



## Barbican Estate Residents Consultation Committee

### ANNUAL GENERAL MEETING

**Date:** THURSDAY, 17 FEBRUARY 2022

**Time:** 6.30 pm

**Venue:** VIRTUAL TEAMS MEETING

**Members:**

Christopher Makin - Chair	Adam Hogg - Chair, Barbican Association
Ted Reilly - Deputy Chair	Fiona Lean - Ben Jonson House
Mike Cribb - Deputy Chair	Rodney Jagelman - Thomas More
Gordon Griffiths - Bunyan Court	James Ball - Brandon Mews
Jane Smith - Seddon House	Tim Hollaway - Lambert Jones Mews
John Taysum - Bryer Court	Guy Nisbett - Speed House
John Tomlinson - Cromwell	Helen Hudson - John Trundle House
Mary Bonar - Wallside	Andy Hope - Breton House
Sandy Wilson - Shakespeare	Jim Durcan - Andrewes House
Prof. Michael Swash - Willoughby	Dave Taylor - Gilbert House
David Lawrence - Lauderdale	Sandra Jenner - Defoe House
Mark Bostock - Frobisher	Monique Long - Mountjoy House

# **AGENDA**

1. **APOLOGIES**

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

3. **TO ELECT A CHAIRMAN**

**For Decision**

4. **TO ELECT TWO DEPUTY CHAIRMEN**

**For Decision**

5. **MINUTES**

To agree the minutes of the Annual General Meeting of the Barbican Residents' Consultation Committee (RCC) held on 25<sup>th</sup> January 2021.

**For Decision**  
(Pages 5 - 8)

6. **MATTERS ARISING FROM THE MINUTES**

**For Discussion**

7. **ANNUAL REVIEW OF THE RCC'S TERMS OF REFERENCE**

Members are asked to consider the Committee's Terms of Reference.

**For Decision**  
(Pages 9 - 16)

8. **ANNUAL REVIEW OF THE RCC'S WORKING PARTIES**

A briefing to be provided by each Working Party on its work during the year.

**For Discussion**  
(Pages 17 - 18)

- a) ASSET MANAGEMENT WORKING PARTY
- b) ELECTRIC VEHICLE CHARGING WORKING PARTY
- c) GARDENS ADVISORY GROUP
- d) LEASEHOLDER SERVICE CHARGE WORKING PARTY
- e) SERVICE LEVEL AGREEMENT WORKING PARTY
- f) BACKGROUND UNDERFLOOR HEATING WORKING PARTY

9. **IMPROVING THE EFFECTIVENESS OF THE RCC**

**For Discussion**

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

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

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## **BARBICAN ESTATE RESIDENTS CONSULTATION COMMITTEE ANNUAL GENERAL MEETING**

**Monday, 25 January 2021**

**Minutes of the Virtual 'Teams' Meeting held at 5.30 pm**

### **Members:**

Christopher Makin - Chairman  
Ted Reilly - Deputy Chairman  
Gordon Griffiths - Bunyan Court  
John Tomlinson - Cromwell Tower  
Mary Bonar - Wallside  
Fred Rodgers - Breton House  
Sandy Wilson - Shakespeare Tower  
Professor Michael Swash - Willoughby House  
David Lawrence - Lauderdale Tower  
Mark Bostock - Frobisher Crescent  
Adam Hogg - Barbican Association (Chairman)  
Jane Samsworth - Defoe House  
Fiona Lean - Ben Jonson House  
Rodney Jagelman - Thomas More House  
Mike Cribb - Andrewes House  
James Ball - Brandon Mews  
Tim Hollaway - Lambert Jones Mews  
Guy Nisbett - Speed House  
Helen Hudson - John Trundle House  
Dave Taylor - Gilbert House

### **Officers:**

Julie Mayer – Town Clerks (for items 3 and 4)  
Mark Jarvis – Chamberlains (for items 6 and 7)  
Anne Mason – Community and Children's Services (for items 6 and 7)

#### **1. APOLOGIES**

Apologies were received from Jane Smith

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

There were no declarations.

