategy for 2012-2016 and the next steps required.

RESOLVED – That the report be noted.

14. **65 & 65A BASINGHALL STREET (JUSTICE ROOMS) - FUTURE OPPORTUNITIES (CARRIED FORWARD FROM SEPTEMBER 2014 COMMITTEE)**

The Sub-Committee received a report of the City Surveyor concerning the development potential of 65 & 65A Basinghall Street.

Members were informed that 65/65a Basinghall Street was currently an ineffective asset which had potential for redevelopment which would be explored and reported back to Members with the various options for the future of this part of the Guildhall complex

RESOLVED – That the content of the report be noted.

15. **65A BASINGHALL STREET**

The Sub-Committee considered a report of the Commissioner of Police which provided a plan for premises at 65A Basinghall Street to be used as a joint business arrangement by the City of London Police (CoLP) in partnership with the City of London Corporation to establish an 'Interbank information sharing group' together with a number of third party businesses.

The City Surveyor informed Members that the proposal followed discussion between the Police Commissioner and the Home Office. A Member pointed out that the Policy and Resources Committee was responsible for determining the overall use of the Guildhall complex therefore the report should be considered by that Committee.

RESOLVED – That subject to approval by the Policy and Resources Committee approval be given in principle to the use of 65a Basinghall Street for the 'Interbank information sharing group' and that: -

- officers work closely with CoLP to develop a Memorandum of Understanding for the facility to form part of the CoLP estate for this new service;
- the approval of the proposed terms be delegated be granted to the Town Clerk in Consultation with the Chairman and Deputy Chairman of the Police Committee;
- the approval of the proposed terms for the use and occupation of 65a Basinghall street be delegated to the Town Clerk in Consultation with the

Chairman and Deputy Chairman of the Corporate Asset Sub Committee, as holding committee for the premises;

- funding for fitting out works and running costs for the first 12 months and the approval of the final costs of this project once the final scope had been determined be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman of the Police Committee and Projects Sub Committee;
- CoLP be authorised to seek to secure the funding arrangements with participating organisations to ensure that costs were borne equitably by all parties, beyond the initial 12-month start-up period; and
- Standing Orders be waived to enable contractors to be engaged with directly against a fixed “schedule of rates” to complete these urgent works.

16. CITY OF LONDON POLICE ACCOMMODATION STRATEGY -DISPOSAL OF SURPLUS ASSETS

The Sub-Committee considered a report of the City Surveyor setting out the disposal strategy for Bernard Morgan Section House (BMSH), Bishopsgate Police Station (BPS) and Snow Hill Police Station (SHPS).

The City Surveyor advised that the properties would become surplus over the next five years as part of the Police Accommodation Strategy. It was anticipated that BMSH would become vacant by April 2015 and the remaining properties would be vacated around 2018 in line with the overall strategy. It was proposed that DTZ an international real estate advisor should be selected to act as disposal agents, to work with the City of London Corporation to maximise capital receipts for these assets, whilst minimising void costs.

RESOLVED – That approval be given to the following:-

1. The disposal strategy as outlined in the report and Appendix 1, with the disposal proceeds being used to part fund the Police Accommodation Programme.
2. The appointment of DTZ to act as valuer, planning consultant and to provide marketing, negotiation and investment agency disposal services for the three buildings between now and 2018 / 2019 at a total fee estimated at between £174,000 and £237,000 (subject to final sale prices achieved) to be funded as follows:
 - a. £75,000 for valuation and planning advice from the overall £40m Police Accommodation Project budget (£25,000 of the £75,000 already having been approved); and
 - b. The remaining £99,000 - £162,000 for disposal fees from the eventual capital receipts.

17. PUBLIC CAR PARKS - REVIEW OF CAR PARK PROVISION AND ASSET MANAGEMENT STRATEGY

The Sub-Committee received a joint report of the Director of Built Environment and the City Surveyor which provided a review of the Car Park Provision and its inclusion in the Asset Management strategy.

Members were informed that due to well established traffic reduction policies, car restraints and alternative transport modes the demand for public parking provision had reduced resulting in the existing number of spaces no longer being required. It was noted that the report had been approved by the Planning and Transportation Committee.

RESOLVED – The short and long term Asset Management Strategy be approved and noted and that additional funding might be required to implement the creation of Life Care Plans for Minories, Baynard House, Tower Hill and Smithfield Car Parks, of up to £200,000 if required. This would be subject to a separate report to seek approval for any additional funds.

18. THE CITY'S OPERATIONAL PROPERTY PORTFOLIO - REPAIRS AND MAINTENANCE ADDITIONAL BUDGET REQUIREMENT FROM 2015/16

The Sub-Committee considered a report and a presentation on progress of repairs and maintenance of the Operational Property Portfolio by the City Surveyor. Members were informed that Mitie was tasked with creating a complete physical asset register of all Plant and Machinery components held by the City of London Corporation as part of their contract and this would exclude the Barbican Centre and the Guildhall School of Music and Drama.

