



## Corporate Asset Sub (Finance) Committee

**Date:** THURSDAY, 1 NOVEMBER 2018  
**Time:** 1.45 pm  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** Nicholas Bensted-Smith (Chairman)  
Dominic Christian (Deputy Chairman)  
Randall Anderson  
Marianne Fredericks  
Alderman Alison Gowman  
Michael Hudson  
Deputy Wendy Hyde  
Deputy Jamie Ingham Clark  
Jeremy Mayhew  
Deputy Joyce Nash  
Jeremy Simons  
Deputy Philip Woodhouse

**Enquiries:** John Cater  
[john.cater@cityoflondon.gov.uk](mailto:john.cater@cityoflondon.gov.uk)

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

John Barradell  
Town Clerk and Chief Executive

# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes and summary of the meeting held on 5<sup>th</sup> September 2018.  
  
**For Decision**  
(Pages 1 - 8)
4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**  
Report of the Town Clerk.  
  
**For Information**  
(Pages 9 - 10)
5. **WORK PROGRAMME FOR FUTURE MEETINGS**  
Joint report of the Town Clerk and City Surveyor.  
  
**For Information**  
(Pages 11 - 12)
6. **ENERGY PERFORMANCE 2018/19 Q1 REPORT**  
Report of the City Surveyor  
  
**For Information**  
(Pages 13 - 16)
7. **GUILDHALL YARD REFURBISHMENT/REPLACEMENT OF PAVIOURS AND DRAINAGE**  
Report of the City Surveyor  
  
**For Decision**  
(Pages 17 - 22)
8. **AWP PROGRESS REPORT Q2 2018/2019**  
Report of the City Surveyor  
  
**For Information**  
(Pages 23 - 26)

9. **CWP PROGRESS REPORT Q2 2018/2019**

Report of the City Surveyor

**For Information**  
(Pages 27 - 30)

10. **MANSION HOUSE EXTERNAL CLEANING AND LIGHTNING**

Report of the City Surveyor

**For Decision**  
(Pages 31 - 38)

11. **TEMPLE BAR - REPORT SEEKING DELEGATED AUTHORITY**

Report of the City Surveyor

**For Decision**  
(Pages 39 - 40)

12. **RIGHTS OF LIGHT CLAIM PROGRESS - BERNARD MORGAN HOUSE, EC1  
(CITY FUND)**

Report of the City Surveyor

**For Information**  
(Pages 41 - 44)

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

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

15. **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**

16. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 5<sup>th</sup> September.

**For Decision**  
(Pages 45 - 50)

17. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**

Report of the Town Clerk.

**For Information**  
(Pages 51 - 52)

18. **OPERATIONAL PROPERTY: CAPITAL PROJECTS 2018/19**  
Report of the Town Clerk
- For Information**  
(Pages 53 - 54)
19. **OPR OVERALL PROGRAMME UPDATE REPORT**  
Joint Report of the Chamberlain and the City Surveyor
- For Information**  
(Pages 55 - 62)
20. **LETTING OF 2ND - 5TH FLOORS, 78-83 UPPER THAMES ST EC4 (WALBROOK WHARF OFFICES)**  
Report of the City Surveyor
- For Decision**  
(Pages 63 - 70)
21. **HOLLOWAY ESTATE (IAF)**  
Report of the Director of Community and Children's Services
- For Decision**  
(Pages 71 - 76)
22. **GUILDHALL BUDGET 2019/20 BID**  
Report of the City Surveyor
- For Decision**  
(Pages 77 - 82)
23. **ACCOMMODATION AND WAYS OF WORKING GATEWAY**  
Report of the City Surveyor
- To Follow*
24. **GUILDHALL EVENT CHAIRS**  
Report of the City Surveyor
- For Information**
- For Decision**  
(Pages 83 - 92)
25. **GSMD - CAPITAL CAP UPDATE REPORT**  
Report of the Director of Operations and Buildings – Barbican Centre.
- For Information**  
(Pages 93 - 98)

- 26. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
- 27. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

**Part 3 - Confidential Agenda**

- 28. **REQUEST FOR MARKET FORCES SUPPLEMENT**  
Report of the City Surveyor

**For Decision**

- 29. **REQUEST FOR MARKET FORCES SUPPLEMENT**  
Report of the City Surveyor

**For Decision**

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## **CORPORATE ASSET SUB (FINANCE) COMMITTEE**

**Wednesday, 5 September 2018**

Minutes of the meeting of the Corporate Asset Sub (Finance) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 5 September 2018 at 9.30 am

### **Present**

#### **Members:**

Nicholas Bensted-Smith (Chairman)  
Randall Anderson  
Deputy Wendy Hyde  
Deputy Jamie Ingham Clark  
Jeremy Mayhew

#### **Officers:**

John Cater	- Town Clerk's Department
Peter Young	- City Surveyor's Department
John James	- Chamberlain's Department
Andrew Little	- Chamberlain's Department
Dorian Price	- City Surveyor's Department
Alison Bunn	- City Surveyor's Department
Paul Monaghan	- Department of the Built Environment
Andrew Crafter	- City Surveyor's Department
Paul Friend	- City Surveyor's Department
Christopher Bell	- Chamberlain's Department
John Galvin	- City Surveyor's Department

### **1. APOLOGIES**

Apologies were received from Dominic Christian, Marianne Fredericks, Alderman Alison Gowman, Michael Hudson, Deputy Joyce Nash, Jeremy Simons and Deputy Philip Woodhouse.

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

No declarations of interest were made.

### **3. MINUTES**

**RESOLVED** – That the public minutes of the previous meeting held on 11<sup>th</sup> July 2018 are approved as an accurate record, subject to the following amendments:

Deputy Wendy Hyde and Deputy Philip Woodhouse were incorrectly listed as absent, the record will be amended to indicate their attendance.

4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

The Sub-Committee considered a Report of the Town Clerk which provided information of outstanding actions from previous meetings.

Officers confirmed that final scoping was taking place for the works at the Mansion House, once this was done consideration would turn to the potential of merging elements of the project with the refurbishment works at St Lawrence Jewry. An updated Report would be presented to Members at the Corporate Asset Sub-Committee meeting on 1<sup>st</sup> November, with a view to the Chairman of the Finance Committee then being able to present an update to the Court of Common Council on 6<sup>th</sup> December (the initial query concerning the exterior appearance of the Mansion House was raised at Court)

**RESOLVED** – that the Sub-Committee noted the report.

5. **WORK PROGRAMME FOR FUTURE MEETINGS**

The Sub-Committee received a joint report of the Town Clerk and City Surveyor which provided information of the Work Programme for future meetings.

**RESOLVED** – that the Sub-Committee noted the report.

6. **DEPARTMENTAL RISK REGISTER - 2018/19 Q1**

The Sub-Committee received a Report of the City Surveyor concerning the Department's Risk Register.

Members were pleased with the improvement to the descriptions in the Report.

**RESOLVED** – that the Sub-Committee noted the Report

7. **GUILDHALL COMPLEX AND WALBROOK WHARF FUTURE MAJOR CAPITAL PROJECTS UPDATE REPORT**

Members received a Report of the City Surveyor concerning future major capital projects at the Guildhall complex and Walbrook Wharf.

The Chairman led a discussion regarding the requirement now for a masterplan to help guide future decision making and prioritisation of projects. Officers confirmed that an updated Report focusing on the creation of such a masterplan plan would be presented to Members in November.

A Member queried how a project was added to the list of capital projects in appendix 1. Officers confirmed that whilst a annual maintenance and breakdown budget existed for the City Surveyor, this list contained bigger projects arising from the Forward Maintenance Plans for the Guildhall complex and Walbrook Wharf that breached the threshold for funding from that budget.

Officers confirmed that a Report focusing on the remedial works to repair the roof at Walbrook Wharf would come before Members in November.

**RESOLVED** – that the Sub-Committee noted the Report.



8. **CYCLICAL WORKS PROGRAMME FOR 2019/20 BID REPORT**

The Sub-Committee considered a Report of the City Surveyor concerning the Cyclical Works Programme for 2019/20.

Members asked the City Surveyor whether he had adequate staff in place to tackle the backlog of works. The City Surveyor responded that despite the amount of work in the pipeline, staff, although stretched, were managing. The list of works was a moving feast and a renewed impetus to reduce the operational property footprint would, in turn, ease pressure across the team. Members also queried whether those in the department had sufficient levels of project management skills to meet the challenge. It was also felt increased projects led to pressures on other corporate departments to support.

Members requested that future iterations of this Report should include a greater focus on the macro clarity on where we were on the portfolio's bow wave and the implications for future finances and operational capability.

A Member asked when the current bow wave was likely to be eliminated. Officers responded that whilst the overall level of the bow wave was currently plateauing, it will not come to an end, as the CWP programme was not always sufficient to carry out all cyclical works required each year across the portfolio and some works were being deferred into the Reserve List either due to budget constraints or due to good estate management prolonging the life of certain physical assets.

**RESOLVED** – that the Sub-Committee approved the following:

- review the attached appendix schedules and approve the recommended works in the Actual List to the value of £12.6m as essential and should be prioritised as proposed;
- review the attached appendix schedules and approve the list of projects in the Reserve List to the value of £11.5m as works that need to be completed should savings from the Actual List projects arise;
- agree the final proposed programme of works be submitted for approval of funding at the meeting of the Resource Allocation Sub-Committee in January 2019;
- approve that where projects on the Actual List are delivered at a saving or do not proceed for any reason that the funding be reallocated by the CWP Peer Review Group to undertake projects from the approved Reserve list and then report to this committee at the next progress report.

