



Hampstead Heath, Highgate Wood and Queen's Park Committee (For Information Items)

Date: WEDNESDAY, 29 NOVEMBER 2023
Time: 4.00 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Part 1 - Public Agenda

- b) *To note the minutes of the Hampstead Heath Consultative Committee meeting held on 30 October 2023 (Pages 3 - 8)
 - c) *To note the Queen's Park Consultative Group Minutes held on 7 November 2023 (Pages 9 - 14)
 - d) *To note the Highgate Wood Consultative Group Minutes held on 13 November 2023 (Pages 15 - 18)
8. ***HAMPSTEAD HEATH CONSTABULARY UPDATE**
Report of the Interim Executive Director, Environment.
For Information
(Pages 19 - 38)
12. ***BUSINESS PLAN 2023/24 – PROGRESS REPORT (MID-YEAR, APRIL-SEPTEMBER 2023)**
Report of the Interim Executive Director, Environment.
For Information
(Pages 39 - 44)
13. ***OPERATIONAL FINANCE PROGRESS REPORT (PERIOD 6 APRIL - SEPTEMBER) 2023/24 – HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK**
Report of the Chamberlain.
For Information
(Pages 45 - 68)

Part 2 - Non-Public Agenda

19. ***REPORT OF ACTION TAKEN**

Report of the Town Clerk.

For Information
(Pages 69 - 70)

HAMPSTEAD HEATH CONSULTATIVE COMMITTEE Monday, 30 October 2023

Minutes of the meeting of the Hampstead Heath Consultative Committee held at THE GREENWOOD CENTRE, 37 GREENWOOD PLACE, NW5 1LB on Monday, 30 October 2023 at 5.30 pm

Present

Members:

William Upton KC (Chairman)
Liz Andrew
Nick Bradfield
John Foley
Merlin Fox
Colin Gregory
Dr Gaye Henson
Susan Rose
Richard Sumray
Jeff Waage
David Walton
John Weston

Officers:

Richard Chamberlain	- City Surveyor's Department
Jonathan Meares	- Environment Department
Paul Maskell	- Environment Department
Martin Smith	- Athletics Track PM, Burke Hunter Adams LLP
William LoSasso	- Environment Department
Blair Stringman	- Town Clerk's Department
Charlotte Williams	- Environment Department

1. APOLOGIES

Apologies were received from John Etheridge, Michael Hammerson and Ellin Stein.

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

There were no declarations of interest.

3. MINUTES

MATTERS ARISING

The Committee were introduced to the new Assistant Director of North London Open Spaces and Head of Operations and Parks for North London Open Spaces.

The Assistant Director noted his recent experience working as the Chief Executive for Crystal Palace Park Trust, in South London. He also mentioned his previous role in the New York City Parks Department, specifically in the community gardens division, where he supported thousands of volunteers and managed hundreds of open spaces across the city. The Assistant Director expressed excitement about the role, emphasising positive interactions with stakeholders, the team, and the community in North London.

The Head of Operations and Parks for North London Open Spaces noted she oversees various parks, including parts of Hampstead Heath including Parliament Hill and Golders Hill Park, the Lido, ponds within Hampstead Heath, as well as West Ham Park, and Queen's Park. The Head of Operations and Parks for North London Open Spaces noted her 20 years of experience in land and project management, specialising in ecology and conservation, having worked for local authorities and charities, such as wildlife trusts and the Woodland Trust. She expressed her eagerness to work with the team and stakeholders including involvement in projects such as the Parliament Hill track, Hampstead Heath Extension, cricket nets, sandpit projects, and collaboration on pond projects.

3.1 Draft minutes of Hampstead Heath Consultative Committee held on 19 June 2023

MATTERS ARISING

Members raised concerns about the lack of information regarding the Target Operating Model (TOM), which was discussed in the previous meeting. The Consultative Committee recalled requesting a paper to be presented at the current meeting to describe what was happening with the TOM. Members expressed the importance of this information because the Consultative Committee, with the exception of the Constabulary, had not been involved in any aspect of the TOM. Members highlighted the need for information and discussion on the fundamental changes brought about by the TOM. The Chair agreed that concerns raised should be brought back to the next meeting, and Officers agreed to provide an overview of how North London Open Spaces fits within the new Environment Department.

RESOLVED – That, the minutes of the meeting held on the 19 June be approved as a correct record subject to amendments to attendance.

3.2 *Draft minutes of Hampstead Heath, Highgate Wood and Queen's Park Committee held on 17 July 2023

The Committee received the draft minutes of the Hampstead Heath, Highgate Wood and Queen's Park Committee held on 17 July 2023.

MATTERS ARISING

The Chairman highlighted that the current draft minutes contained errors which the Town Clerk would resolve before the next Management Committee.

Members expressed interest in understanding the areas of overspending and the nature of discussions surrounding it. Officers noted that based on historical

information, a significant portion of the overspending was related to the time spent filling vacancies created.

The Town Clerk agreed to investigate the possibility for Members of the Consultative Committee to receive non-public reports in the future.

RESOLVED – That, the Public and Non-Public summary of the minutes of the meeting held on 17 July 2023 be noted.

4. ***HAMPSTEAD HEATH SPORTS ADVISORY FORUM MINUTES**

The Committee received the Hampstead Heath Sports Advisory Forum Minutes.

Members expressed concerns about a discussion in a previous meeting where it was mentioned that the city's parks should move towards a break-even balance sheet regarding sports on the Heath, noting the focus should be on improving the balance sheet rather than achieving break-even. Members acknowledged that the Heath had historically operated on a deficit and that legacy funding had been a significant source of financial support, however, there was concern about a potential shift away from this model. Members underscored a broader discussion about the long-term financial strategy for the Heath was needed.

RESOLVED – That, the minutes be noted.

5. **ASSISTANT DIRECTORS UPDATE**

The Committee received a report of the Interim Executive Director, Environment concerning the Assistant Director's Update on matters relating to Hampstead Heath since June 2023.

The Committee were provided with updates on various events and projects by the Assistant Director, North London Open Spaces. Members noted the success of recent events, such as the duathlon, Deep Conquer festival, and Zippo's Circus, with positive feedback on attendance.

Regarding upcoming events, Members discussed the Youth Games, and it was noted that preparations for courses were underway. Officers noted that the World Cross Country Championships would take place on January 19, 2024, noting a new addition with a shorter course.

The Assistant Director noted that despite challenges and surprises, the athletics track project was nearing completion. Members were informed that the entire surface has been installed, and lines were being painted on the track. Officers emphasised the goal of creating a world-class facility, enabling personal bests and official times. It was noted that certification was the next step, and the project was expected to be completed in November 2023. Members were told that the track would offer opportunities for increased youth activity and wider community participation.

Regarding the Ponds Project, an Assistant Director from the City Surveyor's Department, who is managing the project, acknowledged the challenges faced during the process. Members noted that originally targeted completion was August, however, the project had encountered issues such as ground conditions, additional drainage works, and structural challenges. Officers informed Members that despite challenges, the buildings were now under construction, with an aim of completion by mid to the end of November. It was noted that there would be a brief stand-down period before the contractor returns to install mesh coverings on the jetties. This additional was expected to be complete by December 15 with the first usage of the facility anticipated to be in December, with the official Practical Completion date set for that time.

Members noted the increased focus on the nature of conservation and ecology in the report. Discussion was raised about various summer activities, including grazing, and a successful week on the Hampstead Heath extension including the expansion of wildflower meadows. Officers mentioned the planting at Branch Hill Ponds and ongoing work by the tree team across Hampstead Heath, Highgate Wood, and West Ham Park. Additionally, Members were informed regarding the positive news about the discovery of two new species of moth during moth surveying.

Officers agreed that they would explore reporting on trends of the Hampstead Heath Constabulary's performance dashboard

Regarding an update on the relocation of the cricket nets on the Hampstead Heath Extension, it was noted that the groundskeeper team at Golders Hill Park was working on finding a new location for the nets, with numerous on-site meetings involving city surveyors and contractors. Planning permission from the London Borough of Barnet was required for the relocation. Officers mentioned ongoing discussions with potential donors and the local Cricket Club (Cannons Cricket Club) to secure funding. It was noted that while some funding had been secured, additional funds were needed, and the relocation date is pending confirmation based on the approval of planning permission.

The Chair raised the topic of the City of London Corporation Corporate strategy review. It was noted that the Corporation is updating its corporate plan and developing a new five-year strategy. Members were informed that the start of the review process will align with developments to ensure coordination, however, an exact timeline was yet to be determined and was dependent on other ongoing strategies, including the Natural Environment Board's plan. The Chair suggested providing a paper in the future that summarised the strategies and how they fit together. Members stressed the importance of understanding how the Heath fits into the broader environmental context of the strategy.

RESOLVED – That, the report be noted.

6. **HAMPSTEAD HEATH CONSTABULARY UPDATE**

The Committee received a report of the Interim Executive Director, Environment concerning an update on the Hampstead Heath Constabulary and its restructure as part of the new TOM process.

In relation to the report Officers informed Members of the proposal to revise the structure of the constabulary by having six constables and one Sergeant, eliminating the assistant constable positions, all within the existing budget. The rationale behind this change is to enhance enforcement and create safer working practices for constables by having them work in pairs. It was noted this structure was believed to be more effective, particularly in addressing issues such as crowd control problems and antisocial behaviour. Officers noted the plan was contingent on management committee approval at the end of November.

Discussion was raised around the dog licensing scheme and its status. Concern was raised regarding how activities related to dogs, as mentioned in the report's appendix, align with the dog licensing scheme. In response, Officers shared that patrollers engage with dog walkers who have four or more dogs and advise them on the dog licensing requirements. Members were informed that there was a list of people who have registered for licensing, but there had been delays in processing due to personnel changes and illness in the team. Officers noted feedback from dog walkers indicated issues with the licensing process, and there were plans to discuss this further with the responsible personnel.

RESOLVED – That, the report be noted.

7. PARLIAMENT HILL MASTERPLAN PROPOSAL PUBLIC CONSULTATION

The Committee received a report of the Interim Executive Director, Environment concerning an update on the public consultation carried out in July on proposals for improvements at Parliament Hill. Regarding the proposals for improvements at Parliament Hill, Officers noted the focus remained on health improvements, with ongoing efforts to identify and prioritise projects and consider funding options. Members were encouraged to provide additional feedback for project refinement. The importance of considering projects like tree planting and the future of the Hive building was also highlighted. Members raised concerns about the increased use of Parliament Hill and suggested including a broad walk trees and further reflections be given for Hive buildings in the future. The Chair suggested further discussions within groups to determine next steps.

RESOLVED – That, the report be noted.

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

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was one item of urgent business the Town Clerk raised.

It was noted that approval had been sought for the appointment of a new external Member of the Hampstead Heath Consultative Committee, nominated

by the Heath Hands, to represent local interests at the next Hampstead Heath Management Committee meeting.

The Town Clerk noted consultation with the Hampstead Heath Consultative Committee should take place and asked, that Rachel Chapman, nominated by Heath Hands, should be appointed as a Member of the Consultative Committee, in accordance with the London Government Reorganisation (Hampstead Heath) Order 1989 prior to the next Hampstead Heath Management Committee.

RESOLVED – That, Members endorse the appointment of Rachel Chapman, nominated by Heath Hands, to be appointed as a Member of the Consultative Committee, in accordance with the London Government Reorganisation (Hampstead Heath) Order 1989.

10. DATE OF NEXT MEETING - 15 JANUARY 2024

The meeting ended at 7.45pm

Chairman

Contact Officer: Blair Stringman
Blair.Stringman@cityoflondon.gov.uk

Queen's Park Consultative Group

Tuesday 7 November 2023, 1:00pm

Rotunda, St Anne's Brondesbury, 125 Salusbury Road, NW6 6RG

Attendees

William Upton KC CC	Chair, Hampstead Heath, Highgate Wood & Queen's Park Committee
Alethea Silk CC	Hampstead Heath, Highgate Wood & Queen's Park Committee
Flavia Rittner	Queen's Park Area Residents Association
Robin Sharp	Queen's Park Area Residents Association
Clare Gillan	Queen's Park Area Residents Association
Vicky Zentner	Kensal Rise Residents Association
Virginia Brand	Queen's Park Residents Association

Officers

Bill LoSasso (BL)	Assistant Director (Superintendent), Natural Environment
Jonathan Meares (JM)	Head of Conservation, Highgate Wood
Charlotte Williams CW)	Head of Operations and Parks
Ciaran O'Keefe (CO'K)	Formal Parks Manager
Paul Brown (PB)	Senior Ranger, Queen's Park
Stella Fox (notes)	Support Services Officer, Environment Department

Apologies: Cllr Stephen Crabb, Richard Brindley, Ruby Sayed CC.

Introductions

Action

Following introductions, the new North London Open Spaces structure was explained, detailing roles and responsibilities. BL confirmed that as Senior Ranger for the park, PB is the first point of contact for events and that PB will then liaise internally with our events team.

Minutes of the last meeting

RS pointed out that the request to have a Consultative Group representative on the HH Management Committee was omitted from the previous notes.

BL

There was a need to think about representation and explore member representation for Salusbury School, as Ark Franklin Primary School was no longer the remit for VB. QPCG will also give their further thoughts on this.

**Committee
/BL/QPCG**

Assistant Director's update

- **Sandpit redevelopment**

Work commenced on 16 October 2023 and is expected to last 6-8 weeks, allowing for redesign due to the plane tree implication. A variation of sand levels has been identified and is being addressed. A palisade perimeter fence will be erected to contain the works and protect the tree roots and the entrances have been relocated making a more evenly spaced opening. Additional works are within the risk contingency of the budget.

The London Borough of Brent's Community Grants Fund and private donations has helped fund this project, and thanks go to QPARA for all their endeavours.

The ecology team are evaluating the options to relocate Ivy Bees from the bank by the entrance gate where they have established a nest. They are considering moving the bank or to relocate the bees by the pitch and putt, which should cause no hold up to the sandpit improvements work.

A formal opening of the area in mid-January was considered feasible, subject to the availability of the stakeholders to acknowledge the challenging work of all involved.

CG was thanked for her efforts to support the project.