However, as extra component items that had been discovered during the creation of the new Register, it was important to decide what was considered a necessity due to statutory requirements, operational business critical items and good practice desirable items that needed to be serviced and maintained at extra cost by the City of London Corporation through the Mitie contract.

During further discussion it was noted:

- That the current BRM contract would end in approximately two and a half years;-
- The fabric of buildings were not included in the definition of Plant and Machinery;-
- There were 20 year plans for the maintenance of our buildings; and
- There was potential scope to bring forward proposed savings from the overall Service Based Review proposals.

RESOLVED - That the content of the report be noted and that approval be given to:-

- Option 2 being pursued by increasing the annual servicing and repair budget for the year 2015/16 and until the end of the current contract in July 2017 at an additional overall cost of £970,000 per annum;

- any changes in the repairs and maintenance budgets for departments with ring fenced budgets to be made following appropriate prior consultation only; and
- in agreeing Option 2 approval be given to an increase in the City Surveyor's local risk budget of £893,000 per annum from April 2015 to July 2017.

19. CORPORATE PROPERTY PROJECTS

The Sub-Committee received a report of the Town Clerk which provided it with an overview of the current property projects within the Gateway Approval process. The report included projects in the following categories: Capital and Supplementary Revenue projects over £50,000, Routine Revenue projects over 250,000 and Capital and Supplementary Revenue projects delivered with ring fenced funds over £250,000.

RESOLVED – That the content of the report be noted.

20. SURPLUS PROPERTIES AT THE FREEMEN'S SCHOOL

The Sub-Committee considered a report by the City Surveyor regarding two properties that would become surplus to operational requirements of the City of London Freeman's School.

RESOLVED –that both Sylvacote Cottage and Avenue Cottage, Park Lane, Ashtead be declared surplus to the operational requirements of the City of London Freeman's School and the City of London Corporation and proposed to sell upon terms to be subject to the approval of the Property Investment Board.

21. VERBAL UPDATE FROM THE CITY SURVEYOR

Oracle Property Manager

Members were informed that current operational property data from the City of London Corporation's Archibus system and Manhattan system would be migrated to the new Oracle Property Manager. The overall Oracle upgrade project go live date had been changed to February 2015 and the operational property data enhancement would continue beyond go live where the new system allowed for the storage of more property related data.

City of London Police Accommodation Project

Members were informed that the GYE was nearing completion and that the City of London Police and IS were fitting out ready for occupation planned for January to March 2015. The City of London Police had defined their space requirements beyond a refurbishment of Wood Street and options were being explored to satisfy those remaining requirements in either a single location and building, or by way of a series of smaller buildings.

RESOLVED – That the comments of the City Surveyor be noted.

RESOLVED - At 3.45pm Members agreed to suspend standing orders in order to deal with the remaining business on the agenda.

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

There were no questions.

23. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED
BARBICAN CAPITAL CAP EXTENSION**

The Sub-Committee considered a report of the Managing Director of the Barbican Centre requesting that the Barbican Centre's Capital Cap be extended by one year to 2016/17 at an estimated cost of £2M.

Members discussed the timing and process for requesting future extensions in view of the work currently being undertaken to ascertain future Capital Caps.

RESOLVED – That the extension of the Centre's Capital Cap by one year to 2016/17, at an estimated additional cost of £2 million and that projects identified as part of the Centre's 20 year plan for the following three years (2017/18 to 2019/20) be approved.

24. **SERVICE BASED REVIEW PROPOSALS - CITY SURVEYOR'S DEPARTMENT**

The Sub-Committee considered a report of the City Surveyor on the Service Base Review proposals.

In response to a question, Members were informed that plans were already in place to provide detailed savings proposals in autumn next year.

A Member suggested that external assistance maybe required to progress some of these initiatives for the City of London Corporation.

Members noted that the Mitie contract had not performed well and went onto question where the additional funding of one million to Mitie would be taken from. Officers informed Members that this could be provided from the savings made as part of the Service Based Review. Members requested that more information was provided on how this would be taken forward and were informed by Officers that the next stage would be to provide a proposal.

Members question whether savings designated for 2018/19 could be brought forward to 2017/18 and asked the City Surveyor to work with the Chamberlain's to ensure that their direction of travel in terms of savings were endorsed.

RESOLVED – That the savings proposals for the City Surveyor's Department as part of the Service Based Review be endorsed and for Officers to investigate next steps and whether saving designated for 2018/19 can be brought forward.

The meeting ended at 4.45 pm

Chairman

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