

Port Health & Environmental Services Committee

TUESDAY, 23 JULY 2019 Date:

Time: 11.00 am

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Jeremy Simons (Chairman) Deputy Wendy Hyde

> Deputy Jamie Ingham Clark Deputy Keith Bottomley (Deputy

Chairman)

Shravan Joshi Deputy John Absalom Vivienne Littlechild Caroline Addy **Andrien Meyers** Alexander Barr **Deputy Brian Mooney** Adrian Bastow **Deputy Joyce Nash** Henrika Priest

Deputy John Bennett Peter Bennett Jason Pritchard

Tijs Broeke Deputy Richard Regan John Chapman Deputy Elizabeth Rogula

Peter Dunphy Mark Wheatley Mary Durcan Rehana Ameer

Deputy Kevin Everett Sophie Anne Fernandes Anne Fairweather Alderman Sir Roger Gifford Graeme Harrower Alderman Gregory Jones QC

Christopher Hill

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Lunch will be served at the rising of the Committee. N.B. 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**

2. MEMBERS' DECLARATIONS 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 21 May 2019.

For Decision (Pages 1 - 10)

4. OUTSTANDING ACTIONS

Report of the Town Clerk.

For Information (Pages 11 - 12)

5. **DEPARTMENT OF THE BUILT ENVIRONMENT - BREXIT UPDATE**

Report of the Director of the Built Environment.

For Information (Pages 13 - 14)

6. UPDATE IN THE IMPACT OF THE UK LEAVING THE EU (BREXIT) ON PORT HEALTH AND PUBLIC PROTECTION

The Director of Markets & Consumer Protection to be heard.

For Information

7. **AIR QUALITY STRATEGY 2019 – 2024**

Report of the Director of Markets and Consumer Protection.

For Decision (Pages 15 - 20)

8. CLEANSING CONTRACT KEY PERFORMANCE INDICATORS AND CONTRACT MANAGEMENT

Report of the Director of the Built Environment.

For Information (Pages 21 - 30)

9. UPDATE ON THE ISSUE OF OPERATIONAL RAIL NOISE FROM LONDON UNDERGROUND AFFECTING THE BARBICAN ESTATE

Report of the Director of Markets and Consumer Protection.

For Decision (Pages 31 - 42)

10. ELECTION OF EPPING FOREST VERDERERS 2020

Joint report of the Town Clerk and the Director of Open Spaces.

For Decision

(Pages 43 - 54)

11. AIR POLLUTION AT ST BARTHOLOMEW'S HOSPITAL

Report of the Director of Markets and Consumer Protection.

For Information

(Pages 55 - 58)

12. CEMETERY AND CREMATORIUM PERFORMANCE 2018/19

Report of the Director of Open Spaces.

For Information

(Pages 59 - 68)

13. EMISSIONS REDUCTION BILL UPDATE

Joint report of the Director of Markets and Consumer Protection and the City Remembrancer.

For Information

(Pages 69 - 74)

14. BEECH STREET: TRANSPORT AND PUBLIC REALM IMPROVEMENTS

Report of the Director of the Built Environment.

For Information

(Pages 75 - 98)

15. **CEMETERY & CREMATORIUM MECHANISED DIGGER REPLACEMENT**

Report of the Director of Open Spaces.

For Decision

(Pages 99 - 110)

16. MIDDLESEX STREET AREA ENHANCEMENT PHASE 2: PETTICOAT LANE MARKET IMPROVEMENTS AND PUBLIC REALM

Joint report of the Director of the Built Environment and the Director of Markets and Consumer Protection.

For Information

(Pages 111 - 134)

17. SIGNOR FAVALE'S MARRIAGE PORTION CHARITY - RISK REGISTER 2019

Joint report of Town Clerk and the Chamberlain.

For Decision

(Pages 135 - 140)

18. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

19. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

20. **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.

For Decision

Part 2 - Non-public Agenda

21. NON-PUBLIC MINUTES

To agree the non-public minutes and summary of the meeting held on 21 May 2019.

For Decision (Pages 141 - 142)

22. SIGNORE FAVALE'S MARRIAGE PORTIONS CHARITY

Report of the Town Clerk and Comptroller & City Solicitor. To Follow.

For Decision

23. WALBROOK WHARF ELECTRICAL INFRASTRUCTURE UPGRADE INCLUDING NEW ELECTRIC VEHICLE CHARGING POINTS.

Joint report of the City Surveyor and the Director of Built Environment.

For Decision (Pages 143 - 166)

- 24. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE
- 25. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE

Tuesday, 21 May 2019

Minutes of the meeting of the Port Health & Environmental Services Committee held at the Guildhall EC2 at 11.00 am

Present

Members:

Jeremy Simons (Chairman)

Deputy Jamie Ingham Clark

Vivienne Littlechild MBE

Deputy Brian Mooney

Alexander Barr

Adrian Bastow

Deputy John Bennett

Deputy Jamie Ingham Clark

Vivienne Littlechild MBE

Deputy Brian Mooney

Deputy Joyce Nash

Henrika Priest

Jason Pritchard

Peter Bennett Deputy Elizabeth Rogula

Tijs Broeke Mark Wheatley Mary Durcan Rehana Ameer

Anne Fairweather Sophie Anne Fernandes
Graeme Harrower Alderman Sir Roger Gifford
Deputy Tom Hoffman (Chief Commoner) Alderman Gregory Jones QC

Deputy Wendy Hyde

Officers:

Rofikul Islam - Town Clerk's Department Gemma Stokley - Town Clerk's Department

Mike Simmonds - Department of the Built Environment
Zahur Khan - Department of the Built Environment
Carolyn Dwyer - Department of the Built Environment

Jenny Pitcairn - Chamberlain's Department

Jon Averns - Markets and Consumer Protection

Gary Burks - Open Spaces Department
Laura Simpson - Town Clerk's Department

Joe Kingston - Department of the Built Environment
Tony Macklin - Markets and Consumer Protection
Peter Davenport - Markets and Consumer Protection
Steve Playle - Markets and Consumer Protection

Martin Falder - Open Spaces Department
Ru Rahman - Comptroller & City Solicitor
Jaysen Sharpe - Office of the Remembrancer

1. APOLOGIES

Apologies for absence were received from John Chapman, Peter Dunphy, Shravan Joshi, Deputy Kevin Everett, Andrien Meyers, Graeme Harrower, Deputy John Absalom and Christopher Hill.

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

There were no declarations.

3. ORDER OF THE COMMON COUNCIL

The Committee received an Order of the Court of Common Council of Thursday 25 April 2019, appointing the Committee and approving its Terms of Reference.

4. ELECTION OF CHAIRMAN

Wendy Mead (Senior Commoner) moved that Alderman Sir Roger Gifford takes the Chair.

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29. A list of Members eligible to stand was read and Jeremy Simons, being the only Member expressing willingness to serve, was elected Chairman for the ensuing year and took the Chair.

The Chairman welcomed both new and returning Members to the Committee and thanked those Members no longer on the Committee for their service.

5. ELECTION OF DEPUTY CHAIRMAN

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. A list of Members eligible to stand was read and Deputy Keith Bottomley, being the only Member expressing willingness to serve, was elected Deputy Chairman for the ensuing year. The Deputy Chairman thanked the Committee for their support.

6. ELECTION OF ONE MEMBER TO STREETS AND WALKWAYS

The Committee proceeded to appoint a Representative on the Streets and Walkways Sub Committee in accordance with Standing Order No. 30. Christopher Hill, being the only Member expressing willingness to serve, was appointed for the ensuing year.

7. MINUTES

RESOLVED, that the Public Minutes of the meeting held on 5 March 2019 be approved as a correct record.

8. OUTSTANDING ACTIONS

The Committee received a report of the Town Clerk setting out their current list of outstanding actions. Updates were provided as follows:

Electric Vehicle Charging

The installation of charging point in Noble Street has made progress and the charging point was operational as of the 2 May 2019. The Committee noted that a full report on future charging strategy would be tabled at the September / November 2019 meeting of the Committee.

Water Refill Points

The 8 new water refill points to be installed by August 2019. The water refill point on Carter Lane Gardens has now had a meter installed which is providing data. Additionally, the refill points in Bow Churchyard and 60 St Mary Axe have also been commissioned.

Garden Waste Recycling

A new contract has been agreed between Cleansing Service and Veolia, with a dedicated team which has enabled a reduced time period for contract mobilisation. The new contract is now live and operational. An update on garden waste recycling would be provided to the July 2019 meeting of the Committee as part of a further report on mobilisation.

Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate

The Pollution Team Manager from the City of London met with TfL Representatives who advised that a detailed technical response would be provided by mid-June 2019. At present the matter is being dealt with by Duncan Weir, Head of Track at the TfL. A further update would be provided to the July 2019 meeting of the Committee.

9. UPDATE ON THE IMPACT OF THE UK LEAVING THE EU (BREXIT) ON PORT HEALTH AND PUBLIC PROTECTION

The Committee received an oral update from the Interim Director of Consumer Protection and Market Operations in respect of Brexit, adding that the City of London is fully prepared with plans in place. Furthermore, the City of London is having an ongoing dialogue with relevant Government Departments to secure additional funding.

A delegation from the House of Lords EU Energy and Environment Sub-Committee visited the Port Health Office at London Gateway. Subsequently, at a debate on biosecurity in the House of Lords, Members referred to the visit and information obtained during their visit.

RESOLVED – that the oral update be noted.

10. DEPARTMENT OF THE BUILT ENVIRONMENT BREXIT UPDATE

The Committee received a report of the Department of the Built Environment on the 'Brexit' Update. Members were briefed on the potential consequences of Brexit for the Department of the Built Environment. The risks to the Department are being explored at a corporate level. The Department is preparing to deliver all its projects and objectives throughout the Brexit period.

The Department remains focused on delivering its objectives and ensure that the City of London is prepared for any eventuality.

RESOLVED – that the Committee note this report and that further update reports will be made to subsequent meetings of the Committee.

11. CEMETERY AND CREMATORIUM RISK MANAGEMENT

The Committee considered a report of the Director of Open Spaces. Members were informed on the management of risks faced by the Cemetery and Crematorium. The Committee was advised that the four risks, which are managed by the Superintendent of the City of London Cemetery and Crematorium and are within the Committee's remit, are all currently at Amber.

RESOLVED – that the Committee:

- Note the risk scoring grid at Appendix 1
- Approve the divisional risk register outlined in this report and at Appendix 2

- Approve the increase in risk score of OSD CC 003 and its return to reporting at Appendix 2
- Note the risk matrix at Appendix 3
- Note the risk history report at Appendix 4

12. DEVELOPING A LONDON PRIMARY AUTHORITY HUB

The Committee considered a report of the Interim Director of Consumer Protection & Market Operations.

The report sought to seek the Members approval to explore the possibilities of working in collaboration with the other Local Authorities with the aim of forming a Primary Authority 'Hub', with the City of London and other Primary Authorities pooling and sharing their regulatory and technical expertise.

There was a discussion around the cost of the 'Hub' and who the other Local Authorities were. Members were assured that the project would recover its costs. There has been an interest in the 'Hub' from boroughs such as Greenwich, Havering, Islington, Croydon and Westminster City Council.

A Member asked for an example of how the 'Hub' will function, Officers explained that the City of London will receive advice requests from businesses. Should the City of London lack the particular technical expertise to advise, it can then reach out to the other participating London Local Authorities to utilise their expertise. Furthermore, Members were assured that the City of London will always ensure that it would carry out its own second stage, final check on any advice given by another participating London Local Authority before it is issued.

A Member queried on the possibilities of any liabilities in the event of incorrect information being provided to businesses. Officers reassured Members that the mechanisms envisaged, for example the second stage check of all draft advice from other participating London Local Authorities, were robust enough to prevent legal challenges. The City of London will also seek to engage on the "Hub" with London Councils once the project makes progress on its initial stages.

RESOLVED – that the Committee:

- a) Members endorse the approach taken by the Port Health & Public Protection Division to-date; and that
- b) Members further request that: -
- (i) the Interim Director of Consumer Protection & Markets Operations seeks partnership relationships with other willing local authorities to set up and pilot a Primary Authority "Hub" delivery model as described above in order to test out its efficacy for the future; and
- (ii) reports back to this Committee at the end of the pilot.

13. FOOD HYGIENE RATING SCHEME - SCORES ON THE DOORS IN THE CITY OF LONDON

The Committee considered a report of the Interim Director of Consumer Protection & Market Operations. The report aims to raise awareness amongst the public and help make informed choices about where they eat out or shop for take away food.

Members were informed that of a sample of 140 food premises which had received a lower rating than they had previously obtained, 22 (16%) were found to be displaying a Food Hygiene Rating Scheme (FHRS) sticker that was higher than to which they were entitled. Members were informed that it was a criminal offence to display an inaccurate rating.

Officers from the City of London approached 75 businesses to gather their views on the FHRS, some of the businesses suggested that this should be a nationwide initiative. Moreover, the Foods Standard Agency wants to make the rating compulsory and the City of London will work relevant agencies on this.

RESOLVED – that the Committee:

- 1. Note the contents of this report.
- 2. Approve sharing of the results of this project with the Food Standards Agency to support the City Corporation's policy that the display of FHRS scores should be mandatory in England.
- 3. Approve publicising the results of this project to:-
- a) raise awareness of the FHRS with consumers;
- b) encourage consumers to check the rating of food premises on the FSA website before purchasing food; and
- c) encourage the reporting of premises to Trading Standards that are displaying a misleading rating.

14. MASSAGE AND SPECIAL TREATMENT LICENCE FEES 2019/20

The Committee considered a report of the Interim Director of Consumer Protection & Market Operations on the Massage & Special Treatment Licence Fees 2019/20.

The report sought the approval of Members on the matters considered by the licensing service in setting the proposed fees for the mentioned services.

RESOLVED – that the Committee:

Agree the proposed fees for 2019/20 as set out in Appendix 2 (column two).

15. PROGRESS REPORT ON MOBILISATION OF THE NEW WASTE AND CLEANSING CONTRACT

The Committee considered a report of the Director of Built Environment on the progress report on the mobilisation of the new waste and cleansing contract. The City of London has been working closely with Veolia ES (UK) Ltd (Veolia) to address issues. Veolia had responded quickly to any issues arising.

There had been a loss of data and invoice addresses for the commercial waste business by the previous contractor. Veolia have now identified all these customers.

Members were further informed that Veolia are responsible for the cost of charging all electric vehicles employed on the waste collection contract and the contractors were happy with the charging arrangement.

RESOLVED – that the Committee:

Note the report and the commencement of the new contract.

- Note the proposed KPIs at Appendix 1.
- Agree that a further progress report be brought back to this committee in September with a particular focus upon the delivery of the mobilisation Plan as set out at Appendix 2.

16. LITTER INTERVENTION TRIAL

Members were informed of the results of a Litter Intervention Trial carried out in partnership with Keep Britain Tidy to reduce "careful" littering. During the trial there was a reduction of 19.5% in the litter placed at three trial sites.

RESOLVED – that the Committee:

- Note the report.
- Note that the intervention will be considered for future use at appropriate locations at different times of the year.

17. STREET TRADING: REPEAL OF PART III OF THE CITY OF LONDON (VARIOUS POWERS) ACT 1965

The Committee considered a report of the Interim Director of Consumer Protection & Market Operations on the Street Trading: Repeal of Part III of the City of London (Various Powers) Act 1965.

Members were advised that although it is unlawful to carry out street trading on a City Walkway, powers of enforcement do not extend to confiscating and forfeiture which are available in respect of illegal street trading on a street under City of London (Various Powers) legislation. The proposal would overcome this problem.

RESOLVED – that the Committee:

It is recommended that Monday 22 July 2019 is appointed as the day from which the provisions of Part III of the 1965 Act are repealed and that this date is advertised in the London Gazette and a newspaper circulating in the City.

18. UPDATE ON STREET TRADING ENFORCEMENT FOR THE CITY'S BRIDGES

The Committee considered a report of the Interim Director of Consumer Protection & Market Operations on the Update on Street Trading Enforcement for the City's Bridges.

Members were advised that the City of London has a Section 101 agreement with Tower Hamlets Council and Southwark Council and continues to work in partnership with the boroughs. The City of London recently had seized several illegal items not just from nuts sellers but also from gamblers. The illegal traders are moving from one bridge to another in order to avoid being caught. A request has been sought to extend the City of London's area of enforcement on the Southside of the Millennium Bridge.

Members were further informed that Officers from the City of London are working with agencies including the City of London Police, HMRC and Border Force Officers to launch further operations at the last minute to catch offenders off guard. This has resulted in an individual being taken to court.

There was a discussion around the fact that there are certain sellers who the City of London cannot legally stop such as flower sellers and shoeshine operators.

RESOLVED – that the Committee:

Note the contents of the report and that officers will be undertaking a full review prior to the end of the two-year trial period.

19. APPROVAL OF THE 2019-2020 FOOD SERVICE ENFORCEMENT PLANS FOR THE CITY AND THE LONDON PORT HEALTH AUTHORITY

The Committee considered a report of the Interim Director of Consumer Protection & Market Operations on the Approval of the 2019-2020 Food Service Enforcement Plans for the City of London and the London Port Health Authority.

The report sought the Members approval for two Food Service Enforcement Plans, one for the City of London and one for the London Port Health Authority. A Member asked as to how the plan will be funded. Officers advised the Members that the work will be funded out of the Local Risk Budgets, but that functions carried out at the London ports are subject to full cost recovery through charges to importers.

RESOLVED – that the Committee:

- A) The specific food safety activities set out in Appendix 1 (City Food Safety Enforcement Plan 2019-2020) of the Commercial Environmental Health Team Plan 2019-20, as well as the associated, more cross-cutting activities such as Primary Authority that are that are also contained therein; and
- B) The London Port Health Authority Food Service Enforcement Plan 2019-2020 both of which have been previously circulated electronically and are available in the Members' Reading Room.

20. APPROVAL OF THE HEALTH AND SAFETY INTERVENTION PLAN 2019-2020

The Committee considered a report of the Interim Director of Consumer Protection & Market Operations on the Approval of the Health & Safety Intervention Plan 2019-2020. The report sought Members approval for the Health & Safety Intervention Plan 2019-2020 for which the City of London Corporation is required to obtain Member approval and subsequently publish.

RESOLVED – that the Committee:

approves the specific health & Safety interventions set out in Appendix 2 (Health & Safety Intervention Plan 2019-2020) of the Commercial Environmental Health Team Plan 2019-20, as well as the associated, more cross-cutting activities such as Primary Authority that are contained therein.

21. MARKETS AND CONSUMER PROTECTION BUSINESS PLAN 2018/2019: PROGRESS REPORT (PERIOD 3)

The Committee received a report of the Interim Director of Consumer Protection & Market Operations on the Markets and Consumer Protection Business Plan 2018/2019: Progress Report (Period 3).

RESOLVED – that the Committee:

Note the content of this report and its appendices.

22. **DEPARTMENT OF THE BUILT ENVIRONMENT RISK MANAGEMENT - PERIODIC REPORT**

The Committee received a report of the Interim Director of Consumer Protection & Market Operations on the Department of the Built Environment Risk Management – Periodic Report. Members were updated that the Cleansing Risk contract is now closed. In addition, Members was informed that 97% of staff had completed the online Driver Check.

Furthermore, tenants for the Tilbury Offices have been obtained and the offices will soon be in occupation.

RESOLVED – that the Committee:

Note the report and the actions taken in the Department of the Built Environment to monitor and manage effectively risks arising from the department's operations.

23. PORT HEALTH AND PUBLIC PROTECTION RISKS

The Committee received a report of the Interim Director of Consumer Protection & Market Operations on the Port Health & Public Protection Risks. Members were advised that two corporate risks had been moved to Amber.

RESOLVED – that the Committee:

Note the report and the actions taken in the Department of Markets and Consumer Protection to monitor and manage effectively risks arising from our operations.

24. **REVENUE OUTTURN 2018/19**

The Committee received a report of the Interim Director of Consumer Protection & Market Operations, the Chamberlain, the Director of the Built Environment and the Director of Open Spaces.

RESOLVED – that the Committee:

Note the report and the proposed carry forward of local risk underspendings to 2019/20

25. DRAFT ALCOHOL STRATEGY 2019-23

The Committee received a report of the Director of Community and Children's Services on the Draft Alcohol Strategy 2019-23.

A Member asked if the City of London was following the strategy, considering the amount of alcohol the City of London serves at its events.

It was further agreed that the Committee will receive a detailed written response to Members' questions from Director of Community and Children's Services.

RESOLVED – that the Committee:

- Note the draft Alcohol Strategy 2019-23 set out in Appendix 1.
- Note the plan for consultation

26. DECISIONS TAKEN UNDER DELEGATED POWERS SINCE THE LAST MEETING OF THE COMMITTEE

The Committee received a report of the Town Clerk on the Decisions taken under delegated powers since the last meeting of the Committee.

RESOLVED – that the Committee: Members are asked to note the report.

- 27. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE** There were no questions.
- 28. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**The Chairman took the opportunity to confirm that the next Committee meeting is confirmed for 23 July 2019.

Chairman	

The meeting closed at 12.36

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Port Health & Environmental Services Committee – Outstanding Actions

Item	Date	Action	Officer(s) responsible	To be completed / progresse d to next stage	Progress Update
1.	19 September 2017	Electric Vehicle Charging	Director of Transportation and Public Realm	March 2019	The installation of a charging point in Noble Street was originally programmed for June 2018, however, there were severe delays with some legal questions and programming with TfL. The charging point went live on 2 May 2019 A hub of eight to ten charging points is planned for installation at Baynard House, TfL and CoL are still working to deliver this during 2019. A report on the strategy for electric vehicle charging will come to committee September/November 2019.
2.	16 July 2018	Water Refill Points	Director of Transportation and Public Realm	29 Jan 2019	The Bow Churchyard drinking water refill point has temporarily been turned off for essential maintenance following a technical issue with the supply. We are working with Thames Water to ensure we can secure a more reliable supply to the drinking water fountain at Bow Churchyard. Arrangements have been made with Cheapside Business Alliance to direct members of the public to the next nearest drinking water refill point at Cheapside junction with Foster Lane. We await information from Thames Water on when they expect to complete their element of the work involved.

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					The installation of the remaining refill points is regrettably behind schedule owing to a change in Thames Water Utilities practice of approving and processing applications and associated street works. We are working with them to prioritise our requirements. It is expected that a revised schedule of installations will be agreed in early August and anticipate that installations will be undertaken in September. Usage of the existing refill points in June was 8.1 cubic meters, equivalent to 16,000 half-litre bottles. We are conducting a small trial to explore ways to increase awareness and usage. We have installed some temporary Plastic Free City covers to raise the profile on a number of the refill points and will be monitoring their impact on usage.
3.	27 November 2018	Garden Waste Recycling	Director of the Built Environment	May 2019	The Chairman requested a report on Garden Waste Recycling at a future meeting following progress with the new cleansing contract.
4.	15 January 2019	Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate	Director of Markets and Consumer Protection	July 2019	A meeting between Cole Jarman and TfL engineers was held on 11/3/19. The meeting discussed the comments within the Cole Jarman report on groundborne rail noise, the TfL response and any additional information following the track walk on the 26 February. Full update in agenda item 12 – 'Update on the issue of operational rail noise from London Underground affecting the Barbican Estate'

Agenda Item 5

Committee(s)	Dated:
Port Health & Environmental Services Committee – For information	23 07 2019
Subject: Department of the Built Environment: 'Brexit' Update	Public
Report of: Carolyn Dwyer, Director of the Built Environment	For Information
Report author: Richard Steele, DBE	

Summary

This short report updates Members on the potential implications of Brexit for the Department of the Built Environment.