David Humphries from the tree team to advise on the suitability of the Walnut Tree to be planted in honour of the park's former manager, Terry James, in the playground. **PB**

- **Green Flag**

QP retained their Green Flag and Green Heritage accreditation and won gold at London in Bloom. This is testimony to the effort of everyone involved in ensuring the Park was at the highest standard possible. Thanks to CO'K and PB especially, who in turn thanked their teams.

- **Conservation**

Swift boxes were installed to the rear of the pavilion, and it is hoped by next year there will be an increase in bird numbers.

The relaxed mowing regime has been implemented along the Kingswood Avenue side of the Park, which is deemed successful so far, easing the workload and reducing vehicle emissions. It is planned to cut circles into the long grass areas to allow space for sitting.

As there were certain areas of the Park that couldn't be used owing to nettles and other growth, re-siting relaxed mowing to a different area might be considered. RS said the QP monthly liaison meeting would be a good opportunity to discuss these issues.

PB/JM

The newly created butterfly meadow has been completed with further shrub planting planned at the southern end to encourage the butterflies and to provide food source and nesting for other habitats.

- **Tree Management**

There has been only one small nest of Oak Processionary Moth identified in recent inspection and it is being managed.

Monitoring the decline of Horse Chestnut trees subject to bacterial canker is ongoing and so the team are considering replacement species (such as Sweet Chestnut).

JM said that the hedgerow by the pitch and putt had been cut back to allow light for the butterfly meadow to establish. The hedgerow was still considered a vital element in the cycle. A concern was raised that there had been no consultation with members of QPARA who had expertise in conservation matters.

- **Queens Park Improvement Projects**

The draft of the report on the consultation had only been received in the week before the meeting, and had not yet been fully scrutinised. The officers could only give an initial summary of the headline points. There has been public consultation at two engagement events, and an online survey. This indicated that visitors have a positive experience and valued both the natural environment and recreational facilities offered. The consultation had reached a good number of park visitors, although day to day visitors may not have completed the questionnaire. Dogs off leads was highlighted as a main concern, with improvements to toilet block and adventure play improvements also being identified.

On an initial reading, the report suggested that the paddling pool was underutilised. Members of QPARA felt the children's paddling pool had not been used because of ongoing maintenance issues and subsequent closure. BL agreed to check responses to this question more fully and CW will raise it at the swimming meeting on 10 November and will consult with City Surveyors to establish costs to repair the facility before any consideration was given to a water play replacement.

BL/CW

The Woodland Walk proposal also received a positive response but not to the detriment of 9-hole pitch and putt which would need to be reconfigured. RS felt the pitch and putt should be considered as a community amenity rather than an income stream for the City Corporation.

JM confirmed full support for delivery of the Woodland Walk expansion, and despite some obstacles, was hopeful for an agreed approach working with QPARA. The proposal would be presented to committee once the plans, costings and funding had identified.

RS asked for the consultation report to be shared as soon as possible, and BL agreed it would be circulated. There was still a need to fully review and digest the report, ask the consultants to make any necessary correction, and to consider priorities and next steps. BL agreed that any identified errors in the report would be corrected. Members of QPARA felt it imperative to have sight of the document to move projects forward once the go ahead has been given. The Chair asked that priorities needed to be explored as soon as possible, ideally over the next few weeks. The projects would be discussed more fully at the next meeting of this group. **BL**

Consultants Arkwood Ltd, were thanked for drafting the report in time for today's meeting.

BL agreed to review the QP children's summer entertainment budget which had been withdrawn for 2023. **BL**

- **Café retendering**

A community consultation across users of the five cafes on North London Open Spaces will inform the tender and selection process. BL will enquire as to the status of other consultant reports about the café buildings. QPARA noted their view that the retendering process presented an opportunity of increased income. **BL**

BL to report back on the assumption consultants were appointed in April.

- **Gift Aid donations**

The introduction of Gift Aid will help to promote the charities more, and there are links on the City Corporation website. It has already helped. QPARA were key in securing a substantial donation to allow summer bandstand entertainment and funds for the sandpit improvements. The City Corporation thanked everyone involved as well as the kind donor.

Questions

No further questions arose.

AOB

Members reported Queen's Park Day and the book festival went very well, with positive feedback at these well attended events. Paul Maskell is to meet the Queen's Park Day team in readiness for next year's event.

The Book Festival ran smoothly. A query was raised about the need to hire portaloos, when it had been possible to use the ones owned by the City Corporation (before they were stolen), and this is a point to consider for the next event. PB shared his appreciation for the organisation and delivery of this event.

Ongoing violation of byelaws regarding dogs on leads was raised as a concern, and a request for more support to park staff given the abuse they often encounter. BL to monitor and action as necessary,

BL/PB**Date of next meeting**

To be confirmed

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HIGHGATE WOOD CONSULTATIVE GROUP

Tuesday 13 November 2023, 1:00pm
Heathfield House, 432 Archway Road, N6 4JH / MS Teams

Members:	William Upton KC CC (Chair)	Chair, Hampstead Heath, Highgate Wood, and Queen's Park Committee
	Jason Groves CC	Hampstead Heath, Highgate Wood, and Queen's Park Committee
Co-Optees:	Stephanie Beer	Muswell Hill & Fortis Green Association
	Alison Watson	Friends of Queen's Wood (meeting only)
	Michael Hammerson	Highgate Society
	Laura Dekker	Friends of Queen's Wood (walk only)
Officers:	Bill LoSasso	Superintendent, North London Open Spaces
	Declan O'Brien	Ranger Manager, Hampstead Heath & Highgate Wood
	Cindy Blaney	Senior Ranger (walk only)

1. Apologies

Lucy Roots; Jonathan Meares

2. Approval of previous minutes

- a. MH noted that the moth survey was now in its 37th year.

3. Assistant Director's update

BL and DO'B provided an update for the Consultative Group based on the provided Assistant Director's report and as outlined below.

a. Staff recruitment

BL provided an overview of the current staffing structure and recruitment activities.

b. Nature recovery work and volunteer

- i. MH asked that the minutes be updated to reflect that the moth survey was now in its 37th year.

c. Impact of the Target Operating Model (TOM) restructure on the Highgate Wood team.

- i. BL provided an overview of how the recent reorganisation affected staffing in the Wood.

d. New Conservation Management Plan for Highgate Wood

- i. BL noted that the Conservation Management Plan would be updated in alignment with the other strategies under development at the Corporation.
- e. **Events and activities**
 - i. DO'B noted that the Community Heritage Day attracted approximately 3,000 people.
 - ii. It was agreed that marketing and communications for all event would be revisited to ensure that as broad an audience as possible in engage.
ACTION (BL): Work with the Events and Communications Officers to expand engagement on events in the Wood.
 - iii. MH suggested that the re-enactors be brought back if possible.
- f. **Roman Kiln update**
 - i. BL noted that the opening of the Roman Kiln would also be used to highlight the presence and offer of the information hut more generally.
 - ii. MH suggested that the Highgate booklet could be updated, and WU supported updating it in digital form. BL agreed to explore the feasibility and staff capacity to do so.
ACTION (BL): Enquire with Heritage Officer as to capacity to work on an updated Highgate booklet.
 - iii. BL agreed to report on major Roman Kiln project milestones at the next Consultative Group meeting.
ACTION (BL): Report major milestones at the next Consultative Group meeting.
- g. **Extreme weather protocol**
 - i. It was clarified that the threshold applies to average wind speeds, and not wind gusts.
 - ii. DO'B clarified that while there was previous discussion regarding lowering the wind threshold to 37 mph, it has not been decided or implemented.
 - iii. DO'B clarified that when Highgate Wood is closed due to high winds, the decision on whether to close for the whole day depends on the time of the closure.
 - iv. DO'B noted that physical signage is hung on all gates of Highgate Wood when a closure occurs.
 - v. The Consultative Group supported the new threshold unanimously.
- h. **Tree management**
 - i. DO'B provided an update on tree management activities in the Wood.
- i. **Sports field and play area**
 - i. DO'B provided an update on sport field usage and efforts to maintain the play area.
- j. **Awards**
 - i. It was clarified that both the Green Flag and Green Heritage awards have been achieved for each year that the respective schemes have been in

effect.

k. Artificial Cricket pitch

- i. BL noted that the artificial pitch would not be installed due to a conflict with the football pitch and a perceived lack of demand.

l. AOB

i. Café retendering

1. BL provided a update on the retendering of the café. It was noted that the division was beginning the process of retendering the café, working with the City Surveyor's Department. No decisions had yet been made, but multiple options will be considered. The division will complete a community consultation to inform the retendering, which will be an important step in the retendering process.
2. It was noted that the inside of the building has a limited amount of space for indoor seating, and that the overall use of the building should be maximised.

ii. Dog walking

1. MH noted that there appeared to be an increase in dog walking in the Wood since the dog licensing scheme had been introduced on Hampstead Heath.
2. AW noted that Queen's Wood could potentially see an increase in dog walking as licensing schemes increase elsewhere.
3. It was noted that enforcement of the scheme on the Heath was a challenge, and that would likely be a challenge in the Wood as well.

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Committee(s): Hampstead Heath, Highgate Wood, and Queen's Park Management Committee	Date(s): 29th November 2023
Subject: Hampstead Heath Constabulary Update	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 5, 11 & 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Executive Director, Environment	For Information
Report author: Assistant Director	

Summary

This report provides Committee Members with an update on the Hampstead Heath Constabulary and its restructure as part of the new TOM process. Included with the report as appendices are a dashboard for Constabulary operations and activities during September, and a report summarising Parkguard's work over the summer period.

Recommendation

Members are asked to:

- Note the content of this report, and approve the proposal to revise the Hampstead Heath Constabulary Target Operational Model (TOM) restructure as laid out in this report.

Main Report

TOM structure update

1. As part of the North London Open Spaces TOM restructure process, the Hampstead Heath Constabulary was reconfigured to have a two-tiered layout, with four Ranger Constables and supporting Operative Rangers, all working under a Senior Ranger (Enforcement). After discussions with the current Constabulary Team, the previous Assistant Director, the new Director of Natural Environment, and the new Assistant Director, we are proposing to revise the structure to a single team of six Ranger Constables managed by a Senior Ranger (Enforcement). We believe that this will deliver a more effective enforcement service for the same budget, as the six Ranger Constables will be able to provide a more effective

enforcement function working in rostered teams and the staffing structure change will be cost neutral to the Corporation.

Parkguard's supporting role

2. Parkguard are a National Police Chief's Council-approved company operating in and around London, operating at a number of other City of London sites, including West Ham Park. Parkguard has been successfully deployed since early July 2023, providing essential support for the Constabulary Team over the last three months. They provide two levels of staff: a police-accredited officer and a community engagement officer. Parkguard provided critical support for staff and the Constabulary in the heat wave during the school holidays. We plan to retain Parkguard until the end of November to support the Constabulary Team. At the same time, we will start the process of recruiting new Constables as noted above to join the team so that we enter the new year with a full complement of staff. Once we have the full complement of Ranger Constables in post, we can phase out the Parkguard support.
3. We anticipate using Parkguard again next year to support the Constabulary Team at busy periods during the summer. We now know more accurately how best to deploy Parkguard staff having used their services this summer.

Next steps

4. We now plan to launch an external recruitment programme in November/December to fill the currently vacant Ranger Constable posts and start the process of rebuilding the team. We are seeking approval from this Committee to proceed with this revised restructure. We are fortunate to have a team of very experienced staff who will be able to support the new team members and reestablish a cohesive and effective team.
5. Going forward into next year, we anticipate continuing to use Parkguard's service in the busy summer holiday periods and particularly on weekends and during hot weather episodes to provide additional support to the core team as required.

Corporate & Strategic Implications

6. The projects and works outlined in this report contribute towards the achievement of the three aims set out in the City of London Corporate Plan: Contribute to a flourishing society, Support a thriving economy and Shape outstanding environment.
7. The projects and works outlined in this report contribute towards the achievement of the Hampstead Heath Management Strategy 2018-2028 Strategic Outcomes A: The Heath is maintained as a flourishing green space and historic landscape, B: Improved quality of life for Heath visitors, C: The Heath is inclusive and welcoming to a diverse range of visitors and D: Greater number of and diversity of People taking care of the Heath.

Financial Implications

8. No impact foreseen.

Resource Implications

9. No impact foreseen

Climate Implications

10. Included within the annual plan for 2023/24 (appendix 1) are a series of projects which contribute towards achieving the City of London's Climate Action Strategy, which was launched in October 2020. A key part of the strategy is conserving and enhancing biodiversity alongside reducing carbon emissions. The Climate Action Strategy will be embedded into future strategies which are currently being drafted within the Natural Environment Division.

Legal Implications

11. In order for us to ensure that we are fully aligned with data protection regulations and to maintain compliance, we will work with colleagues in the Comptroller and City Solicitors Department to review the current arrangements with Parkguard and make sure we are meeting the required data protection standards. This will help us maintain the trust and confidence of the public and continue to provide a high-level service with the support of Parkguard particular in the busy summer months, while prioritising the privacy and security of all personal data that we handle.

