



Property Investment Board

Date: WEDNESDAY, 16 NOVEMBER 2016
Time: 1.45 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Deputy Alastair Moss (Chairman)	George Gillon
Tom Sleigh (Deputy Chairman)	Deputy Brian Harris
Chris Boden	Alderman Peter Hewitt
Mark Boleat	Ann Holmes
Keith Bottomley	Tony Joyce (Co-Opted Member)
David Brooks Wilson (Co-Opted Member)	Edward Lord
Deputy Michael Cassidy	Dhruv Patel
Deputy Roger Chadwick	Liz Peace (Co-Opted Member)

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Lunch will be served in Guildhall Club at 1PM
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES FOR ABSENCE**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To approve the public minutes and summary of the Property Investment Board meeting held on 19 October 2016.

For Decision
(Pages 1 - 4)
4. **RESOLUTION FROM FINANCE COMMITTEE**
To receive a resolution from the Finance Committee.

For Information
(Pages 5 - 6)
5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
7. **EXCLUSION OF THE PUBLIC**
MOTION – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

8. **NON PUBLIC MINUTES**
To approve the non-public minutes of the Property Investment Board meeting held on 19 October 2016.

For Decision
(Pages 7 - 12)
9. **CITY SURVEYOR'S DEPARTMENTAL BUSINESS PLAN 2016-19 PERIOD 2 PROGRESS**
Report of the City Surveyor.

For Information
(Pages 13 - 24)
10. **CITY SURVEYOR'S DEPARTMENTAL RISK REGISTER**
Report of the City Surveyor.

For Information
(Pages 25 - 28)

11. **CITY'S RENTAL FORECASTS MONITORING REPORT**

Report of the City Surveyor.

For Information
(Pages 29 - 36)

CITY'S ESTATE

12. **LEASE RENEWAL - SUITE P, EAST POULTRY AVENUE, SMITHFIELD MARKET EC1**

Report of the City Surveyor.

For Decision
(Pages 37 - 42)

13. **RENT REVIEW - CONDUIT STREET & ST GEORGE STREET, W1**

Report of the City Surveyor.

For Decision
(Pages 43 - 48)

14. **RENT REVIEW - BROOK STREET, W1**

Report of the City Surveyor.

For Decision
(Pages 49 - 54)

CITY FUND

15. **CITY FUND & CITY'S ESTATE HIGHWAY DISPOSAL - FENCHURCH STREET, BILLITER STREET & LEADENHALL STREET, EC3**

Report of the City Surveyor.

For Decision
(Pages 55 - 64)

16. **GATEWAY 4 ISSUE REPORT: REFURBISHMENT OF 3RD FLOOR AND RECEPTION AREA, WHITEFRIARS STREET EC4**

Report of the City Surveyor.

For Decision
(Pages 65 - 68)

17. **MUSEUM OF LONDON PROPOSED RELOCATION - WORKS UPDATE AND HEADS OF TERMS (TO FOLLOW)**

Report of the City Surveyor.

For Information

18. **ADDITIONAL STAFF TO INVESTMENT PROPERTY GROUP (TO FOLLOW)**

Report of the City Surveyor.

For Decision

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

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

PROPERTY INVESTMENT BOARD

Wednesday, 19 October 2016

Minutes of the meeting of the Property Investment Board held at the Guildhall EC2 at 1.45 pm

Present

Members:

Deputy Alastair Moss (Chairman)	Ann Holmes
Tom Sleigh (Deputy Chairman)	Tony Joyce (Co-Opted Member)
Chris Boden	Edward Lord
Keith Bottomley	Dhruv Patel
George Gillon	Liz Peace (Co-Opted Member)
Deputy Brian Harris	

Officers:

David Arnold	-	Town Clerk's Department
Hazel Lerigo	-	Chamberlain's Department
Alan Bennetts	-	Comptroller & City Solicitor's Department
Paul Wilkinson	-	City Surveyor
Nicholas Gill	-	City Surveyor's Department
Peter Young	-	City Surveyor's Department
Andrew Cross	-	City Surveyor's Department
Tom Leathart	-	City Surveyor's Department
Neil Robbie	-	City Surveyor's Department

The Chairman began by introducing the City Surveyor his first meeting of the Board. The City Surveyor thanked the Chairman and the Board for the welcome and proceeded to briefly outline his background, experience, and vision for the future of the City Surveyor's Department.

1. APOLOGIES

Apologies for absence were received from Mark Boleat, David Brooks Wilson (Co-Opted Member), Deputy Roger Chadwick, and Alderman Peter Hewitt.

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

Deputy Alastair Moss (Chairman) declared a non-pecuniary interest in any matters relating to Bernard Morgan House during item 10.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the meeting held on 14 September 2016 be approved.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were none.
5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There were none.
6. **EXCLUSION OF THE PUBLIC**
RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.
7. **NON PUBLIC MINUTES**
RESOLVED – That the non-public minutes of the meeting held on 14 September 2016 be approved.
8. **ACTION TAKEN UNDER URGENCY OR DELEGATED AUTHORITY SINCE THE LAST MEETING OF THE BOARD**
The Board received a report of the Town Clerk that advised Members of a decision taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman, under delegated authority since the last meeting of the Board.

RESOLVED – That the decision taken under delegated authority since the last meeting be noted.
9. **QUARTERLY DELEGATED AUTHORITIES UPDATE - 1 JULY TO 30 SEPTEMBER 2016**
The Board received a report of the City Surveyor that provided details of the property transactions approved under the City Surveyor's delegated authority between 1 July – 30 September 2016.