#### **3. TO ELECT A CHAIRMAN**

Being the only Member willing to serve, Christopher Makin was elected as Chairman for the ensuing year.

#### **4. TO ELECT TWO DEPUTY CHAIRMEN**

Being the only Members willing to serve, Ted Reilly and Mike Cribb were elected as Deputy Chairmen for the ensuing year.

5. **ELECTRIC VEHICLES UPDATE: BRIEFING NOTE**

Barry Ashton's briefing note on EV charging provision on the estate was noted. It was agreed in view of the recent establishment of an RCC working party to review Electric Vehicle Charging that this matter would be discussed at the next RCC meeting.

6. **SERVICE CHARGE EXPENDITURE AND INCOME ACCOUNT - LATEST APPROVED BUDGET 2020/21 AND ORIGINAL BUDGET 2021/22**

Anne Mason of the Estate Office presented the Service Charge Expenditure and Income Account. This relates to expenses incurred by the City that are recoverable from long leaseholders through the service charge.

Members expressed concern that yet again service charge costs were increasing at a rate higher than both RPI and wage rate inflation. Members felt that the analysis of the total service charge costs included in Appendix 4 could be improved. There was no explanation for above-inflation cost increases, nor was there any explanation of the variance between budgeted expenses and actual outturns.. It was explained that this is the budget for the Corporate accounts and that the budgets are reviewed again before the service charges for each block are prepared in May.

It was confirmed that the Chief Officer with overall responsibility for the management of Barbican Estate budgets was Andrew Carter Director of Community and Children's Services.

The Leasehold Service Charge Working Party will be meeting with Officers prior to the next RCC meeting and will provide feedback to Members.

7. **REVENUE AND CAPITAL BUDGETS - LATEST APPROVED BUDGET 2020/21 AND ORIGINAL 2021/22 EXCLUDING DWELLINGS SERVICE CHARGE INCOME AND EXPENDITURE**

These expenses do not form part of Leaseholders Service charges, but impact on residents through charges for baggage stores and carparking. The costs associated with this account are set to fall by over 10% for the next year. The main reason for this variance results from 12% efficiency savings. The Chair congratulated officers on these savings and asked why such savings could not be found for the residential leaseholders' account.

The meeting briefly discussed car parking charges. A member observed that it was £600 pa less to park in the City's London Wall car park than in a Barbican car park. Another member felt that this might be because the London Wall car park is supervised round the clock. A member asked if there was any further explanation of the capital charge, which was one of the largest of these charges. Mark Jarvis read out the following statement from the City Surveyor.

“When carrying out the forthcoming Barbican Estate car parks capital valuation in March 2021, the City Surveyor will consider the influence on car usage of the congestion charge extension of hours and the charge increases that have been introduced since the last valuation. At the same time, the impact of the BRC’s capping of rental charges and the City of London’s charges to residents for use of its public car parks will be re-evaluated.”

**8. MINUTES**

The minutes of last Annual General Meeting held on 20th January 2020 were approved

**9. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes

**10. ANNUAL REVIEW OF THE RCC'S TERMS OF REFERENCE**

The proposed terms of Reference, together with the supporting maps were approved.

**11. ANNUAL REVIEW OF THE RCC'S WORKING PARTIES**

Some minor typos were reported in various ToRs and the Chair suggested that they be resolved outside the meeting.

- A) Membership
- B) Terms of Reference
- C) Revision to Gardens Advisory Group’s Terms of Reference
- D) Increasing Resident Participation in the RCC’s Working Parties

Items A, B, C, and D were discussed as one item. There was a general view that the Working Party structure within the RCC needed improvement. A small group has been charged with reviewing the structure and operation of working parties. This group will report to the next RCC meeting. The general view was that the participation of officers in working parties could be optimised by letting residents take on the administration and chairing of working parties. The Chair’s report on increasing resident participation in working parties was discussed in detail and approved. The committee agreed that the revitalisation of most working parties was necessary, both to make progress and to ensure that the full range of talent across the Barbican was tapped. There was discussion on the mechanisms for the selection of volunteers. The following protocol was agreed.