The report notes that risks are also being considered corporately and focusses on those issues which have a particular relevance for the Department. A key consideration is to ensure that the plans, strategies, projects and services being delivered by the Department can still be delivered during and after Brexit. The Department's role in 'shaping' the future City will remain important to ensure that it remains a 'vibrant and thriving City, supporting a diverse and sustainable London within a globally-successful UK', as set out in the Corporate Plan.

Recommendation(s)

Members are recommended to:

 Note this report and that further update reports will be made to subsequent meetings of the Committee.

Main Report

Background

1. The UK Government's commitment to the withdrawal of the UK from the EU will have wide ranging implications for the country, the City, the City Corporation and the Department of the Built Environment. It will create opportunities to be seized and risks to be mitigated. The opportunities and risks will depend on the detailed withdrawal arrangements which are yet to be agreed. Meanwhile a priority is to ensure that foreseeable risks have been mitigated where practical and that the service remains resilient in uncertain times.

Risks

- 2. Risks which apply to all parts of the organisation are being addressed corporately, but these will still need to be mitigated to some extent at departmental level to ensure that the Department remains in a position to implement its business plan. Examples include the potential short-term and longer-term impacts on supply chains, staff retention, income streams and the demand for services. Such risks could affect delivery of the Department's projects and services if they were to constrain availability of staff and materials. They could also affect the Department's income streams and the demand for its services if Brexit were to lead to significant changes in behaviour. These risks affect all departments and the Director of the Built Environment represents the Department at the corporate working group.
- 3. Brexit will have short-term and long-term effects on economic and employment growth, in the City and elsewhere, depending on the detailed arrangements to be agreed. Whatever those arrangements, London's strong underlying strengths as a global business centre will remain, meaning it is necessary to plan for sustainable long-term growth.

Conclusion

4. At this stage the Department considers that it will be able to deliver its services and implement its business plan during and after Brexit. However the uncertain wider situation means that further updates will continue to be provided by the Director in spoken or written form to subsequent committee meetings as appropriate.

Richard Steele

Department of the Built Environment

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Committee	Dated:
Port Health and Environmental Services Committee	23 rd July 2019
Policy and Resources	19th September 2019
Planning and Transportation Committee	9 th July 2019
Health and Social Care Scrutiny Sub Committee	16 th July 2019
Health and Wellbeing Board	3 rd October 2019
Subject:	Public
Air Quality Strategy 2019 - 2024	
Report of:	
Director of Markets and Consumer Protection	PHES: For Decision
Report author:	P&R: For Decision
Ruth Calderwood, Air Quality Manager	P&T: For information HWB: For information HSCS: For information

Summary

The City of London Corporation's (City Corporation's) Air Quality Strategy 2015 – 2020 was approved by the Port Health and Environmental Services Committee in July 2015. A decision was taken to publish a new strategy for consultation ahead of time following the relatively recent publication of the Government's Clean Air Strategy, the Mayor of London's Environment Strategy, the draft London Plan, City of London Corporation Transport Strategy, draft City Local Plan and City Corporation Responsible Business Strategy.

A draft Air Quality Strategy 2019 – 2024 was approved for consultation by the Port Health and Environmental Services (PHES) Committee in March 2019. The draft strategy was published for consultation for a period of 8 weeks. 73 responses to the consultation were submitted online and a further 12 by letter or email. A table detailing comments received and the response to each comment is available in the Member's Reading Room. As a result of comments received, minor changes have been made to the strategy, with a small amount of additional information added for clarification. Hard copies of the report are available in the Member's Reading Room. Individual printed copies will also be made available on request.

The draft strategy was well received. The Greater London Authority, who oversees the Corporation's statutory air quality function, said it is an 'excellent plan, with a very thorough and engaging narrative and a comprehensive range of detailed, specific and ambitious actions...... Congratulations on an excellent plan which once again demonstrates your leadership in this field'. Clean Air London (CAL) said 'CAL considers that the CoL is doing more than any Borough in Greater London to improve air quality'

The Air Quality Strategy fulfils the City Corporation's statutory obligation to assist the Government and Mayor of London to meet European Limit Values for nitrogen dioxide and fine particles (PM_{10}). It also assists with the City Corporation's obligations under

the Health and Social Care Act 2012 to improve the public health of its population. It demonstrates the very wide range of work undertaken by the City Corporation and that it continues to be a leader in this field.

Recommendation

Members of Port Health and Environmental Services Committee are asked to:

 Approve the content of the Air Quality Strategy 2019 – 2024 for publication, subject to the comments received at the Committee meeting.

Members of the Planning and Transportation Committee, Health and Social Care Scrutiny Sub Committee and Health and Wellbeing Board are asked to:

 Note the content of the Air Quality Strategy 2019 -2024 and continue to provide support for improving air quality and reducing the impact of poor air quality on public health.

Main Report

Background

- The City Corporation has a statutory duty to assist the Mayor of London and the UK Government with action to reduce levels of air pollution so that concentrations of pollutants do not exceed set limits. The City Corporation also has a responsibility to improve public health.
- 2. The City Corporation's existing Air Quality Strategy 2015 2020 details action to fulfil its statutory responsibility for London Local Air Quality Management, and for reducing the health impact of air pollution on residents and workers.
- 3. A decision was taken to publish a new strategy ahead of time following the relatively recent publication of the Mayor of London's Environment Strategy, the Government's Clean Air Strategy, draft London Plan, City of London Transport Strategy, draft City Local Plan and City Corporation's Responsible Business Strategy.
- 4. Improving air quality is now firmly embedded into key policy areas across the organisation. This cross departmental support, together with reduction in levels of pollution measured, has enabled the Corporate risk rating to be reduced from red to amber.

Air Quality Strategy

- 5. The aims of the Air Quality Strategy are to:
 - a. fulfil statutory obligations for London Local Air Quality Management and improving public health

- b. ensure that air quality in over 90% of the Square Mile meets the healthbased Limit Values and World Health Organisation Guidelines for nitrogen dioxide by the beginning of 2025
- c. support the Mayor of London to meet World Health Organisation Guidelines for particulate matter (PM_{10} and $PM_{2.5}$) by 2030
- 6. The above aims will deliver three main outcomes:
 - a. the Square Mile has clean air
 - b. people enjoy good health, through reduced exposure to poor air quality
 - c. the City Corporation is a leader for air quality policy and action and inspires collaboration across London
- 7. The outcomes will be achieved by action across 6 policy areas:
 - air quality monitoring
 - leading by example
 - collaborating with others
 - reducing emissions from transport
 - reducing emissions from non-transport sources
 - public health and raising awareness.

There are 65 actions associated with these policies, with detail on how they will be taken forward, timelines, departmental responsibility and relative costs.

8. The strategy demonstrates the strong cross departmental support for improving air quality and reducing the impact on public health. This is evidenced most strongly in the City Corporation Corporate Plan 2018 - 2023, Transport Strategy, Responsible Business Strategy, Responsible Procurement Strategy and draft City Plan.

Consultation Comments

- 9. The draft strategy was published for consultation for a period of 8 weeks. It was placed on the City Corporation web site and sent directly to a wide range of stakeholders, including statutory consultees. 73 people or organisations completed an online survey with a further 12 people or organisations submitting comments by letter or email.
- 10. A table detailing comments received and the response to each comment is available in the Member's Reading Room. As a result of comments received, minor changes have been made to the strategy with a small amount of additional information added for clarification. A small amount of text has also been added to reflect changes that have taken place since the publication of the draft strategy e.g. the implementation of the Ultra-Low Emission Zone and the notification of additional Mayor's Air Quality Fund for air quality improvement projects.
- 11. The draft strategy received some very positive comments:

- Greater London Authority (who oversees the City Corporation's statutory obligations for air quality) said it is an excellent plan, with a very thorough and engaging narrative and a comprehensive range of detailed, specific and ambitious actions...... Congratulations on an excellent plan which once again demonstrates your leadership in this field'
- Clean Air London (a campaign organisation) said: CAL considers that the CoL is doing more than any Borough in Greater London to improve air quality'
- A City resident said: 'I would like to congratulate the team, the report is concise, well written and ambitious'
- Cross River Partnership (a non-profit partnership organisation) said CRP congratulates the City of London Corporation on the development of a comprehensive draft Air Quality Strategy that will empower the Council and stakeholders to improve health and quality of life outcomes for those who live, work and visit the City of London.
- 12. Specific questions in the online survey revealed strong support by the respondents for action across all areas of the strategy. 42 out of 70 people (60%) feel that air pollution has a significant impact on their health. A summary of the data is available in the Member's Reading room.
- 13. Hard copies of the final strategy are available in the Member's Reading Room. Individual printed copies will also be made available on request.

Corporate & Strategic Implications

- 14. The Air Quality Strategy supports the following outcomes from the Corporate Plan 2018 to 2023.
 - Outcome 2 'People enjoy good health and wellbeing'
 - Outcome 11 'We have clean air, land and water and a thriving and sustainable natural environment'
- 15. The Department of Markets and Consumer Protection compiled the strategy, with the following departments providing support:
 - a. Built Environment
 - b. Community and Children's Services
 - c. Chamberlains
 - d. Town Clerks
 - e. City Surveyors

Financial and Resourcing Implications

- 16. The table of actions in Appendix 1 of the strategy includes the relative cost of each item. Many actions will be delivered using existing resources, or through the implementation of other strategies and plans such as the City Corporation Transport Strategy.
- 17. The Air Quality team base budget was increased this financial year by £99,000 to cover the costs of additional air quality monitoring and increasing public demand for information about air pollution in the City. The £99,000 includes funding for a post to assist with monitoring, data analysis, projects and communications.
- 18. An application for Priorities Investment Pot funding for £110,000 over two years has been approved for 2019/20 and 2020/21. This will be used to fund some aspects of collaboration and leadership and for air quality modelling to assess compliance with the aims of the strategy. A London Borough best practice event has already been scheduled for September 2019 using this funding.
- 19. In June 2019, the City Corporation received notification that it has been awarded funding from the Mayor's Air Quality Fund for projects spanning 3 years, 2019 -2022. This includes:
 - a. £500,000 for continuation of the pan London idling action programme, which the City Corporation has managed for the past 3 years. This programme will now be managed jointly with the London Borough of Camden. It will involve support for a range of action across 28 London Boroughs to reduce the amount of unnecessary vehicle engine idling.
 - b. £150,000 towards the implementation of the City Cluster Zero Emission Zone detailed in the City Corporation Transport Strategy
 - c. £500,000 for a Clean Air Thames project, which will be managed by Cross River Partnership. The funding will be used to pilot a range of retrofit technology on river vessels designed to reduce emissions of air pollutants
- 20. As part of the Markets and Consumer Protection submission to the City Corporation's Fundamental Review, an indication will be provided of how air quality in the Square Mile could be tackled more ambitiously if extra resources were provided.

Public Sector Equality Duty

21. An equality analysis has been undertaken and has not indicated any potential discrimination or adverse impact on protected groups.

Security Implications

22. There are no security implications.

Conclusion

- 23. An updated Air Quality Strategy has been produced for publication. It contains a wide range of actions that will be taken to deliver the following outcomes:
 - a. the Square Mile has clean air
 - b. people enjoy good health through reduced exposure to poor air quality
 - c. the City Corporation is a leader for air quality policy and action and inspires collaboration across London
- 24. The Air Quality Strategy fulfils the City Corporation's statutory obligation to assist the Government and Mayor of London to meet European Limit Values for nitrogen dioxide and fine particles (PM₁₀). It also assists with the City Corporation's obligations under the Health and Social Care Act 2012 to improve the public health of its population. It demonstrates the very wide range of work undertaken by the City Corporation and that the Corporation continues to be a leader in this field.

Documents in the Member's Reading Room:

Air Quality Strategy 2019 – 2024 Consultation comments Data from online questions

Background Papers:

Equalities Analysis for the Air Quality Strategy

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Agenda Item 8

Committee(s):	Date(s):
Port Health and Environmental Services – For	
information	21072019
Subject:	Public
Cleansing Contract Key Performance Indicators and	
Contract Management	
Report of:	For Information
Carolyn Dwyer, Director of the Built Environment	
Report author:	
Jim Graham, Assistant Director Cleansing	

Summary

This report informs members of the Key Performance Indicators (KPIs) which will be used to monitor, manage and drive continuous improvement in the new Waste Collection, Street Cleansing and Ancillary Services contract.

The KPIs used focus on key areas of the contract which, if achieved will ensure the successful delivery of the service in line with the City's ambitions for a high performing contract. The KPI suite includes several KPIs which utilise a graduated scale of financial deductions which aim to incentivise performance and standards.

The report details the full list of KPIs and associated maximum financial deductions (Appendix 1) and a further explanation of each KPI (Appendix 2) along with the general principals behind their development and application.

Recommendation(s)

Members are asked to:

Note the report

Main Report

Background

- On the 8 November 2018 this committee approved the award of the Waste Collection, Street Cleansing and Ancillary Services contract to Veolia ES (UK) Ltd (VES) for a period of eight years commencing 6 April 2019. This followed an approximately six-month early termination of the previous contract by Amey plc (Amey).
- In order to effectively monitor the contract performance officers identified a suite of Key Performance Indicators (KPIs) which would ensure the successful delivery of the contract to the standards specified by the CoL.

- 3. The previous contract operated on a similar suite of KPIs which operated on a simple pass/fail basis for financial deductions. This had the unintended effect of disincentivising performance in month once a KPI had been failed. For example, if a KPI was failed on the 5th of June the City then had no effective method of incentivising performance for the remaining 25 days of the month.
- 4. In order to rectify this Cleansing Officers worked with the Corporate Procurement and the Commercial Contract Management team to develop a suite of KPIs that learnt from previous contract experience and worked on the principle of graduated penalties, the value of which increase dependent upon the extent of the KPI failure. This is intended to ensure that standards are maintained, and the contractor incentivised to improve any substandard performance.

Current Position

- 5. The ambition is that this contract will be approached on a partnership basis. However, to be successful close client monitoring will be essential. There will therefore be weekly client/contractor meetings to review performance followed by monthly meetings chaired by the Assistant Director of Cleansing. These meetings will be informed by a comprehensive set of performance data produced through the VES 'Echo' system. This will include contract performance (such as standards of cleanliness and the level of complaints) as well as health and safety, and productivity data.
- 6. Whilst a comprehensive set of live performance data is now available the contract will primarily be driven through performance of a suite of eleven agreed KPIs. These KPIs are due to be agreed and signed off at the first Partnership Board Meeting in July. They will then be monitored without deductions until October 2019, at which point the financial deductions for underperformance will take effect.
- 7. The first seven KPIs have been chosen as they provide a good measure of overall contract performance and can be accurately monitored through a live contract management system, the figures presented can be monitored and converted into financial deductions.
- 8. In addition to the seven payment related KPIs there are two strategic performance related KPIs, the first relates to Veolia's performance in delivering an agreed Annual Improvement Plan, the second relates to VES performance against an Action and Issues log which will be used to track all agreed actions from weekly, monthly and quarterly meetings. These KPIs (ten & eleven) have been introduced following discussion with the Corporate Procurement Unit as they provide a more strategic assessment of how well the contract is being managed.
- 9. Whilst these two performance measures have no financial penalty, they do contribute to an overall contract performance score and if rated red for three consecutive months (or 6 months in any rolling year) would leave the contract vulnerable to termination for under performance.

- 10. There is an additional KPI (KPI eight) which measures the percentage of core scheduled services delivered. This does not carry a financial penalty because there is a separate contractual clause that the City of London will not pay for services which have not been delivered and a financial penalty against this KPI would have led to a double penalty situation. This KPI will however be used to inform deductions for non-delivery and provide an overview of contract performance.
- 11. The final KPI (KPI nine) is focused upon the level of street cleanliness across the City. It will be delivered (as now) through an independent assessment of the City's street cleanliness by Keep Britain Tidy. This will be done periodically on a rolling programme across the life of the contract. Whilst this KPI has no financial or performance weighting it will be used to track the City's cleanliness and identify areas for improvement.
- 12. Any decision to make a financial deduction in relation to the seven payment KPIs for under performance will be taken at the regular monthly meetings and ratified at a quarterly Partnership Board meeting, the chairmanship of which will be rotated on a six-monthly basis between the City and VES. The Partnership Board will be attended by senior managers of both VES and the City Corporation's Department of the Built Environment.
- 13. Of the 7 KPIs which carry financial deductions, each KPI has been weighted by Officers to represent its significance to the overall performance of the contract. Monthly financial deductions are based on a maximum of 10% of the core contract value and can range from £0 £60,000 per month.
- 14. Officers can view and access the KPIs through live performance data produced from the data rich systems and processes implemented as part of the contractors offering. For the purposes of reporting and financial deductions the monitoring period will be a calendar month. Each KPI will be periodically audited by client officers to ensure the information being collected and presented is accurate.
- 15. In addition to this the contract is subject to an annual review and testing against the Corporate Supplier Scorecard by the Commercial Contract Management team (Chamberlains) to evaluate it against a number of metrics including: Performance Management, Commercialism & Innovation, Contract Management Performance, Supplier Relationship Management, Economic & Financial Standing, Health & Safety, Risk Management, Environmental Protection, Social Value and Ethical Sourcing.
- 16. To enable new working methods to become embedded and IT systems to be integrated a phased approach to setting up and monitoring the KPIs has been taken. During this time City Officers have been working closely with the Contractor to mobilise services and maintain standards. Currently 9 out of the 11 KPIs are live but for the first 6 months of the contract officers are not making financial deductions to enable testing and ensure that the KPIs do effectively drive service performance. It is anticipated the remaining 2 KPIs will be live on schedule for October.

Corporate & Strategic Implications

- 17. This contract is an integral part of delivering outcomes eleven and twelve of the Corporate Plan, ensuring "We have clean air, land and water and a thriving and sustainable natural environment" and that "Our spaces are secure, resilient and well maintained."
- 18. The effective delivery of this contract is essential if the City Corporation is to provide a clean and safe public realm and thereby help promote the City of London and ensure that "we are a global hub for innovation in finance and professional services, commerce and culture."

Implications

19. If there are any financial deductions and therefore a reduction in monthly payments to VES, it is likely that these monies would be utilised to ensure that the service is still being delivered to acceptable standards. It is not anticipated therefore that there would be any overall reduction in budgets as a result of performance deductions.

Conclusion

- 20. The contract mobilisation is progressing well during this time client officers have been scrutinising service delivery and working with VES to fine tune the service so as to maximise performance.
- 21. The KPIs will be monitored prior to going live in October to ensure that they are effective in monitoring key areas of the service to help drive standards and service delivery.

Appendices

Appendix 1 – KPI Suite and associated financial deductions Appendix 2 – Further explanation of KPIs

Background Papers

Waste Collection, Street Cleansing and Ancillary Services Contract Final Recommendation – Port Health and Environmental Services Committee – 08/11/2019

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Appendix 1 – KPI Suite and associated financial deductions

						Financial
	Perfomance Measure	Target Achieved	Minor Issue	Moderate Issue	Significant Issue	Weighting %
	Service Defects Issued	raigetitemevea	1411101 13346	Woderate 133de	Jigiiiricant issue	Weighting /0
1	Service Defects issued	less than 76	76-100	101-150	151+	10
2	No. of Serious Performance Failure					
	No. 01 Serious Performance Pandre	0			1+	20
3	Satisfactory amount of Mechanical sweeping "Brushes down" time					
		TBC	TBC	TBC	TBC	10
4	Percentage of ad hoc service requests completed on time	97%	95.1-96.9%	93.1-95%	93% or less	10
5	Measure of Street Cleanliness					
	No of streets which do not meet CoL standard	4	5 to 7	8 to 9	10 or over	25
6	Number of complaints received					
		less than 4		6 to 8	9 and over	10
_	Big Belly Bins emptied at agreed levels	95% and over	93 to 94.9%		under 90%	
7		1		90 to 92.9% emptied	emptied 2hrs from	
		80%	from 80%	2hrs from 80%	80%	15
8	Percentage of scheduled work completed	98% or above	94%-97.9%	90% - 93.9%	lower than 90%	0
	Voca Buitain Tidu sagua	less than or equal				
9	Keep Britain Tidy score	to 3%	3.1-4%	4.1-5%	5.1% and over	0
	Achievments against milestones Annual Improvement Plan or other				Major slippage on	
10	Key Management Documents		Minor slippage on	Moderate slippage	majority of	
		All milestones on tr		on some milestones	milestones	0
11	Performance against Contract Issues and Action Log			Score between 25 -		
		Score less than 10	24	50	Score more than 50	0

Appendix 2 – Further explanation of KPIs

Appendix 1 – Key Performance Indicators

The following are Key Performance Indicators which will be signed of at the July QPB

1 Service Defects Issued

Service defects are issued against items of service failure e.g. failure to collect refuse to schedule or failure to clean to service standards.

2 Number of Serious Performance Failures

A serious performance failure would be defined as a material breach of the terms of contract, serious endemic failure, fraudulent reporting or a failure to have in place agreed health and safety procedures. This would be defined as serious using the City Corporation's Risk Matrix.

3 Satisfactory Mechanical Sweeping - "Brushes down" time

The time that mechanical sweepers are brushes are recorded as down and sweeping against the required time for the scheduled sweep.

4 Percentage of Ad Hoc Service Requests Completed on time

Ad hoc work requested as requested by City officers (which does not require a diversion of resources) and completed within agreed timescales as laid out in the Contract Manual. Monitored through the contractor's work scheduling software which is available for The City to view and interrogate.

5 Measure of Street Cleanliness

Cleanliness is to be measured through joint inspections by the Contractor and the City Corporation. This will ordinarily involve no less than 100 surveys a month over the 7-day working period. The measure will monitor the quality of all manual barrow beat sweeps. Grading will be in line with Keep Britain Tidy's Local Environmental Quality Methodology and will survey the most recently swept transect completed by the sweeper. Scoring will be assessed against an enhanced grade A standard as defined in the specification and will be a percentage score based on a pass/fail basis.

6 Number of complaints received

Complaints will have originated from either a member of the public, a business or an elected Member and, following investigation, upheld as justifiable by client officers.

7 Big Belly Solar Bins emptied at agreed levels

Bins will be required to be emptied within two hours from the moment the contractor receives an alert notification indicating that it requires emptying.

8 Percentage of Core Scheduled Work Completed

Core services will be monitored to ensure they are completed in line with agreed schedules.

9 Keep Britain Tidy (KBT) LEQ Score

Independent LEQ scores from Keep Britain Tidy will be monitored but do not count financially or against the contract risk score. However, the Contractor will be expected to utilise results of these reports to feed into the Annual Improvement Plan.

10 Achievements against milestones in the Annual Improvement Plan

The Annual Improvement Plan is a forward-looking plan to improve performance of the contract and realise efficiencies. Each objective within the plan will have associated key milestones to ensure that improvements are delivered. These milestones will be those determined to be deliverable and agreed at the Quarterly Partnership Board, and they will be tracked in Monthly meetings. It is not intended that this process stifles innovation and The City appreciates that to innovate and improve some projects may ultimately fail, the purpose of this KPI is to ensure that objectives can be tracked and progressed.

11 Performance against Local Risk Register

There will be a weekly contract meeting chaired by the City in which contract performance and risk issues may be identified. Any of these issues not resolved by the next Monthly meeting will be included on the Contract Performance and Risk Register along with agreed timeline for delivery.

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<u>Department of Built Environment summary of cleansing/waste fixed penalty</u> notices (FPN'S) issued for members

At the last PHES committee in May the committee asked for a breakdown of Fixed penalty notices that were issued in the financial years 2016- 2019.

2016/17

The table below shows the breakdown of offences and number of FPN's issued for each offence for 2016/17 by the Street Environment team.

Fly-posting/illegal advertising/graffiti	Depositing litter	Flytipping	Smoking in a smoke free place	Failure to provide a Waste transfer Notice.	Depositing Litter (Smoking)	Depositing Litter (Human Waste)	Failure to comply with a waste receptacles notice
5	199	21	4	26	122	34	136

Total issued = 547

2017/18

The table below shows the breakdown of offences and number of FPN's issued in 2017/18 by the street environment officers;

Fly-posting/illegal advertising/graffiti	Depositing litter	Flytipping	Smoking in a smoke free place	Failure to provide a Waste transfer Notice.	Depositing Litter (Smoking)	Depositing Litter (Human Waste)	Failure to comply with a waste receptacles notice
2	129	44	1	10	70	28	138

Total issued = 422

2018/19

The table below shows the breakdown of offences and number of FPN's issued in 2018/19 by the Street Environment officer team;

Fly-posting/illegal advertising/graffiti	Depositing litter	Flytipping	Smoking in a smoke free place	Failure to provide a Waste transfer	Depositing Litter (Smoking)	Depositing Litter (Human Waste)	Failure to comply with a waste receptacles notice
0	69	49	4	9	4	20	105

Total issued = 260.

2019/20

The table below shows the breakdown of offences and number of FPN's issued so far in 2019/20 by the Street Environment officer team;

Fly-posting/illegal advertising/graffiti	Depositing litter	Flytipping	Smoking in a smoke free place	Failure to provide a Waste transfer		Depositing Litter (Human Waste)	Failure to comply with a waste receptacles notice
0	5	5	0	3	0	2	13

Total issued YTD = 28

You will see that there has been a decrease during 2018/19 this was attributable to staffing issues and the Amey Cleansing and waste contract needing extra focus due to the end of the contract and changes in management. Because of this the SEO team were focusing on the outputs and standards of the contract.

In 2019/20 the team have been focussing on the mobilisation of the new cleansing and waste contract and assisting a new contractor Veolia Environmental Services (VES). In addition to this the SEO team are still short staffed due to staff retiring and leaving.

Committee(s)	Dated:
Port Health and Environmental Services	23 rd July 2019
Subject:	Public
Update on the issue of operational rail noise from London Underground affecting the Barbican Estate.	
Report of:	For Decision (PHES)
Director of Markets and Consumer Protection	
Report author:	
Rachel Pye, Assistant Director, Public Protection.	

Summary

Operational rail noise from London Underground Limited (LUL) sub-surface Circle, Hammersmith and City and Metropolitan lines running beneath the Barbican Estate, between Barbican and Moorgate Stations and whilst some improvements have been achieved, it continues to affect residents of the Barbican Estate.

The importance of this as a public health issue is recognised and officers commissioned an independent investigation and subsequent report which has been put to LUL and a response received.

The response is presented here and will be used to inform further discussions with LUL as to when mitigation measures may be implemented to gain a reduction in the noise and vibration experienced.

This work meets the key aims of the City's Noise Strategy 2016 to 2026 and the Corporate Plan outcome 'People enjoy good health and wellbeing'.

Recommendation

The contents of this report be noted and that the further actions in paragraphs 16 to 19 be endorsed.

Main Report

Background

- 1. Parts of the Barbican Estate, specifically Brandon Mews, Defoe House and Lambert Jones Mews are affected by noise and vibration generated by London Underground trains running on the Circle, Hammersmith and City and Metropolitan Lines between Moorgate and Barbican Stations.
- Vibration created by LUL train services propagates through the ground and surrounding structures and results in the vibration of floors, walls and ceilings, this can be heard as a low frequency 'rumbling' sound.

- 3. The effects of noise and vibration from the railway were considered when the existing railway was realigned and enclosed in 1965; historical records show that mitigation in the form of separation to the railway and the Barbican structure and the placing of the precast deck on rubber blocks was part of the design.
- Complaints however, began to emerge in the late 1970's and there is written evidence of complaints and subsequent noise studies dating back to the 1990s in LUL and City archives.
- 5. More recently residents are reporting an increase in the noise and vibration experienced and a number of previously unaffected properties have raised complaints.
- 6. City officers have been in discussion with LUL for some time to determine the level and extent of the disturbing noise and vibration, the primary causes and an examination of measures that could be implemented to mitigate it.
- 7. The Chairmen of Port Health and Environmental Services (PHES) and Planning and Transportation Committee's raised the issue of operational train noise in July 2016, November 2017 and again in July 2018 in letters to Mark Wild, the Managing Director of London Underground. Positive responses were received and LUL have shown a positive attitude to date in resolving the matter.
- 8. Whilst improvements have been secured by activities such as rail grinding and partial ballast track replacement; and issues with construction noise on the running tunnels and stations have now been resolved, the disturbance from operational rail noise under the Barbican remains caused in part by rail discontinuities, joints and points.
- 9. To assist the investigation the City appointed independent expert consultancy, Cole Jarman to review the work undertaken to date, carry out independent measurements and present suggestions in a report as to what mitigation measures might be available in order to mitigate the effects of the operational railway on Barbican residents.
- 10. This report was presented to LUL in December 2018 and a response received in January 2019. The response lacked the technical rigour expected by the PHES committee and officers pressed for a more detailed response in a meeting with the Head of Track, Duncan Weir on 11th March. The issues that remained to be resolved are detailed in Appendix 1 and Duncan Weir's detailed response is held in Appendix 2.

Mitigation Commitments from LUL

- 11. A number of commitments have been received from LUL that it is hoped will have a positive effect on the noise and vibration received by residents, and are summarised below:
 - 156m of eastbound ballast track renewal between Barbican and Moorgate is proposed for the weekend of 12th July, it is hoped this will lead to a further reduction to Defoe House residents. Noise and vibration

monitoring will be carried out by LUL before and after these works to demonstrate any improvement, the results will be reported back to this committee when available. The westbound ballast track renewal was carried out in September 2018 and a noise reduction of 8dB achieved.

 A target date for the signalling upgrade has been confirmed as 2021 and subsequent to this the rail joints are between Moorgate and Barbican will be removed as they will no longer be required.

Outstanding issues

- 12. LUL have advised that in terms of groundborne vibration, complaints over 50dB are considered severe, it is the City's view that this does not answer the question posed as to what level could be considered a reasonable threshold. The description of the approach taken to prioritising complaints outlined in Duncan Weir's letter does not provide comfort that a structured and equitable process is employed.
- 13. LUL have provided an engineering view as to the effectiveness of ballast matting in noise reduction but have not provided the requested technical evidence to support their views and this will now be sought.
- 14. The issue of the points and crossings located directly beneath Brandon Mews remains in that LUL have confirmed that the points are required to be retained for routine service management.
- 15. The response advises that a temporary speed restriction under the Barbican may result in wheel slip and that this could lead to higher noise levels. It is not clear why lower speed is associated with wheel slip and why wheel slip is associated with higher noise levels. Clarification on this matter will be sought.

Further Actions

- 16. LUL have committed to undertaking further measurements in properties previously assessed to better understand quantitively the reduction in noise levels provided by the new section of eastbound track. City officers will review these measurements once complete.
- 17. LUL have committed to a quarterly Residents Transport Forum to enable liaison between residents and LUL on matters related to the underground railways including Crossrail. The next forum meeting is to be held on 22nd July and Duncan Weir has committed to attend and discuss these matters with residents in person.
- 18. The Barbican Estate are reviewing the mitigating option of ensuring the space between the running tunnels structure and the Barbican structure is clear of any bridging and have carried out an initial scoping exercise to consider the ownership, feasibility, and funding implications of carrying out the works. The outcome of LUL's commitments detailed above will be considered alongside the information already gathered.

- 19. City officers supported by Cole Jarman Associates will continue to work closely with LUL and press for improvements to the noise and vibration experienced by residents of the Barbican Estate including seeking clarity on the outstanding issues, the expeditious approval of works to facilitate the signalling upgrade programme and revisiting the necessity for the points and crossings to remain located under Brandon Mews.
- 20. I propose that, subject to comments received, the above actions are progressed.

Financial Implications

- 21. The consultant costs of the investigation have been funded from underspend in the Port Health and Public Protection Service budgets.
- 22. The financial implications for the London Underground of implementing any mitigation measures are considered and detailed in Duncan Weir's response in Appendix 2.

Corporate and Strategic Implications

23. The work on noise supports the aims and objectives of the City of London Noise Strategy 2016 to 2026 and the key Corporate Plan outcome: 'People enjoy good health and wellbeing'.

Conclusion

- 24. The City Corporation has carried out an investigation to determine the level and extent of the operational rail noise affecting the Barbican Estate.
- 25. A report on the primary causes and recommendations as to what measures can be implemented to mitigate it has been produced and provided to LUL for their consideration and a response has been received.
- 26. The response does make some positive commitments which are welcomed; however, it does not meet expectations in that it does not contain the robust technical detailed responses that were expected.
- 27. Officers continue to meet LUL and lobby for noise and vibration mitigation to be considered and implemented.

Background Papers

Update on the issue of operational rail noise from London Underground affecting the Barbican Estate September 2018

Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate January 2019

Appendix 1

Cole Jarman: Barbican Estate, LUL Noise and Vibration request for detailed response 19.03.19

Appendix 2

Duncan Weir response – Barbican Tube Noise June 2019

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Memorandum

Barbican Estate: LUL Noise and Vibration Project:

TfL Letter of 7th January 2019 **Subject:**

Prepared: Vernon Cole Date: 13 March 2019

18/0197/M3 **Reference: Revision:** Approved: -

The letter from Duncan Weir of 7th January 2019 responded to the Cole Jarman Report of 18th November 2018. It is felt that some of the points made do not respond with sufficient technical rigour to the mitigation options set out the in the report, and further clarification would be appreciated.

The points in question are:

Defoe House

- What were the elements of the ballasted track renewal that took place on the inner rail under Defoe House in September 2018 that led to a noise reduction of 8 dB?
- If there was no similar intervention on the outer line, can TfL confirm whether the associated noise reduction of 3 dB for trains operating on that line is likely to be within the repeatable measurement range rather than an unknown consequence of the works to the outer line?

Signalling Renewal

- Can the timeline for the signalling upgrade be confirmed?
- Can TfL confirm that no rail joints between Barbican and Moorgate stations will be required for signalling purposes as a result of the upgrade and existing joints will be removed?

Thresholds

- The letter states that there are no legal limits on the amount of noise that can be emitted from trains operating on existing railways, and decibel levels are not applied to noise complaints. Can TfL offer their own insights into what levels might constitute a trigger for treating a noise complaint as being worthy of quantitative investigation or mitigation?
- Can TfL confirm the approach taken to prioritising which sections of the track should benefit works when complaints are made?





TfL Letter of 7th January 2019

Ballast Mat

• Setting aside the issue of cost, it is indicated on the last page of the letter that the introduction of track matting would have little to no effect. What technical evidence can be supplied by TfL to support this statement?

Brandon Mews

- It is indicated on the last page of the letter that replacing the bull head rail and timber sleepers (with flat bottomed rail on concrete sleepers) would in all likelihood not reduce the noise. Since this is exactly the change that led to the 8 dB noise level reduction under Defoe House can TfL be clearer on why this would be ineffective beneath Brandon Mews?
- The points and crossings located directly beneath Brandon Mews are considered to be the overriding feature of the track in this area that leads to high levels of noise and vibration. Can TfL confirm that they will consider seriously whether their removal is a viable proposition given that they are not required on a day to day operational basis?
- If removal is not viable, can TfL confirm they will explore the costs of moving the points and crossings to a location where noise and vibration generation is less sensitive?

End of Section

Transport for London



Rachel Pye
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Health
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London
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Transport for London

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20 June 2019

Dear Rachel,

Following our meeting in March where we discussed our initial response to Cole Jarman's Barbican Track report, I have been working with colleagues across TfL to provide answers to the additional questions that were raised. Unfortunately this process took a lot longer than I had originally anticipated, so please accept my apologies for the delay but I do hope the below information provides clarity to you and members of the Port Health and Environmental Services Committee.

Defoe House

What were the elements of the ballasted track renewal that took place on the inner rail under Defoe House in September 2018 that led to a noise reduction of 8dB?

The combination of the new ballast, sleepers, rails and joints all improved the rail support and led to the reduction in noise. At the time of writing and subject to City of London approval, we will be carrying out the same works to the rail opposite in July 2019. We hope these works may lead to a further reduction in noise and vibration transmitted to Defoe House.

If there was no similar intervention on the outer line, can TfL confirm whether the associated noise reduction of 3 dB for trains operating on that line is likely to be within the repeatable measurement range rather than an unknown consequence of the works to the outer line?

This could be due to the improved support on the inner road. There is no physical divide between the roads so the new ballast on the inner road may have improved the outer road too.

Signalling Renewal

Can the timeline for the signalling upgrade be confirmed?

We are working towards implementing the new timetable as soon as possible but 2021 still remains our target date.

Can TfL confirm that no rail joints between Barbican and Moorgate stations will be required for signalling purposes as a result of the upgrade and existing joints will be removed?

I can confirm that no insulated rail joints between Barbican and Moorgate stations will be required after the 4LM Programme goes live and, as I indicated in my response in December, we will also look to remove the insulated rail joints along the this part of the track when we're able to do so.

Thresholds

The letter states that there are no legal limits on the amount of noise that can be emitted from trains operating on existing railways, and decibel levels are not applied to noise complaints. Can TfL offer their own insights into what levels might constitute a trigger for treating a noise complaint as being worthy of quantitative investigation or mitigation?

We treat each case on a site by site basis. In terms of groundborne vibration, complaints over 50dB are considered severe.

Can TfL confirm the approach taken to prioritising which sections of the track should benefit works when complaints are made?

We prioritise based on in-property noise level and the number of complaints (of an appropriate noise level). We introduced this process and decision making to ensure a fair and consistent method of prioritising where best to direct our resources.

Ballast Mat

Setting aside the issue of cost, it is indicated on the last page of the letter that the introduction of track matting would have little to no effect. What technical evidence can be supplied by TfL to support this statement?

It remains our engineering view that while a ballast mat may provide some noise reduction, it would not be significant in this location given the nature of the noise (impulsive noise generated over Points & Crossings or insulated rail joints) and design of the Barbican Estate's foundations.

Brandon Mews

It is indicated on the last page of the letter that replacing the bull head rail and timber sleepers (with flat bottomed rail on concrete sleepers) would in all likelihood not reduce the noise. Since this is exactly the change that led to the 8 dB noise level reduction under Defoe House can TfL be clearer on why this would be ineffective beneath Brandon Mews?

The mechanism of vibration creation is different at both locations. At Defoe House, the noise was caused by a rail joint which was dipping, and creating impulses. Improving the support conditions prevent the dipping and have a positive impact. At Brandon Mews, a track renewal would not eliminate the impulse as the points and crossing by design have gaps and joints that train wheels pass over.

The points and crossings located directly beneath Brandon Mews are considered to be the overriding feature of the track in this area that leads to high levels of noise and vibration. Can TfL confirm that they will consider seriously whether their removal is a viable proposition given that they are not required on a day to day operational basis?

Our Service Control Team have confirmed that we need to retain all points at the eastern end of the line, as Moorgate bay roads need to be available on a daily basis for routine service management issues. Removing them would cause serious reliability issues for the entire Sub Surface Railway.

Additional information requested

In addition to the above questions, I also received a request from Councilman Adrian Bastow and a Barbican resident to provide a response to the following questions:

Is it possible for TfL to implement at Temporary Speed Restriction (TSR) underneath the Barbican Estate?

The 4LM track that has been laid has been designed to achieve a more frequent service at a faster speed. Lowering the speed limit underneath the Barbican could cause the wheels to slip and impact the level of noise, possibly increasing it. A temporary speed restriction could also prolong the period of time for which residents experience a disturbance.

Indicative costings for installing trackmatting per sq metre?

As mentioned above, in July we are planning to renew 156 metres of the eastbound track between Barbican and Moorgate, beneath Defoe House. The vast majority of this track sits on floating track slab. As confirmed to Dawn Patel,

using track matting on top of the floating track would introduce too much flexibility onto the track. We are therefore unable to use it.

The cost of the track renewal work on that one section of 156m track is in excess of £750,000. This covers Labour and materials. In isolation, the track matting for this this location would cost approximately £4,000.

Indicative costings for relocating the points and crossings away from residential properties just outside Moorgate station?

As mentioned above, it costs over £750,000 to lift and renew 156m of track. We would expect significant additional costs to relocate points and crossings as we would need to:

Remove the old crossing
Build a new crossing
Substantially modify the crossing's control system
Train our staff on the change

We would also need to consider the impact that any closures would have on the rest of the transport network and the associated cost implications.

Conclusion

I hope that my response assists the City of London Corporation in understanding what we can do to reduce noise and vibration experienced by residents. We will continue to share information with the City of London Corporation and respond to residents reports of noise and vibration. I'm also planning to attend TfL's City of London Stakeholder Transport Forum on 22nd July, where I will provide an update on TfL's current position and take questions from attendees.

Yours sincerely

Duncan Weir **Head of Track**

Transport for London

Email: Duncan.Weir@tube.tfl.gov.uk

Committee(s):	Date(s):
Investment Committee – For Decision Epping Forest & Commons – For Decision Port Health and Environmental Services – For Decision	16 05 2019 20 05 2019 21 05 2019
Subject:	Public
Election of Epping Forest Verderers 2020	
Joint Report of	For Decision
The Town Clerk & the Director of Open Spaces	
Report authors:	
Alex Berry - Election Services Manager.	
Jo Hurst - Business Manager Epping Forest	

Summary

The Epping Forest Act 1878 provides that four Verderers be elected by the Commoners of Epping Forest to serve on your Committee for the purposes of Epping Forest business, and that these elections should take place every seventh year. The next election of Verderers must be held no later than 20 March 2020.

To enable the election to take place the 2013 Register of Commoners must be reviewed and formally settled. Nomination meetings then take place, followed if necessary, by a poll or polls. This report lays out the proposed timeline for this process.

A further report will be brought to Members on the dates for nomination meetings and polls. In a change to previous arrangements it is requested that delegated authority be granted to allow officers from the Town Clerk's and Open Spaces departments to administer the review and settlement of the Register of Commoners with the final version to be received by the Committee in January.

This report also reiterates the considered position of the Committee and that it and the Port Health and Environmental Services and Investment Committees should abstain from exercising Corporation proxy voting within the election.

Recommendation(s)

The **Epping Forest & Commons Committee** asked to:

- i. Approve the timetable for the election of Verderers outlined in this report.
- ii. Approve that the number of polling stations be kept at four in the northern parishes and one in the southern parishes, it being left to the discretion of the Town Clerk as to the precise location.

- iii. Delegate to the Town Clerk and the Director of Open Spaces authority to review the Register of Commoners and carry out all necessary procedural and administrative steps relating to the review and settlement of the Register and the subsequent election of Verderers.
- iv. Delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to approve the draft revised register to be placed on deposit prior to the settling of the Register in its final form.
- v. Delegate authority to the Town Clerk to hear any claims or objections and to settle the final form of the Register.
- vi. Delegate to the Town Clerk authority to settle the level of remuneration for the ten poll clerks should their services be required (such a fee reflecting the hours of poll and current rates for such work).
- vii. Note that the cost of the election (anticipated to be in the order of £15,000), will be met from the Town Clerk's Elections budget

The Epping Forest & Commons Committee, the Investment Committee and the Port Health & Environmental Services Committee are asked to:

i. Agree that the proxy vote of each Committee will not be used for the 2020 election of Verderers.

Main Report

Background

- 1. This history of the Verderers dates from 1130 when their function was to act as Forest Magistrates enforcing Forest Laws while also looking after the wider interests of the Crown in Royal forest management. The 1878 Epping Forest Act disafforested Epping Forest but perpetuated the position of Verderer. With the change in the character of the Forest, and the decline in commoning, the Verderers have for many years now considered their role more widely representing both Forest residents and visitors, in addition to commoners.
- 2. The Epping Forest Act 1878 requires that elections are held every seven years to return four Verderers to serve on your Committee. Two Verderers are elected for the northern Forest parishes and two for the southern Forest parishes. Elections have been held every seventh year since 1880, no later than the twentieth day of March in each election year. The Verderers take office on the twenty-fifth day of March in the year of election.
- 3. The next election of Verderers must be held no later than 20 March 2020, and to enable this election to take place the Register of Commoners (those eligible to vote) must be reviewed and settled.

Current Position

Register of Commoners

- 4. The Register of Commoners is a register of those persons who have registered an entitlement to vote in the election of Verderers. The register is made in two parts:
 - a. the northern Forest parishes of Epping, Theydon Bois, Loughton, Waltham Holy Cross, Buckhurst Hill (formally part of Chingford) and Chigwell; and
 - b. the southern Forest parishes of Woodford, Walthamstow, Leyton, Wanstead, East Ham (formerly Little Ilford) and West Ham.
- 5. Commoners are those owners and occupiers of land and tenements lying within the ancient boundary of Epping Forest established by the last Perambulation (a walking survey by Forest Officials) made in 1642, officially referred to as the 'Perambulation made in the17th year of the reign of Charles I'.
- 6. The working definition of commoners was established by caselaw subsequent to the Epping Forest Acts 1878 & 1880 restricted to owners and occupiers of land comprising at least half an acre of old enclosure and not covered by buildings (and capable of receiving cattle).
- 7. An "occupier" is someone with a legal interest in land, at least a tenancy. Both the owner of a qualifying piece of land and an occupier are entitled to be entered on the Register. Where several persons are joint tenants they are considered as one, and only one may be entered on the Register. If they fail to select one name, the Conservators will make the selection.
- 8. All new claims for inclusion on the register of Commoners are referred to the office of the Superintendent of Epping Forest which maintains all the relevant plans showing the ancient boundaries of the Forest.
- 9. The procedure for the revision of the Register of Commoners is as follows:
 - a. Notice of the intention of the Conservators to revise the Register is published in local newspapers and notices are displayed on the various notice boards in the Forest. In 2012, notice was published in the local papers of the Guardian and Gazette Group, and City AM. This year considerable use of social media, Forest Focus and Epping Forest website is also planned.
 - b. After the receipt and investigation of the claims the Town Clerk prepares a draft Register, and this is deposited by the end of September 2019 at Guildhall and various places in the Forest parishes for inspection. Notice of the deposit of the draft Register is again published in the City and local newspaper. This notice also confirms

the dates by which, and how any interested persons may apply to the Conservators to correct the Register by inserting or expunging any name.