RESOLVED – That the report be noted.
10. **POLICE ACCOMMODATION STRATEGY: OVERVIEW & PROGRAMME UPDATE REPORT**
The Board considered a joint report of the City Surveyor, the Chamberlain and the Commissioner of the City of London Police that provided an update regarding the progress of the Police Accommodation Strategy.
11. **LETTING REPORT - GRANT OF A NEW LEASE, WORSHIP STREET EC2**
The Board considered a report of the City Surveyor that sought approval to the grant of a new lease of a premises on Worship Street, EC2.
12. **FORMER COMMERCIAL TENANT - RECOMMENDATION TO COMMENCE LITIGATION**
The Board considered a joint report of the City Surveyor and the Comptroller and City Solicitor that sought approval to commence litigation regarding a former commercial tenant.

13. **LETTING REPORT - GRANT OF A NEW LEASE, 1-5 LONDON WALL BUILDINGS EC2**
The Board considered a report of the City Surveyor that sought approval to the grant of a new lease of an office at 1-5 London Wall Buildings, EC2.
14. **LETTING REPORT - GRANT OF A NEW LEASE, NEW BOND STREET W1**
The Board considered a report of the City Surveyor that sought approval to the grant of a new lease at a premises on New Bond Street, W1.
15. **LETTING REPORT - RENT REVIEW, SOUTH MOLTON STREET W1**
The Board considered a report of the City Surveyor that sought approval to two rent reviews for premises on South Molton Street, W1.
16. **LAND AT VINE STREET, EC3 - LAND REGISTRY RESOLUTION**
The Board considered a report of the City Surveyor regarding a change to an acquisition of City's Estate land at Vine Street which was recently approved by the Board.
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There was one question.
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
The Board considered two items of urgent business.

The meeting closed at 2.22 pm

Chairman

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Agenda Item 4

TO: **PROPERTY INVESTMENT BOARD**
INVESTMENT COMMITTEE

Wednesday, 16 November 2016
Wednesday, 18 January 2017

FROM: **FINANCE COMMITTEE**

Tuesday, 19 July 2016

REVIEW OF SUB-COMMITTEES

The Committee considered a report of the Town Clerk which set out the findings of a review which had been conducted of the Finance Committee's Sub-Committees, following the request for such a review by the Chairman of the Committee.

RESOLVED – That the Committee:

- a) Appoints the following Members as Chairman and Deputy Chairman of the following Sub-Committees:
 - Corporate Asset Sub-Committee
Chairman: Nick Bensted-Smith
Deputy Chairman: Deputy Brian Harris
 - Efficiency and Performance Sub-Committee
Chairman: Jeremy Mayhew
Deputy Chairman: Deputy Roger Chadwick
 - Finance Grants Sub-Committee
Chairman: Simon Duckworth
Deputy Chairman: Philip Woodhouse
 - Information Technology Sub-Committee
Chairman: Deputy Jamie Ingham Clark
Deputy Chairman: Deputy Roger Chadwick
- b) Approves the amended Terms of Reference of the Finance Committee's Sub-Committees set out within Appendices B, C, D and E,
- c) That there be flexibility with regard to the size of the Sub-Committees, with a total of up to 15 Members being able to sit on any particular Sub-Committee.
- d) Requests that the Police Committee create a Special Interest Area (SIA) for Information Technology, with the Member appointed to that SIA being a Member of the IT Sub-Committee.
- e) Requests that the Policy and Resources Committee consider an amendment to the Projects Procedure to provide Corporate Asset Sub-Committee with a strategic role in the Projects Procedure for operational property projects, as set out later in the report.
- f) **Requests that the Investment Committee considers an amendment to its Terms of Reference (and subsequently to Standing Orders) to allow Corporate Asset Sub-Committee to be responsible for the disposal of surplus operational properties which are not suitable as investment properties.**

(The relevant extract from the report considered by the Finance Committee is appended on the following page)

Corporate Asset Sub-Committee (CASC)

22. Currently, CASC has a role that sits between a number of other Committees and Sub-Committees, and the exact role of CASC has not always been sufficiently clear.
23. The primary role of CASC should be the effective and sustainable management of all operational property assets to help to deliver strategic priorities and service needs. It does not have a direct role in allocating that property to particular Departments (that role sits with Resource Allocation Sub-Committee), approving major improvement Projects (this role sits with Projects Sub-Committee) or the operations of the properties allocated to the Departments (this role lies with each of the Service Committees).
24. However, it does have a role in overseeing all of these functions from a strategic viewpoint to ensure that the City of London Corporation is making the most efficient use of its operational properties and that they are being appropriately maintained in accordance with the Corporate Asset Management Strategy. Making efficient use of property is a duty placed on local authorities in the Housing and Planning Act 2016.

[Continued]

35. **Another area related to the work of CASC which Members may wish to consider is the process for the disposal of properties designated as surplus to operational requirements. Currently, these properties are passed on to the Property Investment Board for disposal. However, these properties are not usually of the kind which that Board would include within their Investment Property portfolio and are therefore outside of the usual remit in which that Board operates.**
36. **In addition, in many cases these properties are not sold but are leased out to commercial tenants, which can mean that the City Surveyor has to manage the property and occupier. Therefore, the Committee may wish to suggest that the Property Investment Board and the Investment Committee consider whether it would be more appropriate for CASC to be the Committee responsible for disposing of properties determined to be surplus to operational requirements. Again, should an amendment be agreed, the CASC Terms of Reference will be brought back to the Committee for amendment.**

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

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