



## Open Spaces and City Gardens

**Date:** TUESDAY, 13 OCTOBER 2020  
**Time:** 11.30 am  
**Venue:** VIRTUAL MEETING (ACCESSIBLE REMOTELY)

**Members:** Oliver Sells QC  
Graeme Doshi-Smith  
Alderman Ian Luder  
Wendy Mead  
Barbara Newman  
Deputy John Tomlinson  
Karina Dostalova  
Caroline Haines  
Anne Fairweather (Ex-Officio Member)  
Benjamin Murphy (Ex-Officio Member)

**Enquiries:** Richard Holt  
[Richard.Holt@cityoflondon.gov.uk](mailto:Richard.Holt@cityoflondon.gov.uk)

### Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:

<https://youtu.be/KGY-d-3e9W0>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

**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. **ORDER OF THE COURT OF COMMON COUNCIL**

To receive the Order of the Court of Common Council dated 16 July 2020 appointing the Committee and setting its Terms of Reference.

**For Information**  
(Pages 1 - 2)

4. **ELECTION OF CHAIRMAN**

The Committee are invited to elect a Chairman in accordance with Standing Order 29.

**For Decision**

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee are invited to elect a Deputy Chairman in accordance with Standing Order 30.

**For Decision**

6. **MINUTES**

To agree the public minutes and non-public summary of the previous meeting of the Open Spaces & City Gardens Committee held on the 16<sup>th</sup> of July 2020.

**For Decision**  
(Pages 3 - 6)

7. **APPOINTMENT OF A REPRESENTATIVE TO THE STREETS AND WALKWAYS SUB COMMITTEE**

The Committee are invited to appoint one Member as an Open Spaces and City Gardens Committee representative on the Streets and Walkways Sub Committee. The next Streets and Walkways Sub Committee meeting is scheduled to take place on 15<sup>th</sup> of October.

**For Decision**

**City Gardens**

8. **CITY GARDENS UPDATE**

Report of the Director of Open Spaces.

**For Information**  
(Pages 7 - 12)

9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

## **Part 2 - Non-Public Agenda**

11. **EXCLUSION OF THE PUBLIC**  
MOTION: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**For Decision**
12. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the previous meeting of the Open Spaces & City Gardens Committee held on the 16<sup>th</sup> of July 2020.

**For Decision**  
(Pages 13 - 14)
13. **FINSBURY CIRCUS GARDEN REINSTATEMENT**  
Report of the City Surveyor.

**For Decision**  
(Pages 15 - 18)
14. **COMMITTEE DEBT ARREARS REPORT**  
Report of the Chamberlain.

**For Information**  
(Pages 19 - 26)
15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

This page is intentionally left blank

# Agenda Item 3

RUSSELL, Mayor	<b>RESOLVED:</b> That the Court of Common Council holden in the Guildhall of the City of London on Thursday 16 <sup>th</sup> July 2020, doth hereby appoint the following Committee until the first meeting of the Court in April, 2021.
----------------	--

## **OPEN SPACES & CITY GARDENS COMMITTEE**

### 1. **Constitution**

A Non-Ward Committee consisting of,

- eight Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
  - the Chairman and Deputy Chairman of the Epping Forest & Commons Committee
  - the Chairman and Deputy Chairman of the Hampstead Heath, Highgate Wood & Queen's Park Committee

### 2. **Quorum**

The quorum consists of any five Members.

### 3. **Membership 2020/21**

- 8 (4) Barbara Patricia Newman, C.B.E.
- 4 (4) John Tomlinson, Deputy
- 10 (3) Ian David Luder J.P., Alderman
- 7 (3) Graeme Martyn Doshi-Smith
- 3 (2) Caroline Wilma Haines
- 10 (2) Wendy Mead, O.B.E.
- 1 (1) Karina Dostalova
- 4 (1) Oliver Sells, Q.C.

together with the ex-officio Members referred to in paragraph 1 above.

