

Committee(s)	Dated:
Corporate Asset Sub Committee – For Information Projects Sub Committee – For Information	11/07/2018 18/07/2018
Subject: Guildhall West Wing Mezzanine Level Improvement – Update Report	Public
Report of: City Surveyor (CS.284/18)	For Information
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Summary

1. At the February 2018 Corporate Asset Sub Committee the City Surveyor reported opportunities to refurbishment office space on the Guildhall West Wing Mezzanine Level. Members approved the City Surveyor to undertake the following:

- Consult with service departments to assess space needs
- Conduct a full survey of the existing building services
- Consult with relevant bodies to ensure statutory compliance
- Provide proposed design options with estimated costings

2. The Town Clerk as the current occupier has been consulted with regard to their proposed future use and requirements for the space and a potential layout has been drafted. This assumes it will continue to be used as office / administration accommodation for the Town Clerk's Cultural and Library teams.

3. There are however several Guildhall accommodation projects running simultaneously that introduce uncertainties as to the longer-term use of the space within the Guildhall Complex.

These include;

- The proposed future use of 20 – 21 Aldermanbury and the potential for staff and/or members to relocate there from the West Wing.
- London Metropolitan Archives – The potential for a front of house function to exist at Guildhall.
- The future location of post and print services, both currently located in Guildhall West Wing.
- Potential decant proposals and timescales for other key staff accommodation, including Walbrook Wharf, Irish Chambers and 65/65a Basinghall Street.
- Eighteen current projects at Guildhall Complex – ranging from essential damp proofing and relocation of electrical supplies, to installation of new steam generators.

4. Additionally consultation with the District Surveyor has highlighted that currently Guildhall West Wing is at capacity in terms of the number of staff that can be

accommodated with the configuration of the existing means of escape. This limits any significant increase in staff numbers in this building.

5. In consultation with stakeholders it is proposed that this project is temporarily put on hold to allow other current key accommodation projects to be developed to a stage whereby refurbishment works could take place as part of a coordinated central strategy across the entire complex. In the meantime the accommodation can continue to be used by Town Clerk's in it's existing condition and the situation will be reviewed and reported back to members Autumn 2018.

Recommendation(s)

Members are asked to:

- Note the report.

Appendices

- None

Background Papers

Report Title	Committee & Date
Guildhall West Wing Mezzanine Level Improvement	Projects Sub Committee – 17/01/2018 Corporate Asset Sub Committee - 13/02/2018

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