9. **CORPORATE FM GENERAL UPDATE**

The Sub-Committee received a Report of the City Surveyor concerning Corporate FM.

**RESOLVED** – that the Sub-Committee noted the Report.

10. **FEASIBILITY STUDY TO EXPAND CITIGEN ENERGY NETWORK**

The Sub-Committee considered a Report of the City Surveyor concerning the Citigen energy network.

**RESOLVED** – that the Sub-Committee approved officers to undertake a feasibility study at a cost of up to £100,000 in accordance with the Government scheme described in this report to examine how the Citigen energy network might be expanded within the area to the south of Smithfield subject to a successful grant application for 67% of the cost and a 16.5% contribution from Citigen.

11. **CARBON DESCENT PLAN 2018 - UPDATE REPORT**

The Sub-Committee received a Report of the City Surveyor concerning the Carbon Descent Plan 2018.

Officers clarified that the trajectory target had been 2018 with the headline final target being 2025. The 2018 – 2025 period would be split into phase 1 (2018 – 2021) where officers would focus on the easier items; the expectation was that phase 2 (2021 – 2025), would prove more challenging, requiring departments to fundamentally change their approach. As a first step officers would be liaising with departments to ensure business plans for the post 2021 period were aligned with the aims of the CDP. In addition, external support staff would be needed in phase 2.

Officers would return in April 2019 with an update Report.

**RESOLVED** – that the Sub-Committee approved the following:

- Re-affirmed the Corporation's existing commitment to a 40% reduction by 2025, representing an updated 29% reduction target from present absolute performance.
- Members reviewed the list of potential energy reduction schemes set out in Appendix A and agree that these should be progressed
- Agreed the City Surveyor should progress those energy savings schemes set out in Appendix A that don't require any capital expenditure.
- Noted that any additional staffing cost (such as a fixed term energy project manager) will initially be met from the City Surveyor's local risk budget but recovered from the savings achieved.

- Agreed that those schemes requiring investment be progressed by the City Surveyor as 'spend to save' schemes through the gateway process at the earliest opportunity.
- The City Surveyor to report back on progress in six months' time

**12. SUSTAINABILITY AUDIT OF OPERATIONAL PROPERTY PORTFOLIO REPORT - REQUEST FOR FEES**

The Sub-Committee considered a Report of the City Surveyor concerning the Operational Property Portfolio.

**RESOLVED** – that the Sub-Committee approved funding of £55k supplementary budget from RASC or Transformation fund bid to commission a specialist consultant to undertake an analysis and create a draft sustainable buildings strategy report for the Corporate estate.

**13. WEST SMITHFIELD AND CHARTERHOUSE STREET (THAMESLINK) BRIDGES REMEDIAL WORKS**

The Sub-Committee considered a Report of the City Surveyor concerning the bridges at West Smithfield and Charterhouse Street.

**RESOLVED** – that the Sub-Committee approved the following:

- Option 2 from the Options Appraisal Table is approved (i.e. full programme of works identified to both bridges)
- The project budget of £684,000 is approved (inclusive of £100,000 risk allowance)
- Currently approved Cyclical Works Programme (CWP) funding of £230,000 is transferred to this project and managed under the Gateway project procedures
- Additional funding of £323,000 from the Additional Capital Funds for City Fund Properties Programme (as approved by RASC 18th January 2018) is allocated to the project & managed under the Gateway project procedures
- Additional funding of £131,000 from savings in the 2016/17 Additional Works Programme (AWP) is allocated to the project and managed under the Gateway project procedures

**14. UPDATE ON PUBLIC CONVENIENCES**

Members received a Report of the City Surveyor concerning public conveniences in the City.

A Member asked what about the current performance of the public conveniences app, officers responded that they would update Members on the app at the next meeting of the Sub-Committee.

A Member added that the network of public conveniences across the City was becoming anachronistic, and the community toilet scheme offered a more viable long-term solution for provision of conveniences. It was suggested that this issue sat in Port Health's remit.

**RESOLVED** – that the Sub-Committee noted the Report.

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

There were no questions.

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

There were no urgent items.

17. **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 Local Government Act.

18. **NON-PUBLIC MINUTES**

The non-public minutes of the previous meeting held on 11<sup>th</sup> July 2018 were approved as an accurate record.

19. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**

The Sub-Committee noted a report of the Town Clerk which provided information of outstanding actions from previous meetings.

20. **DEPARTMENTAL BUSINESS PLAN 2018/19 Q1 - OUTCOME REPORT**

The Sub-Committee received a Report of the City Surveyor concerning the Department's Business Plan.

21. **OPERATIONAL PROPERTY PORTFOLIO - ANNUAL REPORT 2018**

The Sub-Committee received a Report of the City Surveyor concerning the Operational Property Portfolio.

22. **CITY SURVEYOR'S SERVICE BASED REVIEW (SBR) TARGET AND REALISATION**

The Sub-Committee considered a Report of the City Surveyor concerning the SBR.

23. **BACKLOG OF CYCLICAL MAINTENANCE**

The Sub-Committee received a Report of the City Surveyor concerning the backlog of cyclical maintenance.

24. **BARBICAN CENTRE - CAPITAL CAP REPORT**

The Sub-Committee received a Report from the Director of Operations and Buildings, Barbican Centre.

25. **ANNUAL REPORT ON THIRD PARTIES AND INCOME FROM OPERATIONAL PROPERTY PORTFOLIO**  
The Sub-Committee received a Report of the City Surveyor concerning income from third parties.
26. **CITIGEN - UPDATE**  
The Sub-Committee received a Report of the City Surveyor concerning Citigen.
27. **20/21 ALDERMANBURY OPTIONS - GATEWAY 3 REPORT**  
The Sub-Committee considered a Report of the City Surveyor concerning 20/21 Aldermanbury.
28. **WOODREDON HOUSE AND COACH HOUSE- DISPOSAL UPDATE REPORT**  
The Sub-Committee considered a Report of the City Surveyor concerning the Woodredon Estate.
29. **DELEGATED AUTHORITY REQUEST - CITY FUND & CITY'S ESTATE HIGHWAY DISPOSAL - SHOE LANE & PLUMTREE COURT, EC4**  
The Sub-Committee considered a delegated authority request of the City Surveyor concerning a highway disposal at Shoe Lane and Plumtree Court, EC4.
30. **GUILDHALL - GREAT HALL EVENT CHAIRS GATEWAY 3-4 REPORT**  
The Sub-Committee considered a Report of the City Surveyor concerning the replacement of the event chairs.
31. **FINAL SETTLEMENT OF DISPUTE WITH TFL OVER TFL'S ACQUISITION OF SUB-SOIL BENEATH BILLINGSGATE MARKET**  
The Sub-Committee considered a Report of the City Surveyor concerning the dispute with TfL over TfL's acquisition of sub-soil beneath Billingsgate Market.
32. **REPORT OF ACTION TAKEN**  
The Sub-Committee received a Report of the Town Clerk concerning decisions taken under delegated authority or urgency procedures since the last meeting of the Sub-Committee.
33. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**  
There were no questions.
34. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were no items of urgent business.

**The meeting ended at 11.30 am**

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Chairman

**Contact Officer: John Cater**  
**john.cater@cityoflondon.gov.uk**

## Corporate Asset Sub-Committee - Carry Forward Public Actions

Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress update
11 July 2018	<u>1st floor mezzanine offices refurbishment</u> November progress report required.	Dorian Price	January 2018	This will be submitted to CASC in January
5 September 2018	<u>Mansion House</u> Officers confirmed that final scoping was taking place for the works at the Mansion House, once this was done consideration would turn to the potential of merging elements of the project with the refurbishment works at St Lawrence Jewry. An updated Report would be presented to Members at the Corporate Asset Sub-Committee meeting on 1st November, with a view to the Chairman of the Finance Committee then being able to present an update to the Court of Common Council on 6th December (the initial query concerning the exterior appearance of the Mansion House was raised at Court).	Richard Litherland Alison Bunn	Report at November meeting	Report submitted in the November pack

## Corporate Asset Sub-Committee - Carry Forward Public Actions

5 September 2018	<p><u>Guildhall Complex and Walbrook Wharf Future Major Capital Projects Update Report</u></p> <p>a) The Chairman led a discussion regarding the requirement now for a masterplan to help guide future decision making and prioritisation of projects. Officers confirmed that an updated Report focusing on the creation of such a masterplan would be presented to Members in November.</p> <p>b) Officers confirmed that a Report focusing on the remedial works to repair the roof at Walbrook Wharf would come before Members in November.</p>	Paul Wilkinson/Ola Obadara	Reports will be submitted for the January CASC meeting	<p>Scope for development of masterplan Report to be submitted to CASC on 30/01/19</p> <p>Report submitted to January CASC meeting</p>
5 September 2018	<p><u>Public Conveniences</u></p> <p>A Member asked what about the current performance of the public conveniences app, officers responded that they would update Members on the app at the next meeting of the Sub-Committee.</p>	Paul Friend	Verbal update at November meeting	Verbal update at November meeting