Risk Implications

12. Risks are monitored and recorded through the Departmental Risk Register.

Equality Implications

13. No impact.

Security Implications

14. Security implications are monitored and recorded through the Departmental Risk register.

Appendices

- Appendix 1 – Constabulary Dash Board September 2023
- Appendix 2 – Parkguard Activity Report Summer 2023

Assistant Director, Natural Environment

T: 020 7332 3322

E: jonathan.meares [@cityoflondon.gov.uk](mailto:jonathan.meares@cityoflondon.gov.uk)

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Incident Patrol Type

CODE		Count of patrols relative to work plan priorities
PAC	No cycling - targeted patrols in non cycling areas and pathways	57
PAA	Dog control - intelligence led targeted patrols	78
PAM	Reduce sexual offences by targeted patrols	43
PAM	PSE patrols	61
PAK	Reduce instances of ASB by targeted patrols	77
PAJ	Reduce serious crime by targeted patrols	64
MO2	General patrols	151
PAI	Targeted patrols of swimming facilities	49
RQC	Indecent Exposure	6

Locations of Patrols

Hampstead Heath, GHP, Sandy Heath, Heath Extension, Queens Park
 Hampstead Heath, Heath Extension, GHP, Queens Park
 Sandy Heath, South Meadow, West Heath
 West Heath, GHP
 Hampstead Heath, Heath Extension
 Hampstead Heath
 Hampstead Heath, Queens Park, Heath Extension, GHP, Sandy Heath
 Hampstead Heath Ponds
 Heath Extension, Hampstead Heath, GHP

Byelaw Offences committed Relative to incident types

CODE	BYELAW OFFENCE	Result	Location	Times of byelaw Offences
PAK	Byelaw 32 committing a nuisance contrary to public decency and propriety	x2	Pier - Hampstead #1 Pond	15:30hrs
PAK	Byelaw 31 no person shall make any fire or discharge fireworks	x3	Parliament Hill & Pryors Field	15:00hrs - 21:30hrs
PAI	Byelaw 41 no person shall bath or engage in fishing without consent	x2	Heath Ponds	15:30hrs - 20:30hrs
PAA	Byelaw 17 no person shall leave a vehicle unattended or after closing hours	x11	EHCP, Lido CP & JSCP	20:30hrs - 22:00hrs
PAH	Byelaw 4/5 no person shall climb into or onto enclosed or prohibited area	x3	Hampstead Heath Ponds and #1 Pond Wier	17:00hrs 19:00hrs

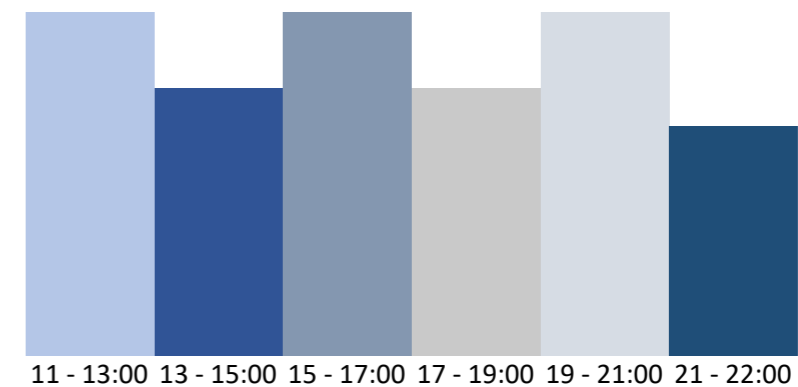
Criminal offences reported and/or assisted MPS/LAS

CODE	OFFENCE	No. INCIDENTS	ACTION/ENGAGEMENT	Location	Times of criminal related offences and assistance
RQE	Exposing person.	4	Males detained /arrested for OPD		17:30hrs
RWL	Assault	3	Individuals Physically assaulted - Parliament Hill		18:30hrs - 21:00hrs
RSD	19A. Rape of a female	1	Allegation of threats to commit a sexual offence (Rape)		18:45hrs
RKT/M06	Drunk/disorderly	11	Drunk and disorderly Males/Females		20:00hrs - 21:45hrs
RVN	Possession of weapon	2	4/5 Males with a knife on Heath		16:00hrs - 20:00hrs
RQC	Indecent Exposure	5	Naked males on the Heath		17:00hrs
RCD	58B. Criminal damage	2	Criminal damage to Mens toilets PH & Racist Graffiti		
PAK	Reduce instances of A	17	Group of youths at PH cfe threatening Public		16:30hrs - 20:00hrs
PAM	Reduce Sexual Offenc	6	PSE Prevention patrol W Heath		12:00hrs - 20:00hrs

Other deployment/actions

TYPE	NUMBER
Missing persons assist. Search	4
Community Engagements - Fun Fair - static visits	1
Dog Walking Licence Enagament patrols	61
Facility collections	15
Homeless persons intervention	9
Telephone calls from Public	361
Telephone calls from Staff	31
Radio calls from staff	277
Email to HHC web address	67
MPS Airwaves Calls	49

Overall break down of byelaw/criminal offences



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Parkguard Ltd

Service provider to Local Authorities & Police



Hampstead Parks Patrol Service

Dedicated to safeguarding visitors, staff, and the environment



Service Overview

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Summary Report

5th of July - 13th of September 2023

Our Hampstead Parks Patrol Service has now been operating since the 5th of July 2023 and is funded by the City of London Corporation. Our role continues to promote community safety, offer reassurance to park users and residents and to deter, detect and combat anti-social behaviour, address quality of life issues and prevent crime and disorder.

We achieve this by carrying out uniformed, high visibility patrols and by carrying out enforcement, making use of any person powers and our officers key skills in conflict management and resolution. We recognise that proportionate, education-based delivery and consistent community engagement plays a crucial part of maintaining public confidence and the reputation of the City of London Corporation.

Our officers are typically from a Police, Security or Services background, which means that they have the training, experience and skill sets required to intervene and tackle low level quality of life issues, by-law offences and anti-social behaviour. We gap fill any specific training needs with a comprehensive training package that incorporates an array of safeguarding and welfare related topics.

At first glance, the service appears to represent an enforcement entity which provides an impressive presence, but a huge emphasis is placed on harm reduction and support interventions, especially in relation to drug abuse, street population issues such as rough sleeping and public / park users welfare.

The parks patrol service has been seen by our partners as a valuable and trusted contributor to the reduction of local crime and anti-social behaviour in the borough's parks and open spaces. The highly descriptive and comprehensive information and intelligence that we collate and circulate including specific reports on safeguarding, prostitution, dog incidents and rough sleepers and rough sleeper hotspots are used to inform responses from a wide range of partners and council departments.



The information is captured into a daily report that is disseminated to our approved partner mailing list to aid in wider action, harm reduction and enforcement outcomes. In addition, the increasing number of joint patrols that the patrol officers participate in with council, police and other groups has not only improved the quality and quantity of information exchange but has increased resources in areas that are causing most concern to local people. This can be evidenced with the large number of park users and businesses that have personally thanked the officers stating that their families and staff feel much safer in the parks since the service was introduced.

The range of information that we collect is vast and allows for local management to prioritise specific locations at certain times which will guarantee the best possible outcomes for the patrol. These taskings are regularly reviewed by management.

A brief overview of the patrol's duties in Hampstead are:

- Intelligence led, tasked patrols of parks and open spaces hotspots and emerging problematic areas
- First contact referral for homeless persons and those involved in controlled drug activity
- Identification and intelligence gathering for those committing acts of anti-social behaviour and crime in parks and open spaces
- Evidencing and monitoring those who are subject to civil and criminal sanctions, providing information of breaches for further action to be taken
- Statements and court appearances as professional witnesses
- Identify safeguarding and welfare related concerns, evident in the parks and open spaces.
- Providing reassurance and presence to immediately intervene with local concerns
- Identify and report health and safety concerns that may affect park users
- Provide additional support during joint action days with a variety of partners
- Reducing harm in parks by regular weapon, articles and person searches
- Providing support and facilitating assistance to the most vulnerable park users

Consistent Delivery of Service

The Hampstead Parks Patrol Service deployment consists of a double crewed patrol vehicle and two additional park support reassurance officers.

Our deployment in Hampstead is flexible and intelligence led and during key ASB times, five days a week. The patrol currently starts at 12:00PM and finishes at 10:00PM. These patrols times coincide with local priority tasking times and park closure times.

In the period 5th of July to the 13th of September 2023, Parkguard Ltd have delivered on 100% of all 51 shifts scheduled. On each of the 51 days the patrol fulfilled its 10-hour commitment.

By remaining flexible in terms of our deployment, we can make short notice changes to respond appropriately to new and emerging issues.

Our patrols make use of a range of information to inform where patrols are directed. This includes self-generated information and intelligence where our patrols have identified new or emerging issues as well as tasking requests from the City of London corporation and other partners.



Summary of deployment

As mentioned above, we record a wide range of information gathered during patrols of Hampstead Heath and Highgate Wood. This is all collated on a central secure database and is searchable. We are therefore able to measure outcomes not normally measured and that provides a balanced overview of our activities since the service commenced.

Deployment by location

■ Top 10 Priority Areas

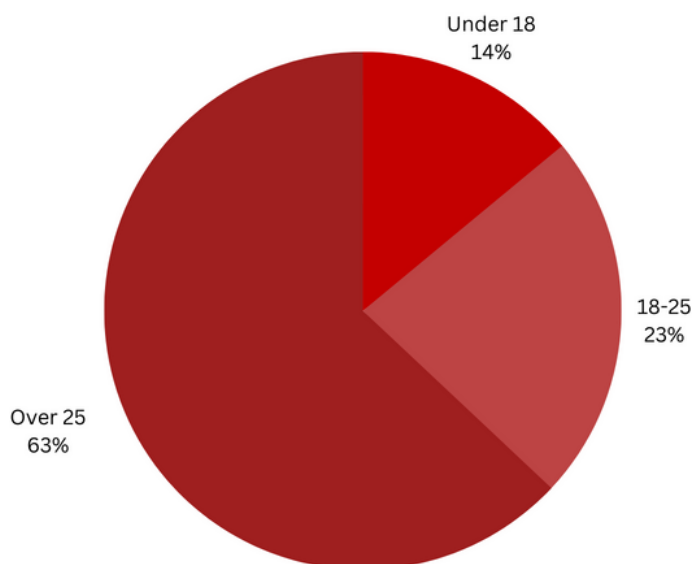
Overview of Visits and Time Spent			
Location	Visits	Number of occurrences / actions required	Duration (Hrs:Mins)
Athlone House Gardens	3	8	01:30
Cohens Fields	1	3	00:06
Dukes Field	23	141	09:07
East Heath Car Park	74	519	17:17
East Heath Road	2	10	01:31
Fairground Site	2	12	00:44
Golders Hill Park	46	287	39:03:00
Golders Hill Park Bandstand	1	2	00:20
Goodison Fountain	4	24	00:32
Hampstead Heath (General Entry)	193	894	120:48:00
Hampstead Heath Adventure Playground & Clubhouse	3	16	01:12
Hampstead Heath Constabulary Office	260	200	137:18:00
Hampstead Heath Extension	28	149	23:25
Hampstead Heath Extension Playground (South)	1	9	01:37
Hampstead Heath Paddling Pool	1	25	00:33
Hampstead Heath Sports Ground	2	10	00:26
Hampstead Heath Tumulus	1	2	00:20
Hampstead No 1 Pond	37	317	12:39
Hampstead No 2 Pond	18	148	07:34
Heath House	2	4	01:24
Heathfield House	2	3	01:15
Highgate Mens Bathing Pond	74	481	32:28:00
Highgate No 1 Pond	10	106	05:39
Highgate Woods	13	86	12:10
Ice House	2	22	03:00
Jacks Straw Castle	1	1	00:13
Jacks Straw Castle Car Park	6	28	00:51
Jacks Straws Car Park	54	336	10:23
Judges Walk House	1	4	00:15
Kenwood House Car Park	1	1	00:15
Kenwood Ladies Bathing Pond	35	111	08:41
Lido Café	10	16	03:17
Lime Avenue	2	5	00:30
Millfield Lane Public Toilets	1	4	00:30
Mixed Bathing Pond	50	313	21:40
Model Boating Pond	95	691	48:10:00
Parliament Hill (Kite Hill)	75	516	55:18:00
Parliament Hill Bandstand	28	215	23:28
Parliament Hill Fields	48	505	29:17:00
Parliament Hill Fields Athletics Track	3	11	01:45
Parliament Hill Lido	50	490	45:54:00
Parliament Hill Lido Car Park	55	273	15:13
Parliament Hill Office	11	67	04:10
Parliament Hill Road	3	9	00:32
Preachers Hill	4	36	02:30
Pryors Field	14	126	04:58
Queens Park	13	131	13:34
Sandy Heath Woods	31	192	25:24:00
South Meadow	9	63	03:52
Stock Pond	4	30	01:02
The Hill Garden & Pergola	28	185	22:07
The Hive	9	62	05:48
The Secret Garden	3	14	00:57
Vale of Heath	15	96	06:52
Vale of Heath Playground	6	23	02:06
Vale of Heath Pond	21	235	11:14
Viaduct Pond	3	27	00:52
West Heath Road	7	24	03:16
Whitestone Pond	1	2	00:29

Service Summary

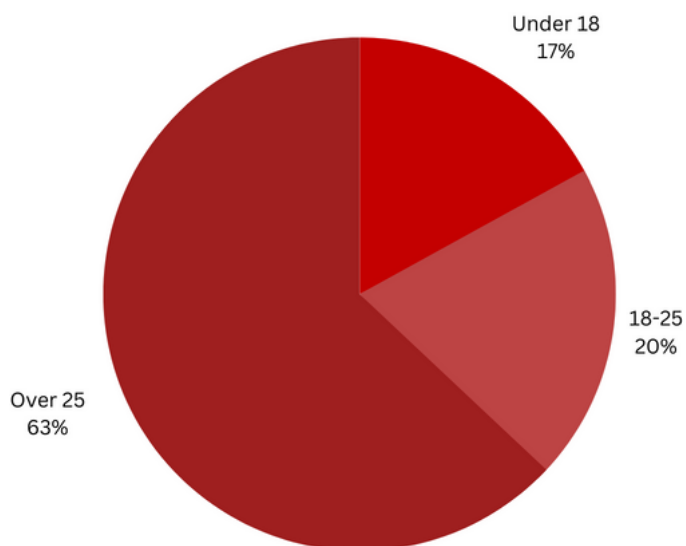
In the period 05/07/2023-13/09/2023, the Hampstead Parks Patrol Service have generated the work returns and outcomes as detailed below:

Anti-Social Behaviour - Occasions	Occasions
ASB - Identified Address	2
ASB - Identified Person(s)	34
ASB - Identified Vehicle(s)	36
Lone adult found in childrens play area without due cause	2
Nuisance (Adults/over 18)	103
Nuisance (By-law Infringement)	136
Incidents of disorderly street drinkers	1
Incidents of street drinking - No ASB or Offences found	7
Occasions of person(s) found to be trespassing	22
Fishing related incidents - All	27