Once residents have volunteered for a working party, the following process will be followed.

- If the number of volunteers equals the number of working party places available, they will all be appointed.
- If the number of volunteers is less than the number of working party places available, RCC members will be asked to suggest additional candidates.
- If the number of volunteers exceeds the number of places available:
  - The nomination information provided by the volunteers will be circulated by the Chair RCC to all RCC members.
  - An online poll will be established, ideally by someone other than an RCC member, where RCC members can vote for the volunteers they feel are most suited to join the working party.
  - When the results of the poll are received, in line with the paper agreed by the RCC at its 2021 AGM.
- If an Elected Member(s) has volunteered, the Elected Member with the most votes will join the working party as Elected Members bring insights and access that residents do not have.
- If current members of the working party have volunteered, the two current members with the most votes will join the working party as their prior experience is very valuable.
- The remaining members of the working party will be determined according to who has received the most votes.
- If there is a tie between the number votes cast for volunteers needed to complete the working party, the RCC can agree to either increase membership of the working party or to re-poll the RCC with the goal that a clear winner will be established.
- Volunteers who do not become a full member of the working party will become associate members. They will be sent the working party's papers and minutes, be encouraged to contribute by email and form a reserve group if a full member resigns.

## **12. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

## **13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There being no other business the Chair declared the meeting closed at 18:45



## **Barbican Residents Consultation Committee (RCC) -Terms of Reference**

1. To be the main formal channel of communication between tenants\* and the Corporation of London in all landlord and tenant matters which affect the Barbican Residential Estate, including interfaces with other occupiers including the commercial premises, the City of London School for Girls and the Barbican Arts Centre.
2. To present the views of tenants on the general management of the estate, within the parameters of the Barbican RCC/Barbican Residential Committee's Terms of Reference and communicating views, via Resolution, as appropriate.
3. To enable consultation and the flow of information between the Corporation of London and tenants and to work towards a partnership approach to management.
4. To develop, in conjunction with the Corporation, Service Level Agreements between tenants and the Barbican Estate Office for the Estate as a whole and for individual House Groups and to be involved in the modification of these agreements as required.
5. To oversee delivery of services against any Service Level Agreements with tenants, third parties and Corporation departments, monitoring their performance and satisfaction with the service and making suggestions where appropriate for alterations or improvement
6. To identify Service Charge items and monitor service charge costs, receiving reports of all accounts relating to the estate
7. To discuss routine and major repair works and to consult on how these will affect tenants
8. To seek to achieve efficiencies and improvements to resident services via the network of Working Parties serving the Barbican Estate.

\*tenants refers to all persons who have a tenancy agreement with the Corporation and includes also any resident who no longer retains the Corporation as a landlord but still pays a service charge to the Corporation.

## **Appendix – map of the Estate Boundaries**

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**Note**

Internal Estate and Building layout, together with their individual spatial positioning are indicative only as the available data has been fixed to the Ordnance Survey background.

**Key**

**Custodianship and responsibilities**

-  Extent of the Department of Community and Children's Services responsibility.
-  Extent of the Department of Community and Children's Services responsibility — subject to access rights for adjacent (non Barbican Estate) properties.
-  Barbican Centre
-  City of London School for Girls
-  Guildhall School of Music and Drama
-  EDF Bulwark (former LBB)
-  St Giles Church
-  City Surveyor (Roman Wall)
-  Shared responsibility and access rights between the Barbican Centre and Barbican Estate.
-  Barbican Estate boundary

**NOTE:**  
One of a set of four plans submitted as part of a report to the Chief Officer Summit Group (SG) — (See SG report 10th May 2012)

**Lower Ground**  
(level 02)

Note

Given the complexity of the numerous floor plate levels within the estate, this set of drawings record the various levels of each individual property unit using its relationship to any adjacent public highway, which for the purpose of this drawings, ground floor level is represented as level 01.