- c. Meetings for settling the Register are held by the Town Clerk.
- d. The Epping Forest and Commons Committee to receive the settled register in January 2020.
- e. The Register to be re-printed in final form.
- f. Notice is published and advertised in a similar manner to the former notices giving the date and place of the nomination meetings and, in the event of a poll or polls being demanded, the date of the poll or polls and addresses of the polling stations.
- 10. In 1993 your Committee agreed that for future elections two days be set aside for settling the Register: one day for a meeting in Guildhall and a different day for a meeting in the Forest. On this basis, the Register would be considered settled at the conclusion of the second meeting. It is recommended that authority be delegated to the Town Clerk and the Director of Open Spaces to carry out these administration and validation processes with the Town Clerk hearing any claims or objections and settling the Register; the settled Register to be reported to the next meeting of the Committee in January 2020.

Returning Office

- 11. Paragraph13 of Schedule 4 of the Epping Forest Act 1878 provides that the Returning Officer for the elections shall be the Recorder of the City of London, or in his absence or inability, the Common Sergeant of the City of London, or in the absence or inability of both, a person appointed by the Lord Mayor of the City of London shall be the returning officer.
- 12. In establishing the dates for the Nomination meeting and Polls, officers will liaise with the Returning Officer, in addition to the Chairman and Deputy Chairman to ensure their availability.

Nominations

- 13. A candidate for election as Verderer must be resident of one of the various parishes within the area of the Forest and must not be a Member of Court of Common Council.
- 14. Nominations are received at Nomination meetings. Separate meetings are held for the northern and southern parishes (but they may be held on the same day). Unless otherwise determined by the Returning Officer, these meetings shall be for the duration of one hour.

15. Any qualified person if he or she consents may be nominated by any elector and seconder. If at the expiration of the hour (or otherwise defined period), there are no more candidates than vacancies, the candidates shall be deemed to be elected. If there are more candidates than vacancies, candidates may be elected by a show of hands or otherwise as the Returning Officer thinks fit. However, if there are more candidates than vacancies, and a poll is demanded the Returning Officer will adjourn the meeting and arrange for a poll to be held not less than twenty-four hours and within three clear days after the meeting, and give appropriate notice of the places, date and time of polling.

Polling Stations

- 16. The Epping Forest Act requires the Returning Officer to cause to be entered in the polling books the name, description and address of every voter and for whom they vote. This approach which predated the Ballot Act 1872, later confirmed by the Representation of the People Acts, does not allow for a secret ballot and the arrangement will need to be carefully explained to voters in the event of a poll. There is no requirement in the Epping Forest Act 1878 as amended to provide subsequent access to the polling books so it should be possible to maintain the confidentiality of votes cast beyond that of the Returning Officer and the Poll Clerks.
- 17. At the election in 1993 there were nine polling stations, six for the northern parishes and three for the southern parishes. In 1998, your Committee agreed to reduce the number of polling station for the southern parishes to two. It was further agreed in 2005, to reduce the number of polling stations in the northern parishes to four and to one in the southern parishes. This reflected the fact that the electorate is very small, totalling no more than 150 in the northern parishes and 50 in the southern parishes.
- 18. As in the last election in 2012, it is recommended that the number of polling stations be kept at 4 in the northern parishes and one in the southern parishes, it being left to the discretion of the Town Clerk as to the precise location. At least one of the polling stations will be located in the parish of Epping as required by clause 21 of Schedule 4 of the Epping Forest Act 1878. (The 1880 Act clarifies that there is no requirement to have a polling station in the parish of Epping in the case on an election only for the southern forest parishes).
- 19. Paragraph 27 of Schedule 4 to the 1878 Act states that the Returning Officer, whether there is a poll or not, must as soon as practicable, publicly declare who has been elected and where there is a poll, the total number of votes given for each candidate, whether elected or not. It is therefore recommended that all polling books are brought to a nominated polling station immediately after polls close, the votes counted, and results declared publicly on that same evening.

Publicity

20. A full communications plan will be agreed with the Director of Communications.

Corporation of London Proxy Voting

- 21. In the past the Chairman of this Committee has exercised a proxy vote on behalf of the City as landowner in the northern parishes and the Chairman of the Port Health Committee as owner of the cemetery in the southern parishes. The Investment Committee also have potential votes through the ownership of the Kings Oak and Royal Forest Hotels. If this were to continue it would require a recommendation from this Committee and the Investment and Port Health and Environmental Services Committees to the Court of Common Council (as it is necessary for the proxies to be sealed by the Court of Common Council).
- 22. Your Committee of 9 July 2012 determined in consultation with the then Chairmen of the Investment and Port Health and Environmental Services Committees that the three Committees would not use the proxy votes as it presented a conflict of interest, as the Committees would be voting for one of its own Members. It is therefore proposed that a similar course of action be adopted for the elections in 2020.

Options

23. The Epping Forest Act 1878 provides for the election of Verderers. Accordingly, the election process has taken place every seven years since 1880. The City of London is obliged to conduct the next round of elections by 20th March 2020

Proposals

24. The following timetable is proposed:

Town Clerk to write to those on the existing register inviting claims	By 30 June 2019
Notice of intention to review register to be published in local newspapers and broadcast through website and social media channels	By 30 June 2019
Town Clerk to write to Local Authorities requesting them to check the Register against their electoral rolls	By 30 June 2019
Town Clerk to settle the Draft Revised Register	September 2019
Draft Revised Register printed and placed on deposit at Guildhall and The Warren for 6 weeks.	By 30 September 2019
Notice of deposited Register and details of Special Meetings for Settling the Register to be published in local newspapers, placed on Epping Forest notice boards and broadcast through website and social media channels	By 30 September 2019

Epping Forest & Commons Committee receive the Settled Register	January 2020
Settled Register printed and put on deposit	January 2020
Town Clerk to write to all those on Register notifying them of the details of the Nomination meetings and poll dates	By 31 January 2020
Notice of settled Register, Nomination meetings and dates & places of polls to be published in local newspapers, placed on Epping Forest notice boards and broadcast through website and social media channels	By 31 January 2020
Arrange with all persons with more than one registration to choose a polling station	By 31 January 2020
Nomination meetings	By 20 March 2020
Notify all on Register advising a poll has been demanded	As soon as possible after Nomination meeting.
Polling days	By Friday 20 March 2020
(Polls for the north and south must be held on separate days)	
Announce result	As soon as practicable after polling.
Verderers take office	25 March 2020

25. It is proposed that the dates for the nomination meetings and for the polls be presented to the next meeting of your Committee following consultation with the Recorder of the City of London, the Chairman and Deputy Chairman.

Corporate & Strategic Implications

26. Elections of Verderers are required every seven years by the Epping Forest Act. This is supported by the Corporate Plan outcome 6(a) "We will promote regulatory confidence founded in the rule of law". The Verderers role in representing Epping Forest and its residents and visitors supports Corporate Plan Outcome 11 "We have clean air, land and water and a thriving and sustainable natural environment" and Outcome 12 "Our spaces are secure, resilient and well-maintained" and all their sub clauses.

Implications

- 27. **Financial** In 2013 the actual out-of-pocket expenditure (notices, venue hire, printing and postage etc) was £12,150.90 As the 2013 Elections were uncontested no fees were paid to Poll Clerks. Allowing for inflation, out-of-pocket expenditure for 2020 is likely to be in the order of £13,000 £14,000 plus (to be agreed) renumeration for Poll Clerks, and these costs will be met from the Town Clerk's Elections budget. Overall staff time was estimated at approximately £18,900 in 2013 across all departments involved and costs absorbed by those departments (not recharged) with the same planned this year (Comptrollers costs may be an exception).
- 28. Legal References to the relevant legislation are included within the body of the report. The Comptroller and City Solicitors Information Officers are advising on implications of GDPR on access to information held on the Register of Commoners and polling systems, but no significant issues are currently foreseen.

Conclusion

29. This report outlines the timescale and process for the Election of Verderers. Legislation provides that the elections be held every seventh year, no later than the twentieth day of March, and that the Verderers take office on the twenty-fifth day of March in the year of the election. In order to start this process notice will be given by the end of June this year of the intention to revise the register.

Appendices

 Appendix 1 - Map of the ancient Forest boundary, the Perambulation of King Charles I

Background Information

- 9th July 2012, Report to the Epping Forest and Commons Committee -Election of Verderers - dates of nomination and polls
- 9th July 2012 Minutes of the meeting of the Epping Forest and Commons Committee
- 14th May 2012- Report to the Epping Forest and Commons Committee -Election of Verderers 2013
- 14th May 2012 minutes of the meeting of the Epping Forest and Commons Committee

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Jo Hurst

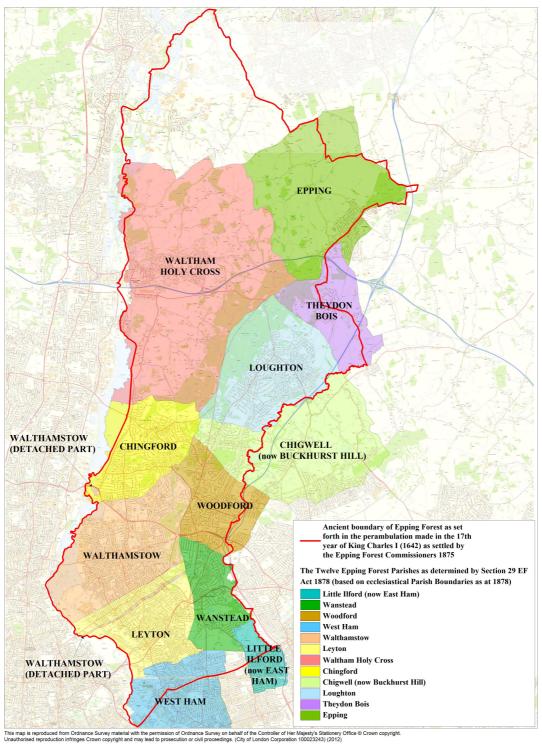
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EPPING FOREST - FOREST PARISHES AND PERAMBULATION



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Agenda Item 11

Committee	Dated:
Port Health and Environmental Services Committee	23 rd July 2019
Health and Social Care Scrutiny Sub Committee	16 th July 2019
	_
Subject:	Public
Air Pollution at St Bartholomew's Hospital - Update	
Report of:	
Director of Markets and Consumer Protection	For information
Report author:	
Ruth Calderwood, Air Quality Manager	

Summary

The City of London Corporation has been measuring nitrogen dioxide at St Bartholomew's Hospital for over 20 years. Nitrogen dioxide is a colourless gas that is the product of fuel combustion. It has an impact on health at high concentrations.

A significant increase in nitrogen dioxide was measured on site following the installation of a new energy centre at St Bartholomew's hospital in 2016. The energy centre consists of 3 large boilers, 2 large generators and a combined heat, cooling and power plant (CCHP).

Barts Health NHS Trust was contacted on a regular basis about this increase in pollution, however officers were unable to get an adequate response. In March 2019, the Chairman of the Health and Social Care Scrutiny Sub Committee wrote to Barts Health NHS Trust Chief Executive Officer enquiring about the hospital's plans to mitigate the high levels of air pollution. The letter led to a site meeting with one of Barts Health NHS Trust energy contractors. Subsequent investigations revealed that the CCHP plant had not been operating as expected, this was rectified in May of this year.

At the time of writing this report, monitoring data is not available to establish whether the modifications undertaken have been effective at reducing levels of air pollution. Officers will be working closely with Barts Health NHS Trust staff to measure the impact over the next few months.

Recommendation

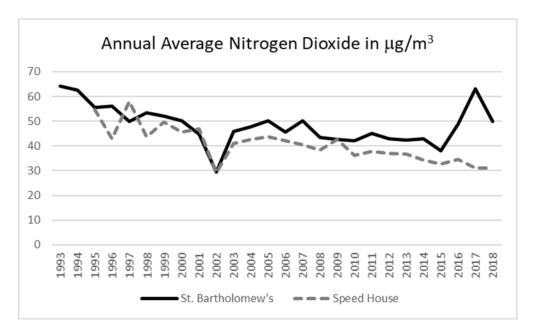
Members of the Port Health and Environmental Services Committee and Health and Social Care Scrutiny Committee are asked to:

Note the content of this report

Main Report

Background

- 1. The City of London Corporation has been measuring nitrogen dioxide in the central courtyard at St Bartholomew's Hospital for over 20 years. Nitrogen dioxide is a colourless gas that is the product of fuel combustion. It has an impact on health at high concentrations.
- 2. The graph below shows annual average levels measured at the hospital since 1993. It is compared to data collected at Speed House in the Barbican. This is a similar 'background' site in the Square Mile i.e. a location that is away from the direct influence of road traffic.



The overall trend at both sites is very similar until 2016 where there is a significant increase in nitrogen dioxide at the hospital. The annual average concentration, below which it is considered there is no impact on health, is 40 $\mu g/m^3$. Levels at St Bartholomew's hospital were below this in 2015 but increased to 49 $\mu g/m^3$ in 2016 and to over 60 $\mu g/m^3$ by 2017. The increase in nitrogen dioxide at the hospital coincided with the operation of a new energy centre located south west of this monitoring site.

Action taken by the City Corporation

- 3. Barts Health NHS Trust was contacted on a regular basis about this increase in pollution, however officers were unable to get an adequate response. In March 2019, the Chairman of the Health and Social Care Scrutiny Sub Committee wrote to the Barts Health NHS Trust Chief Executive Officer enquiring about the hospital's plans to mitigate the high levels of air pollution. The letter led to a site meeting with one of Barts Health NHS Trust energy contractors.
- 4. During the site meeting, City Corporation officers advised that they didn't think the energy plant was working correctly due to the behaviour of the exhaust gas coming

from the chimney. In early May 2019, action was taken by Barts Health NHS Trust contractors to investigate and subsequently rectify the problem.

- 5. The energy centre consists of 3 large boilers, 2 large generators and a combined heat, cooling and power plant (CCHP). Investigations revealed that the CCHP plant had been operating under capacity. This may have led to the elevated levels of nitrogen dioxide.
- 6. At the time of writing this report, monitoring data is not available to establish whether the remedial action undertaken has been effective at reducing levels of air pollution. Officers will be working closely with Barts Health NHS Trust staff to measure the impact over the next few months.
- 7. Officers have also submitted a formal request for information from Barts Health NHS Trust under the Environmental Permitting (England and Wales) Regulations 2016 to establish whether the energy centre requires a permit to operate due to the cumulative size of the plant.

Corporate & Strategic Implications

- 8. The work undertaken to mitigate the impact of the energy centre on local levels of air pollution at St Bartholomew's hospital supports the following outcomes from the Corporate Plan 2018 to 2023.
 - Outcome 2 'People enjoy good health and wellbeing'
 - Outcome 11 'We have clean air, land and water and a thriving and sustainable natural environment'

Conclusion

- 9. High levels of nitrogen dioxide have been measured at St Bartholomew's hospital site following the installation of a new energy centre. Nitrogen dioxide is a colourless gas that is the product of fuel combustion. It has an impact on health at high concentrations.
- 10. An investigation into the operation of the combined cooling heat and power plant in the energy centre revealed that the plant had been operating under capacity. This may have led to the elevated levels of nitrogen dioxide.
- 11. At the time of writing this report, monitoring data is not available to establish whether remedial action undertaken has been effective at reducing levels of air pollution. Officers will be working closely with Barts Health NHS Trust staff to measure the impact over the next few months

Ruth Calderwood

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Committee(s)	Dated:
Port Health & Environmental Services	23 July 2019
Subject:	Public
Cemetery & Crematorium Performance 2018/19	
Report of:	For Information
Director of Open Spaces	
Report author:	
Gerry Kiefer, Business Manager	

Summary

This report updates Members on the performance of the Cemetery & Crematorium during 2018/19 and delivery against the Department's Business Plan. 2018 saw the second lowest number of deaths nationally since 2001 and burials and cremations at the Cemetery & Crematorium were down 6% and 1% respectively on the previous year. However, the Cemetery & Crematorium maintained its market share of burials and cremations in relation to its seven neighbouring Borough's and continues to perform well operationally and financially.

A number of key projects have progressed over the year including the purchase of an all-electric minibus, completion of the work to extend the use of waste heat from mercury abatement to heat operational buildings and the modern crematorium and ongoing progress through the Gateway process to replace the ageing cremators.

Recommendation

Note the performance of the Cemetery and Crematorium during 2018/19.

Main Report

Background

- The Open Space's Departmental Business Plan for 2018-19 (appendix 1) was approved by your Committee on 22 May 2018. The Business Plan reflected the departmental vision which was to "Protect our treasured green spaces for people and wildlife and ensure our outstanding heritage assets are protected, accessible and welcoming'.
- 2. The vision for this service is to provide the City of London Cemetery and Crematorium as a model cemetery and crematorium constituting both a site of excellence in bereavement services, a forerunner in cemetery conservation and the greatest choice of burial and cremation facilities in the UK. This together with the Department's vision and objectives inform and direct the work of the service.

Key achievements in 2018/19:

- **3.** The Cemetery & Crematorium has performed well during 2018/19 and some of the key achievements are listed below.
 - There were 790 burials and 2468 cremations

- Achieved gross income of £5,085,060, expenditure of £3,165,777 and net OS Directors local risk budget of £1,919,283
- Retained Green Flag Award and Green Heritage Accreditation.
- Winners in the Equality and Inclusion Category of the CoL's 'Celebrating Our People Awards'.
- Appointed two apprentices in the role of landscape horticulture
- Volunteering trainee role developed into a part time paid appointment for a
 young man with special needs and as well as being a hard working team
 member he has significantly improved his communication skills as a
 consequence of working with the grounds maintenance team.
- Increased its use of electric fleet and most of the Cemetery's road going vehicle fleet will meet 2021 ULEZ requirements.
- Completed the work to extend the use of waste heat from mercury abatement to heat all operational areas of the modern crematorium.
- New cemetery signage in order to have a standard style for the whole site.
- Purchasing an electric charging bier for the crematorium to replace the one remaining 20-year-old charging bier.
- Grave reuse has now become an intrinsic part of the cemetery new grave offer and was the second most popular choice in for families in 2018/19.

Key programmes and projects

4. Three Departmental programmes and projects are of specific relevance to the Cemetery and Crematorium. These are shown in the table below together with details of progress made over this reporting period.

Programmes & Projects	2018/19 Year end update
Continuously develop the visitor	Weekend mini-bus service was reviewed and re-
offer across the Department in	published with a clearly defined route and timetable.
terms of content, processes,	Pre-funeral services in our reserve chapel is being
technology, customer service	widely used.
and cultural programming	Heritage tours offered throughout the summer and
	participated in Open House London in September.
	Take-up of early funerals has increased since we
	extended the early time to 10am
Progress the replacement of	Gateway 3 / 4 report by Project Sub Committee on 12
ageing cremators with new at	December and PHES on 15 January 2019 and this
the Cemetery and Crematorium	project is continuing to progress.
Progress the Departmental	Electric vehicles including an all electric minibus and
Programmes including; Fleet,	Euro 6 (ULEZ compliant) diesel vehicle purchased.
Energy Efficiency	

Performance Measures

- 5. The Open Spaces Department's business plan included twenty four performance measures. There are four which are exclusive to the Cemetery and Crematorium and performance against targets are shown in the paragraphs below.
- 6. Although it is always appropriate to set stretching targets, the management team at the Cemetery and Crematorium have limited control over the choices made by the bereaved.

7. The national death statistics for 2018 showed it to be the second lowest year since 2001 for deaths, the lowest being 2014. The industry is aware of this trend and it is known as 'war shadow' and represents the effect of World War Two on the population.

Market Share

Performance Measure	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2018/19
	Actual	Actual	Actual	Actual	Actual	Target	Actual
Maintain our market share of burials in relation to the Cemetery and Crematorium's seven neighbouring Borough's	7.4%	7.4%	6.9%	7.1%	7.3%	7.8%	7.3%

8. The performance target for 'our market share of burials in relation to the Cemetery and Crematorium's seven neighbouring Borough's' was missed by 0.5%. However, the six year data shows that people continue to choose to be buried at the City's Cemetery and Crematorium and that our market share has remained relatively constant, despite the drop in the number of deaths.

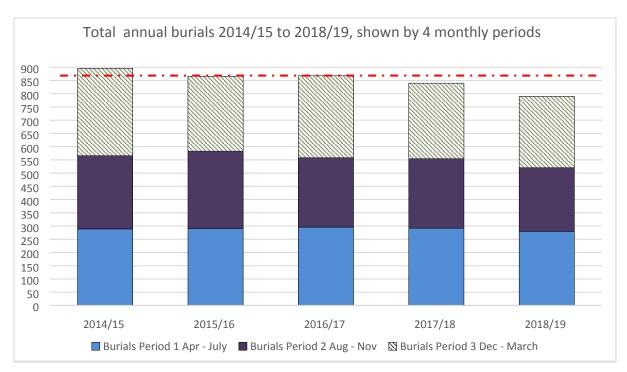
Performance Measure	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
	Actual	Actual	Actual	Actual	Actual	Actual
Maintain our market share of cremations in relation to the Cemetery and Crematorium's seven neighbouring Borough's	22.5%	22.0%	20.2%	22.1%	21.7%	22.0%

9. Although not a performance measure within the 2018/19 Business Plan, the Cemetery and Crematorium also assesses its market share of cremations and this data also shows that we remain constant and our percentage of business this year has not reduced (see table below).

Burials

Performance Measure	2017/18 Actual	2018/19	2018/19 Actual
	(annual)	Performance Target	(annual)
Increase the number of burials.	840	861	790

10. The number of burials was below target by 71 burials and approx. 6% down on the total number of burials in 2017/18. For comparison, the graph below shows the number of annual burials over the last 5 years.

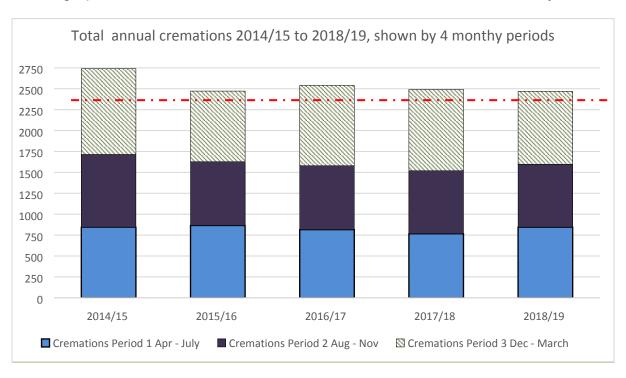


11. The average number of burials per year over the five years is 852. This is shown as the dotted line within the graph above.

Performance Measure - Cremations

Performance Measure	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
Increase the number of cremations.	2,491	2,528	2,468

12. The number of cremations at the cemetery was below target by 60 cremations and approx. 1% down on the total number of burials in 2017/18. For comparison, the graph below shows the annual number of cremations over the last 5 years.



13. The average number of cremations per year over the five years is 2,542. This is shown as the dotted line within the graph above.

Finance

14. As expenditure costs rise and fluctuations in burial and cremation numbers are a constant challenge, the Superintendent continues to carefully manage his income and expenditure budgets and ensures that a high-quality service is maintained which helps safeguard our market share of burials and cremations.

Performance Measure	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
As a minimum, achieve local risk Cem & Crem income target.	£5,297,836	£4,821,000	£5,085,060

- 15. Members will note the continued strong financial performance of the Cemetery and Crematorium. The Directors local risk achieved:
 - gross expenditure of £3,165,777
 - gross income of £5,085,060,
 - net income of £1,919,283

This net position saw an overachievement of income by £178k on the final agreed Directors local risk budget. Please note that the performance target was set as the original net budget position and this changed during the year such that the final agreed net position was £4,907,000.

- 16. Appendix 2 provides a summary of the overall budget position including costs outside the control of the Director of Open Spaces. The cost of 'other charges and recharges' totals £2.092million. As a result, the division made an overall loss of £212k. No money was transferred into the reserve fund.
- 17. As the CWP and AWP budgets continue to decrease, the Cemetery and Crematorium has funded several small projects that were not part of the CWP this year and plan to continue this practice while this is possible. This year those projects included: the extension of the use of waste heat from abatement and the upgrading of the BMS system for heating control around the site, purchase and installation of signage and purchase of a new charging bier. Funding was also provided for consultant advice on the cremator replacement project. The Cemetery and Crematorium have also improved the electric fleet of vehicles and plant.

Implications

Corporate & Strategic Implications

- 18. The Business Plan identifies how the department's activities will support the aspirations of the organisation, as reflected in the Corporate Plan. By delivering the Business Plan, the Cemetery and Crematorium will support the Corporation's strategic aims:
 - Contribute to a flourishing society
 - Shape outstanding environments

Conclusion

19. The Cemetery & Crematorium continues to provide an important service to the local community. Performance has been strong although targets in three of the four measures have just been missed during a year when nationally the number of deaths was lower than usual. Despite this the Cemetery and Crematorium continues to attract a constant market share of burials and cremations from around it's seven neighbouring Borough's.

Appendices

- Appendix 1 High-level Business Plan 2018-19
- Appendix 2 Finance

Background Papers

- Open Spaces Business Plan 2018/19 PHES Committee May 2018
- Period 1 (April-July) Cemetery & Crematorium Business Performance update PHES Committee – September 2018
- Period 1 & 2 (April November) Cemetery & Crematorium Business Plan Performance and Risk Management update - 15 January 2019

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We enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond

The main <u>Corporate Plan</u> aims and outcomes we aim to impact on are:

Contribute to a flourishing society

- 2. People enjoy good health and wellbeing
- 3. People have equal opportunities to enrich their lives and reach their full potential
- 4. Communities are cohesive and have the facilities they need

Shape outstanding environments

- 10. We inspire enterprise, excellence, creativity and collaboration
- 11. We have clean air, land and water and a thriving and sustainable natural environment.
- 12. Our spaces are secure, resilient and well-maintained

What we do is: Protect, enhance and provide access to open space; preserve heritage; provide engaging visitor opportunities, conserve and enhance biodiversity; share	Our total 2018-19 budget is (Local and central risk, recharges and surveyors local risk):			
history; enable community engagement and learning; provide	(Expenditure)	Income	Net cost	
respectful commemoration and disposal of the dead	(£000)	(£000)	(£000)	
City of London Cemetery & Crematorium	(5,492)	4,821	(671)	
City Gardens & Bunhill Fields	(2,313)	429	(1,884)	
Directorate & Learning Programme	(1,594)	1,353	(241)	
The Commons (Burnham Beeches, Stoke Common and	(3,340)	324	(3,016)	
City Commons)				
Epping Forest	(7,808)	1,678	(6,130)	
Hampstead Heath, Highgate Wood, Queen's Park &	(12,558)	3,703	(8,855)	
Keats House				
West Ham Park	(1,930)	316	(1,614)	
Monument	(634)	669	35	
Tower Bridge	(7,849)	6,261	(1,588)	
Total	(43,518)	19.544	(23,964)	

Our three top line objectives and twelve outcomes are:

A. Open spaces and historic sites are thriving and accessible.

- 1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced (10)
- 2. London has clean air and mitigates flood risk and climate change (1, 11, 12)
- 3. Our spaces are accessible, inclusive and safe (1, 2, 12)
- 4. Our habitats are flourishing, biodiverse and resilient to change (10, 11, 12)

B. Spaces enrich people's lives.

- 5. People enjoy good health and wellbeing (2, 3, 4)
- 6. Nature, heritage and place are valued and understood (2, 3, 4)
- 7. People feel welcome and included (3, 4, 10)
- 8. People discover, learn and develop (3)

C. Business practices are responsible and sustainable.

- 9. Our practices are financially, socially and environmentally sustainable (5, 11)
- 10. London's natural capital and heritage assets are enhanced through our leadership, influence, investment, collaboration and innovation (7, 9, 11)
- 11. Our staff and volunteers are motivated, empowered, engaged and supported (8)
- 12. Everyone has the relevant skills to reach their full potential (8)

What we'll measure:

- Ecological condition
- Visitor experience
- Green Flags and Green Heritage
- Knowledge of learning participants
- Intention of participants to visit again or recommend to friends
- Volunteering participation and experience
- Number of customers / visits / satisfaction across our services
- Condition of heritage assets

The numbers show how our outcomes and Departmental programmes and projects link to delivering the Corporate Plan Outcomes 2018-2023.

Departmental programmes and projects

- a) Progress a number of capital improvement projects at the central heritage sites including; Keats House and Gardens, the launch of a fully accessible education facility at Tower Bridge, review the potential for a secure exit facility at the Bridge's South Tower and progress a standalone Visitor Centre for the Monument (3, 4, 10).
- b) Continuously develop the visitor offer across the Department in terms of content, processes, technology, customer service and cultural programming (3, 4, 7, 9)
- c) Develop and agree a sustainable model for delivering Learning (3, 4, 10)
- d) Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act (1, 3, 10, 12)
- e) Protect our heritage at risk: developing partnership funding bids at Wanstead Park and Bunhill Fields while completing funded works at Kenley Common (10, 1)
- f) Develop engineering studies for six Raised Reservoirs at Epping Forest (1, 11, 12)
- g) Develop sustainable football improvements at Wanstead Flats (2, 9)
- h) Progress the replacement of ageing cremators with new at the Cemetery and Crematorium (11)
- i) Work cross-departmentally through Asset Management Planning to maximise the value of our assets including: implementing agreed options for commercial wayleaves, Heathfield House, Warren House, lodges, Finsbury Circus and the former West Ham Park Nursery site (2, 4, 10,12)
- j) Initiate and progress key capital and local risk projects including playgrounds, ancillary visitor and operational facilities and grazing expansion plans; (2, 4, 10,12)
- k) Secure funding to create new accessible public spaces within the City's churchyards (2, 4, 10, 12)
- 1) Progress the Departmental Programmes including; Fleet, Energy Efficiency and Sports. (2, 4, 5, 11)
- m) Obtain agreement and implement the overarching Departmental and site specific 'events' policies (2, 4, 5,10, 12)
- n) Progress reviews, drafting and completion of management / conservation plans at Epping Forest, Hampstead Heath, Stoke Common and West Ham Park (11, 12)

What we'll measure:

- Customer service standards
- Accreditations
- Staff satisfaction
- H&S accident investigations
- Sickness absence
- Utility consumption
- Electricity generation
- Website visits and social media engagement
- Project management and delivery
- Income
- Net budget position

Corporate programmes and projects

- Ensure efficient use of property and reduction in maintenance costs
- Provide support for the initial 24 apprenticeships within the department and seek to expand the programme using the levy funding
- Support the development of asset management plans and master plans for each site

How we plan to develop our capabilities this year

- Continue to deliver initiatives arising from the Culture Board Programme; increasing cross division working
- Make more effective use of IT and technology and adopt 'smarter' ways of working.
- Finalise and refine our outcomes framework to better understand and demonstrate our value to our customers
- Use GIS to support management of sites and enhance visitor information
- Develop and implement a Charitable Trusts fundraising strategy
- Enhance customer service through use of CRM

What we're planning to do in the future:

- Improve our workforce planning and ensure our workforce is reflective of the communities we serve
- Develop the cultural profile of the Department's heritage attractions
- Complete the process of land registration
- Develop on-line retail and bookings and increase opportunities for a cash-free environment

The numbers show how our objectives and Departmental programmes and projects link to delivering the Corporate Plan Outcomes 2018-2023.

Appendix 2 - Finance

<u>Department of Port Health & Environmental Services Local Risk Revenue Budget - 1st April 2018 - 31st March 2019</u> (Income and favourable variances are shown in brackets)

-		Final Agreed	Budget year to date (Apr-Mar)			Actual year to date (Apr-Mar)				
		Budget 2018/19 £'000	Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000	Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000	Variance Apr-Mar £'000	Note
	Open Spaces (City Fund) City of London Cemetery and Crematorium – Local Risk	1,732	(3,175)	4,907	1,732	(3,166)	5,085	1,919	187	1
	Cyclical Works Programme	(220)	(220)	-	(220)	(188)	-	(188)	32	
	Surveyor Local Risk	(233)	(233)	-	(233)	(236)	-	(236)	(3)	
9 67	Central Risk	(5)	(5)	-	(5)	(5)	-	(5)	-	
7	Recharges	(1,659)	(1,659)	-	(1,659)	(1,663)	-	(1,663)	(4)	
	Fotal other charges and echarges	(2,117)	(2,117)	0	(2,117)	(2,092)	0	(2,092)	25	
4	OTAL PORT HEALTH AND ENVIRONMENTAL BERVICES COMMITTEE OPEN SPACES)	(385)	(5,292)	4,907	(385)	(5,258)	5,085	(173)	212	2

Notes:

- 1. OS Directors net income is 10% above target for the Cemetery as a result of the service being closely managed with an aim to overachieve the income target so that money could be used to fund several small projects which have been detailed earlier in this report in paragraphs 2 and 16. The Open Spaces local risk income target was overachieved by £178k.
- 2. Once all other charges and recharges are applied (total cost £2M) the division made a loss of £212k.

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Committee	Dated:
Public Relations and Economic Development Sub	2 July 2019
Committee	
Port Health and Environmental Services	23 July 2019
Planning and Transportation	9 July 2019
Subject:	Public
Emissions Reduction Bill Update	
Report of:	
Director of Markets and Consumer Protection	
City Remembrancer	For Information
Report authors:	
Ruth Calderwood, Air Quality Manager	
Jaysen Sharpe, Assistant Parliamentary Affairs Counsel	

Summary

The City of London Corporation, acting in its capacity as a local authority, has a statutory duty to take action to improve local air quality. Air pollution is generated from many sources in London. There is a great deal of activity to reduce emissions from road traffic but a lack of effective controls to deal with emissions from combustion plant (boilers, generators, non-road mobile machinery and combined heat and power plant). Data produced by the Greater London Authority indicates that emissions of NOx (oxides of nitrogen) from combustion plant will substantially exceed that of traffic in the Square Mile by 2020.

The Clean Air Act 1993 has historically been used by local authorities to deal with sources of air pollution other than road traffic. It is, however, outdated and not fit for today's fuels and technologies.

In November 2018, approval was given by the Port Health and Environmental Services and Policy and Resources Committees for proposals to develop a Private Members Bill to deal with emissions from combustion plant and for consultation with relevant parties, in particular London Councils. The proposals include adoptive powers for London local authorities to specify emission limits for combustion plant in areas that suffer from poor air quality.

This report provides an update on action taken since the approval was granted. This includes obtaining the support of London Councils to progress the Bill. Further refinements to the draft Bill will continue to be made as necessary and it is currently intended to introduce the Bill in the House of Lords as soon as possible in the next parliamentary session.

Recommendation

Members are asked to:

Note this report.

Main Report

Background

- 1. The City Corporation, acting in its capacity as a local authority, has a statutory duty to review air quality. This duty also falls on London Boroughs and other local authorities. If concentrations of pollution are above set limits in part, or all, of their area, local authorities are required to declare that zone an Air Quality Management Area (AQMA). The whole of the City has been an AQMA since 2001.
- Following the declaration of an AQMA, local authorities must develop and implement an action plan to improve air quality. The City Corporation's current action plan is contained within the City Corporation Air Quality Strategy 2015 -2020. A revised Air Quality Strategy 2019 – 2024 will be presented to PHES for approval in July.
- 3. Local authorities have a statutory duty to improve air quality but they have very few regulatory controls to do so. One of the main pieces of clean air legislation, the Clean Air Act 1993, which deals with sources of air pollution other than road traffic, is outdated and not fit for today's fuels and technologies. It is still used in some parts of London to specify chimney heights for commercial sized boilers, but it offers very few powers that are of practical use today.
- 4. Air quality monitoring within the City has revealed that combustion plant can lead to elevated levels of air pollution locally and collectively. Combustion plant also makes a significant contribution to background levels of air pollution, particularly in central London.
- 5. Much of the action to deal with air pollution to date has relied on the use of other local government regulatory mechanisms, such as planning and traffic management, together with the encouragement of behaviour change and best practice. This has not been particularly effective and, in part, has resulted in air quality in London remaining a major problem despite years of action.
- 6. The City Corporation has written to the Government on several occasions to request additional powers, principally to deal with combustion plant (boilers, generators, combined heat and power plant). Data produced by the Greater London Authority indicates that emissions of NOx (oxides of nitrogen) from combustion plant will be over twice that emitted by road traffic in the Square Mile by 2020.
- 7. There is considerable discussion under way about a new Clean Air Act for England and Wales. A Private Members' Bill by Geraint Davies MP ('the Clean Air Bill') has had its first reading in Parliament. This Bill would require the Secretary of State to set, measure, enforce and report on air quality targets; to make provision about mitigating air pollution, including the use of clean air zones; to make provision about vehicle emissions testing and to restrict the approval and sale of vehicles with certain engine types.

- 8. Baroness (Jenny) Jones has also introduced a Private Members' Bill, the 'Clean Air (Human Rights) Bill', to the House of Lords. This Bill would establish the right to breathe clean air as a human right and proposes the formation of a Citizens' Commission for Clean Air. It would impose a duty on local authorities in England and Wales to achieve clean air throughout their area within 12 months of the Bill's enactment. These are both high level Bills, which are unlikely to gain Royal Assent and do not provide any new powers for local authority powers of the nature of those drafted in the City Corporation's proposals.
- 9. The City Corporation has identified a need for a practical, local authority focused piece of legislation to deal with emissions from combustion plant. This is not directly addressed by either of the above Bills.

The City Corporation's draft proposals

- 10. The City Corporation's draft proposals provide new adoptive powers for London local authorities to enable the control of emissions from a variety of combustion plant. This would apply where levels of air pollution are greater than those stipulated in the World Health Organisation Air Quality Guidelines. Any such area could be designated an Air Quality Improvement Area. The applicable emissions limits for Oxides of Nitrogen (NOx) and small particles (PM10) for the plant would be set by the Secretary of State for the Environment, Food and Rural Affairs.
- 11. The proposals include setting emission limits for gas and solid fuel boilers under 1 Megawatt in size. 'Solid fuel' is fuel such as wood or coal which is solid, rather than gas. This would capture appliances which will not be regulated under the Medium Combustion Plant Directive. This Directive has recently been transposed into domestic legislation. It sets emission limits for larger sized plant and will be regulated by the Environment Agency.
- 12. The proposals also recommend emission limits for a range of other machinery to ensure that any piece of defined plant used within an area, whether temporary or permanent, would meet high emission standards. Specifically:
 - non-road mobile machinery this includes mobile generators such as those used in street works, to support filming and a range of construction equipment;
 - generators in buildings these are used for supplying electricity to that building in the event of an emergency;
 - combined heat, cooling, and power plants this is equipment that uses a heat engine to produce electricity, as well as useful heat and in some cases cooling.
- 13. The limits imposed in respect of gas boilers, solid fuel burners, and combined cooling heat & power plants would not affect current installations. This would ensure that people who have purchased such appliances would not be disadvantaged by the provisions, which would only apply to future installations. The proposals would provide clarity and consistency for equipment installed or used in designated areas in London.

- 14. The proposals would also allow for the designation of times during which the operation of stationary generators in buildings would be prohibited, other than in an emergency. This is likely to be under certain weather conditions when air pollution is already high. Currently, stationary generators can be operated to sell electricity to the National Grid, or to provide electricity to the building in times of peak electricity demand. The original purpose of a standby generator is generally just to provide backup electricity during a power cut.
- 15. An increase in the fine from £40 to £150 for unnecessary vehicle engine idling is also included to provide a more effective deterrent.

Action taken since November 2018

- 16. Following the approval of the draft proposals by the Port Health and Environmental Services and Policy and Resources Committees in November 2018, the Chair of Policy met with Shirley Rodrigues (Deputy Mayor of London for Environment) in January to discuss the proposals.
- 17. Officers also met with counterparts at the Greater London Authority and London Councils as part of a consultation exercise. The Greater London Authority raised specific questions about the proposals which were considered by the Office of the City Remembrancer.
- 18. London Councils facilitated a meeting with London borough council air quality officers who expressed strong support for the City Corporation's proposals.
- 19.A presentation on the proposals was given to London Councils Transport and Environment Executive Committee on 7th February 2019. The Committee expressed great interest and support for the proposals.
- 20. An initial draft of the Emission Reduction (Local Authorities in London) Bill was presented to the main Transport and Environment Committee on 21st March, where it was endorsed and approved by the Committee. Members of the Committee raised a small number of technical questions about the inclusion of further provisions which are being considered by the Remembrancer.
- 21. The Department of Environment Food and Rural Affairs (Defra) is expected to publish the forthcoming Environment Bill in the Autumn. This could pave the way for secondary legislation for increased powers for local authorities to deal with emissions of air pollution from combustion plant. Officers have met with Defra officials to discuss the City Corporation's draft Bill.
- 22. Officers have also spoken to UK100, a network of local government leaders who have pledged to move to '100% clean energy by 2050'. UK100 has hosted two Clean Air Summits with the Mayor of London. The first was held at Mansion House and attended by the Chairman of Policy; the second was held at the Tate Modern and attended by the Chairman of PHES. UK100 has expressed support for the City Corporation's Bill.

Corporate & Strategic Implications

23. The proposals support the aims and objectives of the City of London Air Quality Strategy 2015–2020, in addition to many other corporate policies and strategies. Two key Corporate Plan outcomes are that: 'People enjoy good health and wellbeing' and 'We have clean air, land and water...'. Air quality has also been identified as a corporate risk.

Conclusion

- 24. Given the lack of regulatory powers currently available to control emissions from combustion plant across London and the contribution of that combustion plant to local levels of air pollution, the City Corporation has developed proposals for a Private Members' Bill.
- 25. The Bill has the support of London Councils and consultation has taken place with a range of stakeholders to refine the contents of the Bill.
- 26. The Bill has been planned for introduction in the next Parliamentary session which, in ordinary circumstances, would have commenced before now. The current plan is to have the Bill introduced as soon as possible in that session.

Background papers

Emissions Reduction Proposal Committee Report: Port Health and Environmental Services Committee, 8th November 2018 and Policy and Resources Committee, 15th November 2018

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Committees:	Dates:
Corporate Projects Board [for information]	28 June 2019
Projects Sub-Committee [for decision]	19 July 2019
Streets and Walkways Sub-Committee [for decision]	22 July 2019
Port Health & Environmental Services [for information]	23 July 2019
Subject:	Gateway 3
Beech Street: Transport and Public Realm Improvements	Complex
	·
Unique Project Identifier: 10847	Issue Report
Report of:	For Decision
Director of the Built Environment	
Report Author:	
Aldo Strydom (City Transportation)	
That they come (they transportation)	

PUBLIC

1. Status update	Project Description: The Project will address air quality issues in Beech Street by reducing or removing traffic. It also aims to deliver a vibrant street with high-quality public realm at the centre of Culture Mile.		
	The purpose of this report is to:		
	 Seek Members' in principle endorsement of an interim scheme to be progressed to the next Gateway Inform Members of work and findings to date 		
	RAG Status: Amber		
	Risk Status: Medium		
	Total Estimated Cost of Project (excluding risk): £12M–£15M		
	Change in Total Estimated Cost of Project (excluding risk): No change Spend to Date: £370,287 Costed Risk Provision Utilised: 0		
	Slippage: n/a		
2. Requested	Next Gateway: Gateway 4 Detailed Options Appraisal		
decisions	It is recommended that Members of the Streets and Walkways and Project Sub Committees:		
	Approve Option 2 for Two-way Zero Emission Street as an interim scheme on Beech Street.		

It is recommended that all Committees note:

- 2. If an interim scheme is approved, that officers will proceed with further developing options and outline designs in a Gateway 4/5 report to be bought back to Committees in ~October 2019, with work also continuing on investigating all closure options for the longer-term scheme.
- 3. Work and findings to date.

3. Budget

The project is funded through DBE Community Infrastructure Levy.

There is no change to the previously approved budget which is set out below.

Item	Reason	Funds/ Source of Funding	Cost (£)
PreEv P&T Staff Cost	Staff costs	CIL	13,500
PreEv Fees	Surveys, consultancy fees, etc.	CIL	15,000
Env Servs Staff Costs	Staff costs	CIL	69,280
DBE Structures Staff	Staff costs	CIL	18,402
P&T Staff Costs	Staff costs	CIL	851,544
Fees	Surveys, consultancy fees, etc.	CIL	777,636
Total			1,745,362

^{*} It is likely that ~£91k of funding from the GLA for the previous Low Emissions Neighbourhood project will be made available to the Beech Street project and will be confirmed at next the Gateway Report.

It is expected that the interim scheme will cost ~ £350k–£750k and that this can be accommodated within the current budget.

Costed Risk Provision requested for this Gateway: 0

4. Issue description

1. A summary of the issues is captured below. More detail is contained in the 'Progress to date and findings' section presented in Appendix 2.

Project objectives

- Members have previously expressed their desire to accelerate the scheme so that the project objectives can be realised quickly. Officers have focused efforts on identifying measures that will address the following project objectives:
 - A Improve air quality by reducing NO₂ levels
 - B Improve the quality of the public realm to create streets and public spaces for people to securely admire and enjoy
 - C Improve pedestrian comfort levels

It is expected that any measures that address the above three objectives, will also address current safety concerns and thus also deliver project objective D (ensure buildings and public spaces are protected).

3. The Project is part of a programme of works that include the Podium Water Proofing project and the Barbican Refurbishment of Exhibition Halls 1 & 2. The Project will contribute to the successful outcomes of the refurbishment of the halls, as these are intended to have active frontages onto Beech Street.