### 4. **Terms of Reference**

To be responsible for:-

- (a) The allocation of grants in relation to Open Spaces taking account of any views or recommendations expressed by the Epping Forest and Commons Committee, West Ham Park Committee or Hampstead Heath, Highgate Wood and Queen's Park Committee as relevant;

#### **Open Spaces**

- (b) dealing with, or making recommendations to the Court of Common Council where appropriate, all matters relating to the strategic management (e.g. policy, financial and staffing) of the City of London Corporation's open spaces where such matters are not specifically the responsibility of another Committee; and
- (c) the appointment of the Director of Open Spaces (in consultation with the Port Health and Environmental Services Committee);

#### **City Open Spaces**

- (d) the management and day-to-day administration of the gardens, churchyards and open spaces in the City under the control of the Common Council, together with Bunhill Fields Burial Ground;
- (e) arrangements for the planting and maintenance of trees and other plants and shrubs in open spaces and in footpaths adjacent to highways in the City;
- (f) advising on applications for planning permission relating in whole or in part to the gardens, churchyards or open spaces in the City under the control of the Common Council; and
- (g) the functions of the Common Council under the Local Government (Miscellaneous Provisions) Act 1976 to make safe by felling, or otherwise, dangerous trees in the City generally on receipt of notices served on the City of London Corporation in the circumstances set out in Section 23 of the Act and where trees are in danger of damaging property.

This page is intentionally left blank

## OPEN SPACES AND CITY GARDENS Thursday, 16 July 2020

Minutes of the meeting of the Open Spaces and City Gardens held remotely on  
Thursday, 16 July 2020 at 9.30 am

### Present

#### Members:

Oliver Sells QC (Chairman)  
Graeme Doshi-Smith (Deputy Chairman)  
Alderman Ian Luder  
Barbara Newman  
Jeremy Simons  
Deputy John Tomlinson  
Karina Dostalova (Ex-Officio Member)  
Caroline Haines

#### In attendance:

Catherine Bickmore

#### Officers:

Richard Holt	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department
Kristina Drake	- Town Clerk's Department
Bukola Soyombo	- Chamberlain's Department
Colin Buttery	- Director of Open Spaces
Melanie Charalambous	- Group Manager, Open Spaces Department
Martin Rodman	- Superintendent, Parks and Gardens Open Spaces Department
Martin Falder	- Project Support Officer, Open Spaces Department
Gerry Kiefer	- Open Spaces Business Manager, Open Spaces Department
Jake Tibbetts	- City Gardens Manager, Open Spaces Department

#### 1. APOLOGIES

Apologies were received from Wendy Mead and Deputy Phillip Woodhouse.

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

There were no declarations received.

3. **MINUTES**

The Committee considered the draft public minutes and non-public summary of the Open Spaces & City Gardens Committee meeting held on the 3rd of February 2020.

**RESOLVED-** That the public minutes of the Open Spaces & City Gardens Committee held on the 3<sup>rd</sup> of February 2020 be approved as an accurate record.

4. **TERMS OF REFERENCE**

The Committee considered a report of Town Clerk on the Open Spaces and City Gardens Committee's Terms of Reference. The report explained that the Committee were required to review their Terms of Reference as part of the post-implementation review of the changes made to the City Corporation's governance arrangements in 2011.

**RESOLVED-** That: -

- I. That the terms of reference of the Open Spaces and City Gardens Committee be approved for submission to the Court of Common Council in July, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman; and
- II. That Members agreed no change was required to the frequency of the Committee's meetings.

5. **OPEN SPACES DEPARTMENT, CITY GARDENS AND WEST HAM PARK RISK MANAGEMENT**

The Committee considered a report of the Director of Open Spaces on the Open Spaces Department, City Gardens and West Ham Park Risk Management. The Director of Open Spaces introduced the report and invited questions from the Committee.