# Note

Internal Estate and Building layout, together with their individual spatial positioning are indicative only as the available data has been fixed to the Ordnance Survey background.

## Key

### Custodianship and responsibilities

- Extent of the Department of Community and Children's Services responsibility.
- Extent of the Department of Community and Children's Services responsibility — subject to access rights for adjacent (non Barbican Estate) properties.
- Barbican Centre
- City of London School for Girls
- Gulldhall School of Music and Drama
- EDF Substation (Zones LES)
- St Giles Church
- City Surveyor (Roman Wall)
- Public Highway and City Walkway responsibility of the Department of Environmental Services with the Department of Community and Children's Services having responsibility for the cleaning.
- Public Highway and City Walkway rights which are controlled by the Department of Environmental Services.
- Shared responsibility and access rights between the Barbican Centre and Barbican Estate.
- Barbican Estate boundary

**NOTE:**  
One of a set of four plans submitted as part of a report to the Chief Officer Summit Group (SG) ---  
(See SG report 10th May 2012)

Ground  
(level 03)

# Note

Given the complexity of the numerous floor plans within the estate, this set of drawings shows the ground level of each individual property unit using its relationship to any adjacent public highway, which for the purpose of the drawings, ground floor level is regarded as level 03.

<p>London P.G. Smith, M.A. (Cantab) FRCA City Surveyor</p> <p>CITY SURVEYOR'S OFFICE Cannon Row House 10 Cannon Row London EC2A 3DF</p>	
<p>Barbican Estate, London, E.C.2.</p>	
<p>Plan showing the extent of the City of London custodianship responsibilities. (Ground level)</p>	
Scale	1:1000
Date	10/05/12
<p>4-C-33813-07</p>	













### Note

Internal Estate and Building layout, together with their individual spatial positioning are indicative only as the available data has been fixed to the Ordnance Survey background.

## Key

### Custodianship and responsibilities

- |   |   |
|---|---|
|  | Extent of the Department of Community and Children's Services responsibility.   |
|  | Barbican Centre   |
|  | City of London School for Girls   |
|  | Guildhall School of Music and Drama   |
|  | EDF Substation (former LEB)   |
|  | St Giles Church   |
|  | City Surveyor (Roman Wall)  |
|  | Public Highway and City Walkway responsibility of the Department of Environmental Services with the Department of Community and Children's Services having responsibility for the cleaning. |
|  | Shared responsibility and access rights between the Barbican Centre and Barbican Estate.  |
|  | Barbican Estate boundary  |

**NOTE:**  
One of a set of four plans submitted  
as part of a report to the Chief  
Officer Summit Group (SG) ---  
(See SG report 10th May 2012)

## Lower Podium

### Note

Given the complexity of the numerous floor plate levels within the main, this set of drawings record the various levels of each individual property unit using its relationship to any adjacent public highway, which for the purpose of the drawings, ground floor level is ~~marked~~ on level 03.





**Note**

Internal Estate and Building layout, together with their individual spatial positioning are indicative only as the available data has been fixed to the Ordnance Survey background.

**NOTE:**  
One of a set of four plans submitted as part of a report to the Chief Officer Summit Group (SG) ---  
(See SG report 10th May 2012)

**Key**

**Custodianship and responsibilities**

- Estate of the Department of Community and Children's Services responsibility.
- Barbican Centre
- City of London School for Girls
- Guildhall School of Music and Drama
- EDF Substation (former LEB)
- St Giles Church
- Public Highway and City Walkway responsibility of the Department of Environmental Services with the Department of Community and Children's Services having responsibility for the cleaning.
- Public Highway and City Walkway rights which are controlled by the Department of Environmental Services. (not above)
- Shared responsibility and some rights between the Barbican Centre and Barbican Estate.
- Barbican Estate boundary

For the purpose of this exercise all gardens, planters etc. located on City Walkways have been designated as the responsibility of the Barbican Estate as they currently manage the maintenance contract with the Open Spaces Department.  
A number of these gardens command elevated positions and have associated retaining structures which are not maintained under the above maintenance contract. These structures should thereby be considered as part of the City Walkway.