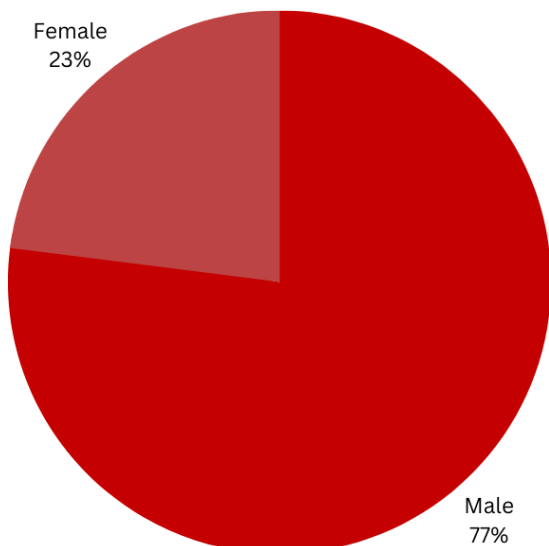
Anti-Social Behaviour - females by age



Anti-Social Behaviour - males by age



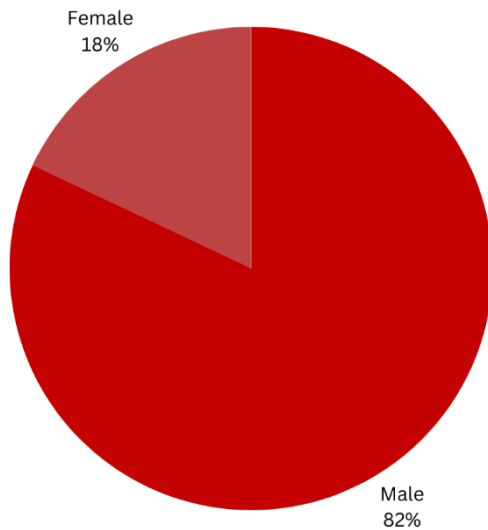
Anti-Social Behaviour – by gender



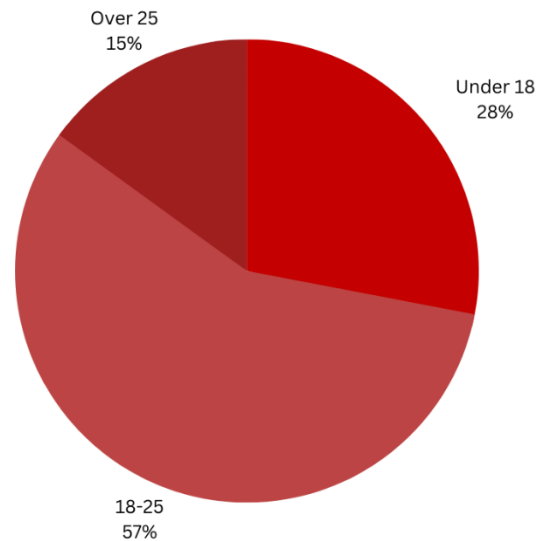
Nuisance - Incidents dealt with	Occasions
Barbeque identified - either permitted or unauthorised	5
Nuisance (Fly-tipping)	2
Nuisance (Littering)	153
Nuisance (Noise complaint)	6
Nuisance (Urinating in Public)	5
Nuisance (Youths under 18)	38
Occasions of unauthorised photo/filming	2

Drug Related - Incidents dealt with	Occasions
Seized Alcohol - CSAS Powers used	2
Possession, Supply or Use of Class A drug	1
Possession, Supply or Use of Class B drug	8
Possession, Supply or Use of NOS	2
Found and reported occasions where drug paraphernalia was found which was used as intelligence to task drug hotspots - Class A	4
Found and reported occasions where drug paraphernalia was found which was used as intelligence to task drug hotspots - Class B	45
Found and reported occasions where drug paraphernalia was found which was used as intelligence to task drug hotspots - NOS	4

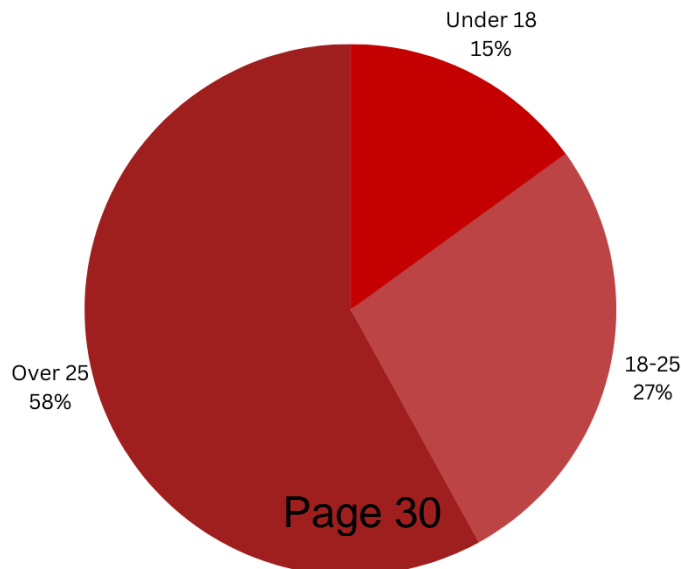
Drug Related - females by age



Drug Related - males by age

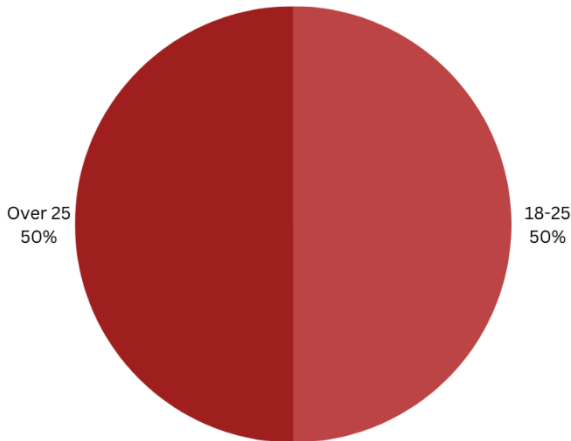


Drug Related - females by age

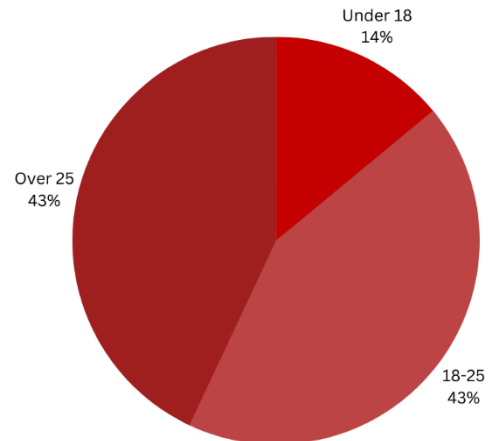


Crime - Incidents dealt with	Occasions
Assault - All	3
Dealt with instances of Criminal Damage	8
Discrimination - Other	1
Public Order Offences	3
Inappropriate displays	1
Theft	2
Burglary	1
Road Traffic Offence	2
Wildlife Crime/Incidents - All	3

Crime - females by age



Crime - males by age



Enforcement Action Taken - Occasions	Occasions
Police called to attend due to offences detected	7
Item/property confiscated by Patrol Unit	3
Person Identified with name and address - CSAS Powers used	84
Stopped Cycles - CSAS Powers used	3
Disposal - CSAS Powers used	3
Discrimination – Racially Aggravated	3
ASB Warning Letter Served	1
ASB Warning Form Issued	87
Suspects, Offenders and relevant issues brought to the attention of the Police for appropriate action to be taken	8
Person arrested by the Police	3
Occasions where nuisance individuals were directed to leave to prevent harassment, alarm and distress	94
Occasions where individuals were warned about their conduct with the purpose of managing impact on local residents, members of the public and/or businesses	223
PG Unit successfully served court papers	1
Use of force by PG officer	3
Handcuffs used as a last resort	1
Use of any person powers by PG officer	83
Occasions where officers used their appointed powers	203

Harm Reduction Activities Undertaken - Occasions	Occasions
Area Search – For suspect or witness appeal	64
Area Search - For missing person	8
Dog Related issues	14
Occasions where a park is locked outside of the standard opening hours for the purpose of safety for the public	2
Identified area of potential risk to be monitored in future	551
Request to monitor a specific area carried out and reassurance provided	443
Offensive Weapons Recovered	1
Weapon Sweep completed	7
Person check and/or Suspect person monitored	25
PG Unit received Call/ Information	8
Individuals referred to support services	2
Rough sleeper site identified	15
Incidents of Homelessness	5
PG Unit patrols of a body of water to monitor swimmers	11
Underage Drinking	3
Identified potential adult safeguarding issues	8
Identified potential child protection issues	10
Welfare check on a person(s) carried out	40

Engagement & Liasion - Occasions	Occasions
PG Unit attended public engagement event	2
Gathering Young People where no ASB were found	139
PG Unit liased with another department/ partner agency	86
Liased and supported Client / Client Staff	195
Liased and engaged with Victim/Informant for the purpose of collecting intelligence against a crime or incident.	12
Liased and engaged with the public for the purpose offering reassurance, promoting community safety and building public confidence in the service	412
Liased with parents for presence and reassurance	19
Liased with local residents	79
Liased with young people for the purposes of engagement, prevention, education and diversion from ASB and Crime	156
PG Unit attended meeting	1

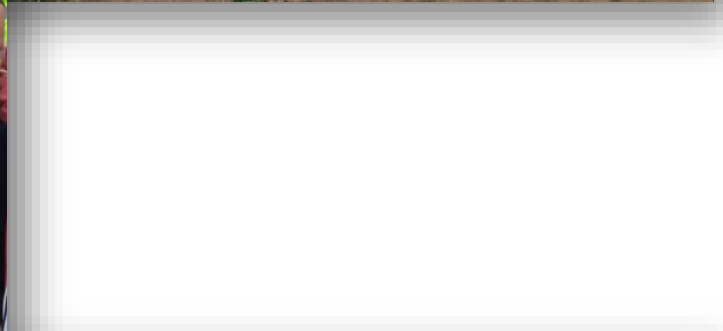




Joint Working & Partnership Support - Occasions	Occasions
Ambulance called to deal with illness and injury	2
Relevant Person Informed	130
PNC Check completed on person - CSAS Powers used	1
Intel on an identified Address	12
Intel on an identified Person	85
Intel on an identified Vehicle	36
Police Joint Patrols	34
Liaised with Police officers at various levels	120
PG attended to police request	54
Known police nominal detected, Monitored & Reported	3

Supportive Action & Promotion of Safety - Occasions	Occasions
Assisted member of public in need	128
Dealt with an animal welfare incident	4
Body Cam Footage made available to appropriate parties	118
Crime prevention advice given to persons in a vulnerable position	33
Fire identified by PG unit	3
First aid provided by PG Unit	2
Health and Safety Concern identified – environmental which could affect the public	49
PG Unit recovered lost property	6
Property found and handed in	1
Thanked for assistance by the public	428
Persons(s) found to be locked in car park	3
Suspicious Vehicle seen in and around parks	15

Total Directed Attendance - Occasions	Occasions
Assisted partner agency with lock-up of an area	84
Patrol unit called away by client to another location	30
Patrol unit called by client	4
Patrol unit called by control room	2
Patrol unit called by Police	13
Patrol unit called by the public	2
Patrol unit called by another PG Unit	8
Joint patrols undertaken with another PG Unit	81
PG Unit attended to non-police tasking request	306
PG attended to police Tasking	107



Company Overview

Parkguard provides a wide range of community safety services, predominantly on behalf of Local Authorities and Police, as well as in partnership with various other statutory providers.

Parkguard is a National Police Chief's Council (NPCC) approved company under their Crime Prevention Initiatives and a Police accredited company under the Police Reform Act 2002 for the Metropolitan Police Service, Hertfordshire Constabulary and Essex Police. This Act allows Chief Constables to accredit certain organisations that work within a community safety remit and can meet extremely strict Police criteria. As such, we have become a well established part of the extended policing family under the Community Safety Accreditation Scheme (CSAS). As an accredited organisation since 2005, Parkguard was the first private sector company and is currently the only organisation to hold multiple area accreditations which facilitates cross-border working.

By being part of the wider Police family our services are sanctioned by state and our staff have to pass National Police Personnel Vetting and receive enhanced training above the standard industry requirements currently in the private sector. Our staff hold a number of delegated Police powers, not normally available outside of the Police service. We have maintained this standard and exercised these powers appropriately and consistently for just shy of two decades across our service areas. Having a lawful right to act within the public domain, and the ability to exercise these powers means that we deliver tangible, effective action against offenders and our services operate within their own right, generating legitimacy and public confidence.

Parkguard has a proven track record of delivering consistent partnership services, which hold value to local communities. By performing these roles collaboratively with the Police, Local Authority and other agencies through information sharing and established processes as a recognised partner, we are able to provide supportive roles that compliment local policing and the work done by partners. This aids in the reduction of a broad range of local issues and provides greater promotion of community safety when responding to public concerns. Due to these services being delivered in this way, as part of the wider Police family, we are subject to statutory control and afforded inclusion, which is often not found with private companies. We deliver our services in line with public service controls, ensuring transparency and accountability which allow protection in terms of delivery standards to the public that our Local Authority clients serve.

Generally our services fall into two main areas:

1

The design, implementation and subsequent delivery of public services on behalf of the Local Authority, such as Community Warden Schemes, Parks Patrol Services, Anti-Social Behaviour (ASB) Response Teams, outreach support and Night Time Economy policing support.

2

The second is alternative approaches for specific local concerns such as gang exit programmes, youth diversion, outreach/harm reduction, education-based responses and dealing with irresponsible dog ownership and dangerous dogs.

Our main activities within these areas include high-visibility patrolling to deter and disrupt offending and to gather information and intelligence to aid in efficient wider action. These patrols promote community safety by providing early intervention, prevention and by actively targeting and prioritising lower level nuisance and other forms of Anti-social Behaviour. The overall aims of our services are to enable, facilitate and support wider action by the authority and Police to then collaboratively achieve longer term solutions to community issues and also elevate service demand. This enables the Local Authority and Police to address higher priority calls, improve response with appropriate use of resources and also focus on their core responsibilities without being abstracted to action tasks that do not require a Police or higher level response.