**Corporate Asset Sub-Committee –Work Programme 2018**

Committee Date	05/09/2018	01/11/2018	30/01/2019	04/04/2019	05/06/2019	11/07/2019
<b>Sustainable Management of the Corporation’s Operational Property Portfolio</b>						
Corporate Property Asset Management Strategy		Asset Management SBR report  Accommodation and Ways of Working	New strategy for 2018-23 report		Asset Management SBR update report	
City Surveyor’s Business Plan	Business Plan 2018/19 Q1 outcome report		Business Plan 2018/19 Q2 outcome report  Proposed Draft Business Plan for 2019/2024	Business Plan 2018/19 Q3 outcome report  Proposed Business Plan for 2019/2024		Business Plan 2018/19 Q4 outcome report
City Surveyor’s Risk Register	Risk Register 2018/19 Q1 report		Risk Register 2018/19 Q2 report	Risk Register 2018/19 Q3 report		Risk Register 2018/19 Q4 report
Facilities Management	Corporate FM General update report  Backlog of Cyclical Maintenance for operational property portfolio report  City Surveyor’s Service Based Review (SBR) Target and Realisation			Corporate FM General update report		FM SBR update report
Portfolio management information	Annual report on changes to portfolio  Annual report on third parties and income from portfolio	Proposed major capital projects across operational property portfolio				Annual report on changes to portfolio  Annual report on third parties and income from portfolio
Operational Property Review ( note individual assets will be reported as declared surplus by service committees) and other disposals	Potential disposal report	OPR overall programme update report				
<b>Upkeep, maintenance and furnishing of operational properties not within the remit of another Service Committee.</b>						
	Barbican Centre Capital Cap report	GSMD Capital Cap completion report  AWP Progress Report	AWP Q3 Progress Report 2018/19		AWP Q4 Progress Report 2018/19  CWP Q4 Progress Report 2018/19	
<b>To monitor major capital projects relating to operational assets</b>						

Committee Date	05/09/2018	01/11/2018	30/01/2019	04/04/2019	05/06/2019	11/07/2019
	<p>Guildhall – Great Hall Event Chairs Gateway 3-4 report</p> <p>20/21 Aldermanbury options – Gateway 3 report</p> <p>Walbrook Wharf – Electrical infrastructure upgrade – Gateway 1-2</p> <p>Guildhall Projects update</p>	<p>Guildhall Yard Refurbishment/Replacement of Paviours and Drainage</p> <p>Guildhall Admin Budget</p> <p>Guildhall Events Chairs</p> <p>Mansion House External Cleaning and Lighting</p> <p>Rights of Light Claim Progress – Bernard Morgan House, EC1</p> <p>Letting of 2<sup>nd</sup> – 5<sup>th</sup> Floor – 78-83 Upper Thames Street EC4</p> <p>Temple Bar – Delegated Authority request</p> <p>Holloway Estate – Islington Arts Factory</p>				
<b>Recommending the annual programme of repair and maintenance works</b>						
	CWP for 2019/20 bid report	CWP Progress Report				
<b>Responsibility for strategies, performance and monitoring initiatives in relation to energy</b>						
	<p>Guildhall – Sub metering Gateway 5 report</p> <p>Citigen Options Update</p> <p>CHP Expansion Strategy HNDU Round 8 Application</p>	Energy Performance 2018/19 Q1 report	Energy Performance 2018/19 Q2 report	Energy Performance 2018/19 Q3 report	Energy Performanace 2018/19 Q4 report	Energy Performance 2019/20 Q1 report
<b>Monitoring and advising on bids for Heritage Lottery Funding</b>						
				<p>National Lottery Funding Monitoring report</p> <p>Heritage at Risk Register Annual Report</p>		

<b>Committee:</b>	<b>Dated:</b>
Corporate Asset Sub-Committee (CASC)	18th October 2018
<b>Subject:</b> 2018/19 Q1 Energy Performance Update	<b>Public</b>
<b>Report of:</b> The City Surveyor	<b>For Information</b>
<b>Report author:</b> James Rooke, Corporate Energy Manager	

## SUMMARY

This report presents the 2018/19 Q1 results of the energy consumption for CoL operational sites and an update on the annual trend to meet the energy reduction targets set out in the Corporation's Carbon Descent Plan 2018.

The Q1 results show an overall decrease of 0.1% (weather-corrected consumption) compared to Q4 2017. The Guildhall Complex, Courts, CoL Boys' and Built Environment have been the main drivers behind energy consumption reductions, whilst increased usage at the Barbican Arts Centre, CoL Freeman's, Mansion House, and GSMD have impacted the overall performance.

The 12 months' performance estimate when compared to the 2008/09 baseline indicates a reduction of 15.3% in absolute consumption and 13.8% reduction when weather corrected. This indicates that more work needs to be done if we are to achieve the 29% reduction target for 2025/26

## MAIN REPORT

### Performance update

- 1.1 The weather corrected energy consumption for Jul-17 to Jun-18 was 0.1% lower than the consumption over Apr-17 to Mar-18, as presented in Table 1 below.

Table 1. Performance comparison: **2018/19 Q1** with **2017/18 Q4**

Department	Sum of 17/18 Q4 (kWh)	Sum of 18/19 Q1 (kWh)	Diff. kWh	Diff. %
CoL Boys	3,343,457	3,100,753	-242,704	-7.3%
Courts	8,947,071	8,357,357	-589,713	-6.6%
Built Environment	6,089,977	5,912,514	-177,463	-2.9%
GHC	19,752,802	19,439,125	-313,677	-1.6%
Police	6,204,139	6,174,934	-29,206	-0.5%
CoL Girls	2,208,074	2,202,198	-5,876	-0.3%
M&CP	29,940,985	29,896,107	-44,877	-0.1%
Open Spaces	8,056,848	8,068,553	11,705	0.1%
GSMD	7,412,934	7,493,652	80,718	1.1%
Walbrook Wharf	1,920,594	1,975,464	54,870	2.9%
Town Clerk's	1,425,621	1,469,032	43,411	3.0%
Mansion House	2,189,797	2,272,205	82,408	3.8%

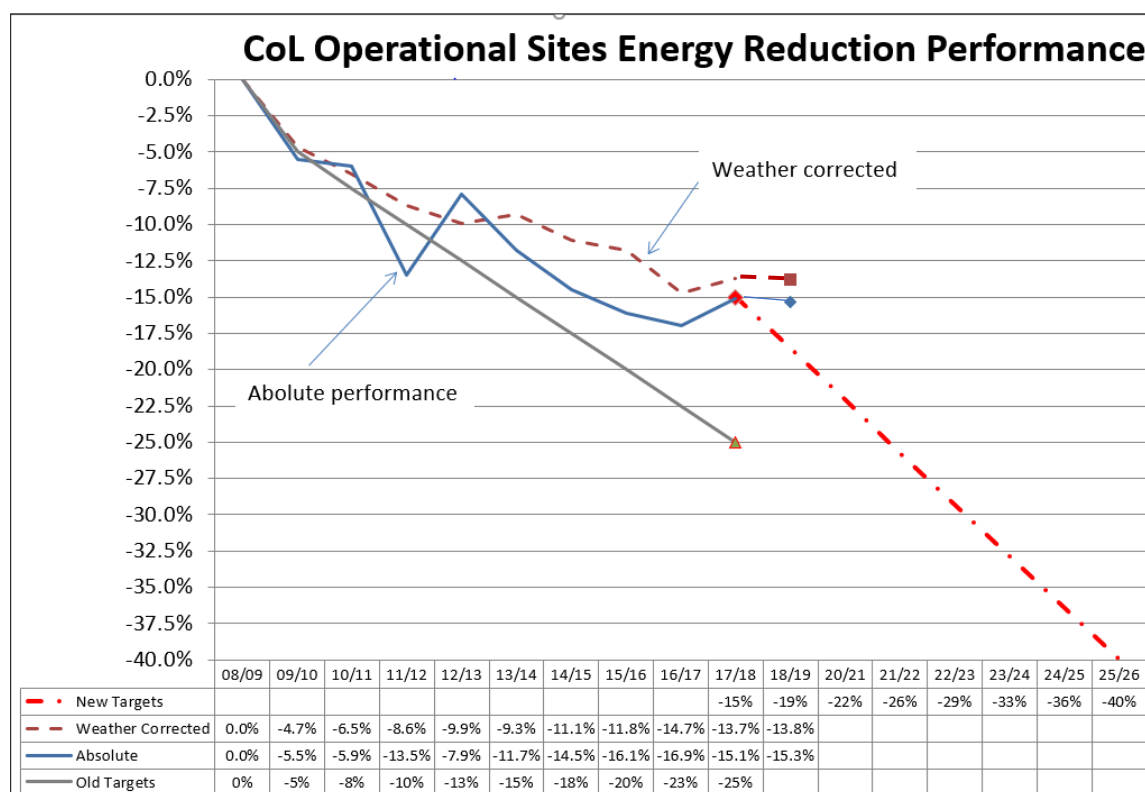
Department	Sum of 17/18 Q4 (kWh)	Sum of 18/19 Q1 (kWh)	Diff. kWh	Diff. %
BAC	17,372,772	18,078,122	705,351	4.1%
CoL Freeman's	4,331,113	4,587,037	255,923	5.9%
City Surveyor's	26,568	32,854	6,285	23.7%
<b>Grand Total</b>	<b>119,222,752</b>	<b>119,059,907</b>	<b>-162,846</b>	<b>-0.1%</b>

\*includes tenant's consumption, see Appendix B for tenant/landlord breakdown.