Transport Strategy

- 4. It should be noted that Beech Street is designated as a *local access street*, as defined in Proposal 12 of the recently adopted Transport Strategy, and general through traffic should therefore be discouraged.
- 5. Proposal 29 of the Transport Strategy sets out the City's aim to create a local Zero Emission Zone (ZEZ) in the Barbican and Golden Lane estate and support the delivery of a Central London ZEZ in the next Mayoral term.
- 6. It is therefore intended to pursue ZEZ restrictions as an option for the project, in lieu of the Ultra-Low Emission Vehicle (ULEV) restrictions currently being investigated.
- 7. The mechanism for the delivery of the local ZEZ are the Healthy Streets Plans (Proposal 12 of the Transport Strategy), to assess how space is allocated between different users and uses of local streets. During the development of the Healthy Streets Plan for Barbican and Smithfield (which include the Barbican and Golden Lane estate area) an assessment of transport will be made across the area and any changes to the road network will be considered holistically.
- 8. The options for traffic restrictions on Beech Street as set out in this report align with the aspirations of introducing phased ZEZ restrictions, as described in the Transport Strategy. As this will be applied to one street and to avoid confusion, we have

- deemed this approach a Zero Emission street restricting traffic to zero emission capable vehicles.
- This approach has the added advantage of allowing all compliant vehicles to access the street, including the zero emission 153 bus route and will therefore not disrupt this service.
- 10. Cameras and an enforcement regime to administer the Zero Emission street will be required. It should also be noted that additional resources, including additional staff, will be required on an ongoing basis. However, it is expected that the cost of the additional resources will be met through enforcing the scheme.

TfL Engagement

- 11. Officers continue to engage with Transport for London (TfL) on achieving agreement for a directional and/or two-way traffic restriction on Beech Street. As part of the technical work to date and ongoing discussions, officers have identified opportunities to accelerate the project.
- 12. Initial investigations have concluded that there is a relatively small road network impact as a result of an eastbound closure, with an approximate 39% reduction in vehicles over current levels. However, the air quality improvements are similarly expected to be minimal.
- 13.A westbound or two-way closure is considered more challenging, due to the larger traffic flows and anticipated reassignment across the network, however the air quality benefits will be greater due to the corresponding reduction in vehicles travelling through Beech Street.

Interim scheme considerations

- 14. It should be noted that for any closure/restriction, unrestricted vehicle access will be required to the Barbican residents' car parks by non-compliant vehicles. Access to the Barbican Centre and Barbican Estate office from Beech Street will be available for compliant vehicles only. The Silk Street entrance to the Barbican Centre car park will still be available to oncompliant vehicles. The design will also allow for essential traffic such as emergency services to ensure these are not disadvantaged as part of the interim scheme.
- 15. The interim scheme will be delivered through means of an experimental traffic order and it is intended to establish and undertake a concerted communications strategy to provide clarity to motorists and the public as a whole, in order to minimise confusion in the run up to implementing an interim scheme.
- 16. Communications on the experimental traffic order will include engagement with Islington Council, TfL and other stakeholders

- such as the taxi trade, businesses, residents and the Barbican, as well as a publicity campaign to communicate the details and launch of the scheme.
- 17. Formal public consultation will take place during the first six months of the experimental traffic order, in line with the set statutory processes.
- 18. It is intended that the interim scheme be the first step (i.e. Phase 1) towards delivering the longer-term project.

5. Options

- 19. There are three options for Members to consider, as described below. A high-level assessment of the options against the project objectives as well as other benefits and disbenefits have been undertaken and is presented, together with delivery costs, in Appendix 3. Officers recommend proceeding with Option 2 as the scheme which will deliver the greatest air quality benefits.
- 20.It is intended to refine the chosen option and present the outcomes the next Gateway Report ~ October 2019. This report will include a full assessment of the road network and bus operation impacts together with detailed analyses of the costs, benefits and disbenefits.

Option 1 – Eastbound restriction

21. A range of eastbound restriction options exist, including no through traffic, buses only or Zero Emission street.

Some benefits/disbenefits of this option include:

- Small–medium improvements in air quality
- Scope for improvements to public realm and pedestrian enhancements under the 'no through road' scenario (i.e. if the bus was rerouted)

Option 2 - Two-way Zero Emission Street

22. Members may consider that air quality benefits should be maximised and that a two-way Zero Emission Street should be progressed as an interim scheme.

Some benefits/disbenefits of this option include:

- Possible large improvements in air quality
- Limited improvements to public realm

Option 3 – "Do nothing" (progress long-term scheme only)

23. Members may consider that an interim scheme is not desirable and that all efforts should be focused on developing options for the westbound closure or two-way closure.

6. Next steps

24. Should Option 1 or 2 be approved, the following tasks will be undertaken:

- Finalisation of baseline report, incl. outcomes of street user perception surveys
- Continued engagement with Islington and TfL in ensuring the scheme will be successful
- Submission of TMAN application
- Detailed design and cost estimating, including public realm design
- Liaison with Department for Transport to agree appropriate signage (if applicable)
- Procurement of cameras and establishment of an enforcement regime (if applicable)
- Planning for engagement and publicity campaign, incl. meeting stakeholder groups
- Submission of Gateway 4/5 Report
- Engagement and communications
- Scheme implementation

25. In the event that Option 3 is approved, officers will progress options for the permanent scheme that deliver all of the project objectives and continue to engage with Islington and TfL during the process. This will be followed by a Gateway 4 report with a recommended option.

Appendices

Appendix 1	Project Coversheet
Appendix 2	Work to Date and Findings
Appendix 3	Interim Scheme Options Appraisal Matrix
Appendix 4	Risk Register

Contact

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Appendix 1 – Project Coversheet

Appendix 2: Work to Date and Findings

Statutory approvals process and findings

- Beech Street is located in close proximity to London Wall and Moorgate, both of which
 form part of the Strategic Road Network (SRN). As per the previous Issues Report
 presented in March 2019, as the "local traffic authority" the Corporation is required to
 submit a notification under the Traffic Management Act 2004 (TMAN) to TfL, if a
 project is likely to affect the SRN, TfL Road Network, (TLRN) or bus operations.
- 2. Officers have been working closely with TfL in assessing the impact of the vehicle restriction options for Beech Street. Strategic modelling for the various closure scenarios is now practically complete with the following options tested against future predicted vehicle flows (2021) to determine the expected traffic reassignment of the following:
 - a. eastbound closure
 - b. westbound closure
 - c. two-way closure. *
 - * Due to the low volumes of ULEV/ZEZ compliant vehicles, at ~4%, this scenario has been modelled as a full two-way traffic closure
- 3. The modelling has confirmed that all three of the closure options will have an impact on traffic along London Wall, Aldersgate Street and Moorgate, as well as affect bus operations. Traffic will also reassign to neighbouring streets within Islington, most notably Old Street and Fortune Street/Whitecross Street both of which are alternative east—west connections (to Beech Street).
- 4. To determine the impact (of a project affecting the SRN) on journey times and congestion, traffic authorities in London follow TfL's Traffic Model Auditing Process (MAP), which usually takes between 18–24 months. One advantage of this process is that it enables the surrounding network of traffic signals to be adjusted to reduce the amount of traffic congestion. This process needs to be completed, in addition with other activities such as consultation with affected stakeholders (i.e. LB Islington and local businesses), before approval is granted via the TMAN process.
- 5. Officers have however been able to negotiate with TfL that an eastbound closure may be progressed by following a streamlined version of the MAP process due to the smaller traffic reassignment this causes.
- 6. Based on the findings to date, approval for an eastbound "interim" closure is likely to be forthcoming in a quicker timeframe than either a westbound or two-way closure/Zero Emission street restriction and is an opportunity to deliver some of the project objectives in a shorter timeframe. Officers are however continuing to engage with TfL at various levels in exploring ways of accelerating the project in alternative approaches.
- 7. Restricting eastbound traffic for the full length of Beech Street is likely to cause additional traffic on Fortune Street (located in Islington), as vehicles travelling south along Golden Lane will no longer be able to turn left onto Beech Street and will instead turn left onto Fortune Street. Officers meet regularly with counterparts from LB Islington and have discussed the likely need for a mitigating scheme along Fortune Street.

- 8. LB Islington are generally supportive of the City's approach and both organisations will continue to work together to deliver both the Beech Street project and Islington's Old Street Clerkenwell Road scheme. TfL have also expressed high level support for the interim scheme, and officers continue to work closely with TfL also. A monitoring strategy for the scheme is currently being worked up.
- 9. The interim scheme (i.e. Phase 1) would be delivered using an experimental traffic order, with monitoring undertaken to measure outcomes against the project objectives.
- 10. Traffic modelling work to develop the "long-term" scheme for a westbound closure or two-way closure will continue (Phase 2).

Air quality and bus services

- 11. Air quality modelling is currently being undertaken to determine what the air quality benefits (and disbenefits) will be for the various closure scenarios. The outcomes will be communicated in next the Gateway Report.
- 12. The route 153 bus which travels along Beech Street is a zero-emission bus. For the eastbound interim scheme, there is the option of either retaining or rerouting the service (via London Wall). However, rerouting the bus would be a lengthy process and is expected to take around 9–12 months to implement.
- 13. Rerouting the bus away from Beech Street increases the scope to widen footways and improve pedestrian comfort and the public realm. Officers are therefore continuing to liaise with TfL about the possibility of rerouting bus route 153 which will create opportunities for closing Beech Street to (all) through traffic in both directions. Surveys and user data have shown that this part of the route is lightly used, with boarding and alighting figures of less than one passenger per service for most of the day. This data is summarised in the tables below.

Table 1: Average weekday bus patronage – Bus stop BN (eastbound direction)

Period	Passengers alighting	Passengers boarding	Occupancy
AM (08:00-09:00)	0.1	0.7	6.4
Interpeak (12:00-13:00)	0.0	1.0	2.2
PM (17:00-18:00)	0.3	1.0	4.9
		Average	4.5

Table 2: Average weekday bus patronage – Bus stop BM (westbound direction)

Period	Passengers alighting	Passengers boarding	Occupancy
AM (08:00-09:00)	0.5	0.2	3.7
Interpeak (12:00-13:00)	0.8	0.0	1.9
PM (17:00–18:00)	1.3	0.0	3.8
		Average	3.1

14. Street user perception surveys have been undertaken in July. These results will be presented as part of the evidence base of use and reliance on the current bus route.

Alternative closure process

- 15. Officers have endeavoured to identify an alternative process for closing Beech Street to through traffic quickly and have considered the possible implications of seeking a traffic order closing all or part of Beech Street without completing the TMAN process as required by TfL. This is not recommended due to the requirements of the decisionmaking framework, as follows:
 - d. A full or partial closure of Beech Street will require a traffic order, which must be consulted on. Neighbouring authorities likely to be affected must be consulted. Objections from all stakeholders must be carefully evaluated (sometimes involving an Inquiry)
 - e. In making traffic orders and carrying out its traffic authority responsibilities, the City Corporation has duties to secure the expeditious, safe and convenient movement of traffic (having regard to effect on amenities) (S.122 Road Traffic Regulation Act 1984), and to secure the efficient use of the road network, avoiding congestion and disruption (S.16 Traffic Management Act 2004). These duties require the impacts of proposals to be fully understood and mitigated. The TMAN process has been put in place by TfL to ensure that the impacts on traffic movements on strategic roads can be properly assessed, and therefore that the decision-making process is robust.
 - f. Officers do not recommend proceeding with implementing any form of vehicle restriction before completing the TMAN process, as successful completion of this process helps to ensure compliance with the traffic authority duties outlined above.

Public Realm and Culture Mile considerations

- 16. Beech Street sits at the heart of Culture Mile and is part of the 'culture spine' identified in both the Culture Mile Look And Feel Strategy as well as the 'content principles' that are applied across the Culture Mile. The street links key cultural institutions such as the Barbican with the Guildhall School Of Music & Drama and proposed Museum Of London at Smithfield.
- 17. The covered roadway is a widely recognised, significant architectural feature in the area, but also one that is problematic particularly in terms of air quality, appearance and pedestrian experience.

- 18. Opportunities created through an interim scheme could see a temporary public realm commission that would be aligned with the programme of 'Look and Feel Experiments'. An opportunity therefore exists to significantly change public perceptions of the covered roadway, of Culture Mile and of the City's approach to public realm development and public engagement.
- 19. A creative, arts and design led commissioning approach that engages with ideas of environment, pollution, and sustainability supports the emergence of health and wellbeing as a key programming theme for Culture Mile in the future (several health and wellbeing organisations have joined the Culture Mile Network in recent months).
- 20. The Culture Mile Look and Feel Strategy was adopted in October 2018 and it sets out four key visions for public realm interventions:
 - a. Form a Culture spine: Connecting institutions through a strong pedestrian identity
 - b. Take the inside out: taking the cultural activities out to the public spaces
 - c. Discover & Explore: connecting the area's rich cultural, social and architectural history
 - d. Be recognisable and be different: Creating a place where culture is produced as well as consumed, and where creative industries are supported.
- 21. To implement these principles within the Beech Street public realm, a set of spatial enhancements is proposed, encompassing different types of interventions, from addressing air quality to public art and place activation. A table listing these options are presented below:

Intervention type	Air Quality	Artistic	Pedestrian Safety	Pedestrian Comfort	Wayfinding	Features/Utilities
Description	Interventions which act as air filters, such as trees, moss plants and living walls	Interventions which supports the cultural programme, such as ceiling/ wall murals, cladding, lighting installations, roof installations, sound installations and special events,	Bike lanes, colourful crossings, barriers	Interventions which support the pedestrian wellbeing, such as lighting, colourful pallets, etc.	Enhancement of connectivity through signage and graphics	Additional elements to support the overall experience, such as coffee/food trucks, lockers, bike locks
Area type	Pedestrian Highway/ Walls	Walls/ Roof/ Pedestrian Highway	Pedestrian Highway	Pedestrian Highway/ Roof	Walls/ Pedestrian Highway	Pedestrian Highway

- 22. It should also be noted that the City Corporation's traffic management powers must be exercised having regard to its traffic management responsibilities (not to other City Corporation purposes). However, the wider context of the Culture Mile Look And Feel Strategy may be noted as background, and the objective to "Form a Culture spine" includes traffic management and related amenity considerations relevant to the City's traffic management responsibilities.
- 23. Opportunities created through an interim scheme could see a temporary public realm commission that would be aligned with the programme of 'Look and Feel Experiments'. An opportunity therefore exists to significantly change public perceptions of the covered roadway, of Culture Mile and of the City's approach to public realm development and public engagement.

24. A series of 3D sketches that give an indication of what Beech Street could look like in the future has also been produced and is included overleaf.

Appendix 3: Interim Scheme Options Appraisal Matrix

Beech Street Transport and Public Realm Improvements project Interim Scheme: Strategic Options Matrix				
	Option '	<u>l</u> : Eastbound re	striction	Option 2:
	No through road	Buses only	Zero Emission street	Zero Emission street (2-way)
Project objectives				
A – Improve air quality by reducing NO2 levels	✓	✓	✓	√ √
B – Improve the quality of the public realm to create streets and public spaces for people to securely admire and enjoy	√	_	I	_
C – Improve pedestrian comfort levels	✓	_	_	_
D – Ensure buildings and public spaces are protected	44	✓	✓	✓
Impacts				
Road network impacts	*	*	*	××
Bus impacts	××	_	1	_
Transport Strategy (policy) considerations				
Policy 11 (reduce motor traffic)	✓	✓	✓	√ √
Policy 12 (local access street)	✓	_	_	_
Policy 29 (Phased ZEZ introduction)	✓	✓	✓	✓
Financial implications				
Est. cost range (£)	350k–600k	350k-650k	350k–600k	450k–750k

<u>KEY</u>			
$\checkmark\checkmark\checkmark$	very positive		
$\checkmark\checkmark$	positive		
✓	slightly positive		
_	neutral		
*	slightly negative		
××	negative		
xxx	very negative		

Appendix 4: Risk Register

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Project Coversheet

[1] Ownership

Unique Project Identifier: 10847

Core Project Name: Beech Street Transport and Public Realm Improvements

Programme Affiliation (if applicable): Beech Street Transformation

Project Manager: Aldo Strydom

Next Gateway to be passed: Gateway 4/5

[2] Project Brief

Project Description: The Project will address air quality issues by reducing traffic that pass through the covered roadway. At the same time, it aims to deliver a vibrant street with a high-quality public realm at the centre of Culture Mile.

Definition of need:

- The adopted 2015 Local Plan, policy CS5 supports the further improvement of the Barbican area as a cultural quarter;
- The Barbican Area Strategy and Culture Mile Look and Feel Strategy identifies the need for infrastructure improvements in Beech Street

Key measures of success:

- 1) Reduction in through traffic along Beech Street
- 2) Air quality improvements (reduction in NO₂)
- 3) Vast improvement to quality of the public realm

[3] Progress Status

Expected timeframe for the project delivery: 2018–2022

Key Milestones: Interim scheme – early 2020; Permanent scheme - 2022

Are we on track for completing the project against the expected timeframe for project delivery? Y

Has this project generated public or media impact and response which the City of London has needed to manage or is managing? No

[4] Finance and Costed Risk

Headline Financial, Scope and Design Changes:

Since G1/2 report:

- Total Estimated Cost (excluding risk): £120,525
- Costed Risk Against the Project: 0

Scope/Design Change and Impact: Additional scope, including extensive traffic modelling

Since G3 issues report (PSC Approval 22/03/19):

- Total Estimated Cost (excluding risk): £12M–£15M
- Resources to reach next Gateway (excluding risk)
- Spend to date: £370,287
- Costed Risk Against the Project: 0
- CRP Requested: 0
- CRP Drawn Down: 0

Scope/Design Change and Impact: Request to increase project scope to investigate feasibility of a two-way closure.

Total anticipated on-going commitment post-delivery [£]: additional maintenance liabilities unknown until the design is complete and approved

Programme Affiliation [£]:unknown

Top risk:

Risk description	Objection t	o the	scheme	from	TfL	or	Islington,	due	to
	unacceptab	le traff	ic impacts	on th	e roa	nd n	etwork		

Top issue realised:

Issue Description	Impact and action taken	Realised Cost
Extensive traffic	An independent traffic modelling expert	£40,000
modelling	has since been procured to offer	
	impartial professional advice on the	
	procurement of a traffic modelling team	
	and engagement with TfL	

[5] Member Decisions and Delegated Authority

Members of Policy and Resources Committee approved the Vision for Beech Street in an update report on 7 June 2018. This report set out the principle that traffic needs to be removed or reduced in Beech Street as part of the Transformation programme.

The only matter of Delegated Authority relates to the Director for Built Environment being able to move funds between individual line items with no change to the overall budget or project scope.

Members of the Port Health and Environmental Services Committee have requested that the potential for air quality to be improved on Beech Street by investigating the feasibility of restricting traffic to Ultra Low Emission vehicles (ULEVs).

A subsequent Issue Report for the Transport and Public Realm project was presented at the Streets and Walkways Sub-Committee meeting in July 2018, recommending that the eastbound closure be further developed. Members however recommended that the report be withdrawn, and officers investigate options for further traffic modelling.

Following this, an Issue report was considered at the September 2018 committee cycle. Members from the Streets and Walkways Sub-Committee approved this report with the following resolutions of note:

- 5. Approve further development of the feasibility of Option 1 (Beech Street closed to eastbound traffic) and Option 2 (Beech Street closed to westbound traffic);
- 6. Approve an increase in the scope of the project (requested by the Port Health & Environmental Services Committee) to investigate the feasibility of introducing Ultra-Low Emission Vehicle restrictions in Beech Street;
- 11. Ask that officers explore ways to accelerate the project where appropriate, and that officers update Members on the project at each meeting of the Streets & Walkways Sub-Committee.

An Issue Report was considered at the February 2019 Committee cycle where Members approved the project objectives and agreed that a two-closure be added to the scope of investigations.

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City of London: Projects Procedure Corporate Risks Register				
Project Name: Beech Street Transport and Public Realm to G4	PM's Overall risk rating: Medium	Costed risk provision £ -	Average 5.1 unmitigated risk	Open Risks 17
identifier 10847	Lifetime total £ 15,000,000	requested:	Average mitigated 2.2	Closed Risks 0

	identifier	10047	J					L	15,000,000	lequesied.			JAveiug	···		2.2	,	JOSEU KISKS		
Gene	ral risk classification	n .								Mitigation actions						Ownership	& Action			
	Category	Description of the Risk	Risk Impact Description	Likelihood Classificatio n	Impact Classificatio n	Risk score	Costed impact (£)	Costed Risk Provision requested Y/N	Confidence in the estimation	Mitigating actions	Mitigation cost (£)	Likelihood Classificat ion after mitigation	Impact Classificat ion after mitigation	Costed impact after mitigation (£)	Mitiga ted Risk score	Date raised	Named Departmental Risk Manager/ Coordinator	Risk owner (Named Officer or External Party)	Date Closed OR/ Realised & moved to Issues	Comment(s)
R1	(1) Service Delivery/ Performance	Streamlined TfL approvals process for one way experimental closure	Further staff and consultant costs may be required if planned engagement work with TIL NIST doesn't go to plan or if they change their requirements for the project.	Unlikely	Serious	4	£0.00	N	B – Fairly Confident	* The project team meets with the Network Management and Network Impact Specialist teams every 4 weeks and will continue. Any change in course of discussion about the desktop based work will be worked through	£0.00	Unlikely	Minor	£0.00	2	04/06/2019		Aldo Strydom		
	(1) Service Delivery/ Performance	One way experimental closure affects bus operations	Further staff and consultant costs may be required if planned engagement work with TfL bus operations team doesn't go to plan or if they change their requirements for the project.		Serious	6	£0.00	N	C – Uncomfortable	The project feam are working with the traffic modellers to quantify and approximate what the bus delays could be using the strategic model data	£0.00	Possible	Minor	£0.00	3	21/06/2019		Aldo Strydom		
	(1) Service Delivery/ Performance	Streamlined TfL approvals for experimental two way interims scheme are not granted.	If Members chose to proceed with a two way traffic restriction as an interim scheme, there is a risk that IfL will not approve a TMAN due to unknown impacts as traffic modelling has not been underlaken.	Likely	Major	16	£0.00	N	B – Fairly Confident	Negotations are ongoing between the Director and Tit. Senior Management on the air quality benefits superseeding the traffic impacts	£0.00	Possible	Major	£0.00	12	21/06/2019		Zahur Khan		
R4	(1) Service Delivery/ Performance	Experimental two way closure affects bus operations	TfL may object and take action if the two way experimental scheme negatively affects bus operations	Likely	Major	16	£0.00	И	A – Very Confident	Negotations are ongoing between the Director and Tft. Senior Management on the air quality benefits superseeding the traffic impacts	£0.00	Possible	Major	£0.00	12	21/06/2019		Zuhur Khan		
R5	(4) Legal/ Statutory	Issues or delays in any required consents such as planning permissions, third party consents, TMO, TMAN, Permits, etc	If there was to be any delay in the arrival of any required consents, such as planning permissions, approval of the TMAN, TMAO, Permits, discharge of conditions, heritage, TII, etc.: Its likely the project may suffer from some form of unplanned delay or additional work.	Possible	Serious	6	£0.00	И	B – Fairly Confident	* Regular meetings with TIL Network Performance and City Network Coordination teams to fully understand their consent requirements	£0.00	Possible	Minor	£0.00	3	04/06/2019		Aldo Strydom		
R6	(4) Legal/ Statutory	An objection to the traffic order by a statutory authority	An objection in the consultation process from a neighbouring authority must be considered and could involve an enquiry	Possible	Major	12	£0.00	N	C - Uncomfortable	All indications are that neighbouring authorities are supportive of the initiative to improve air quality but there may be some issues with traffic reassignment which the project team will work with our neighbours to mitigate	£0.00	Unlikely	Serious	£0.00	4	21/06/2019		Aldo Strydom		
R7	(2) Financial	Traffic mitigation adds to scheme cost	It may be necessary to fund a traffic mitigation scheme on a parallel street outside the City boundary	Likely	Serious	8	£0.00	N	A – Very Confident	Work with neighbouring authority directly to agree a fair arrangement	£0.00	Likely	Minor	£0.00		04/06/2019		Aldo Strydom		