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Service provider to Local Authorities & Police
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Our Local Authority and Police support services are regulated by the authorities for whom we work to ensure accountability and transparency. As a result many are integrated within existing Local Authority or Police teams in order to deliver tangible results in a complimentary way - as one service, in which all members of the community have open and equal access.

Parkguard is an innovative company, which covers all areas of crime prevention, specialising in partnership approaches to solve problems. Parkguard is not an opportunistic product of austerity or diversifying focus, to capitalise on current perceived fear of rising crime and reductions in policing by the public. Parkguard continues, as intended to be from the start, a community safety service provider. Our core services have been delivered for many years with little change to delivery or role type and are well established within our areas of work.

The company also has a General Security Division which compliments our specific and unique approach outlined above. We have selected a pricing structure for the General Security Division that is competitive within the security industry, placing us in the low to mid-range pricing bracket. However, due to our Police Accredited status, this division is of a higher standard than the industry average to prevent any negative impact on the primary company focus and our reputation. This means clients using our General Security Division are afforded high quality staff and equipment, combined with specialist area policing knowledge, while maintaining low industry prices.

From our unique ways of working, Parkguard has achieved numerous awards. In 2010 we were recognised by Hertfordshire Police for our significant contribution to community safety. In 2012 we received an award from Essex Police for our commitment to community safety and being the longest serving accredited organisation and we also achieved BS ISO 14001.

In 2013 we were awarded by the Metropolitan Police as Partner of the Year and during 2014 we achieved ISO 9001 status and awarded the London Living Wage Mark. In 2015 we achieved BS ISO 18001 and we developed a supportive policing role to aid in managing Night Time Economy issues in partnership with Islington Council & the Metropolitan Police; this type of approach was a national first.

In 2016 we were awarded by the Metropolitan Police Service for partnership & engagement in London at the Police & Security Awards and also received a certificate of appreciation from Ealing Police for our hard work and continued support to the Police and the people of Ealing.

Community Safety Accredited Company

- National Police Chief's Council (NPCC) Approved Company
- Police Crime Prevention Academy "Endorsed"
- Accredited by Essex Police
- Accredited by Hertfordshire Constabulary
- Accredited by Metropolitan Police
- Awarded by Essex Police - Longest servicing CSAS organisation and contribution to Community Safety
- Awarded Metropolitan Police Partner of the Year (NI)
- Awarded by Ealing Borough Commander "For continued work and supporting the Police and people of Ealing"
- Winner of the Vinci Facilities Social Value Generation Award
- Winner of the Metropolitan Police and Security (PaS) Awards for Partnership Working
- Awarded London Living Wage Employer Mark
- Member of City of London Crime Prevention Association
- Armed Forces Covenant Bronze Award – "Proudly Supporting Those Who Serve"

Company Information

- Company Registration Number: 6157958
- VAT Registration Number: 906598196
- Registered with the Information Commissioner's Office
- BS EN ISO 14001:2015
- BS EN ISO 9001: 2015
- BS EN ISO 45001:2018
- FORS Bronze Accredited 2021 - Fleet Operator Recognition Scheme
- FORS Silver Accredited 2022 - Fleet Operator Recognition Scheme



The Equality Register 

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Committee(s)	Dated:
Epping Forest and Commons Committee	23 November 2023
Hampstead Heath, Highgate Wood, and Queen's Park Committee	29 November 2023
Natural Environment Board	4 December 2023
West Ham Park Committee	4 December 2023
Subject: Business Plan 2023/24 – Progress Report (mid-year, April-September 2023)	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	Outcomes: 2, 3, 5, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	No
Report of: Bob Roberts, Interim Executive Director, Environment	For Information
Report author: Joanne Hill, Environment Department	

Summary

This report provides Members with an update on progress against the Environment Department's high-level Business Plan 2023/24. Due to the complexity and scope of the department, three separate High-Level Business Plans were produced to reflect our three key Committee 'clusters'. This report refers to the Business Plan which covers the Natural Environment Division and City Gardens.

The report summarises the progress that has been made against major workstreams and performance measures during the first six months of 2023/24. An update on the financial position is provided in the separate Chamberlain's report also presented to this Committee.

Recommendation

Members are asked to:

- Note the content of this report and its appendices.

Main Report

Background

1. The Open Spaces and City Gardens Committee approved the High-Level Departmental Business Plan 2023/24 on 13 February 2023.
2. The Business Plan sets out the major workstreams and key performance indicators (KPIs) for the year ahead.
3. To ensure your Committee is kept informed, progress made against the high-level Business Plan is reported to you every six months. This approach allows Members to ask questions and have a timely input into areas of particular importance to them.

Current Position

Major workstreams

4. The high-level Business Plan set out workstreams that would be undertaken during 2023/24. Throughout the year, your Committee is kept informed on the progress of the key workstreams by way of regular Assistant Director Update reports and/or separate detailed reports. A summary of progress made to the end of September 2023 is presented below.

Carbon Removals Project

- a) Proposals for rescoping the project will be presented to the Natural Environment Board and Policy and Resources Committee for approval in the coming months.
 - The proposals extend the original project scope (i.e. creating new habitats to increase carbon sequestration capacity) to include measures to protect the existing carbon sequestration capacity.
 - The additional proposals have been drawn up in liaison with external consultants, Arcadis.

Learning and Play Programmes

- b) During the first six months of the year the following groups took part in activities which enhanced wellbeing and nature connection:
 - 10,214 school students
 - 164 students with special education needs
 - 323 13–25-year-olds, and
 - 13,733 play participants.

North London Open Spaces

- c) Support the development of volunteer skills, networks and confidence, and improve volunteer wellbeing.
 - In conjunction with partner organisation, Heath Hands, a varied programme of walks, talks, training workshops and social events runs throughout the year at Hampstead Heath.
 - The programme includes twice-weekly health walks, monthly forest bathing workshops and training in a variety of topics from bird and tree identification to history and geology. There are also 'toolbox talks' at the start of each volunteer session to aid learning.
 - All wellbeing is monitored and tracked via the annual Volunteer Opinion Survey.
- d) Develop income generating activities and continue to investigate further opportunities for funding
 - Initial proposals have been submitted by North London Open Spaces for discussion as part of the ongoing Natural Environment Charity Review. Also, Officers continue to review existing licences and agreements to ensure that market rate income is being received.
- e) Develop a gift aid system for the Natural Environment Charities
 - Hampstead Heath Charity and Highgate Wood and Queen's Park Charity can

receive Gift Aid if donations are made through the 'Just Giving' platform which collects Gift Aid from HMRC on the charities' behalf.

- f) Highgate Roman Kiln
- The National Lottery Heritage Fund Awarded £250k to The Friends of Roman Highgate Kiln charity for the 'Firing London's Imagination Project'.
 - A Heritage Officer has been engaged to provide support, with 50% of the cost funded by the National Lottery Heritage Fund.

Epping Forest

- g) Countryside Stewardship Scheme (CSS).
- The Countryside Stewardship (CSS) application for the second half of the Forest is due to be completed in October 2023.
 - The CSS application for buffer land will need to wait until the carbon removals rescoping has been resolved and additional staff are recruited.
 - The CSS application for Wanstead Park is dependent on sufficient staffing resource to provide a project lead.

The Commons

- h) Chilterns area of outstanding natural beauty (AONB)
- There has been no further progress by Chilterns AONB (Area of Outstanding Natural Beauty) regarding their boundary review.
- i) Stakeholder engagement on the Burnham Beeches habitat management programme
- A partnership meeting was held in early August. Various actions were agreed and will be followed up at a further meeting on 8 November 2023.
- j) Burnham Beeches Strategic Access Management and Monitoring program (SAMM)
- Regular updates have been provided to partners and the annual SAMMs progress review meeting is scheduled for 11 December 2023.
 - Engagement activity is being provided by Community Engagement Rangers as required.

City Gardens

- k) Biodiversity Action Plan
- The Biodiversity Action Plan programme to improve gardens and planting along the biodiversity routes has commenced, and the first two gardens (St Mary Aldermanbury and All Hallows by the Tower) have been delivered.
 - The vacant post which is being funded by the Woodland Accelerator Fund has now been filled and trial pits are being dug ahead of this year's planting programme to deliver the Street Tree Development Programme.
- l) Fleet replacement
- Electric vehicles to replace the remaining diesel fleet will be delivered in Spring 2024.

Performance Measures

5. 10 Key Performance Indicators were identified in the Business Plan. These measures are monitored to assess performance against targets and the progression of key workstreams. Details of performance to the end of September 2023 is provided at Appendix 1.

Corporate & Strategic Implications

Strategic implications – The monitoring of key workstreams and performance measures links to the achievement of the aims and outcomes set out in the Corporate Plan 2023-24.

Financial Implications – Financial implications are addressed in the separate Chamberlain’s report presented to this Committee.

Resource implications – Recruitment to vacant posts across the division is underway.

Risk implications - Risks to achieving the objectives set out in the Business Plan are identified and managed in accordance with the City of London Risk Management Framework. Risk Registers are reported to this Committee quarterly.

Climate implications – An update on the Carbon Removals Project is presented in a separate report to your Committee.

Charity implications - Many of the Natural Environment sites are registered charities. Any decisions must be taken in the best interests of the relevant charity.

Appendices

- Appendix 1 - Performance measures

Contact

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Progress against Key Performance Indicators 1 April 2023 – 30 September 2023

↑	The Mid-Year performance of this indicator has been above or on target .
↓	The Mid-Year performance of this indicator has been below target .

Performance Measure Description	Target 2023/24	Performance 2023/24 (Mid-Year Result)
Retain our Green Heritage Site Accreditation.	13 Awards	13 Awards ↑
Retain our Green Flag Awards.	14 Awards	14 Awards ↑
Number of volunteer work hours.	N/A <i>(Comparable baseline data for 2022/23 is not available)</i>	The Commons: 7,816 Epping Forest: 3,166 HH, QP & HW: 8,841 West Ham Park: 921 Keats House: 352 Total: 21,906
Number of Ranger days spent interacting with visitors in Burnham Beeches with regards to SAMM commitments and Section 106 agreements.	>100 days by year end	N/A, annual measure
Number of visitors to The Queens Elizabeth's Hunting Lodge (QEHL) and the Temple at Epping Forest.	QEHL: >10,644 The Temple: baseline data for 2022/23 is not available	QEHL: 7,041 ↑ Temple: 617
Number of visitors to Keats House.	> 5,149 <i>(2022/23 performance)</i>	4,206 ↑
Number of visitors recorded at the Bathing Ponds and Lido at Hampstead Heath.	N/A <i>(Baseline data for 2022/23 is not available)</i>	Lido: 181,372 Ponds: 280,137 Total: 461,509
Self-reported perception of wellbeing by Learning Programme participants.	Positive result	9% ↑
Progress toward achieving net zero (carbon) (improvement against baseline).	-16.2 kilo tonnes CO ₂ e	-16.2kt CO ₂ e ↑
Health and safety accident investigations completed within 21 days.	85% <i>(Corporate target)</i>	87% ↑

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Committee(s): Hampstead Heath, Highgate Wood and Queen's Park Committee	Dated: 29/11/2023
Subject: Operational Finance Progress Report (Period 6 April - September) 2023/24 – Hampstead Heath, Highgate Wood and Queen's Park	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: Chamberlain	For Information
Report author: Clem Harcourt, Chamberlain's Department	

Summary

This report provides an update on the operational finance position as @ period 6 (April – September) 2023/24 for your Committee's local risk revenue budget to date and projected year-end outturn position, current live capital projects and outstanding debt position. It also provides additional information on the various reserve funds held and other relevant finance information for the divisions of service and Charities which fall within the remit of your Committee.

This report does not specifically concentrate on just charity finance in isolation, as this work will be part of the ongoing Charity Review and will be developed in conjunction with that project. As part of the Charity Review, future training sessions will be designed for both Members and Officers on key aspects of charity finance. This report is designed to also report on budgetary management issues that the Interim Executive Director Environment is responsible for to successfully manage the operations and finances of your Committee which sits within the Natural Environment Division.

Recommendation

Members are asked to:

- Note the content of this report and its appendices.

Main Report

Background

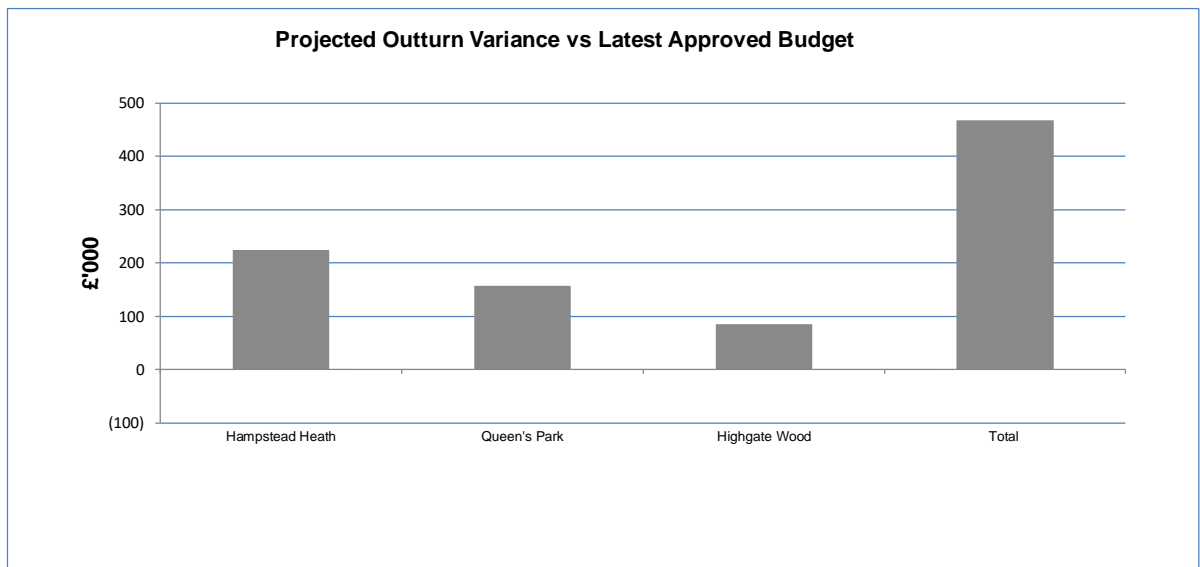
1. In order to improve financial reporting to your Committee, a set of various financial appendices and commentary have been produced to enable greater clarity of revenue and capital budgets and other financial information needed to allow greater scrutiny of the financial performance of the various divisions of services and Charities within the Natural Environment Division that report to your

Committee, to ensure they remain within the Interim Executive Director Environment’s local risk resources for 2023/24.

- To ensure your Committee is kept informed, an update on progress made against budgets will be reported to you on a quarterly basis. This approach will allow Members to ask questions and have a timely input into areas of particular importance.

Local Risk Revenue Forecast Outturn 2023/24

- The divisions of service and Charities that fall within the remit of your Committee has an overall net local risk expenditure revenue budget of £4.336m as reported at the end of September 2023. The current forecast outturn for 2023/24 as @ period 6 (September) is £3.868m, a forecast year-end underspend of £468k.
- In the graph below, the forecast outturn budget performance by each individual division of service within your Committee is listed. The overall local risk forecast position currently projects an underspend of £468k (10.79%) for your Committee at year end against the latest budget. Appendix 1-3 sets out a more detailed financial analysis of each individual division of service reporting to your Committee, including reasons for significant budget variations.



Notes:

- Zero is the baseline latest approved budget for each Division of Service.
- Graph shows projected outturn position against the latest approved budget.
- A variance above the baseline is favourable i.e. either additional income or reduced expenditure.
- A variance below the baseline is unfavourable i.e. additional expenditure or reduced income.
- Forecast outturn is £3.868m, representing a projected underspend of £468k against the latest approved budget of £4.336m.

- It should also be noted that the latest local risk budgets for 2023/24 have been adjusted to reflect the new Target Operating Model (TOM2) staffing structure within the Natural Environment Division.
- The current projected underspend on your Committee’s local risk budget as reported at the end of September 2023 is largely attributable to a favourable

variance of £224k relating to Hampstead Heath. This can be explained by additional income generated from the Ponds and Lido due to increased usage of the facilities over the summer months. This is in addition to underspends on staffing costs as a result of vacant posts as well as transport and grounds maintenance costs currently being lower than originally anticipated.

7. The favourable variance at Hampstead Heath is partly offset by additional swimming pool equipment being purchased and an overspend on water costs as a result of increased usage during the summer months. Additionally, there are some notable reductions in various forecast income streams relating to reduced income from sales as well as lower income from filming due to fewer filming projects taking place compared with 2022/23. This is in addition to reduced income from grants and contributions as a result of a self-funded post within the TOM2 structure not having yet been recruited. Members should also note that although there is currently projected to be an underspend of £224k on the local risk budget for 2023/24, it has subsequently been identified since finalising the September 2023 forecast outturn that this underspend will be used as a contribution from Hampstead Heath's local risk budget to help fund the costs of the Parliament Hill Athletics Track Resurfacing capital project, thereby eliminating the forecast underspend. This is in addition to necessary previously deferred health and safety needs that include significant vehicle and equipment repairs, staff training, and the costs of third-party supplemental security support.
8. In addition, as at the end of September 2023, there was projected to be an underspend of £158k on the local risk budget at Queen's Park. This can be explained by savings on employment costs as a result of vacant posts as well as additional income generated from memorial seats and fairground licenses. Additional health and safety costs will also be incurred at Queen's Park similar to Hampstead Heath, and the exact costs are being determined by Officers and will be reported at the next meeting.
9. Finally, there is projected to be an underspend of £86k at Highgate Wood. This can largely be explained by underspends on salaries due to vacant posts with new roles in the TOM2 structure unlikely to be recruited to until later in the financial year. Additional health and safety costs will also be incurred at Highgate Wood during 2022/23 and the exact costs are being determined by Officers and will be reported at the next meeting.

Local Risk Actual Position to Date

10. Appendices 4 and 5 set out the year-to-date income and expenditure actual position against year-to-date budget, including notes for significant budget variations. In addition, there is a graphical split of the mix of the type of income and expenditure categories making up these actual figures for your Committee.
11. Appendix 4 highlights that your Committee has received actual income to date of £2.579m against a budget to date of £1.409m, a favourable variance of £1.170m. This mainly relates to Hampstead Heath and can be explained by additional income generated from the Lido and Ponds as a result of increased usage of facilities, plus additional income from parking and tennis also being ahead of the budget profile to the end of September 2023.

12. Appendix 5 highlights that your Committee has incurred actual expenditure to date of £3.923m against a budget to date of £3.697m, an unfavourable variance of £226k to date.
13. The main expenditure variances relate to Hampstead Heath where there is a unfavourable position to date of £439k mainly due to additional expenditure being incurred on utilities and the purchase of equipment. This is in addition to an overspend on employment costs to date compared with the budget profile as a result of additional casual staffing costs being required over the summer. Finally, on transport we are also holding actual costs to date which will be transferred to a capital project for the costs of purchasing vehicles.
14. The overspend on expenditure to date is partly mitigated by underspends amounting to £130k and £83k at Queen’s Park and Highgate Wood respectively which is largely attributable to underspends on employment costs as a result of vacant posts.
15. Variances to date can be incurred due to a variety of reasons including timing differences, incorrect budget profiling, new items of income or expenditure that weren’t originally budgeted or planned, as well as genuine increases/decreases in expenditure or income. They do not always mean that these will result in a year-end overspend or underspend, as the Department look to offset ups and downs and make budget adjustments to control unexpected items to remain within overall budget constraints.
16. To enable further detailed consideration of the service areas relating specifically to your Committee, Appendices 1-3 detail the individual division of service local risk and central risk monitoring reports to the end of September 2023.

Capital Projects

17. Table 1 below outlines the current list of live capital projects in progress against their currently approved budget. It should be noted that the “current approved budget” is the amount currently agreed by Members to progress the project to either the next project gateway or until Officers request further release of capital funds to progress the scheme and may not equal the total estimated cost of the project to finalisation.
18. Out of a current approved budget of £3.024m, £2.663m has been spent or committed to date, leaving a remaining budget of £361k to progress the various projects to the next project gateway or release of further capital funds.

Table 1 – Live Capital Projects

Capital Projects by Division of Service	Total Estimated Cost of Project £'s	Current Approved Budget £'s	Prior Year Actual Spend £'s	In Year Actual Expenditure £'s	In Year Committed Expenditure £'s	Current Approved Budget Unspent £'s
<u>Hampstead Heath, Highgate Wood and Queens Park</u>						
Hampstead Heath - Parliament Hill Athletics Track Resurfacing	2,299,687	1,999,686	5,810	1,520,340	217,089	256,447
Hampstead Heath Swimming Facilities - Safety, Access & Security Impr.	1,005,564	1,010,564	225,565	334,448	360,274	90,277
Queens Park Sandpit Refurb & Toilet Rebuild	14,025	14,000	0	0	0	14,000
Total	3,319,276	3,024,250	231,375	1,854,787	577,363	360,724

19. Members should note that it is proposed that the currently projected £300k forecast shortfall in the Parliament Hill Athletics Track Resurfacing project is projected to be funded through a £224k contribution from Hampstead Heath's local risk budget for 2023/24 and a £76k allocation from City's Cash capital contingency monies. Please note that this £76k allocation will require approval from Resource Allocation Sub-Committee (RASC). However, since this initial forecast overspend and additional funding proposal, the overall costs of this project are currently being reassessed as its likely they will exceed £300k.
20. The capital bidding process for 2024/25 is currently underway for new capital projects with a pot of £20m being made available within City Fund and £5m for City's Cash services. New capital bids are to be reviewed against the department's overall capital programme and timescales for delivery with bids only expected to be put forward on a by exception basis and on the assumption that the projects will commence in 2024/25.
21. Four new City Cash bids totalling £1.122m were submitted to the Chamberlain in this process relating to projects at Epping Forest, The Commons and West Ham Park, with none for Hampstead Heath.

Outstanding Invoiced Debts

22. At the end of September 2023, total outstanding invoiced debt for your Committee was £54,160 out of a total debt for the Natural Environment Division (including City Gardens) of £209,361. Relating to your Committee, £19,830 (37%) was over 120 days, £3,897 (7%) was between 60-120 days and £30,433 (56%) was under 60 days.
23. Appendix 6 shows a graphical representation of the total invoiced debts over 120 days outstanding, which is the maximum age of debt set by the Chamberlain to recover outstanding sums. The top graph shows the time trend of the level of 120 day+ debt outstanding over the previous 6-month period.
24. The lower graph analyses the split of this debt across the various divisions of service for your Committee. The majority of the £19,830 outstanding 120 day+ debt balance relates to Hampstead Heath (£18,896/ 95%). This amount primarily relates to £6,434 owed in unpaid invoices for storage rental licenses with a Letter Before Action having been issued to the customer. The level of debt arrears over 120 days also includes £3,214 owed in football pitch bookings.

Charity Funds (Restricted, Unrestricted and Endowments)

25. Appendix 7 lists the various restricted, unrestricted and endowment funds held by both charities relevant to your Committee. It details the opening balance for the 2023/24 financial year and any movements up to period 6 (April-September 2023).
26. Movements within reserve funds since the start of the current financial year primarily relates to a £30k Community Infrastructure Levy (CIL) contribution from the London Borough of Brent to part fund the Sandpit & Playground Improvements project at Queen's Park.

27. It should also be noted that the external audit of the 2022/23 accounts for individual Natural Environment charities is currently taking place and the 2023/24 opening balances shown for each reserve fund in Appendix 7 may be subject to revision.
28. There are various types of restricted, unrestricted and endowment funds held by the Natural Environment charities which have different rules as to how they can be spent and time periods held. These are categorised in the following way:
- **Restricted Income Fund** - funds have been given to a charity for application for a specific element of the charity's objects and can only be spent in accordance with the requests of the donor or the specific campaign under which funds were raised. As these are income funds they should be spent within a reasonable period of time.
 - **Unrestricted Income Fund** - incoming resources that become available to a charity and can be applied by the Trustee to any of the charity's objects. Unrestricted income funds should be spent within a reasonable period of time and should not be held for the long term, although the Trustee should set a policy for the minimum required level of funds which is a target minimum to be held in case of particular identified risk. In the case of the City's Cash funded charities, the current deficit funding model means that no such minimum can be identified, as at year end the difference between income and expenditure is balanced by the deficit funding grant from City's Cash.
 - **Designated (Unrestricted Income Fund)** - are those unrestricted funds which have been set aside by the Trustee for an essential spend or future purpose. Whilst there is no legal restriction on their use for general purposes, and they can be undesignated by those acting on behalf of the Trustee at any time, these funds are effectively 'ring-fenced' and no longer form part of your free reserves/general funds. Designated funds must be spent within a reasonable period of time and should not be held for the long term.
 - **Endowment** - these are funds of the charity that must be invested and are intended to be held for the long term. There are two classes of endowment:
 - **Permanent Endowment** - must be invested and held in perpetuity. These funds can either be invested to provide income to support the charity's purposes e.g. the Hampstead Heath Trust Fund. The other class of permanent endowment is a functional permanent endowment where assets must be retained and used for the charity's purposes.
 - **Expendable Endowment** - an expendable endowment fund is a fund that must be invested to produce income, but the Trustee has the power to convert all or part of it into an income fund which can then be spent.

Deficit Funding

29. The current funding model is for each charity's total net expenditure (local risk, central risk and recharges) to be fully funded from City's Cash. This includes the cost of any capital expenditure incurred during the year as well any works managed by the City Surveyor under the Cyclical Works Programme (CWP) carried out over the course of the year. It should be noted that any changes to

the amount of expenditure incurred or income generated over the course of the year by an individual charity will have an impact on the overall level of deficit funding required by the relevant charity at year end. The amount of deficit funding for each charity is therefore calculated based on its **actual total net running costs for the year** in addition to any capital expenditure and CWP costs incurred during the year.

30. Therefore, year on year there are variations in the level of deficit funding received depending upon actual total net running costs incurred for the year. However, at the start of the following year, available budget funding is reset to the levels agreed by your Committee at the estimates review, so as to remain within the resource envelope set by RASC. At no stage is the budget reduced (and potentially the level of deficit funding required) unless agreed by your Committee within this annual process managed and reported by the Chamberlain to gain approval of the annual estimates.
31. The table below details previous year's levels of deficit funding grant made from City's Cash to the two Natural Environment charities within your Committee, with a forecast of that sum currently required for 2023/24. This is broken down by the level of expenditure and income generated by each charity as well as any CWP and capital expenditure funded through City's Cash which comprises the total level of deficit funding required for each charity.
32. The projection for the current financial year is based on the forecast for local and central risk net expenditure (as at the end of September 2023) in addition to latest budgets for recharges and budgets managed by the City Surveyor including CWP projects. Please note that the amount of deficit funding provided by City's Cash is unique to each individual charity and deficit funding cannot be used to offset the level of funding provided to a separate charity. Please also be aware that deficit funding figures shown for 2022/23 are currently provisional as the external audit for the individual Natural Environment charities has not yet been completed.

Table 2 – Deficit Funding – 2020/21 to 2023/24

Hampstead Heath	2020/21	2021/22	2022/23 (Prov.)	2023/24 (Est.)
	£'000s	£'000s	£'000s	£'000s
Gross Expenditure (excluding Cyclical Works)	8,732	8,772	8,963	8,676
Gross Income	3,009	4,533	4,605	5,512
Cyclical Works Expenditure	738	540	569	266
Capital Expenditure financed through Deficit Funding	152	429	62	
Total Deficit Funding - Hampstead Heath	6,451	5,356	4,842	3,430
Highgate Wood & Queen's Park Kilburn	2020/21	2021/22	2022/23 (Prov.)	2023/24 (Est.)
	£'000s	£'000s	£'000s	£'000s
Gross Expenditure (excluding Cyclical Works)	1,387	1,294	1,338	1,375
Gross Income	153	321	233	235
Cyclical Works Expenditure	145	64	165	15
Total Deficit Funding - Highgate Wood & Queen's Park Kilburn	1,364	1,033	1,255	1,155
Committee Total	2020/21	2021/22	2022/23 (Prov.)	2023/24 (Est.)
	£'000s	£'000s	£'000s	£'000s
Gross Expenditure (excluding Cyclical Works)	10,119	10,066	10,301	10,051
Gross Income	3,162	4,854	4,838	5,747
Cyclical Works Expenditure	883	604	734	281
Capital Expenditure financed through Deficit Funding	152	429	62	
Total Deficit Funding - Hampstead Heath, Highgate Wood & Queen's Park	7,815	6,389	6,097	4,585

33. As can be seen from the table above, 2022/23 saw a decrease in the level of deficit funding provided by City's Cash to Hampstead Heath compared with the previous year. This can be explained by one-off capital expenditure largely relating to the East Heath Car Park Resurfacing project being financed through deficit funding in 2021/22. This capital expenditure did not re-occur in 2022/23. The increase in deficit funding at Highgate Wood & Queen's Park Kilburn in 2022/23 is primarily attributable to a rephasing of projects falling under the CWP with the increase in expenditure resulting in an increased contribution from City's Cash. This is in addition to a reduction in income generated by the charity compared with 2021/22.

34. The current forecast for 2023/24 indicates a decrease in the amount of deficit funding due to be provided by City's Cash to the charities relevant to your Committee compared with the provisional outturn for 2022/23. This can be explained by an increase in the projected level of income expected to be generated in 2023/24 compared with the provisional outturn for 2022/23 which largely relates to additional income from the Hampstead Heath Trust. The decrease in deficit funding for 2023/24 can also be attributed to a rephasing of CWP projects compared with the level of expenditure incurred in 2022/23. Please note that the CWP does not form part of the City Surveyor's local risk

budget and is a programme of works over multiple financial years, with any variances carried over to future financial years. The carry-over of unspent balances are reported to the Projects and Procurement Sub-Committee as part of closing of accounts.

Appendices

Appendix 1 to 3 - Hampstead Heath, Highgate Wood and Queen's Park Committee individual Division of Service Local Risk and Central Risk Monitoring Reports @ September 2023 (period 6)

Appendix 4 - Income Performance 2023/24 as @ September 2023 (period 6)

Appendix 5 - Expenditure Performance 2023/24 as @ September 2023 (period 6)

Appendix 6 - Outstanding Invoiced Debt 120 Days as @ September 2023 (period 6)

Appendix 7 – Charity Funds (Restricted, Unrestricted & Endowments)

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Natural Environment - Local Risk Revenue Budget 2023/24 - September (Period 6)

FY 2022/23 Actuals £	HAMPSTEAD HEATH	Latest Approved Budget 2023/24 £	Actual to Date £	Projected Outturn 2023/24 £	Variance from Latest Approved Budget 2023/24		
					£	%	
5,010,658	Direct Employees	5,335,000	2,611,714	5,200,000	(135,000)	-3%	1
15,583	Indirect Employees	15,000	19,735	20,000	5,000	33%	
97	Repairs and Maintenance	30,000	100,497	30,000	0	0%	
165,977	Energy Costs	101,000	135,820	101,000	0	0%	2
0	Rent	0	(826)	0	0	0%	
29,102	Rates	54,000	31,023	31,000	(23,000)	-43%	
131,361	Water Services	64,000	68,255	120,000	56,000	88%	3
54,052	Cleaning and Domestic Supplies	60,000	48,756	90,000	30,000	50%	4
32,773	Grounds Maintenance Costs	87,000	8,580	35,000	(52,000)	-60%	5
413,362	Premises	396,000	392,105	407,000	11,000	3%	
90,685	Transport	111,000	124,295	50,000	(61,000)	-55%	6
260,052	Equipment, Furniture & Materials	146,000	149,365	260,000	114,000	78%	7
261,461	Fees and Services	137,000	104,600	140,000	3,000	2%	
126,133	Other	80,000	35,736	80,000	0	0%	
647,646	Supplies and Services	363,000	289,701	480,000	117,000	32%	
12,828	Transfer to Reserve	0	0	0	0	0%	
6,190,762	Total Expenditure	6,220,000	3,437,550	6,157,000	(63,000)	-1%	
(98,238)	Other Contributions	(74,000)	(652)	(10,000)	64,000	-86%	8
(52,255)	Sales	(61,000)	(492)	(1,000)	60,000	-98%	9
(1,341,174)	LIDO	(667,000)	(989,708)	(900,000)	(233,000)	35%	10
(176,043)	Ponds	(725,000)	(149,549)	(850,000)	(125,000)	17%	10
	Parking	(640,000)	(378,497)	(660,000)	(20,000)	3%	
(658,096)	Facilities	(193,000)	(577,418)	(193,000)	0	0%	
(273,518)	Film	(69,000)	(21,949)	(22,000)	47,000	-68%	11
(10,917)	Licenses/certificates	(235,000)	(115,641)	(180,000)	55,000	-23%	12
(186,797)	Other	0	(21,994)	(22,000)	(22,000)	n/a	
(228,628)	Rents etc	(243,000)	(147,269)	(230,000)	13,000	-5%	
(3,025,666)	Total Income	(2,907,000)	(2,403,169)	(3,068,000)	(161,000)	6%	
3,165,096	Total Net Expenditure - Local Risk	3,313,000	1,034,381	3,089,000	(224,000)	-7%	

Central Risk						
206,196	Capital Charges	206,000	0	206,000	0	0%
69,171	Premises	0	0	0	0	0%
8,500	Supplies and Services	0	0	0	0	0%
(1,375,547)	Investment Income	(2,256,000)	0	(2,256,000)	0	0%
(1,091,679)	Total Net Expenditure - Central Risk	(2,050,000)	0	(2,050,000)	0	0%

Notes:

There is currently forecast to be a underspend on salaries with reduced need for casual staff over the winter months as well as other staffing 1 vacancies.

2 Projected overspend of £199k due to energy price increases will now be met from central contingency.

3 Projected overspend on water costs as a result of additional usage being required over the summer months.

4 Projected overspend due to additional cleaning materials being purchased. The level of expenditure will be kept under review.

There is projected to be an underspend on grounds maintenance costs and the forecast has been updated to bring in line with the actual from 5 2022/23.

Actual to date primarily relates to purchase of vehicles with the costs due to be transferred to an agreed capital project. This is likely to result in 6 an underspend based on the level of expenditure expected to be incurred for the remainder of the year.

Forecasted overspend due to additional swimming pool cleaning equipment being required as well as extra health and safety equipment 7 maintenance costs.

8 Reduced income projected from donations and grants compared with original budget.

9 Decrease in sales volumes projected which is expected to lead to less income by year-end.

10 Increased LIDO and Ponds income to date due to additional usage over the summer. This is expected to be ahead of budget by year-end.

No additional major filming projects are expected to take place during 2023/24 due to limited staff time being available to spend on filming 11 projects.

12 Reduced income from licenses compared to budget and the forecast has been reduced to bring in line with actual from 2022/23.

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Natural Environment - Local Risk Revenue Budget 2023/24 - September (Period 6)

FY 2022/23 Actuals £	HIGHGATE WOOD	Latest Approved Budget 2023/24 £	Actual to Date £	Projected Outturn 2023/24 £	Variance from Latest Approved Budget 2023/24	
					£	%
295,318	Direct Employees	429,000	148,886	330,000	(99,000)	-23%
613	Indirect Employees	0	0	0	0	0%
38,889	Premises	49,000	30,398	49,000	0	0%
482	Transport	2,000	0	2,000	0	0%
29,541	Supplies and Services	38,000	16,553	38,000	0	0%
364,843	Total Expenditure	518,000	195,836	419,000	(99,000)	-19%
(40,222)	Fees and charges	(31,000)	(12,817)	(31,000)	0	0%
(37,829)	Rents, tithes etc	(51,000)	(21,007)	(38,000)	13,000	-25%
(78,051)	Income	(82,000)	(33,824)	(69,000)	13,000	-16%
286,792	Total Net Expenditure - Local Risk	436,000	162,011	350,000	(86,000)	-20%
(6,707)	Central Risk External interest	(5,000)	0	(5,000)	0	0%
(6,707)	Total Net Expenditure - Central Risk	(5,000)	0	(5,000)	0	0%

Notes:

1 Projected underspend due to new TOM2 roles not being recruited for until later in 2023/24.

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Natural Environment - Local Risk Revenue Budget 2023/24 - September (Period 6)

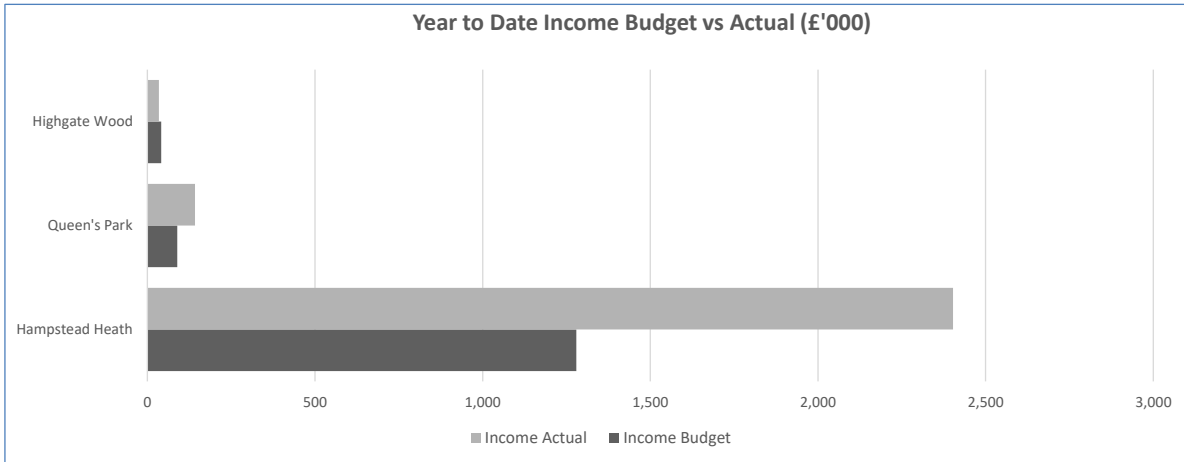
FY 2022/23 Actuals £	QUEEN'S PARK	Latest Approved Budget 2023/24 £	Actual to Date £	Projected Outturn 2023/24 £	Variance from Latest Approved Budget 2023/24		
					£	%	
407,393	Direct Employees	610,000	225,510	420,000	(190,000)	-31%	1
1,253	Indirect Employees	1,000	539	5,000	4,000	400%	
49,607	Premises	60,000	32,549	70,000	10,000	17%	
1,228	Transport	2,000	(875)	2,000	0	0%	
53,057	Equipment, Furniture and Materials	48,000	9,085	48,000	0	0%	
15,477	Total Fees and Services	34,000	16,333	34,000	0	0%	
12,417	Other	11,000	6,513	11,000	0	0%	
80,951	Supplies and Services	93,000	31,931	93,000	0	0%	
1,125	Transfer to Reserve	0	0	0	0	0%	
541,558	Total Expenditure	766,000	289,654	590,000	(176,000)	-23%	
(1,155)	Other Contributions (incl. donations)	(11,000)	(30,000)	(3,000)	8,000	-73%	
0	Sales	(5,000)	0	0	5,000	-100%	
(97,903)	Facilities	(93,000)	(75,632)	(100,000)	(7,000)	8%	2
(31,517)	Other Fees and Charges	(18,000)	(26,332)	(40,000)	(22,000)	122%	2
(18,000)	Rents etc	(52,000)	(10,500)	(18,000)	34,000	-65%	3
(148,575)	Income	(179,000)	(142,464)	(161,000)	18,000	-10%	
392,983	Total Net Expenditure - Local Risk	587,000	147,189	429,000	(158,000)	-27%	
	Central Risk						
6,150	Supplies and Services	0	0	0	0	0%	
16,488	Capital Charges	16,000	0	16,000	0	0%	
22,638	Total Net Expenditure - Central Risk	16,000	0	16,000	0	0%	

Notes:

- 1 Projected underspend due to savings from staff vacancies and demand for casual staff expected to reduce over the winter.
- 2 Additional income generated from memorial seats and fairground licenses as well as other sources of sundry income.
- 3 Reduced income from rent compared with budget and the forecast has been amended to bring in line with the actual from 2022/23.

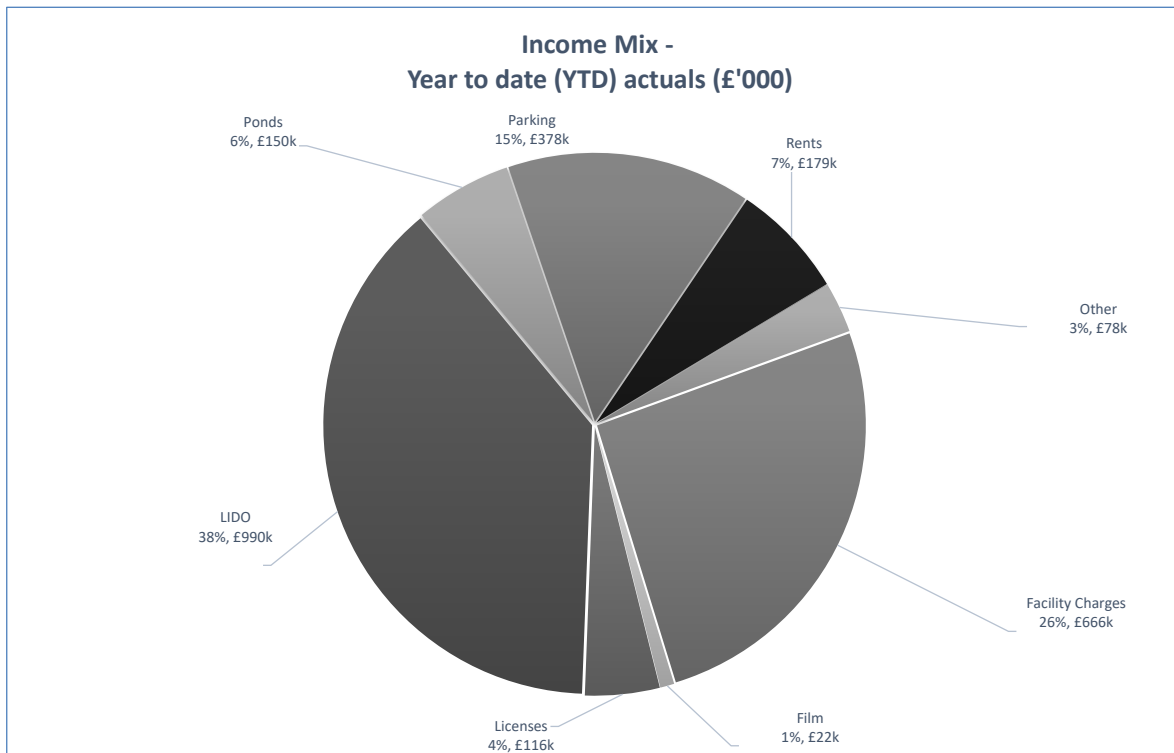
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Hampstead Heath, Highgate Wood and Queen's Park Income Performance 2023/24 - September (Period 6)



Notes:

1. **Hampstead Heath** - majority of the £1.2m favourable variance to date largely relates to Lido and Ponds income due to increased usage over the summer. This is in addition to increased income from parking as well as income from tennis and other facilities.