- 1.2 The weather over reporting period 2018/19 Q1 has been comparable to that 2017/18 Q4. This means that the weather was not the influencing factor behind the changes in consumption patterns at the sites.
- 1.3 At the Barbican Arts Centre, heat consumption for the main building was significantly higher in Apr-18 than expected for the weather. This may be due to issues around control settings following a very cold Mar-18.
- 1.4 Within the Built Environment, the main source of the reduction relates to LED upgrades to Street Lighting, supplemented by recent lighting upgrades to Baynard Car Park. These reductions were partly offset by increases at: Upper Thames Street Tunnel due to a now-resolved ventilation fault and an ongoing rise in lighting consumption which is being investigated, and Tower Hill Coach and Car Park (reason unknown).
- 1.5 Gas consumption for the main heating boilers at the CoL Boys' School was significantly lower over April-June, likely due to the warmer weather allowing the system to be shut down earlier.
- 1.6 The opening of the new swimming pool since Sep-17 is the main reason for the significant increase in energy consumption at CoL Freeman's School, but two other areas of increased gas consumption are being investigated.
- 1.7 At the CoL Girls' School reductions in consumption for a number of electricity supplies from May probably related to the milder weather and earlier switch off of the heating systems.
- 1.8 For the Courts, the reduction mainly relates to the Central Criminal Court's oil boilers. The boilers are old and suffer from poor control; however, over recent months it appears the control has significantly improved compared to the previous year. Further investigations are being undertaken to improve on this with a site visit scheduled in October from a steam specialist.
- 1.9 Most of the energy reduction at the Guildhall Complex relates to lower consumption of gas from the steam generators and lower consumption of heat. The decrease for the steam generators was likely due to a combination of improvements to the control and maintenance down-time. The reduction in the heat is likely due to improvements in the control set points and time schedules from the energy reduction initiative.

- 1.10 Elevated cooling demands over Apr-May exceeded non-weather corrected expectations. In addition, the Sundial gas boilers are consuming more than usual, and will be investigated further.
- 1.11 Increases in heat consumption at Smithfields (due to heating system faults) were counteracted by decreases in gas consumption at HARC (likely due to heating system maintenance) and reduced electricity consumption at New Spitalfields.
- 1.12 Mansion House's elevated gas consumption over Apr-June indicates higher demand for hot water. Likely related to increased occupancy.
- 1.13 Within the Open Spaces a few sites had decreases, which were offset by increases at other sites. The main source of reductions was from replacing the Tower Bridge boilers in April and the very warm weather that allowed them to stay off. The main source of increases was electricity at Parliament Hill Lido due to higher use of the pool filtration pumps, which is being investigated.
- 1.14 For the Police, hot water and electricity consumption increased at Bishopsgate, probably due to increased occupancy. This was partly offset by other small reductions, including a fall in gas-for-heating consumption at Snow Hill.
- 1.15 Consumption was marginally higher at the LMA, likely related to the heat wave and extended hours of plant to maintain environmental conditions.
- 1.16 At Walbrook Wharf electricity and gas consumption for the industrial (Amey) area has increased over the last quarter. This may be related to increased occupancy and activity - site to investigate further.
- 1.17 The 12 months' performance to Q1 of 2018/19 indicates a 15.3% reduction in absolute consumption from the baseline, and a 13.8% reduction when corrected for weather.

**Chart 1. Overall performance change from the 2008/09 base year**



## Conclusion

The Q1 results show an overall decrease of 0.1% in weather corrected energy consumption compared to Q4 2017/18.

The 12 months' performance up to 2018/19 Q1 indicates a reduction of 15.3% in absolute consumption and 13.8 reduction when weather corrected. This indicates that if the CDP target of 29% by the end of 2025/26 is to be met, then additional investment in resource and capital are required as proposed in the September CASC CDP paper.

## Recommendation(s)

It is recommended Members note the contents of this report.

**James Rooke**

Corporate Energy Manager

City Surveyor's Department

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<b>Committees:</b>		<b>Dates:</b>
Corporate Asset Sub (Finance) Committee - For Decision.		01/11/18
Project Sub Committee – For Decision		07/11/18
<b>Subject: Guildhall Yard refurbishment/replacement of pavements UPI: 12025</b>	<b>Gateway 1&amp;2 Project Proposal</b> Regular	<b>Public</b>
<b>Report of:</b> City Surveyor <b>Report Author:</b> Dorian Price, Guildhall Manager		<b>For Decision</b>

## Recommendations

1. Approval track and next Gateway	Approval track: 2. Regular Next Gateway: Gateway 3/4 - Options Appraisal (Regular)			
2. Resource requirements to reach next Gateway	Item	Reason	Funds/ Source of Funding	Estimated Cost (£)
	Staff Time PM	Project Management.	City Surveyors Local Risk Budget	£5,000
	Survey and Design Costs	Option appraisals and design against key criteria. pavours and drainage.	City Surveyors Local Risk Budget	£17,500
			Total	£22,500
3. Next steps	3.1 Engage a Consultant to carry out a survey and detailed design proposal for the pavours and drainage. 3.2 Provide detailed options and associated costs by means of a Gateway 3/4 report for members approval.			

## Project Summary

<b>4. Context</b>	<p>4.1 Damaged pavements and membrane throughout the Guildhall Yard is causing water ingress into the basements of various buildings.</p> <p>4.2 The current Guildhall Yard was repaved late 1990's and as it lies within the Guildhall Conservation Area, any works will require planning permission.</p> <p>4.3 The current arrangement of sand laying for all ceremonial events with horses, will be reviewed to obviate this arrangement.</p> <p>4.4 Future options will match the current design and offer any change to the stone more appropriate with current requirements; in consultation with planners and stakeholders.</p> <p>4.5 This project is priority no.3 of the projects agreed by Corporate Asset Sub Committee in October 2017.</p> <p>4.6 This report seeks Members approval to fund option appraisals and designs to establish the refurbishment/replacement of the pavements in the Guildhall Yard, and improved drainage to prevent water ingress.</p> <p>4.7 This project will also consider the need to renew smoke vents to the Members Car Park.</p>
<b>5. Brief description of project</b>	<p>5.1 To repair and/or replace the membrane and pavements in the Guildhall Yard and improve the drainage system.</p>
<b>6. Consequences if project not approved</b>	<p>6.1 Reputational and Health and Safety implications with regard to damage to electrical and mechanical equipment due to water ingress as a result of damaged membrane and surface water drains and drainage.</p> <p>6.2 Damaged pavements causing slip and trip hazards across the yard.</p> <p>6.3 Water damage to décor and equipment in the basement of buildings.</p>
<b>7. SMART Objectives</b>	<p>7.1 Water ingress ceases and internal finishes and equipment are not under constant degradation.</p> <p>7.2 Safe storage of assets without any concerns of any water damage.</p> <p>7.3 New surface water drains and drainage installed to cope with and disperse excess water.</p> <p>7.4 New Paving stones will provide a safer walking surface for both people and animal hooves.</p>



<b>8. Success criteria</b>	<p>8.1 Repairs or replacement will be conducted within an agreed timeframe and budget constraint.</p> <p>8.2 A watertight membrane and renewed drainage system to eliminate health and safety issues.</p>
<b>9. Key Benefits</b>	<p>9.1 Buildings at less risk of damage from water ingress from both the damaged pavements, membrane and the surface water drainage.</p> <p>9.2 Safer walking surface for both people and animal hooves.</p> <p>9.3 Heavier vehicles less likely to cause damage.</p>
<b>10. Notable exclusions</b>	10.1 See Appendix 1 – Area of Pavement survey
<b>11. Governance arrangements</b>	<p><b>Spending Committee:</b> Finance Committee</p> <p><b>Senior Responsible Officer:</b> Dorian Price.</p> <p><b>Project Board:</b> Yes</p>

### Prioritisation

<b>12. Link to Strategic Aims</b>	2. To provide modern, efficient and high quality local services, including policing, within the Square Mile for workers, residents and visitors
<b>13. Links to existing strategies, programmes and projects</b>	13.1 To maintain the overall condition of the Guildhall complex to a satisfactory level, preventing premature failure of the Guildhall complex and the condition of assets contained therein as set out in the City Surveyor's forward maintenance plan.
<b>14. Project category</b>	7a. Asset enhancement/improvement (capital)
<b>15. Project priority</b>	A. Essential

### Options Appraisal

<b>16. Overview of options</b>	<p>16.1 Option 1 – Phased programme to replace pavements, damp proofing, membrane and surface water drains and drainage throughout the Guildhall Yard.</p> <p>16.2 Option 2 – Single phase programme to replace pavements, damp proofing, membrane and surface water drains and drainage throughout the Guildhall Yard.</p>
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### Project Planning

<b>17. Programme and key dates</b>	<b>Overall programme:</b> Programme will depend on the options presented at the next Gateway and coordination with building
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	<p>projects which will affect the Guildhall Yard, such as works to St Lawrence Jewry Church, the Guildhall Art Gallery and events taking place at Guildhall.</p> <p><b>Key dates:</b> Lord Mayor's Show 2019/20 and 2020/21. Events planned for the Guildhall throughout the project.</p> <p><b>Next Gateway:</b> 3/4 Report to February 2019</p> <p><b>Other works dates to coordinate:</b> Any temporary closure of buildings in 2020. (Dates to be approved and finalised by Town Clerk and Culture Heritage and Libraries Committee).</p>
<b>18.Risk implications</b>	<p><b>Overall project risk:</b> Green</p> <ul style="list-style-type: none"> <li>• Interdependencies with existing activities and those planned during the implementation of the works.</li> <li>• Weather impeding progress due to the location of the works.</li> <li>• Unforeseen utility services beneath Guildhall Yard.</li> <li>• Extent of structural repair required.</li> </ul>
<b>19.Stakeholders and consultees</b>	<p>Town Clerk</p> <p>Chamberlains</p> <p>Remembrancer</p> <p>City of London Police</p> <p>St Lawrence Jewry Church</p> <p>Department of the Built Environment, including Planning</p>

### Resource Implications

<b>20.Total estimated cost</b>	<b>Likely cost range:</b> 2. £250k to £5m											
<b>21.Funding strategy</b>	Choose 1: No funding confirmed	Choose 1: Internal - Funded wholly by City's own resource										
	<table><tr><th>Funds/Sources of Funding</th><th>Cost (£)</th></tr><tr><td>City Cash Reserves (2019/20)</td><td>£1M - £3M</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td>Estimated Total</td><td>£1M -£3M</td></tr></table>		Funds/Sources of Funding	Cost (£)	City Cash Reserves (2019/20)	£1M - £3M					Estimated Total	£1M -£3M
	Funds/Sources of Funding	Cost (£)										
	City Cash Reserves (2019/20)	£1M - £3M										
Estimated Total	£1M -£3M											
21.1 Subject to the option chosen by Members and tender cost implications, there is no existing specific financial provision for the implementation of this project and therefore the issue of funding will need to be addressed at the next Gateway.												

	21.2 Costs in the range of £1m to £3m cannot be accommodated from any of the central contingencies and therefore it is likely that a request for an additional draw down from the City Cash reserves will be necessary, requiring the approval of the Resource Allocation Sub and Finance Committees.
<b>22. On-going revenue implications</b>	22.1 Refurbishment/replacement of pavements will reduce on-going maintenance costs in the future and sanding/drain clearing operation.
<b>23. Investment appraisal</b>	Not applicable. However, value for money will be considered when reviewing the options and procurement route.
<b>24. Procurement strategy/Route to Market</b>	24.1 Procure consultant to produce options appraisal, with the option to extend their services. 24.2 Evaluate on cost and quality.
<b>25. Legal implications</b>	25.1 Reputational risk in the event of an unplanned failure or incident. 25.2 Health and safety due to water ingress entering the Art Gallery basement and affecting the electrical and mechanical operation of Lift 40. 25.3 Public Liability due to damaged pavements throughout the Guildhall Yard (Slips, Trips and Falls). 25.4 Reputational Risk due to building fabric deterioration by water ingress with premature lifecycle failure of the built assets. 25.5 Planning permission requirements.
<b>26. Corporate property implications</b>	26.1 Replacement/refurbishment of pavements will ensure that the Guildhall Yard remains in a good, safe, statutory compliant condition.
<b>27. Traffic implications</b>	27.1 A traffic management system will be required as the works progress across the yard.
<b>28. Sustainability and energy implications</b>	28.1 Giving consideration to the environment, economic and social impact of the City's practices.
<b>29. IS implications</b>	29.1 None Anticipated.
<b>30. Equality Impact Assessment</b>	An Equality Impact Assessment is not required.

## Appendices

<b>Appendix 1</b>	Plan of Yard to be resurfaced
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## Contact

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<b>Committee:</b>	<b>Date:</b>
Corporate Asset Sub Committee For Information	1 November 2018
<b>Subject:</b> Additional Repairs & Maintenance Programme – Quarterly Progress Report	<b>Public</b>
<b>Report of:</b> City Surveyor  Report ref CS 423/18	<b>For Information</b>
<p><b>Summary</b></p> <p>The report provides an overview of the progress and expenditure of the three-year 2016/17 Additional Repairs &amp; Maintenance Programme (AWP) at the end of the second quarter of financial year 2018/19.</p> <p>The programme for 2016/17 totals 269 projects with a budget of £5.332m over the life of the programmes. This programme is due to be completed in the 2018/19 financial year</p> <p>Progress on the 2016/17 programme is on track to complete this financial year as planned with £3.95m spent or committed which is 74% of the total programme since April 2016.</p> <p><b>Recommendation</b></p> <p>Members are asked to note the report.</p>	

## **Main Report**

### **Background**

1. The Additional Repairs & Maintenance Programmes (AWP) have been derived from the Forward Maintenance Plans to maintain the Corporation's operational estate in "fair to good" condition. Each AWP programme has a three-year delivery window. This report covers the remaining year of the 2016/17 programme at the end of the second quarter of financial year 2018/19.
2. The AWP has been replaced by the Cyclical Works Programme (CWP) from 2017/18. Progress on the CWP is reported half-yearly.
3. This report is based on spend figures as at 30/09/2018. An analysis of the overall programme to date is set out in the appendix to this report.

### **Current Position**

4. The position on the current AWP programme is provided in the tables below. Progress against the 2018/19 targets and overall progress are presented separately. A breakdown based on fund and area of service can be found in the appendix.

**TABLE 1: TOTAL PROGRAMME PROGRESS AT 30/09/2018**

Fund / Service	Total Budget	Total Actual Spend	Further Committed	Total Cost	Balance Un-committed	Total Progress
	£000's	£000's	£000's	£000's	£000's	%
<b>2016/17 Programme</b>						
City's Cash	2,905	1,532	342	1,874	1,031	64
City Fund	1,574	1,128	129	1,257	317	80
Guildhall Admin*	843	716	105	821	22	97
<b>TOTAL</b>	<b>5,322</b>	<b>3,376</b>	<b>576</b>	<b>3,952</b>	<b>1370</b>	<b>74</b>

\* £203,784 budget transferred to Capital from AWP

**TABLE 2: SPEND AGAINST 2017/18 TARGETS AT 30/09/2018**

Fund / Service	Total Budget	Budget 2018/19	Actual Spend 2018/19	Spend Against Target
	£000's	£000's	£000's	%
<b>2016/17 Programme</b>				
City's Cash	2,905	1,629	295	18
City Fund	1,574	565	99	18
Guildhall Admin	843	147	16	11
<b>TOTAL</b>	<b>5,322</b>	<b>2,335</b>	<b>410</b>	<b>18</b>

### 2016/17 Programme

- The 2016/17 AWP programme consists of 269 projects with a total value of £5.332m. The current position is that 74% of the target actual spend for the programme has been achieved or committed and so the overall programme is broadly on track, having progressed about 42% of the target for the year. (£410k spent + £576k committed = £986k of £2.335m remaining on the programme)
- Actual spend has increased approximately three-fold over the figure for Q1 and a further £576,000 has been committed. Maintaining this rate of progress will complete the programme by the end of the financial year.
- There are just three projects on the programme with balances of greater than £50,000:

<b>TABLE 3 High value projects outstanding</b>			
Project	Description	Left to Spend	Comment
C017AW019L	Mansion House CCTV Replacement	£95,000	Held to support over-arching security project
C037AW006L	Main Market, General, Metalwork Maintenance Finishes (Ornate)	£195,881	Order imminent
C037AW014L	Main Market, East Meat Trader, Drainage & Flooring Replacement (Service Corridors)	£65,000	Order imminent

- Delivery on this programme has improved but that improvement will need to be maintained to complete the programme as scheduled. Most projects that

remain are either well in hand or are relatively low value and straightforward to deliver so confidence in successful completion is high. The programme for Guildhall is virtually complete.

9. The status of the 2016/17 AWP programme is summarised in the table below.

<b>TABLE 4 Project Status</b>			
<b>Complete</b>	<b>In Hand</b>	<b>Not Started</b>	<b>Total</b>
167	72	30	269

### **Corporate & Strategic Implications**

10. The Additional Works Programme sets out to deliver three of the key objectives in the Corporate Property Asset Management Strategy.
- SO.1 – Operational assets remain in a good, safe and statutory compliant condition.
  - SO.2 – Operational assets are fit for purpose and meet service delivery needs.
  - SO.3 – Capital and supplementary revenue programmes are affordable, sustainable and prudent and that the limited available resources are directed to the highest corporate priorities.

### **Conclusion**

11. Progress on the 2016/17 programme is regaining track, and the remaining budget provision will be prioritised to ensure completion in 2018/19 financial year.

### **Appendix**

- 2016/17 Additional Works Programme

### **Report Author:**

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## APPENDIX

### ADDITIONAL WORK PROGRAMME 2016/17

CITY'S CASH 2016/17	Budget	Spent	Committed	Total	Left to spend
Mayor & Shrievalty, The Monument	£9,288	£7,430	£0	£7,430	£1,858
Mansion House	£529,140	£373,740	£15,000	£388,740	£140,400
Magistrates Court	£314,527	£183,426	£24,194	£207,620	£106,907
London Central Markets	£733,393	£349,506	£30,324	£379,830	£353,563
Epping Forest & City Commons	£332,171	£112,578	£82,788	£195,366	£136,805
West Ham Park & Bunhill Fields	£196,300	£125,369	£34,013	£159,382	£36,918
Hampstead Heath, Highgate Wood & Queen's Park	£672,585	£370,143	£155,434	£525,577	£147,008
Keats House	£41,000	£9,627	£0	£9,627	£31,373
Savings	£76,396			£0	£76,396
<b>TOTAL</b>	<b>£2,904,800</b>	<b>£1,531,819</b>	<b>£341,753</b>	<b>£1,873,572</b>	<b>£1,031,228</b>

CITY FUND 2016/17	Budget	Spent	Committed	Total	Left to spend
Central Criminal Court, Mayor's Court, Roman Bath House	£443,500	£354,098	£44,849	£398,947	£44,553
Culture Heritage & Libraries, City Info Centre	£99,765	£93,119	£0	£93,119	£6,646
Planning & Transportation	£458,804	£294,343	£14,416	£308,759	£150,045
Port Health	£451,773	£367,293	£65,869	£433,162	£18,611
Other Open Spaces	£70,000	£19,020	£4,297	£23,317	£46,683
Savings	£50,408			£0	£50,408
<b>TOTAL</b>	<b>£1,574,250</b>	<b>£1,127,873</b>	<b>£129,431</b>	<b>£1,257,304</b>	<b>£316,946</b>

GUILDHALL ADMIN 2016/17	Budget	Spent	Committed	Total	Left to spend
Guildhall Complex	£832,695	£716,093	£104,637	£820,730	£11,965
Savings	£10,521			£0	£10,521
<b>TOTAL</b>	<b>£843,216</b>	<b>£716,093</b>	<b>£104,637</b>	<b>£820,730</b>	<b>£22,486</b>



<b>Committee:</b> Corporate Asset Sub Committee – For Information	<b>Dated:</b> 1 Nov 2018
<b>Subject:</b> Cyclical Works Programme – Progress Report	<b>Public</b>
<b>Report of:</b> The City Surveyor report ref CS 422/18	<b>For Information</b>
<b>Report author:</b> Chris Hartwell, City Surveyor's Department	

## Summary

This report provides an overview of the progress and expenditure of the current Cyclical Works Programmes (CWP 17/18 and CWP 18/19) at the end of Q2 2018/19.

The programmes last for three years. CWP 17/18 comprises 436 individual projects with a total value of £12.1m, CWP 18/19 comprises 577 projects with a total value of £11.8m. The programmes are intended to deliver prioritised cyclical maintenance works (i.e. replacement or refurbishment of buildings, plant and equipment based on condition assessed at the end of normal useful service life and operational need) across the corporate operational estate, including The Barbican Centre and the Guildhall School of Music and Drama.

Governance of the CWP is overseen by your Committee and executed by the CWP Peer Review Group. There is provision in the governance arrangements to allow projects to be promoted into the programme in case of urgent need. Since the last report, three projects have been promoted as urgently required.

Progress is good with almost £6m spent or committed on CWP17/18, or 49% of the total at the half way mark, and a sound start has been made on CWP 18/19 with £1.76m spent or committed (15% of total) during the first 6 months.

## Recommendations

Members are asked to:

1. Receive this report, note changes to the programme and the overall progress.

## Main Report

### Background

1. There is need to conduct planned refurbishment and replacement of buildings and their associated equipment in addition to routine serving and repairs. Resources being limited, such works need to be prioritised across the entire corporate operational estate. The Cyclical Works Programmes consider the requirements of each and prioritises individual projects in the context of the whole to ensure that the City's overall property maintenance objectives are met.

2. Governance arrangements for the CWP were agreed by your Committee in September 2016 (report ref CS 248/16). A separate description of the project prioritisation process is provided in report CS 492/17. The governance arrangements provide a mechanism for projects to be promoted into the programme.

3. Since last report, three projects have been promoted as being urgently required:

C178CW290L	Hampstead Heath Lido Leak Repairs	£117,000
C158CW039L	Guildhall West Wing Fall Arrest System	£20,000
C088CW102L	GSMD Sundial Court Ventilation to Flats	£80,000

4. Those projects are being funded from saving made on other projects, including cancelled projects as follows:

C178CW262, 263, 268, 274, 275L, C179CW091L, 92L	A package of works to the football changing rooms at Hampstead Heath. These projects were expected to be subsumed into a scheme to convert the rooms into an educational hub.	That scheme is now being reviewed and expenditure other than routine maintenance and repair is no longer justified.
R069CW001L	St John Cass School boiler replacement	The school elected to replace the boiler themselves, outside the CWP.

These projects will therefore not appear in subsequent reports.

## Current Position

5. CWP 2017/18 progress is summarised in the table below.

6. A fuller picture based on the fund and area of service can be found in Appendix A (insert URL).

## Cyclical Works Programme 2017/18 Progress

TABLE 1: TOTAL PROGRAMME PROGRESS TO DATE AT 30/09/18						
Fund / Service	Total Budget	Total Actual Spend	Further Committed	Total Cost	Balance Un-committed	Total Progress
	£000's	£000's	£000's	£000's	£000's	%
<b>2017/18 Programme</b>						
City's Cash	6,493	2,357	341	2,698	3,795	42%
City Fund	4,144	1,887	573	2,460	1,684	59%
Guildhall Admin *	1,452	459	360	818	633	56%
<b>TOTAL</b>	<b>12,088</b>	<b>4,703</b>	<b>1,273</b>	<b>5,976</b>	<b>6,111</b>	<b>49%</b>

**TABLE 2: SPEND AGAINST 2018/19 TARGETS TO DATE AT 30/09/18**

Fund / Service	Total Budget £000's	Budget £000's	Actual Spend £000's	Spend Against Target %
<b>2017/18 Programme</b>				
City's Cash	6,493	2,596	650	25%
City Fund	4,144	2,277	1,126	49%
Guildhall Admin	1,452	756	192	25%
<b>TOTAL</b>	<b>12,088</b>	<b>5,629</b>	<b>1,968</b>	<b>35%</b>

7. The 2017/18 CWP programme consists of 436 projects with a total value of £12.1m.
8. The current position is that an actual spend of £4.7m has been achieved and orders for a further £1.27m of work have been placed. Progress is good at the half way stage with 49% complete by value spent or committed. Momentum must be maintained.
9. The status of the 2017/18 programme may be summarised as follows:

Complete	In Hand	Not Started	Total
147	103	186	436

#### Cyclical Works Programme 2018/19 Progress

**TABLE 1: TOTAL PROGRAMME PROGRESS TO DATE AT 30/09/18**

Fund / Service	Total Budget	Total Actual Spend	Further Committed	Total Cost	Balance Un-committed	Total Progress
	£000's	£000's	£000's	£000's	£000's	%
<b>2018/19 Programme</b>						
City's Cash *	5,906	614	747	1,361	4,544	23%
City Fund	4,446	116	158	274	4,171	6%
Guildhall Admin	1,429	52	77	128	1,300	9%
<b>TOTAL</b>	<b>11,780</b>	<b>782</b>	<b>982</b>	<b>1,764</b>	<b>10,016</b>	<b>15%</b>

\* £7k transferred to Capital Project

**TABLE 2: SPEND AGAINST 2018/19 TARGETS TO DATE AT 30/09/18**

Fund / Service	Total Budget £000's	Budget £000's	Actual Spend £000's	Spend Against Target %
<b>2018/19 Programme</b>				
City's Cash	5,906	2,124	614	29%
City Fund	4,446	1,099	116	11%
Guildhall Admin	1,429	176	52	30%
<b>TOTAL</b>	<b>11,780</b>	<b>3,399</b>	<b>782</b>	<b>23%</b>

10. The 2018/19 CWP programme comprises 577 projects with a total value of £11.8m. The current position is that £782,000 has been spent and a further £982,000 committed giving total progress of about 15% the programme, which is very similar to progress achieved on the previous programme at the same early stage.

11. The status of the 2018/19 programmed may be summarised as follows:

Complete	In Hand	Not Started	Total
33	171	373	577

12.

### **Corporate & Strategic Implications**

13. Cyclical Works Programmes set out to deliver three of the key objectives in the Corporate Property Asset Management Strategy.

- SO.1 – Operational assets remain in a good, safe and statutory compliant condition.
- SO.2 – Operational assets are fit for purpose and meet service delivery needs.
- SO.3 – Capital and supplementary revenue programmes are affordable, sustainable and prudent and that the limited available resources are directed to the highest corporate priorities.

### **Conclusion**

14. Progress on the 2017/18 CWP is good, and a good start has been made on the 2018/19 programme.

### **Appendices**

- Appendix A – 2017/18 Cyclical Works Programme
- Appendix B – 2018/19 Cyclical Works Programme

### **Report Author**

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<b>Committees:</b>		<b>Dates:</b>
Corporate Projects Board <i>[for decision]</i> Corporate Asset Sub Committee <i>[for decision]</i> Projects Sub Committee <i>[for decision]</i> General Purposes Committee of Alderman <i>[for information]</i>		15 October 2018 01 November 2018 07 November 2018 04 December 2018
<b>Subject:</b> Mansion House – External Cleaning and Lighting (CS – 436/18)	<b>Gateway 1-3 Project Proposal &amp; Options Appraisals</b> Regular	
<b>Unique Project Identifier: 12029</b>		
<b>Report of:</b> City Surveyor <b>Report Author:</b> Jessica Lees		<b>For Decision</b>
<h1>PUBLIC</h1>		