The interim scheme is is damaged if the nable required discussion experimental scheme has to - Fairly Confident £0.00 Unlikely £0.00 04/06/2019 Aldo Strydom (3) Reputation deemed unsuccessful and is Serious to take place as required. removed be removed due to The retention of the 153 bu excessive traffic has no air quality impacts on Beech Street More work may be required deal with the arising issues esign measures and from the planned EQIA or consideration of transport Equalities act related issues. R9 other aspects of the Equality Act, additional resources (4) Legal/Statutory Serious £0.00 B - Fairly Confident changes in the £0.00 Rare Minor £0.00 04/06/2019 Maria Curro including EQIA. experimental and long would be required to erm scheme accommodate. The interim scheme would not require a consultation so the risk is minimal. Further time and therefore lowever, there could be resource may be required if some construction planned engagement work with local external Issue(s) with external (4) Legal/Statutory A - Very Confident disruption so stakeholders 21/06/2019 Aldo Strydom engagement and buy-in may object to this and stakeholders didn't ao as require either further planned. engagement or alterations to the construction phasing lans. benefits of the scheme Further time and therefore after construction as per the G4/5 report Success resource may be required if issue(s) with internal R11 (4) Legal/Statutory planned engagement work Inlikely Serious £0.00 B - Fairly Confident Criteria £0.00 Rare Minor £0.00 21/06/2019 Aldo Strydom engagement and buy-in vith internal stakeholders Various options have didn't ao as planned. been put will be put to Members as part of the G4/5 report Further resources may be required to identify additiona Track and locate other funding or make alternative oossible additional funding arrangements if constraints/ Funding constraint/ reams R12 (2) Financial conditions that came with Inlikely Major £0.00 B - Fairly Confident £0.00 Unlikely Serious £0.00 21/06/2019 Aldo Strydom conditions implications Utilise eventual revenue existing funding we're from the eventual oriainally unforeseen Page enforcement scheme unappreciated or have subsequently changed * Follow all internal guidance and reauirements Given that the Corporation's * Forward plan any internal governance and required reporting, and 96 Internal Governance and committee structure can be allocate specific tasks to (2) Financial A - Very Confident team members within this 21/06/2019 Aldo Strydom requirements impact on complex, additional Minor £0.00 £0.00 Rare Minor £0.00 project delivery resources may be required to facilitate any unplanned * Ensure G4/5 report ontains recommendation for delegated authority to nitigate against possible lelays in approvals. Confirm that the existing JB Riney Highways contract Additional resource may be an accommodate the required if there is a delay or value of work via the PT4 issue with a project's Procurement procedures (2) Financial A - Very Confident £0.00 21/06/2019 Aldo Strydom £0.00 £0.00 Rare Minor form consultation process impact on project delivery procurement of goods or * Mitigation already services from external rovided by utilising JB suppliers. Riney term contract for the onsultancy services Referring both to internal and * Confirm via City Highway: external suppliers to projects, alternative arrangements staff that the JB Riney and their contractors are able which require additional to resource the project. resource may be required if a potential or existing supplier is Project supplier delays onfirm with Parking R15 (2) Financial productivity or resource £0.00 B – Fairly Confident £0.00 Rare £0.00 21/06/2019 Aldo Strydom Serious nforncement that the unable to deliver as agreed for whatever reason. This may issues impact on the project esource is in place to enforce the scheme and

issue PCN's

Regular engagement via the TfL Network

Performance team will

The organisations reputation

involve retendering work if ar

existing supplier is unable to

	R16	(6) Objectives	Changing internal aspirations or requirements that impact on a project, including those arising from political drivers.	Any change away from the agreed project objectives in any respect by either officers or members may result in additional resources being required to account for the change.	Possible	Serious	6	£0.00	N	B – Fairly Confident	* G4 report is to contain all the possible viable options for Members to debate and choose from, along with the Officers' recommendation.	£0.00	Unlikely	Minor	£0.00	2	21/06/2019	Al	ldo Strydom	
	R17	(1) Service Delivery/ Performance	Inaccurate or Incomplete project estimates, including cost increases from delays	If an estimate is found at a later date to be inaccurate or incomplete, more funding and/or time resource would be needed to rectify the issue or fund/ underwrite the shortfall.	Possible	Major	12	£0.00	N	B – Fairly Confident	* On-going reassessment of the G4 estimated costs in an effort to make early identification of any items going overbudget.	£0.00	Possible	Serious	£0.00	6	21/06/2019	Al	ldo Strydom	
	R18	(1) Service Delivery/ Performance	Ultility and ultility survey issues	At the earlier stages of a project, delays could accur which result unplanned costs if utility companies don't engage as expected. Also, extra resource would be needed if further surveys are required. During construction, any issues with required utility companies could result in extra resources being required.	Unlikely	Serious	4	00.03	N	B – Fairly Confident	* Outside of the standard project processes, regular convescitions with the Network Coordination team will help to identify if any utility companies with to enter the site before, during or after construction.	£0.00	Unlikely	Minor	£0.00	2	21/06/2019	Al	ldo Strydom	
	R19	(1) Service Delivery/ Performance	TfL Signals (single supplier)	Any delays or issues with required signal work can result in impacts on project delivery, whether they be time or cost	Possible	Major	12	00.03	N	B – Fairly Confident	*TfL signals team need to be instructed to proceed as soon as possible after G4/5 to maintain the programme *Regular meetings with the TfL signals team would be prudent to deal with any potential design and installation issues	£0.00	Possible	Minor	£0.00	3	21/06/2019	Al	ldo Strydom	
•	R20	(1) Service Delivery/ Performance	Network accessibility before and during construction	Should parts of the road network not be available or become unavailable during a project when planned for or required, expect delivery delays.	Possible	Major	12	£0.00	N	B – Fairly Confident	* Regular discussions with the Network Coordination team, especially in regards to utility works in the area.	£0.00	Possible	Serious	£0.00	6	21/06/2019	Al	ldo Strydom	
Pag	R21	(1) Service Delivery/ Performance	Unforeseen technical and/ or engineering issues identified	late identification of any engineering or technical issues that disrupt delivery could result in further costs whether they be time, funding or resources.	Unlikely	Serious	4	£0.00	N	B – Fairly Confident	* Assessment of whether to undertake further survey work could be undertaken if through worthwhile during the detailed design process.	£0.00	Unlikely	Minor	£0.00	2	21/06/2019	Al	ldo Strydom	
ge 97	R22	(5) Safety/ Health	Accident during construction	Regardless of whether it be a member of public or a contractor on site, should an accident occur in or around site delays are likely to occur	Rare	Minor	1	£0.00	N	A – Very Confident	* Regular site inspections with the Principal Designer * Construction phase plan to consider utilising quieter times of day for potentially more dangerous elements of the work	£0.00	Rare	Minor	20.00	1	21/06/2019	Al	ldo Strydom	
	R23	(5) Safety/ Health	Roles and responsibilities under CDM	Further resources may be required if there is any confusion or problems allocating roles or responsibilities under CDM regulations	Rare	Minor	1	£0.00	N	A – Very Confident	* Follow standard City process	£0.00	Rare	Minor	£0.00	1	21/06/2019	Al	ldo Strydom	
	R24	(3) Reputation	External events and/ or occurrences impact on project plans	Should such an event happen, a number of possibilities could occur: "Change in project scope "Change in project resources "Change in project delivery timescales" Pause to project whilst situation is assessed	Unlikely	Minor	2	£0.00	N	B – Fairly Confident	* Regular contact with the Culture Mile and Network Coordination teams * liaison with emergency planning team	£0.00	Rare	Minor	£0.00	1	21/06/2019	Al	ldo Strydom	

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Agenda Item 15

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Committees: Chief Officer – Colin Buttery Corporate Projects Board Project Sub Committee PHES Committee	Dates: 14 June 2019 28 June 2019 19 July 2019 23 July 2019
Subject: Cemetery & Crematorium Mechanised Digger Replacement Unique Project Identifier:	Gateway 2: Project Proposal Light
12075	
Report of: Director of Open Spaces Report Author: Spencer Lee	For Decision

PUBLIC

Recommendations

1.	Next steps and
	requested
	decisions

Project Description: The City of London Cemetery & Crematorium wish to replace one plant vehicle, an aging JCB 2CX digging machine. The proposed replacement vehicle is a JCB 3CX Compact digging machine, which is the closest equivalent, and best suited vehicle of this type available on the market.

Next Gateway: Gateway 5 - Authority to Start Work (Light)

Next Steps:

Creation of tender report

Requested Decisions:

Members of the Port Health & Environmental Services Committee and Project Sub Committee approve:

- 1. That budget of £500 is approved for staff costs to reach next Gateway 5;
- 2. Note the project budget of £500 (excluding risk);
- 3. Note the total estimated cost of the project at £55,000 (excluding risk);

4. Resource											
requirements to reach next Gateway	Item	Reason	Funds/ Source of Funding	Cost (£)							
	Staff Cost	Project Management	Local Risk	£500							
	Total			£500							
	detailed in the F	rovision request Risk Register – Ap e requirements to Sluding staff costs	pendix 2) reach the nex	kt Gateway in t	the						
5. Governance arrangements	Colin But	Ith & Environment tery – Director of t Coordinating Gre	Open Spaces								
	Transpor	t Coordinating Gr	oup								

Project Summary

6. Context	 The City of London Cemetery and Crematorium carries out approximately 900 burials each year, 400 of which are new graves. The sale of new graves and burial in existing graves generates over £2'000'000 in income each year. A mechanised digging machine is essential for maintaining burial provision for, bereaved of the City and North East London. The purchase of a new mechanised digging machine will ensure that the cemetery is able to offer the same level of burial service for the next six years.
5. Brief description of project	To preplace an aging JCB digging machine that is becoming unreliable and expensive to maintain with a new mechanised digging machine. The JCB models have a proven track record of reliability and power to weight ratio and in the opinion of the cemetery management team, is the most appropriate vehicle/plant for the purpose of cemetery work.
6. Consequences if project not approved	If this plant vehicle is not replaced, the cemetery will continue to incur increasing maintenance cost and disruption to the service

		that we provide due to reliability issues, ultimately resulting in a loss of income.
7.	SMART project objectives	Replacement plant vehicle sourced within budget in collaboration with City Procurement by 30 July 2019.
		Vehicle ordered and delivered by 31 October 2019.
		Vehicle put into service by 4 November 2019 with no interruption to burial provision.
8.	Key benefits	 Burial provision at the cemetery will continue to be a sustainable option for the next six years. Reduced vehicle maintenance and repair costs. Increase in vehicle reliability.
4.	Project category	3b. Income generating
5.	Project priority	A. Essential
6.	Notable exclusions	A vehicle servicing agreement will not form part of this project.

Options Appraisal

2. Overview of options	 Do Nothing Lease plant vehicle Purchase replacement plant vehicle
	 Doing nothing is not an option if the cemetery is to continue to offer burials at the current rate. The cemetery would incur increasing cost to maintain and repair an aging vehicle, and risk receiving adverse publicity should the vehicle fail and result in grave not being prepared in time for a burial service. Five-year leasing cost exceeds the out-right purchase value of the plant vehicle, plus there is no residual value in terms of resale at the end of the lease period. The preferred and most cost-effective option would be to replace this vehicle with a new equivalent vehicle; therefore, ensuring the cemetery can provide burials for the next six years. Also, after the six-year life span, the
	vehicle will still maintain some residual value when resold.

Project Planning

4.	Delivery period and key dates	Overall project: 31 October 2019 Key dates:
		 Project approved by – 30 June 2019 Tender process completed and order placed by – 31 July 2019
		3. Vehicle delivered – 31 October 2019
		Other works dates to coordinate: None
4.	Risk implications	Overall project risk: Medium
		C Totali project from Modium
	,	Further information available within the Risk Register (Appendix 2)

Resource Implications

6. Total estimated cost	Likely cost range (excluding risk): £51,150 - £53,000 Likely cost range (including risk): £53,000 - £55,000			
7. Funding strategy	Choose 1: All funding fully guaranteed			
	Funds/Sources of Funding Cemetery local risk budget		£55'000	
		Total	£55'000	

8. Investment appraisal	The whole life cost of the purchase, repairs and maintenance of the plant vehicle over a six-year period (excluding fuel costs) is £56'150.00.	
9. Procurement strategy/route to market	Request for quote process via the Procurement Operations Team.	
10. Legal implications	None	
11. Corporate property implications	None	
12. Traffic implications	None	
13. Sustainability and energy implications	None	
14. IS implications	None	
15. Equality Impact Assessment	Select one of the following options: • An equality impact assessment will not be undertaken	
16. Data Protection Impact Assessment	N/A	

Appendices

Appendix 1	Project Briefing	
Appendix 2	Risk Register	
Appendix 3	G2 Cemetery Crematorium Mechanised Digger	
	Replacement	

Contact

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Project Briefing

Project identifier				
[1a] Unique Project	12075	[1b] Departmental	N/A	
Identifier		Reference Number		
[2] Core Project Name	Cemetery & Crematorium Mechanised Digger Replacement			
[3] Programme Affiliation	NA- Standalone project			
(if applicable)	. ,			

Ownership	
[4] Chief Officer has signed	Colin Buttery
off on this document	
[5] Senior Responsible	Gary Burks
Officer	
[6] Project Manager	Spencer Lee

Description and purpose

[7] Project Description

The City of London Cemetery & Crematorium wish to replace one plant vehicle, an aging JCB 2CX digging machine. The proposed replacement vehicle is a JCB 3CX Compact digging machine, which is the closest equivalent, and best suited vehicle of this type available on the market.

[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?

- The JCB 2CX is, in the opinion of the cemetery & crematorium management team and staff, the most appropriate choice for the tasks performed at the cemetery and is relied upon for the digging of approximately 400 new graves each year, and for various other tasks such as ground preparation and general site maintenance.
- The vehicle is essential for ensuring the continuity of burial provision at the cemetery & crematorium.
- Due to its age, this plant vehicle is becoming unreliable and costly to maintain.
- Plant vehicle is past its useful life expectancy.

[9] What is the link to the City of London Corporate plan outcomes?

- [4] Communities are cohesive and have suitable housing and facilities.
- [9] Our spaces are secure, resilient and well-maintained.

[10] What is the link to the departmental business plan objectives?

Open Spaces Business Plan aim 12. *Our spaces are secure, resilient and well- maintained.* This vehicle is not only used to provide a burial facility for the bereaved of East London, but also to ensure the cemetery & crematorium is maintained to the highest standards for the benefit of all stakeholders.

[11] Note all which appl	ly:				
Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	N	Corporate: Project developed as a large scale Corporate initiative	N
Mandatory:	N	Sustainability:	Υ	Improvement:	N

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Compliance with	Essential for business	New opportunity/ idea
legislation, policy and	continuity	that leads to
audit		improvement

Project Benchmarking:

[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?

- <These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>
- 1) Replacement plant vehicle sourced in collaboration with City Procurement and the Transport Coordinating Group.
- 2) Vehicle ordered, delivered and put into service with no interruption to burial provision.
- 3) Reliability and maintenance costs are reduced.

[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)

Reduced number of breakdowns and maintenance costs. Breakdown and repair costs recorded manually, via CBIS in the form of purchase orders and using the Key2 system.

[14] What is the expected delivery cost of this project (range values)[£]?

Lower Range estimate: £51,150 + VAT – £53,000 + VAT Upper Range estimate: £53,000 + VAT – £55,000 + VAT

[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:

Up to five years servicing costs and repairs estimated at £5,000.

[16] What are the expected sources of funding for this project?

Local Risk Budget

[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?

Lower Range estimate: start – end date 10/06/19 – 30/08/19 Upper Range estimate: start – end date 15/07/19 – 04/11/19 <Critical deadline(s):> Place order with GreenShield JCB 10/06/19

Project Impact:

[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?

No

[19] Who has been actively consulted to develop this project to this stage?

<(Add additional internal or external stakeholders where required) >

Transport Co-Ordinating	Christopher Bell
Group:	
Chamberlains:	Officer Name: Mark Jarvis
Finance	
Chamberlains:	Officer Name: Kayleigh Rippe
Procurement	
IT	Officer Name:
HR	Officer Name:
Communications	Officer Name:

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Corporate Property	Officer Name:				
External	GreenShields JCB Ltd				
[20] Is this project being	delivered internally on behalf of another department? If not ignore this				
question. If so:					
Please note the C	lient supplier departments.				
Who will be the O	fficer responsible for the designing of the project?				
	partment will take over the day-to-day responsibility for the project,				
when will this occ	when will this occur in its design and delivery?				
Client	Department:				
Supplier	Department:				
Supplier	Department:				
Project Design Manager	Department:				
Design/Delivery handover	Gateway stage:				
to Supplier	<before project="" proposal="">, <post project="" proposal="">, <post options<="" td=""></post></post></before>				
	Appraisal>, <post design="" detailed="">, <post authority="" start="" to="" work=""></post></post>				

City of London: Projects Procedure Corporate Risks Register

Project name: Cemetery & Crematorium JCB Replacement

Unique project identifier: 12075

Total est cost (exc risk) £55000

PM's overall risk rating Avg risk pre-mitigation Avg risk post-mitigation Red risks (open) Amber risks (open) Green risks (open)

-	Medium	
	13.3	
	1.0	
	2	
	1	
	0	

	Corporate Risk Matrix score table				
	Minor impact	Serious impact	Major impact	Extreme impact	
Likely	4	8	16	32	
Possible	3	6	12	24	
Unlikely	2	4	8	16	
Rare	1	2	4	8	

Costed risks identified (All)

Costed risk pre-mitigation (open)

Costed risk post-mitigation (open)

Costed Risk Provision requested
(1) Compliance/Regulator

£103,600.00	188%	Costed risk as % of total estimated cost of project
£103,600.00	188%	" "
£0.00	0%	" "
£0.00	0%	CRP as % of total estimated cost of project

- (1) Compliance/Regulatory
- (2) Financial
- (3) Reputation
- (4) Contractual/Partnership
- (5) H&S/Wellbeing
- (6) Safeguarding
- (7) Innovation
- (8) Technology
- (9) Environmental
- (10) Physical

Number of Open Risks	Avg Score	Costed impact	Red	Amber	Green
0	0.0	£0.00	0	0	0
1	16.0	£20,000.00	1	0	0
1	8.0	£20,000.00	0	1	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
1	16.0	£63,600.00	1	0	0

Issues (open)	0
All Issues	0

	Extreme	Major	Serious	Minor
Open Issues	0	1	0	0
All Issues	0	1	0	0

Cost to resolve all issues (on completion)

£0.00

Total CRP used to date

£0.00

Committees:	Dates:	
Projects Sub	19 July 2019	
Port Health and Environmental	23 July 2019	
Services (for information) Streets and Walkways Sub- Committee	22 July 2019	
Subject:	Gateway 4	Public
Middlesex Street Area	Detailed Options	
Enhancement	Appraisal (Complex)	
Phase 2:		
Petticoat Lane Market		
Improvements and Public Realm		
Report of:		For Decision
Director of the Built Environment		
And		
Director of Markets and Consumer P	rotection	

Summary

Dashboard

Project status: Green Timeline: Gateway 4

Project estimated to cost: £916,274 is the current given total cost of the City's funded

element of the public realm project.

There is also a £2m - £4m cost range for the project which is for public realm enhancements and market improvement for the City and the London Borough of Tower

Hamlets combined.

Latest Approved Budget: £118,000

Spend to date: £97,146

Estimated cost to reach next Gateway: £205,000

Overall project risk: Low

Strategic Overview

The project aims to improve Petticoat Lane Market and enhance the central section of Middlesex Street between Sandys Row and St Botolph Street, celebrating the character and history of the area whilst improving the visitor experience. This is expected to be achieved through public realm enhancements to the area, alongside much-needed improvements to the operation of the market, a strategy to bring new visitors into the area, and community and public art programmes, thereby making the ongoing life of the Market viable for the future.

The market is operated by both the City (at the northern end) and Tower Hamlets (along the middle and southern sections), therefore this project involves close working in partnership with the London Borough of Tower Hamlets (LBTH), as well as consultation with market traders, residents, and other local stakeholders. A Working Party sets the aims of the project and drives it forward; it is chaired by City and Tower Hamlets Ward Members, and its membership includes City and LBTH officers, Market trader representatives, and local stakeholders.

The project is fully funded through local funding sources and therefore is outside the scope of the fundamental review. It mitigates the impact of developments from which the funds were generated and support the outcomes of the Corporate Plan.

Progress to date

In accordance with Committee approval at Gateway 3, progress has been made on a number of key areas. All activities are coordinated with the Markets and Consumer Protection Department, the Department for Community and Children's Services, the City Surveyors and the LBTH.

- Concept design options for the public realm (see appendix 3)
- Completion of a vision for Petticoat Lane that draws on its history and promotes a 'proper' east end market experience and new branding including a new logo and other items to be used on market stalls: signage, advertising, website, print drawing on the name 'Petticoat Lane' and its historic link with clothing and fabrics (appendix 2)
- Market layout and operations study is ongoing

Traffic surveys and proposals for the re-naming of the street will be undertaken at the next gateway. A review of the potential uses for Middlesex Street Estate car park is ongoing with officers in DCCS and City Surveyors to determine if these uses can be complementary to the market operations (e.g. storage space for markets stalls). This will also be presented in the next report.

Stakeholder engagement has taken place on the vision, branding and public realm options, which has informed the options and studies presented to Committee in this report. This includes monthly public meetings; attending market days to engage with traders; a local history project; and an email bulletin. A new online consultation tool has also been launched as a way of updating people about the project and related events and providing a medium through which stakeholders can continually engage with the project. It is proposed that this engagement continue throughout the life of the project and will feed into the development of the project as it goes forward.

Overview of Options

It is proposed that <u>all</u> options include the roll-out of the branding, publicity and website, consultation on possible re-naming of Middlesex Street, minor improvements to market operations including rationalisation of waste management.

For the improvements to the public realm specifically, three options have been developed, ranging in scale based on the consultant's recommendations. Costs for all three options relate only to the City of London's contribution from the public realm budget for works within the City boundary, and do not include LBTH funding for their area. Whilst Appendix 3 shows the full scope of the joint project and therefore includes LBTH area, any enhancement within the LBTH boundary is not within the City's remit and will be subject to LBTH decision-making processes and will be funded by LBTH. Officers are working together to ensure that both the City and LBTH work is aligned properly.

Option 1: Minimal change (not recommended)

This option includes the items above plus limited public realm improvements, including lighting, street furniture, wayfinding and greening (where possible); and introduction of water and power for markets and events use; but no changes to the layout, surface or function of the street. This option is a lower cost but would have a smaller impact as it would not address the need for a much higher quality street surface and a flexible layout of market stalls.

The approximate cost for this option would be £650,000

Option 2: Specific targeted improvements (recommended)

This option develops the top priority items from the consultant's report. The option includes:

- all the items included in 'all options' and Option 1 above
- raising the carriageway at certain key areas to allow for flexibility of stall layout in those places;
- creating a new public plaza halfway down Middlesex Street, to create a 'heart' of the market;
- strengthening gateways through feature lighting and bespoke kiosks (to be implemented subject to all the correct Planning permissions and approvals);
- decluttering the streetscape;
- introducing additional trees and planting where possible;
- retrofitting the redundant stairs at the Middlesex Street Estate into a feature and a possible setting for events;
- introducing informal wayfinding (e.g. artworks referencing history of the area).

The approximate cost for this option is £916,274.

Option 3: Full-scale improvements (not recommended)

The option includes all of the above at Option 2, plus:

- raising and resurfacing the carriageway throughout the project area, in line with the City's SPD for public realm, including York stone paving and granite setts where appropriate;
- changing the alignment of the carriageway at the Bishopsgate end to provide a better gateway and introduce a permanent 'welcome' kiosk (to be implemented subject to all the correct Planning permissions and approvals);
- a second permanent kiosk at the junction of Widegate Street and Middlesex Street;
- options for a canopy across a featured area of the market
- feature lighting throughout the area;
- reinstating shop awnings;
- building out the pavement, narrowing the carriageway and introducing trees at the southern end of Middlesex Street.

The approximate cost for this option is £2.1m. This option exceeds the current project budget and is not recommended.

Proposed Way Forward

Option 2 is proposed. This option strikes a balance between making a significant impact whilst restricting costs to within the project budget.

Financial implications

Table 1 below shows the resources expended to date. Table 2 sets out the resources required to reach the next gateway, and a brief explanation of the tasks to be completed.

Table 1 – Spend to date:

Description	Allocation	Spend	Balance Remaining
Fees	50,000	38,597	11,403
Staff costs	68,000	58,549	9,451
Total Approved up to Gateway 4	118,000	97,146	20,854

Table 2 – Funding needed to get to Gateway 5:

Item	Cost	Reason
Fees	£55,000	To include fees relating to engagement, brand rollout and website, design, research and evaluation, market operations consultancy. Part of this budget to be funded by the underspend in fees from Gateway 3.
Design (to be undertaken in house)	£75,000	To develop the public realm designs to Gateway 5 stage
Traffic assessment	£20,000	To assess options for removing traffic/ timed closures, carriageway realignment, and parking issues
Works	£15,000	Budget for experimental/ trial elements if needed prior to Gateway 5, e.g. street furniture or street art
Staff costs	£40,000	For City Public Realm, City Transportation, Highways and Open Spaces officers. To manage the project, commission and manage assessments, liaise with stakeholders, write reports. Part of this to be funded by underspend since Gateway 3.
Total required to Gateway 5	£205,000	

From the £205,000 required to get to Gateway 5, £20,854 will be funded from project underspend from the approved funds for the previous stage (for fees and staff costs as set out in Table 1). The remaining £184,146 will be funded via S106 contributions, as approved in the 'Review of Projects in the Built Environment Directorate report from December 2018.

LBTH will contribute financially to the joint project (i.e. the City will fund changes within the City boundary and LBTH will fund changes within their boundary); to date they have match-funded the City's contributions to the public realm and branding consultants work as well as LBTH staff time. The figures above and throughout this report are for the City's contribution only. The contributions from LBTH are expected to match those of the City, where they specifically relate to improvements within their local authority boundary.

Procurement approach

A number of appointments may be required in order to progress to the next Gateway. These appointments will be tendered competitively through City Procurement, to ensure best value is achieved.

Recommendations

It is recommended that Members:

- Approve Option 2 for the public realm enhancements to be progressed to Gateway 5 stage;
- Authorise the progression of the project and approve funds of £184,146, as set out in Table 2;

Options Appraisal Matrix

See attached.

Appendices

Appendix 1	Project Area
Appendix 2	Vision and Branding Proposals for Petticoat Lane
	Market
Appendix 3	Public Realm plan

Contact

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Telephone Number	020 7332 3526

Options Appraisal Matrix

		Option 1	Option 2	Option 3
1.	Brief description	Minimal change	Specific targeted improvements	Full-scale improvements
2.	Scope and exclusions	This option includes only some smaller changes, including lighting and wayfinding but no streetworks. This option is the lowest cost but would have a much smaller impact and would not address the need for a much higher quality street surface for the market.	Public Realm improvements: - raising the carriageway to allow for different types of stall layout in those places - creating a new public 'plaza' halfway down Middlesex Street, at the heart of the market, using asphalt and York stone paving - strengthening gateways through surfacing, feature lighting and bespoke kiosks - a potential for a future project, funding permitting, to reinstate shop awnings - decluttering the streetscape - introducing additional trees if possible - retrofitting the stairs at the Middlesex Street Estate into a feature and a possible setting for events	All of the items listed in option 2, plus: - resurfacing throughout to meet the City's SPD for streetscene, including York Stone paving and Granite Sets where appropriate - Using granite setts at the new 'plaza' area in the centre to clearly delineate this area - changing the alignment of the carriageway at the Bishopsgate end to allow for a better gateway and introduce a welcome kiosk - second permanent kiosk at the junction of Widegate Street and Middlesex Street - feature lighting throughout to add interest - reinstating shop awnings as part of the project

	Option 1	Option 2	Option 3	
		 rationalising waste management introducing Legible London signage (City-located signs to be funded from central Legible London project) introducing informal wayfinding (e.g. artworks referencing history of the area) providing power and water to certain areas of the street 	building out the pavement, narrowing the carriageway and introducing trees where possible on the eastern part of the southern end of Middlesex Street	
Project Planning				
3. Programme and key dates	Next stage of design work and traffic surveys: August 2019 – December 2019 Detailed design: December 2019– March 2020 Reviewing design and agreements with Tower Hamlets, 'quick wins' implementation and continued stakeholder engagement: ongoing Public Consultation on proposals: March 2020 Gateway 5 to Committee: May 2020 Construction begins (phased): July 2020 NB - the proposed first construction phase is wholly within LBTH. The second phase, within the City of London, would not commence until this first phase is complete, expected to be late-2020.			

		Option 1	Option 2	Option 3	
4.	- Relationship/ partnership: this project is a partnership with Tower Hamlets and therefore parts of it depend on both bodies agreeing on scope, costs and objectives Timescale: the Market is declined rapidly, and this project is therefore needed quickly. The risk is that it is not enacted quickly enough to halt the decline in the market.		 Relationship/ partnership: this project is a partnership with Tower Hamlets and therefore parts of it depend on both bodies agreeing on scope, costs and objectives. Timescale: the Market is declined rapidly, and this project is therefore needed quickly. The risk is that it is not enacted quickly enough to halt the decline in the market. Budget: this option is much more expensive and it would be difficult to find the full amount from within S106 and other funds 	- Scope: the Market is declined rapidly, and this project is therefore needed; if the interventions are not transformational enough they will not achieve the impact needed to renew the Market.	
5.	Benefits and disbenefits	 some additional facilities to the market operations and for visitors no street surfacing enhancements 	 additional facilities to the market operations and for visitors surfacing enhancements 	- full suite of improvements to the market facilities and streetscape	

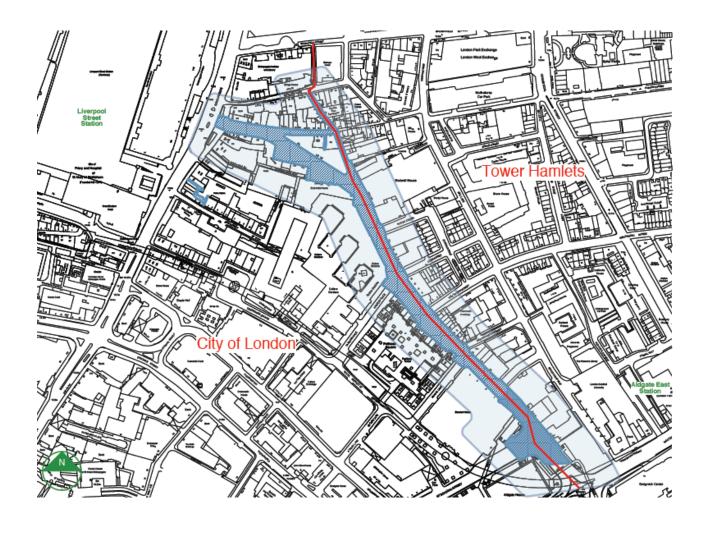
		Option 1	Option 2	Option 3			
6.	Stakeholders and consultees	LB Tower Hamlets Local residents					
		Market Traders Local businesses City and LBTH Members and Councillors					
_	source olications						
7.	Total Estimated cost	£650,000	£916,274	£2,100,000			
8.	Funding strategy	Section 106 funding has been confirmed by the City for public realm improvements within the City of London boundary					
		Markets team contribution: to be confirmed for market operation improvements					
		LBTH will provide funding for the project for all public realm work within LBTH area.					
9.	Estimated capital value/return	n/a	n/a	n/a			
10.	Ongoing revenue implications	There would be no additional revenue implications associated with this option. The street	Rationalising the waste management approach in the area may potentially reduce revenue costs. There would be small additional costs	Rationalising the waste management approach in the area may potentially reduce revenue costs. There would be small additional costs			

	Option 1	Option 2	Option 3		
	would continue to be serviced and maintained as it is today.	associated with maintaining new green infrastructure. Capital improvements may induce increased revenue from market pitch fees.	associated with maintaining new green infrastructure. Capital improvements may induce increased revenue from market pitch fees.		
11. Investment appraisal	Revenue increases from pitch fees may not materialise if changes are not substantial enough to bring traders to the area	The investment in the Market aims to increase pitch and trader take-up, which is currently in decline. This would increase revenu			
12. Affordability	TBC	TBC	TBC		
13. Procurement Strategy	Refer to the PT4 completed at Gateway 3 as needed	Refer to the PT4 completed at Gateway 3 as needed	Refer to the PT4 completed at Gateway 3 as needed		
14. Legal implications	In all options, officers will review the legal implications of proposals including examining any relevant byelaws or legislative requirements or restrictions, including any relevant highways or planning provisions. Legal Implications will be set out at Gateway 5				
15. Corporate property implications	A related project is underway to consider feasibility into using park spaces in Middlesex Street Estate to support the market. Any decision about this property will be subject to further committee reports in due course.				
16. Traffic implications	A traffic study, to include trader loading, movement and parking will be undertaken as part of the next stage of work. The findings of this will be presented at the next Gateway.				

	Option 1		Optio	on 2	Option 3	
17. Sustainability and energy implications	the area (where possible) and will			s developed to the next stage will aim to include additional trees in aim to increase levels of greenery at a local level. s of the project will include a shift to low-emission vehicles for waste		
18. IS implications	A bespoke Petticoat Lane Market website and social media strategy will be developed as part of the project					
19. Equality Impact Assessment	An EQIA will be completed as the designs develop.		An EQIA will be completed as the designs develop. Designs will aim to improve conditions generally in the area.			ne area.
20. Recommendation	Not recommended		Recommended		Not recommended	
21. Next Gateway	Gateway 5 - Authority to Start Work		Gateway 5 - Authority to Start Work		Gateway 5 - Autho	ority to Start
22. Resource requirements to reach next Gateway	Item Fees Design (to be undertaken in house) Traffic assessment	£75,000 £20,000		Reason To include fees relating to engal and website, design, research a operations consultancy. Part of funded by the underspend in feet. To develop the public realm distage. To assess options for removing carriageway realignment, and page.	nd evaluation, market of this budget to be es from Gateway 3. esigns to Gateway 5 traffic/ timed closures,	

Option 1		Option 2 Option 3
Works	£15,000	Budget for small experimental/ trail elements if needed prior to Gateway 5, e.g. trial street furniture or temporary street art
Staff costs	£40,000	For City Public Realm, City Transportation, Highways and Open Spaces officers. To manage the project, commission and manage assessments, liaise with stakeholders, write reports. Part of this to be funded by underspend since Gateway 3.
Total	£205,000	

Appendix 1:Project Area: Middlesex Street, showing boundary between City and Tower Hamlets





Petticoat Lane
Vision and Decision and Decis development - visual



Stage 1 Design Concept

COAT

LANE

PROPER MARKET. PROPER PRICES.

















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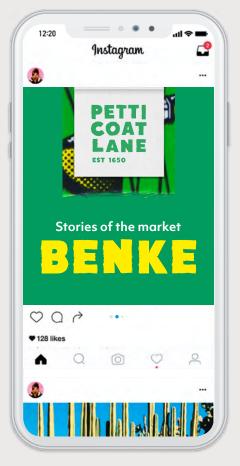


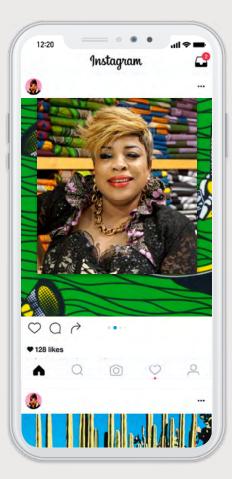




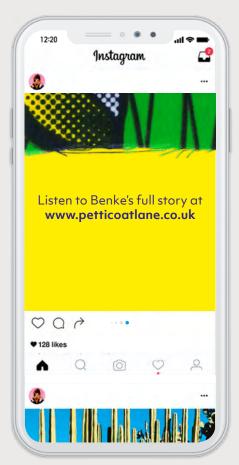




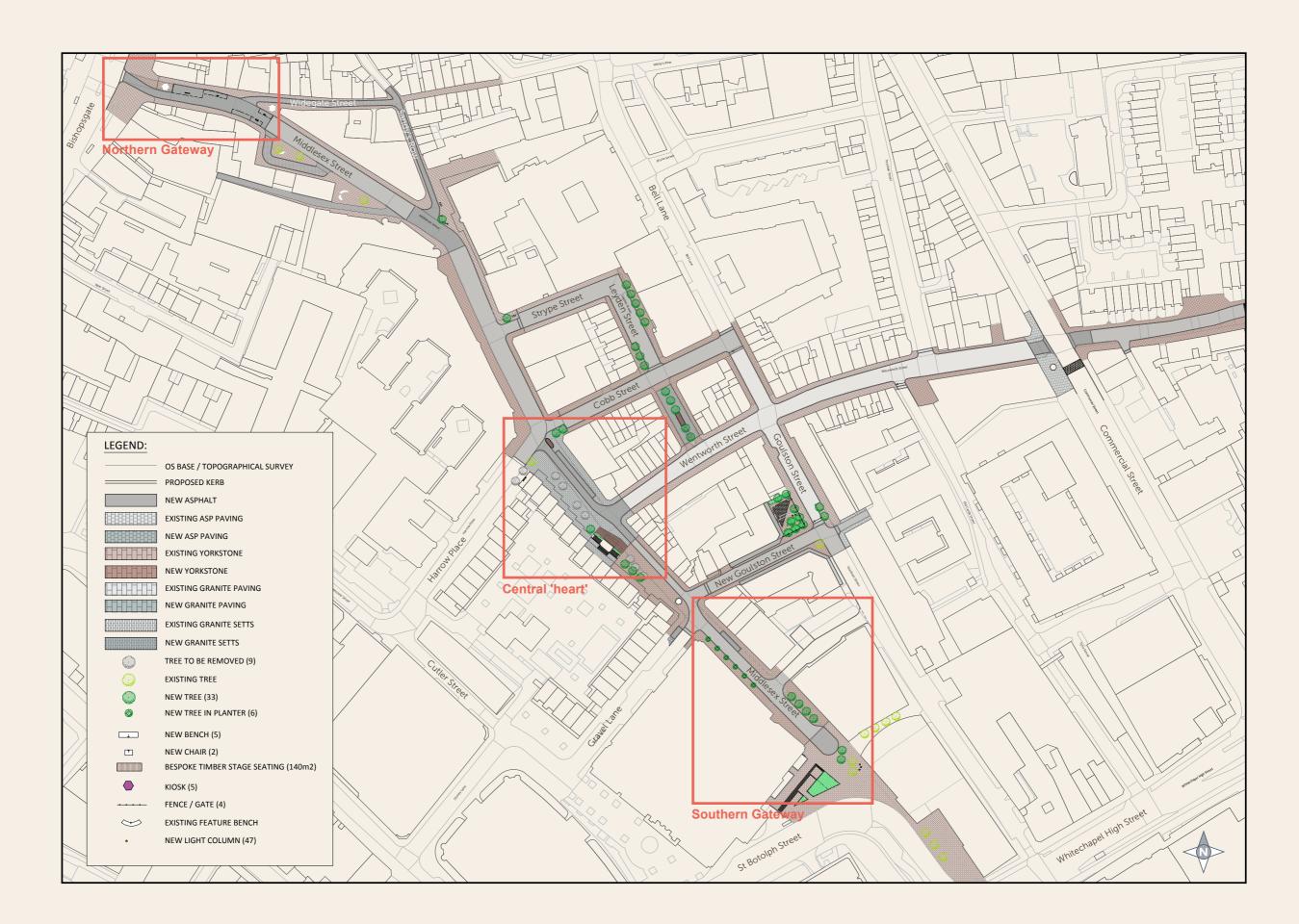








Public realm masterplan



Agenda Item 17

Committee	Dated:
Port Health and Environmental Services Committee	23062019
Subject: Signor Favale's Marriage Portion Charity – Risk Register 2019	Public
Report of:	For Decision
Town Clerk	
Chamberlain	
Report author:	
Jenny Pitcairn, Chamberlain's Department	

Summary

This report provides a key risk register for the Signor Favale's Marriage Portion Charity ('the Trust'), which is attached at Appendix 1, for your review.

Recommendation(s)

Members are asked to:

- Review the risk register to confirm that:
 - o it satisfactorily sets out the risks faced by the charity; and
 - o appropriate measures are in place to mitigate those risks.

Main Report

Background

- 1. In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the Trust's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks.
- 2. The SORP requires that the risk register is reviewed annually to ensure that existing risks are reconsidered, and any new risks are identified.

Current Position

- 3. The method of assessing risk reflects the City of London's standard approach to risk assessment set out in its Risk Management Strategy as approved by the Audit and Risk Management Committee. The risk matrix summarising how risks are assessed and scored is reproduced at Appendix 2 of this report.
- 4. Each risk in the register has been considered by the responsible officer within the Corporation who is referred to as the 'Risk Owner'.

Significant Risk Changes

5. Risk **4 – Insufficient Beneficiaries** – the impact has been reassessed as Major (4), increasing the overall risk rating to red. The Charity Commission under its Revitalising Trusts Programme has identified the Trust as an ineffective charitable trust, defined as one which has spent less than 30% of its income over the past 5 years, and has indicated that if Trustees fail to take action they will look at regulatory options to ensure compliance with charity law.

Identification of New Risks

- 6. New risks may be identified at the annual review of all risk, or by a Director as part of their ongoing business management.
- 7. One new risk has been identified since the last report to Members. This risk, 9 Administration costs charged to the Trust, has been assessed as a red risk, with a likelihood of Possible (3) and an impact of Extreme (8). The current Fundamental Review of all of the City Corporation's activities means that costs previously considered to be immaterial could be reclassified as material, and charged to the Trust, leading to the likelihood assessment of Possible. If implemented, this change would potentially lead to costs that significantly outweighed the income of the charity, rapidly diminishing its assets and severely limiting its ability to act for the public benefit, hence the impact assessment of Extreme.

Conclusion

8. The various risks faced by the charity have been reviewed and Members are asked to confirm that the attached register satisfactorily sets out the key risks together with their potential impact and that appropriate measures are in place to mitigate the risks identified.

Appendices

- Appendix 1 Signor Favale's Marriage Portion Charity Risk Register
- Appendix 2 City of London Corporation Risk Matrix

Jenny Pitcairn

Chamberlain's Department

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Signor Favale's Marriage Portion Charity Risk Register

Risk No, Owner	Risk Description	Current Risl & Score	k Rating	& Score		Target Date		
1 Chamberlain	Income from investments in the Charities Pool may decline, limiting the unrestricted assets available to distribute.	Likelihood: Possible Impact: Serious	6 Amber	Likelihood: Possible Impact: Serious:	6 Amber	2.	Fund managed by a professional Fund Manager, with performance monitored periodically by the Chamberlain & Financial Investment Board. Forecast and monitoring of financial performance for early identification of insufficient resources by the Chamberlain. Last reviewed April 2019.	31-Mar- 2020 30-Apr- 2020
2 Chamberlain	Investment income from cash balances reduces significantly.	Likelihood: Unlikely Impact: Minor	2 Green	Likelihood: Unlikely Impact: Minor	2 Green	1.	Monitor financial position to identify surplus cash which can be invested to maximise returns	30-Oct- 2019
3 Town Clerk	Awards may be given for purposes not complying with the charity's objects.	Likelihood: Rare Impact: Serious	2 Green	Likelihood: Rare Impact: Serious	2 Green	1.	Trustees have their objects before them when agreeing awards. Applicants are required to complete an application form and provide supporting evidence that they meet the award criteria. Officers follow up obvious discrepancies when assessing the application.	As required
4 Town Clerk	Insufficient beneficiaries complying with the objects of the charity.	Likelihood: Likely Impact: Major	16 Red	Likelihood: Possible Impact: Minor	3 Green	1.	3 11	31-Mar- 2020 31-Jul- 2019
5 Town Clerk	The charity lacks direction, strategy and forward planning.	Likelihood: Possible Impact: Major	6 Amber	Likelihood: Unlikely Impact: Serious	4 Green	1.	The Trust has been contacted as part of the Charity Commission's Revitalising Trusts programme. As a result, a review of the charity is underway to ensure that the Trustee is able to meet its legal duty to ensure that the Trust's funds are being used to	31-Jul- 2019

							public benefit. The recommended option is to transfer to Trust's assets to another charity with similar objectives.	
6 Town Clerk	Conflicts of interest.	Likelihood: Rare Impact: Serious	2 Green	Likelihood: Rare Impact: Serious	2 Green	1.	Protocol for disclosure of potential conflicts of interest is in place.	31-Mar- 2020
7 Town Clerk, Chamberlain	Loss of directly employed staff and/or support staff.	Likelihood: Possible Impact: Serious	6 Amber	Likelihood: Possible Impact: Minor	3 Green	1.	Documentation of systems, plans and procedures are regularly reviewed to ensure continuity can be maintained.	31-Mar- 2020
8 Chamberlain	The value capital value of investments in the Charities Pool may decline, diminishing the assets of the charity.	Likelihood: Unlikely Impact: Major	8 Amber	Likelihood: Unlikely Impact: Major	8 Amber	1.	Fund managed by a professional Fund Manager, with performance monitored periodically by the Chamberlain & Financial Investment Board.	31-Mar- 2020
9 Chamberlain	Changes in City Corporation policy result in administration costs being charged to the Trust, seriously diminishing the assets of the charity, as such administration costs are likely to exceed the annual income of the charity.	Likelihood: Possible Impact: Extreme	24 Red	Likelihood: Possible Impact: Major	12 Amber	1.	Consider transferring the assets of the Trust to another charity with similar objectives, thus reducing the proportion of administration costs by eliminating duplication	31-Jul- 2019



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

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

(A) Likelihood criteria

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

ယ (B) **ကြာ**pact criteria

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

(C) Risk scoring grid

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

(D) Risk score definitions

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

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

Contact the Corporate Risk Advisor for further information. Ext 1297

October 2015

Agenda Item 21

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



Agenda Item 23

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