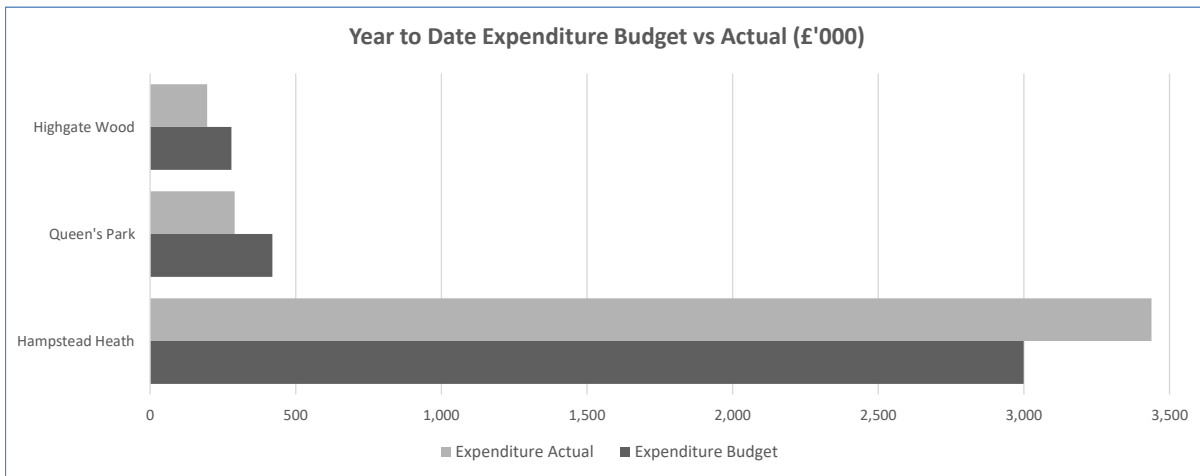


Notes:

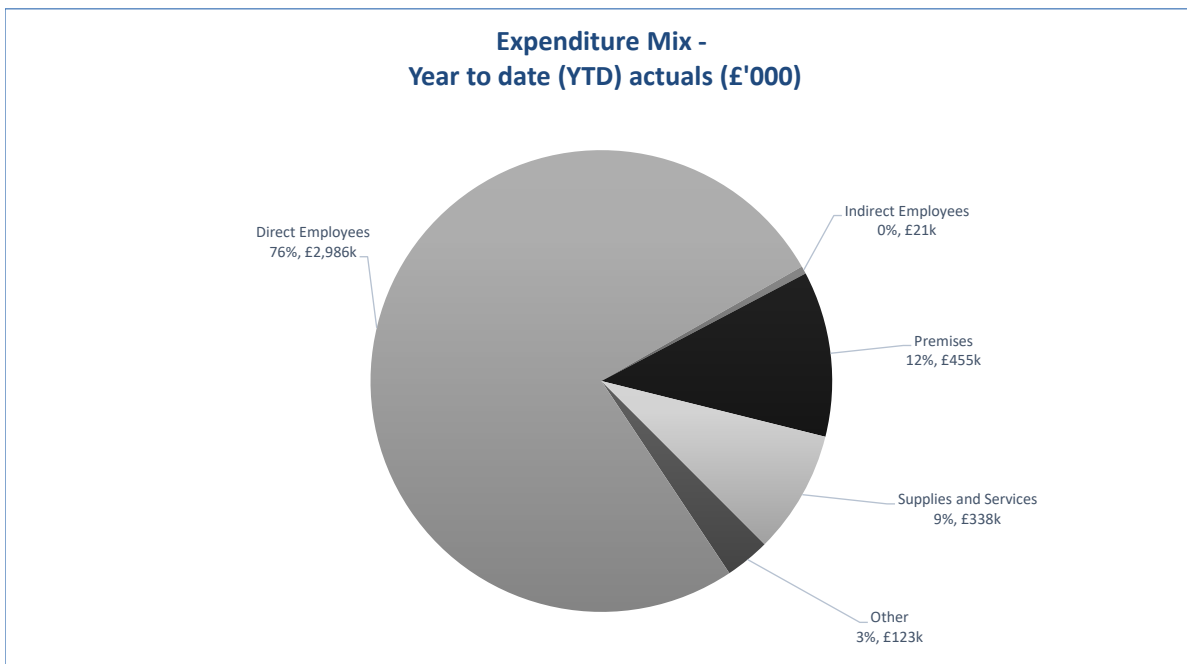
1. Total year to date actual income as @ September (Period 6) = £2.579m

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Hampstead Heath, Highgate Wood and Queen's Park Expenditure Performance 2023/24 - September (Period 6)



- 1. Highgate Wood** - underspend of £83k to date due to staffing costs as a result of vacancies.
- 2. Queen's Park** - £130k underspend on expenditure primarily attributable to employment costs as a result of vacant posts.
- 3. Hampstead Heath** - expenditure is currently £439k overspent compared to profile as a result of additional expenditure on utilities and equipment purchases. This is in addition to extra casual staff being required over the summer months.

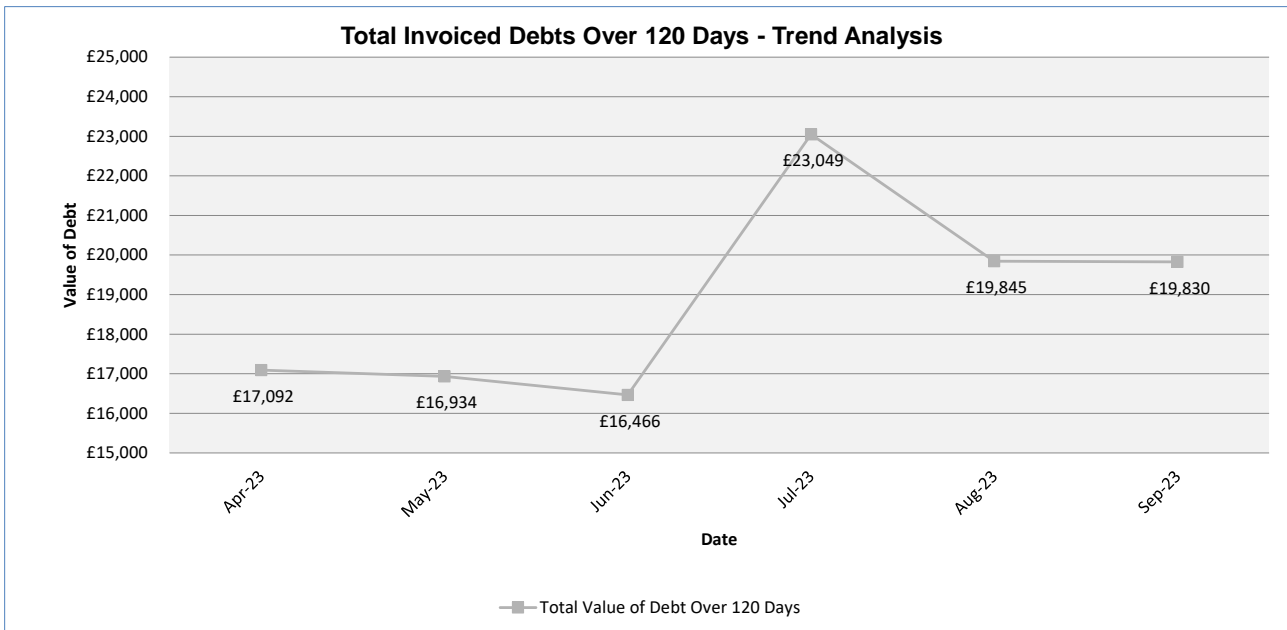


Notes:

- 1.** Total year to date actual expenditure as @ September (Period 6) = £3.923m

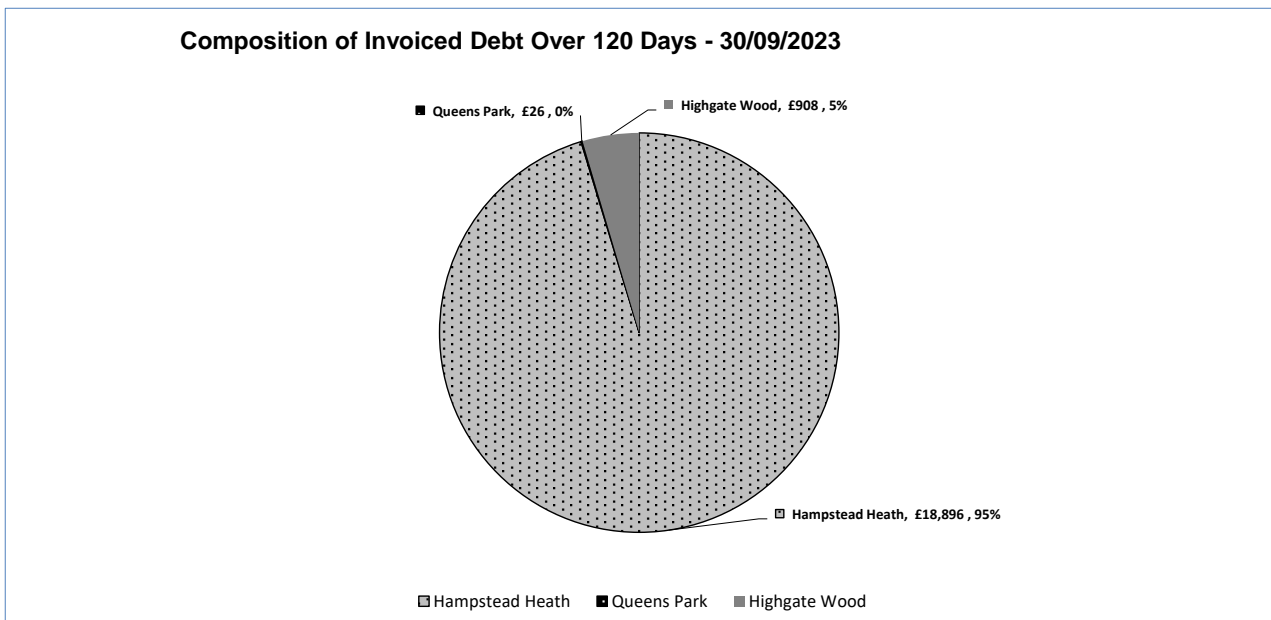
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**Hampstead Heath, Highgate Wood and Queen's Park
Outstanding Invoiced Debts Over 120 Days - September (Period 6)**



Note:

1. September total debt over 120 days is £19,830 for Hampstead Heath, Highgate Wood and Queen's Park, a decrease of £15 on the previous month. The majority of this debt relates solely to Hampstead Heath (£18,896 / 95%).



Break down of Hampstead Heath, Highgate Wood and Queen's Park debt £19,830

1. £6,434 - storage rental licenses owed by one individual customer
2. £3,214 - football pitch bookings owed by one individual customer
3. £3,146 - amounts owed by various utilities companies
4. £1,008 - filming fees owed by one individual customer
5. £6,028 - numerous other small debtors

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Charity Funds (Restricted, Unrestricted and Endowments) - September (Period 6)

	Opening Balance 2023/24	Income	Expenditure	Gains, (Losses) & Transfers	Closing Balance 2023/24
	£'s	£'s	£'s	£'s	£'s
Hampstead Heath, Highgate Wood and Queens Park Committee					
<u>Hampstead Heath</u>					
Restricted Income Funds:					
Campaign Donations	18,096	15			18,111
Parliament Hill Outdoor Gym	2,233				2,233
Installation of Non-Turf Pitches	46,845				46,845
Unrestricted Income Funds:					
General Funds	3,818				3,818
Designated (Unrestricted Income Fund):					
Tangible Fixed Assets (Buildings, Infrastructure & Equipment)	19,463,442				19,463,442
Capital Fund	3,331				3,331
Total Hampstead Heath	19,537,765	15	0	0	19,537,780
<u>Hampstead Heath Trust Fund</u>					
Permanent Endowment	34,204,048				34,204,048
Expendable Endowment	769,264				769,264
Unrestricted Income Funds:					
General Funds	730,810				730,810
Total Hampstead Heath Trust Fund	35,704,122	0	0	0	35,704,122
<u>Highgate Wood and Queen's Park</u>					
Restricted Income Funds:					
Campaign Donations - Sandpit & Playground Improvements	14,754	30,000			44,754
Unrestricted Income Funds:					
General Funds	169,582				169,582
Designated (Unrestricted Income Fund):					
Tangible Fixed Assets (Land, Buildings and Infrastructure)	120,059				120,059
Total Highgate Wood and Queen's Park	304,395	30,000	0	0	334,395
Total Hampstead Heath, Highgate Wood and Queens Park Committee	55,546,282	30,015	0	0	55,576,297

Note:

The various sub-totals shown within Appendix 7 should not give the impression that the individual funds held by each individual charity can be either consolidated or cross-utilised. It is key that individual charity funds are not viewed as available to be 'offset' against each other, bearing in mind the different objects held.

Please note that the external audit of the 2022/23 charity accounts is currently taking place and the above opening balances shown for each reserve fund are subject to revision.

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

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