A Member requested further information on risks CR32 Wanstead Park Reservoirs and OSD 005 Pests and diseases. The Director of Open Spaces replied by confirming that the management of the Wanstead Park Reservoirs was one of primary risks for the Open Spaces Department and explained the current context of the project. It was explained that a panel engineer had been employed who would be producing a report on structure development options for the site. In addition, it was confirmed by the Director of Open Spaces that, while the risk at the Wanstead Park Reservoirs remains relatively high, Officers were confident that all required activities to mitigate this risk had been undertaken at this time.

In response to the Member's second question the Director of Open Spaces informed the Committee that, while not as significant as the peak at Hampstead Heath, the Oak Processionary Moth remained present across all the City of London managed open spaces and would be considered fully in a committee report due to be finalised later in 2020. Replying to a Member's additional question the Director of Open Spaces clarified that the problem of pest control in the City of London managed open spaces was a complex one with a varying



degree of success against differing pests at each site. The Chairman noted that this would be an ongoing concern for the Open Spaces Department which must be viewed in a long-term context.

**RESOLVED-** That: -

- I. The Departmental risk register be approved; and
- II. That the City Gardens elements of the City Gardens and West Ham Park risk register be approved.

6. **ST BOTOLPH BISHOPSGATE CHURCHYARD IMPROVEMENTS**

The Committee considered a report of the Director of Open Spaces on the closure of the St Botolph Bishopsgate Churchyard Improvements project. The Chairman noted that he had been in communication with Archdeacon of London regarding possible works to improve churchyards within the City of London and would inform the Committee accordingly of any further developments on this matter.

**RESOLVED-** That the project be closed.

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

There were no questions received in the public session.

8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

There was no urgent business considered in the public session.

9. **EXCLUSION OF THE PUBLIC**

**RESOLVED-** That under Section 100A (4) of the Local Government Act 1972 the public be excluded from the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

10. **NON-PUBLIC MINUTES**

The Committee considered the draft non-public minutes of the Open Spaces & City Gardens Committee meeting held on the 3rd of February 2020.

**RESOLVED-** That the non-public minutes of the Open Spaces & City Gardens Committee 3<sup>rd</sup> of February 2020 be approved as an accurate record.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions received in the non-public session.

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

There was one item of urgent business considered in the non-public session.

**The meeting ended at 9.53 am**

-----  
Chairman

**Contact Officer: Richard Holt  
Richard.Holt@cityoflondon.gov.uk / 020 7332 3113**

# Agenda Item 8

<b>Committee:</b>	<b>Date:</b>
Open Spaces & City Gardens	13 Oct 2020
<b>Subject:</b> City Gardens Update	<b>Public</b>
<b>Report of:</b> Director of Open Spaces	<b>For Information</b>
<b>Summary</b>  This report provides an update to Members of the Open Spaces & City Gardens Committee on management and operational activities across the City Gardens section since July 2020.	
<b>Recommendation</b>  Members are asked to: <ul style="list-style-type: none"><li>• Note the report</li></ul>	

## **Main Report**

### **Finance**

1. Overall expenditure for City Gardens is projected to be £90k overspent this financial year due to a reduction in income generated from events and project delivery, as well as personal protective equipment and other items that have been required due to the coronavirus pandemic. Small on-site garden improvements and other non essential purchases have all been stopped to reduce pressure on the budget.

### **Personnel**

2. City Gardens will be taking on two additional apprentices from January 2021. The first cohort of apprentices have now all successfully completed their courses. Two of the three have secured new fixed term contracts with City Gardens. The third apprentice's contract expires at the end of this year.
3. City Gardens currently have two vacancies for assistant gardeners, one which permission is being sought to fill, the other is being kept vacant.
4. The additional Gardener post for the Barbican which is being funded by the residents will be in post within the next couple of weeks.
5. Sickness levels have increased, this is largely due to staff self-isolating due to them or members of their household developing COVID-19 symptoms.

## Procurement

6. City Gardens are currently carrying out a number of procurement exercises this financial year, these will help ensure that City Gardens continue to provide a value for money service:
  - Tree purchase tender – This tender is due to go out in next two weeks.
  - Tree Inspection tender – This is currently out to tender.
  - Christmas Tree tender – this contract has been awarded to Christmas Tree World for the supply of an artificial tree.