## Recommendations

<b>1. Approval track, Next steps and Requested decisions</b>	<p><b>Approval track:</b> 2. Regular</p> <p><b>Next Gateway:</b> Gateway 4 – Detailed Options Appraisal (Regular)</p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>To set up a Mansion House working party with key stakeholders to discuss phasing of works and associated risks. The working party to report into the project board allocated.</li> <li>To commission architectural consultants to work with the working party in the development of a programme for the recommended option and review project costs accordingly.</li> <li>To commission lighting consultants to carry out a detailed design for external lighting for Mansion House.</li> </ul> <p><b>Requested Decisions:</b></p> <p>Members are asked to:</p> <ul style="list-style-type: none"> <li>Approve option 4, to carry out a full external overhaul of Mansion House, which will ensure that the building is maintained in a good condition with its appearance being greatly lifted and improved. This will bring greater confidence in the condition of the building for the foreseeable future.</li> <li>Approve option 5 in addition to option 4, which will provide an upgrade to the existing lighting and improve the appearance of Mansion House.</li> <li>Approve a budget of £18,000 to get the project to the next gateway. This includes consultants' fees of £7,500 for option</li> </ul>
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	<p>4 to develop a detailed project programme and update costs accordingly. Consultants' fees of £7,500 for option 5 to develop a new lighting design, and staff costs of £3,000</p> <ul style="list-style-type: none"><li>• Note that the next report, gateway 4 will present an agreed phased programme of works and update costs on the agreed option following full consultation with stakeholders.</li><li>• Note that we will engage with City Procurement and present preferred procurement route also to be presented within the gateway 4 which will be submitted for Committee approval.</li><li>• Note that the projects team have assessed the possibility of combining this project with St Lawrence Jewry stone cleaning and deemed not feasible as specialist conservation is less likely to yield economies-of-scale savings. The St Lawrence project is also at a later stage in the gateway process and combining projects would also cause delays to this.</li><li>• Note that the stonework to Mansion House was examined as part of the conservation management plan in 2015 and observations at that time were that the elevations are in a generally fair condition. Conservationists have advised that there is strong evidence that every time Portland stone is cleaned the surface pores open a little more and the building gets dirtier quicker. This results in more frequent cleans leading to expense and ultimately damaging the stone.</li></ul>																				
<b>2. Resource requirements to reach next Gateway</b>	<table><tr><th>Item</th><th>Reason</th><th>Funds/ Source of Funding</th><th>Cost (£) rounded to '000</th></tr><tr><td>To instruct a consultant to provide a programme and update the cost schedule</td><td>To present more detail as to logistics and costs attached to the agreed option at Gateway 4</td><td>Cyclical Works Programme (Approved)</td><td>£7,500</td></tr><tr><td>To instruct a consultant to develop an external lighting design</td><td>To present a detailed design for tender</td><td>Cyclical Works Programme (Approved)</td><td>£7,500</td></tr><tr><td>Staff costs</td><td>Project management</td><td>CSD local risk</td><td>£3,000</td></tr><tr><td><b>Total</b></td><td></td><td></td><td><b>£18,000</b></td></tr></table>	Item	Reason	Funds/ Source of Funding	Cost (£) rounded to '000	To instruct a consultant to provide a programme and update the cost schedule	To present more detail as to logistics and costs attached to the agreed option at Gateway 4	Cyclical Works Programme (Approved)	£7,500	To instruct a consultant to develop an external lighting design	To present a detailed design for tender	Cyclical Works Programme (Approved)	£7,500	Staff costs	Project management	CSD local risk	£3,000	<b>Total</b>			<b>£18,000</b>
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<b>3. Governance arrangements</b>	<ul style="list-style-type: none"><li>• <i>Corporate Asset Sub Committee.</i></li></ul>																				

	<ul style="list-style-type: none"> <li>• <i>Vic Annells, Executive Director, Mansion House &amp; Central Criminal Courts.</i></li> <li>• <i>A project board will be required, headed by Vic Annells. A Mansion House Stakeholder working party will report into the project board.</i></li> </ul>
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### **Project Summary**

<b>4. Context</b>	<p>4.1 Members of Corporate Asset Sub Committee recently raised questions on the appearance of the exterior of Mansion House.</p> <p>4.2 The exterior was last cleaned in 2002 – 2003 and on the conservation recommendation of 35 – 40-year frequency, the next scheduled clean is not until 2034.</p> <p>4.3 Only two decorative lanterns provide the external lighting to the North elevation.</p> <p>4.4 Members thought the frequency of the clean was too long and asked the City Surveyor to review bringing this forward as well as reviewing the lighting strategy. The City Surveyor was asked to present options for committee approval, which are presented within this gateway 1 – 3.</p>
<b>5. Brief description of project</b>	<p>5.1 A review of the external cleaning and lighting of Mansion House was undertaken in June this year under the City Surveyor's local risk maintenance budget (initial cost of £17,000). The remit of the survey was to look at the following:</p> <ul style="list-style-type: none"> <li>• Identification of the extent of the task (visual condition survey),</li> <li>• Identification of options (four cleaning options are presented with estimated costs),</li> <li>• Identify costs for upgrading the lighting to Mansion House (option 5),</li> <li>• Next steps for phasing work, with governance from the Project Board.</li> </ul>
<b>6. Consequences if project not approved</b>	<p>6.1 If the recommended options are not approved, then continued deterioration of the appearance of the building will continue.</p> <p>6.2 Lime mortar repairs that were carried out as part of the last decoration works in 2002 – 2003 will continue to fail. Although this is not an immediate health and safety risk, this will increase revenue maintenance costs to rectify these failures when they happen. This will prolong and increase disturbance to the House due to access requirements.</p> <p>6.3 There will be continued minimal lighting to the North elevation of Mansion House.</p> <p>6.4 The frequency within the forward maintenance plan will have to be agreed with members due to the questions</p>

	raised against the conservation consultants recommended frequency of 35 years.
<b>7. SMART Project Objectives</b>	<p><b><i>What is the project required to achieve? Highlight a few objectives. These may be derived from your measures of success as described in your Project Briefing.</i></b></p> <ul style="list-style-type: none"> <li>• To achieve Members expectations of showing Mansion House at its best.</li> <li>• For the project to be completed by October 2020.</li> <li>• For the project to be completed within budget.</li> <li>• Positive feedback from Historic England, The Georgian Group and surrounding neighbours.</li> </ul>
<b>8. Key Benefits</b>	<ul style="list-style-type: none"> <li>• Future-proofing Mansion House against any ad-hoc work that may be required to the stone masonry.</li> <li>• Upgrade to external lighting which will improve the appearance of Mansion House.</li> <li>• Enhancement of an important historical Grade I listed building within the Bank Conservation Area.</li> </ul>
<b>9. Project category</b>	7b. Major renewals, typically of a one-off nature (supplementary revenue)
<b>10. Project priority</b>	B. Advisable
<b>11. Notable exclusions</b>	<ul style="list-style-type: none"> <li>• Full replacement of roof</li> <li>• Full replacement of windows</li> </ul>

### Options Appraisal

<b>12. Overview of options (see Appendix 1)</b>	<p><b>Option 1 (Do nothing)</b></p> <p>To not do any work at this stage but carry out essential repairs on an if basis.</p> <p><b>Option 2 (Essential repairs)</b></p> <p>To carry out essential and basic repairs to the stone masonry and roof via rope access techniques rather than full repairs to masonry which would require full scaffold.</p> <p><b>Option 3 (Essential repairs, plus full repair and cleaning to North (Bank Junction) elevation)</b></p> <p>To carry out essential and basic repairs as per option 2 to South, East and West elevations via rope access techniques. Full repairs and stone cleaning to the North elevation, including security glazing replacement, repair of railings and portico stairs.</p> <p><b>Option 4 (All essential repairs, including full repairs and cleaning to all elevations)</b></p>
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	<p>To carry out all priority works identified including stone cleaning and stone repairs to all elevations.</p> <p><b>Option 5 – new lighting scheme (in addition to option 4)</b></p> <p>To carry out a new lighting scheme, using energy efficient equipment, i.e. LEDs</p>
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### **Resource Implications**

<b>13. Total estimated cost</b>	<b>Likely cost range: £1,395,000 – 1,455,000 (including risk)</b>	
	<b><i>Recommended option 4 on cleaning and option 5 on lighting replacement</i></b>	
	<b>Options appraisal</b>	<b>Rounded up to £,000</b>
	Condition survey and option appraisal	£ 17,000
	<b>Option appraisal sub total</b>	<b>£ 17,000</b>
	<b>Design stage</b>	
	Architects programming and cost analysis	£ 7,500
	External lighting design	£ 7,500
	<b>Design stage sub total</b>	<b>£ 15,000</b>
	<b>Construction stage</b>	
	Repairs to roofs, remove masonry spalls, redecorate windows, glass replacement and repair iron gates	£ 70,000
	Masonry repairs to elevations, redecorate exterior doors, decorate ironwork, repair lighting	£ 197,000
	Stone clean all elevations, stone repairs, replace secondary glazing, railings and handrails to the portico, replacement of west canopy structure	£ 299,000
	Inclusion of option 5 lighting replacement	£ 55,000
	Prelims and scaffolding	£ 446,000
	Professional fees	£ 184,000
	<b>Construction stage sub total</b>	<b>£ 1,251,000</b>
	Staff project costs	£ 13,000
	<b>Total estimated project total (all stages, incl staff costs) excluding risk</b>	<b>£ 1,283,000</b>
	<b>Indicative risk allowance</b>	<b>£ 159,000</b>
	<b>Total estimated project cost including risk</b>	<b>£ 1,455,000</b>
Costs presented within the table above are based upon estimated outturn prices.		

	<p>Note: Option appraisal cost (£17,000) has already been incurred from the CSD repairs and maintenance budget to allow for this gateway 1 – 3 report to be presented to Members.</p> <p>The next stage (design stage) to get the project to gateway 4 will also be funded by the Cyclical Works Programme which has been approved by the Peer Group.</p> <p>Risk allowance will be reviewed at the next gateway and presented in full against a risk register.</p>											
14. Funding strategy	Choose 1: No funding confirmed	Choose 1: Internal - Funded wholly by City's own resource										
	<b>Recommended option</b>											
	<table><tr><th>Funds/Sources of Funding</th><th>Cost rounded to (£'000)</th></tr><tr><td>Condition survey and option appraisal/ CSD Repairs and Maintenance Budget</td><td>£17,000</td></tr><tr><td>Phasing of work and cost analysis and external lighting design, incl staff costs – CWP and CSD local risk</td><td>£18,000</td></tr><tr><td>Construction costs, incl staff costs/ funding to be confirmed</td><td>£1,420,000</td></tr><tr><td><b>Total</b></td><td><b>£ 1,455,000</b></td></tr></table>		Funds/Sources of Funding	Cost rounded to (£'000)	Condition survey and option appraisal/ CSD Repairs and Maintenance Budget	£17,000	Phasing of work and cost analysis and external lighting design, incl staff costs – CWP and CSD local risk	£18,000	Construction costs, incl staff costs/ funding to be confirmed	£1,420,000	<b>Total</b>	<b>£ 1,455,000</b>
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<b>Total</b>	<b>£ 1,455,000</b>											
<p>Costs presented within the table above are based upon estimated outturn prices. It is expected that any VAT incurred in connection with this scheme will be fully recoverable.</p>												
<p>There is limited financial provision to meet the cost of delivering these works and therefore approval to the allocation of additional resources by the Resource Allocation Sub and Policy and Resources Committee will be required at Gateway 4(a). Funding options will include:</p> <ul style="list-style-type: none"><li>• £230,000 has been submitted for the CWP bid for 19/20 which subject to approval by Resource Allocation Sub Committee in January 2019 will be used towards the overall cost of this project</li><li>• City's Cash provision for new schemes (availability will depend on relative priority against other bids)</li><li>• Allocation of proceeds from the disposal of surplus City's Cash operational properties</li><li>• Additional call on City's Cash general reserves (also subject to approval of Court of Common Council)</li></ul>												

## Appendices

<b><u>Appendix 1</u></b>	<b><i>Options Appraisal</i></b>
<b><u>Appendix 2</u></b>	<b><i>Project Briefing</i></b>

### **Contact**

<b><u>Report Author</u></b>	<b><u>Jessica Lees</u></b>
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<b>Committee(s)</b>	<b>Dated:</b>
Corporate Asset Sub Committee – For decision	01/11/2018
<b>Subject:</b> Temple Bar – Report Seeking Delegated Authority to approve lease terms.	<b>Public</b>
<b>Report of:</b> The City Surveyor	<b>For Decision</b>
<b>Report author:</b> Steven Chandler	

## Summary

Temple bar was relocated to Paternoster Square in 2004. It is comprised of an original Christopher Wren designed gateway incorporating a single room or Chamber on its upper floor. Since December 2004, St Paul's Enterprises Limited have taken management responsibility for the Chamber utilising it as a venue for commercial conferences, catering and banqueting, specialising in corporate and private functions.

When hosting events it is necessary for additional supporting accommodation within the adjoining building, Paternoster Lodge, to be used. In 2017, the Worshipful Company of Chartered Architects approached the City as they had been advised that it was likely that Mitsubishi Estates, the owners of Paternoster Lodge were planning to refurbish the supporting accommodation to prepare it for commercial letting which would prevent the use of Temple Bar for conferencing or banqueting purposes.

Mitsubishi Estates have now indicated that they would in principle be prepared to grant a 15 year lease of the supporting accommodation to support the use of Temple Bar Chamber. My department is in the process of agreeing in principal a proposal whereby the City enters into a lease of the supporting accommodation from Mitsubishi Estates and simultaneously sublets the supporting accommodation and Temple Bar Chamber to a charity in the control of the Worshipful Company of Chartered Architects.

Detailed terms are yet to be agreed but it is likely that I will shortly be able to recommend terms that reduce the City's current liabilities in respect of Temple Bar, ensure that it is available for continued use as a venue and retain the City's ability to use or nominate its use.

## Recommendation

Members are asked to:

Delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman:

- I. To approve terms for a lease of accommodation within Paternoster Lodge to support the use of Temple Bar Chamber and;

- II. Approve terms of a lease of the additional accommodation and Temple Bar Chamber to be granted to a charitable organisation in control of the Worshipful Company of Chartered Architects.

<b>Committee(s)</b>	<b>Dated:</b>
Corporate Asset Sub (Finance)	1 November 2018
<b>Subject:</b> Rights of Light Claim Progress - Bernard Morgan House, EC1 (City Fund)	<b>Public</b>
<b>Report of:</b> City Surveyor (CS.459/18)	<b>For Information</b>
<b>Report author:</b> Roger Adams	

## Summary

Planning consent (*16/00590/FULL*) has been granted for the development of 99 apartments at Bernard Morgan House, EC1 (BMH) in a new building ranging from 4 to 10 storeys in height.

COL owns several properties in the vicinity of BMH and it has appointed Anstey Horne to deal with specialist compensation advice where rights of light to those properties may be infringed by the development.

In the agreement with Taylor Wimpey, developer, COL has undertaken not to injunct the scheme, but to limit its claim to compensation for any affected property it owns neighbouring or adjoining BMH.

Presently compensation negotiations for Bowater House, Golden Lane Estate are well advanced with the developer's rights of light specialist, Point 2 Surveyors Limited (P2S), who has provided its technical assessment of loss of light to the whole building for discussion. Anstey Horne is presently considering the totality of compensation for Bowater House.

Anstey Horne advises that rights of light negotiations should include the Golden Lane Estate (Cuthbert Harrowing House) and the Barbican Estate (including Tudor Rose Court) whereas P2S is asserting that COL compensation claim is limited to Bowater House and that Dentons, the developer's solicitor is preparing a note setting out the developer's understanding of the legal position.

Although COL reserves rights to deal with its neighbouring property and preventing its long leasehold tenants from making claims against COL for loss of light, there is no general reservation for others to do so. As part of the overall compensation recommendation from Anstey Horne, its further advice may be necessary if payment needs to be apportioned to reflect the respective legal interests of the affected parties. Social housing tenants may not be entitled to loss of light compensation, but this position is being investigated.

Where a developer accepts that rights of light must be addressed, it will pay third party rights of light specialist costs directly. Where it disagrees that rights of light are injured, it falls to the third party to incur the specialist costs to assess the rights of light infringement and to pursue recovery.

COL is waiting to receive Dentons opinion, before considering how to proceed with the contentious ownership. It may become necessary for COL to instruct Anstey Horne at its cost to instigate compensation assessment on these additional properties.

### **Recommendation**

Members are asked to note the present position. Further reports will be provided in due course as discussions progress.

### **Appendices**

- Appendix 1 – Surrounding Ownership Plan – Bernard Morgan House

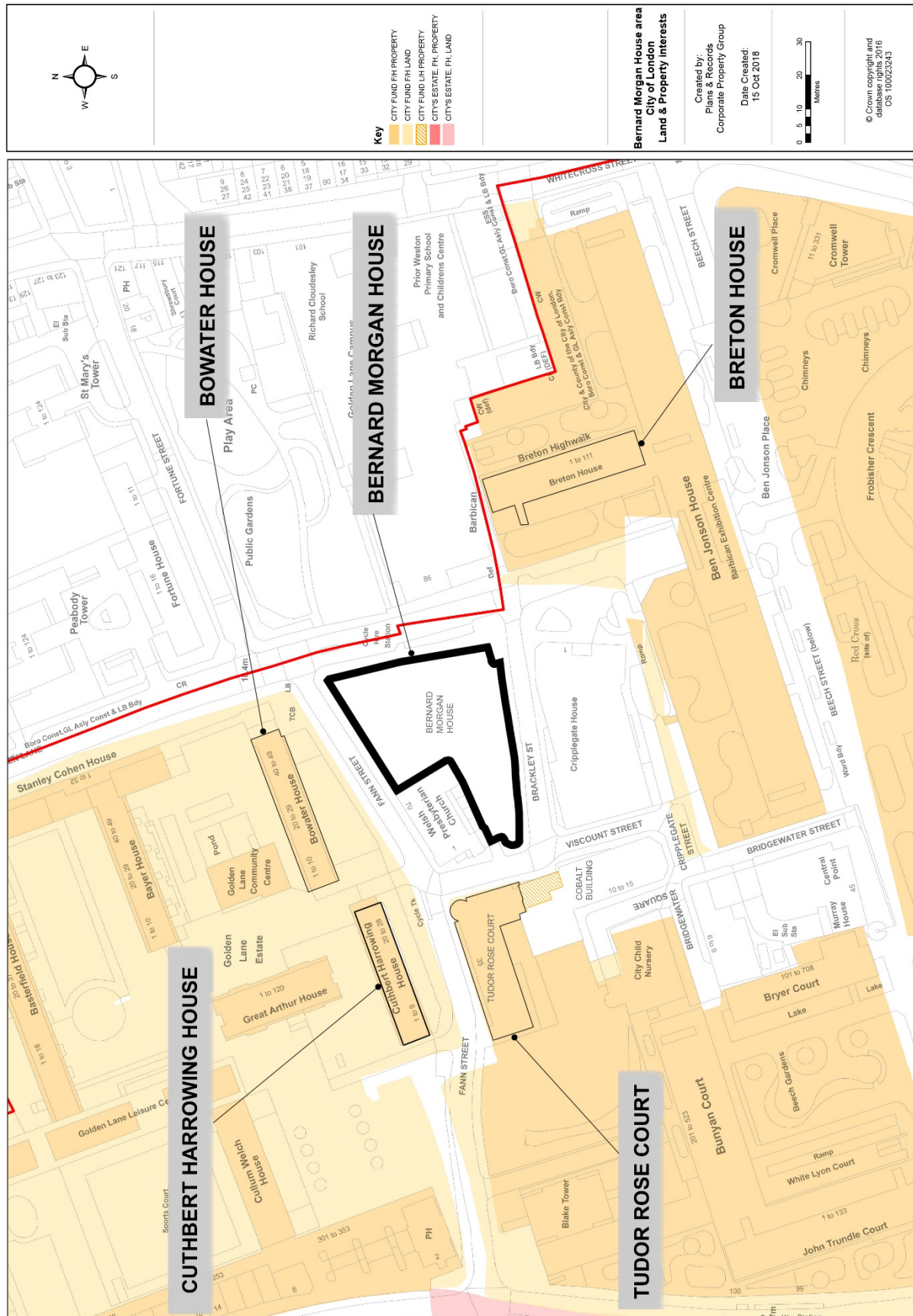
### **Background Papers:**

- Report of the City Surveyor - Sale of Bernard Morgan House, 43 Golden Lane, London EC1Y 0RS (20 May 2015)
- Planning Consent; 16/00590/FULL.

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# Appendix 1 – Surrounding Ownership Plan – Bernard Morgan House EC1



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