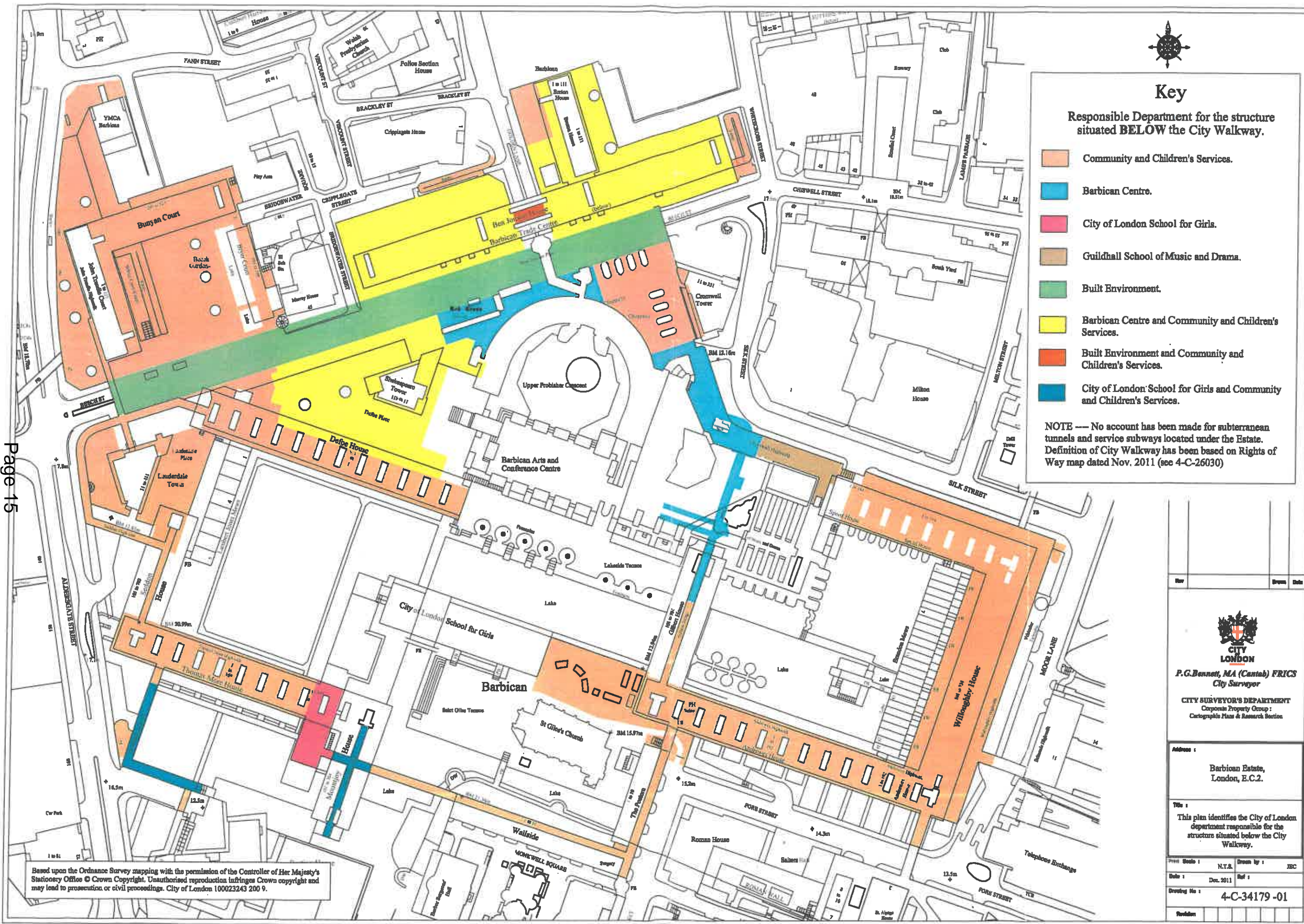
**Upper Podium**  
(level 05)

**Note**

Given the complexity of the numerous floor plate levels within the estate, this set of drawings record the various levels of each individual property with using its relationship to any adjacent public highway, which for the purpose of the drawings, ground floor will be regarded as level 05.

<p>Approved:  R. G. Bennett, MA (Cantab) FRICS City Surveyor</p> <p>CITY SURVEYORS DEPARTMENT 15, Cannon Street London, EC2A 3DF</p> <p>Address: Barbican Estate, London, EC2A 3DF</p> <p>Plan illustrating the extent of the City of London's custodianship responsibilities (Upper Podium level)</p> <p>Date: 10th May 2012</p> <p>4-C-33813-09</p>	
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**P.G. Bennett, MA (Cantab) FRICS**  
City Surveyor

**CITY SURVEYOR'S DEPARTMENT**  
Corporate Property Group :  
Cartographic Plans & Research Section

Address :  
Barbican Estate,  
London, E.C.2.

Title :  
This plan identifies the City of London  
department responsible for the  
structure situated below the City  
Walkway.

Scale : N.T.S. Drawn by : JEC  
Date : Dec. 2011 Ref :  
Drawing No : 4-C-34179 -01

Revision



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## Paper for the Barbican Residents' Consultation Committee 2022 AGM

**Subject:** Resident Participation in the RCC's Working Parties

**Report Author:** Christopher Makin, Chair, Barbican Residents' Consultation Committee

- A new process to select RCC working party members was agreed at the previous RCC AGM
- During 2021, four working parties had their membership refreshed with adverts across the Estate
- As a result, each of these working parties has at least 50 percent new members

<b>Gardens Advisory Group</b> Marta Battaglia Tessa Bryde Williams Jim Durcan - Chair Rosamund Herrington Peter Inskip Jakki Moxham Jo Rodgers Liz Simpson Chris Vause Kate Wood	<b>Asset Management Working Party</b> Margarita Chiclana Tam Pollard Fiona Lean Tim Cox Christopher Makin - Chair Matt Dendy Ted Reilly Randall Anderson CC Henry Irwig
<b>Underfloor Heating Working Party</b> Mary Durcan CC (chairman) Alderman David Graves Theodore Jones Mary Jo Hickman Eric Guibert Bosco Chiclana	<b>Service Level Agreement Working Party</b> Jane Smith Tony Swanson Christopher Makin - Chair Juliet Mcnamara Andrew Tong Averil Baldwin

- The membership of the Service Charge Working Party has not yet been refreshed.
- In addition, a new Working party for Electric Vehicle Charging was established.

<b>Leaseholder Service Charge Working Party</b> David Lawrence (Chair) Adam Hogg Sally Spensley Dave Taylor Sandra Jenner - assisting with car park charging	<b>Electric Vehicle Charging Working Party</b> Ted Reilly (Chair) Keith Woodward John Tomlinson CC Martin Luff Michael Swash Paul Clifford Randall Anderson CC William Naunton
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## 2024

In line with the 2021 AGM paper, membership of the first four working groups will be fully refreshed in 2024. In the interim, new members will be 'co-opted' or a wider search initiated as required.

## Process improvement within the Working Parties

Working parties continue to seek process improvements which may include more frequent meetings; resident-only meetings to minimise the impact on Officer time; pre-meetings for residents (per the RCC); reviewing their Terms of Reference etc.

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