## Operational Activities

7. **COVID-19:** All City Gardens Depots have been assessed as COVID safe. All gardening front line staff have been individually risk assessed and are all back at work full time. Some adjustments to start and end times have been made to allow staff commuting via public transport to avoid busy times. All office based staff have been working from home and the Irish Chambers remain closed.
8. **Bunhill Conservation Management Plan** – The City Gardens team have been working with City Surveyors to deliver a new Conservation Management Plan for Bunhill Fields. This document outlines opportunities and defines the management approach for this site for the next ten years, ensuring that the historical monuments are conserved, biodiversity and ecology is enhanced and that the visitor experience is improved.
9. **Biodiversity Action Plan (BAP) 2020:** City gardens are using the baseline survey on biodiversity that was commissioned to define the focus species and assist in setting targets and objectives for the new BAP. Work is also under way on strengthening the BAPs focus on pollinators and insects and the team are working with a number of external organisations on this. The aim is for the new BAP to be adopted in April 2021.

## Project Updates

10. **Covid Streets Programme 19 planters:** City Gardens are working to support the Department of the Built Environment with the temporary greening measures. Phase one includes the installation of 30 trees in planters by the end of October. Six parklets are to be introduced at a later stage. Locations for the planters in phase one are at Cheapside, West Smithfield, Chancery Lane, Cursitor Street, Ludgate Broadway and Carter Lane junction, Creechurch Lane, Middlesex Street.
11. **St Mary Aldermary:** The civil works are now complete, and the following has been achieved:
  - The paving has been re-laid and extended.

- The perimeter wall, which is a Surveyors asset, has now been rebuilt and is complete and stable
  - The planted areas around the garden, have been prepared and will be planted by City Gardens.
  - Benches are to be returned and installed shortly.
12. **Tower Hill Gardens – play area:** A New type of play safety surfacing is being trialled on an area at the base of the slide that has become heavily compacted and difficult to maintain.
  13. **St Bartholomew the Great:** This project is now complete apart from the installation of a bird bath. The following has been achieved; paving renewed and extended, new benches installed, a new Taxus hedge planted along the top of the retaining wall, new handrails installed to both sides of the steps leading to Little Britain. The central area under the two large Plane trees has been improved with manure and dug over and replanted. The long border facing Cloth Fair has been replanted by the Friends of City Gardens. The Worshipful Company of Gardeners have agreed to pay for new replacement plaques in the garden
  14. **Moor Lane planters:** This is a temporary installation of several planters on the pavement area near the junction of Silk Street along the side of the Barbican. It is due to be installed in the next month. City Gardens will maintain these planters for approximately two years.
  15. **Cursitor Street:** City Gardens have been working with the Department of the Built Environment on designing three raised planters within this street. The planters will be constructed in Corten steel and include seating. City Gardens aims to trial establishing lawn areas in shady sites, a crushed brick growing medium which is free draining will be used and it is hoped will increase the chance of establishment. It has been agreed that if the turf fails long term, the turf will be removed and replaced with a mixture of low growing plants and shrubs.
  16. **2-6 Cannon Street (phase 2) Old Change Court/St Nicholas Cole Abbey:** This project is a redesign of the current area incorporating new beds and trees. It is also proposed that the area to the front of the Church (St Nicolas Cole Abbey) on Queen Victoria Street will also be planted. This project has been delayed due to issues with underground structures; planting is now not anticipated until early 2021.
  17. **St Bartholomew's Close:** The relocation of two of the planters from outside Butchers Hall to the corner of Little Britain and King Edward Street is being carried out by the Department for the Built Environment and will have automatic irrigation.
  18. **St Pancras Gardens –** A redesign and refurbishment of this garden that is to be funded by the owners of the garden is currently being considered. The

proposal is to reuse the existing paving, add new and additional planting, replace the seating and most notably to fence and gate this garden.

### **Planning**

19. A list of planning applications that have been received since the last Committee meeting can be found in Appendix 1.

### **Community, Volunteering and Events**

20. The Friends of City Gardens have been instrumental in helping with the delivery of St Bartholomew the Great.
21. The City of London achieved Gold overall winner in the Town category in this year's London in Bloom competition. The City Corporation was commended by judges for keeping its open spaces running efficiently to high standards during the COVID-19 lockdown and applauded the Square Mile 'rainbow' flower bed grown to honour key-workers fighting COVID-19.
22. The Barbican Wildlife Garden attained "Outstanding" in the Community Gardening Award. As did the City of London Gardener Nic Guerra, for his Rescue Nursery at All Hallows by the Tower, which City Gardens supports.
23. Plans for the Lord Mayor's Christmas tree lighting event are being discussed with Mansion House, in light of the COVID-19 restrictions. A decision on how to it will proceed will be made shortly and committee members will be advised.

**Appendix 1** -Planning Application Open Spaces Consultations to 28th September.

### **Jake Tibbetts**

City Gardens Manager

T: 020 7374 4127

E: [jake.tibbetts@cityoflondon.gov.uk](mailto:jake.tibbetts@cityoflondon.gov.uk)

Planning Application Open Spaces Consultations to 28<sup>th</sup> September 2020

Application number	Location	Description
PT_SJW/20/00671/FULEIA	55 Gracechurch Street London EC3V 0EE	Demolition of all existing buildings and the erection of a new building comprising basement levels and ground floor plus 29 upper storeys (146mAOD) including office use (Class E), flexible retail use (Class E, drinking establishment (sui generis), hot food takeaway (sui generis)) a public viewing gallery and garden terrace (sui generis), new pedestrian routes, cycle parking, servicing, refuse and plant areas, public realm improvements, and other works associated with the development.
PT_CL/20/00647/FULL	Barber-Surgeons' Hall Monkswell Square London EC2Y 5BL	i) Alteration to the side entrance door, glazed screen and the side ramped access into the building; ii) Replacement of the low level ventilation louvres and; iii) the reinstatement of windows.
PT_SJW/20/00631/FULMAJ	Custom House 20 Lower Thames Street & River Wall, Stairs And Crane, Custom House Quay London EC3R 6EE	Change of use from office (Use Class E) to hotel (Use Class C1) with flexible ground floor and roof level retail floorspace (Use Classes E & Sui Generis (Drinking Establishment)), leisure facilities (Use Class E) and ancillary riverfront public realm;..... new river terraces, stairs and step free ramped access across Centre, and parts of West and East Block; (south elevation) ; iv) alterations to and raising of the flood defence wall;..... vii.) associated works to the river wall viii)

		and other external alterations including elevational alterations; hard and soft landscaping;.....
PT_LH/18/01020/FULMAJ	1 - 12 Long Lane London EC1A 9HF	Demolition of existing buildings and structures to basement level and construction of a eight storey office (Class E) building with basement and lower basement with retail (Class E) at part ground and basement levels together with ancillary cycle parking, associated servicing, plant, amenity terraces, landscaping and other associated works. (RE-CONSULTATION DUE TO AMENDED PLANS RECEIVED).
PT_LH/20/00560/FULL	New Bridge Street House 30 - 34 New Bridge Street London EC4V 6BJ	Alteration and extension, including: (i) new and replacement windows to the east, south and west elevations at first to sixth floor levels; (ii) removal of existing rooftop plant enclosure and erection of a single storey roof extension at seventh floor level to provide office accommodation and plant room (Class B1) with private terraces at seventh floor and roof level; (iii) Installation of a green wall to the south elevation.
PT_CL/20/00402/FULL	Barber-Surgeons' Hall Monkswell Square London EC2Y 5BL	Installation of painted metal railing and access gate to the southern side of the Barbers' Company Physic Garden to match existing adjacent terrace railings.



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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank