



## Epping Forest & Commons Committee

**Date:** MONDAY, 8 JULY 2013

**Time:** 11.30 am

**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

**Members:** Alderman Gordon Haines (Chairman)  
Deputy Stanley Ginsburg (Deputy Chairman)  
George Abrahams  
Deputy John Barker  
Sheriff & Alderman Jeffrey Evans  
Alderman Robert Hall (Ex-Officio Member)  
Deputy Catherine McGuinness  
Sylvia Moys  
Barbara Newman  
Virginia Rounding  
Ian Seaton

*For consideration of Business Relating to Epping Forest Only*

Verderer Peter Adams  
Verderer Michael Chapman  
Verderer Richard Morris  
Verderer Dr. Joanna Thomas

**Enquiries:** **Natasha Dogra tel: 020 7332 1434**  
**Natasha.Dogra@cityoflondon.gov.uk**

**Lunch will be served in the Guildhall Club at 1pm**

**John Barradell**  
**Town Clerk and Chief Executive**

# AGENDA

## Agenda

### Part 1 - Public Agenda

1. **APOLOGIES**
  2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**  

**For Decision**
  3. **MINUTES**  

To agree the public minutes and summary of the meeting held on 13<sup>th</sup> May 2013 (copy attached).

**For Decision**  
(Pages 1 - 16)
  4. **REVENUE OUTTURN 2012/13 - EPPING FOREST AND COMMONS**  

Report of the Chamberlain

**For Information**  
(Pages 17 - 22)
- Epping Forest**
5. **SUPERINTENDENT'S UPDATE**  

The Superintendent of Epping Forest to be heard.

**For Information**
  6. **VISITOR SERVICES PROGRAMME**  

Report of the Superintendent of Epping Forest

**For Decision**  
(Pages 23 - 32)
  7. **BRANCHING OUT PROGRESS REPORT**  

Report of the Superintendent of Epping Forest

**For Decision**  
(Pages 33 - 42)

**8. SWAINES GREEN MANAGEMENT PLAN**

Report of the Superintendent of Epping Forest

**For Decision**  
(Pages 43 - 72)

**9. LAND MANAGEMENT PROPOSALS FOR NEWLY ACQUIRED LAND AT UPSHIRE (GIFFORD WOOD)**

Report of the Superintendent of Epping Forest

**For Information**  
(Pages 73 - 84)

**10. DEER MANAGEMENT ON THE BUFFER LANDS AND EPPING FOREST**

Report of the Superintendent of Epping Forest

**For Decision**  
(Pages 85 - 90)

**11. EPPING FOREST MANAGEMENT PLAN**

Report of the Superintendent of Epping Forest

**For Decision**  
(Pages 91 - 104)

**Burnham Beeches & Stoke Common**

**12. SUPERINTENDENT'S UPDATE**

The Superintendent of Burnham Beeches & Stoke Common to be heard.

**For Information**

**City Commons**

**13. SUPERINTENDENT'S UPDATE**

The Superintendent of the City Commons to be heard.

**For Information**

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

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

## Part 2 - Non-Public Agenda

### 16. EXCLUSION OF THE PUBLIC

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

<u>Item No.</u>	<u>Paragraphs in Schedule 12A</u>
17-31	3

**For Decision**

### 17. NON-PUBLIC MINUTES

To agree the non-public minutes of the meeting held on 13<sup>th</sup> May 2013 (copy attached).

**For Decision**  
(Pages 105 - 110)

### 18. SUPERINTENDENTS NON PUBLIC UPDATE

**For Information**

**Epping Forest**

### 19. CHINGFORD GOLF COURSE

Report of the Superintendent of Epping Forest

**For Decision**  
(Pages 111 - 112)

### 20. HIGHAMS PARK LAKE UPDATE ON DAM REINFORCEMENT WORKS

Report of the Superintendent of Epping Forest and City Surveyor

**For Decision**  
(Pages 113 - 124)

### 21. ANNUAL AGRICULTURAL HOLDINGS REVIEW

Report of the Superintendent of Epping Forest

**For Decision**  
(Pages 125 - 136)

### 22. EPPING FOREST WAYLEAVE

Report of the Superintendent of Epping Forest

**For Decision**  
(Pages 137 - 146)

**23. WAYLEAVE OBSTRUCTION PILOT**

Report of the Superintendent of Epping Forest – report to follow

**For Decision**  
(Pages 147 - 152)

**24. WOODREDON EQUESTRIAN RENT REVIEW**

Report of the Superintendent of Epping Forest

**For Decision**  
(Pages 153 - 156)

**25. WARREN HOUSE MANAGEMENT PLAN**

Report of the City Surveyor

**For Decision**  
(Pages 157 - 166)

**26. GRANT OF RIGHT OF WAY**

Report of the City Surveyor and Comptroller & City Solicitor

**For Decision**  
(Pages 167 - 174)

**Burnham Beeches & Stoke Common**

**27. DOG CONTROL ORDERS**

Report of the Superintendent of Burnham Beeches & Stoke Common

**For Information**  
(Pages 175 - 182)

**28. BEECHES CAFÉ - LEASE RENEWAL**

Report of the City Surveyor

**For Decision**  
(Pages 183 - 186)

**29. RENEWAL OF CONTRACT**

30. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
  
31. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

**EPPING FOREST & COMMONS COMMITTEE**  
**Monday, 13 May 2013**

Minutes of the meeting of the Epping Forest & Commons Committee held at  
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 13 May 2013 at  
11.30 am

**Present**

**Members:**

Alderman Gordon Haines (Chairman)  
Deputy Stanley Ginsburg (Deputy Chairman)  
George Abrahams  
Deputy John Barker  
Sheriff & Alderman Jeffrey Evans  
Alderman Robert Hall (Ex-Officio Member)  
Deputy Catherine McGuinness  
Sylvia Moys  
Barbara Newman  
Virginia Rounding  
Ian Seaton  
Verderer Peter Adams  
Verderer Michael Chapman  
Verderer Richard Morris  
Verderer Dr. Joanna Thomas

**Officers:**

Natasha Dogra	- Town Clerk's Department
Esther Sumner	- Town Clerk's Department
Sue Ireland	- Director of Open Spaces
Paul Thomson	- Superintendent, Epping Forest
Bob Warnock	- Superintendent, City Commons
Andrew Cotton	- City Surveyor's Department
Andy Barnard	- Superintendent, Burnham Beeches & Stoke Common
Roger Adams	- City Surveyor's Department
Jo Hurst	- Business Manager, Epping Forest
Alison Elam	- Chamberlain's Department

**1. APOLOGIES**

No apologies of absence had been received.

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

Deputy Catherine McGuinness and Verderer Richard Morris declared a standing interest as Trustees for the Epping Forest Centenary Trust.

**3. ORDER OF COURT OF COMMON COUNCIL**

RECEIVED

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29. A list of Members eligible to stand was read and Alderman Gordon Haines being the only Member expressing a willingness to serve was declared to have been elected as Chairman of the Epping Forest and Commons Committee for the ensuing year.

The Chairman welcomed the new Members who had just joined the Committee and also recorded his thanks to those Members who were no longer serving.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. A list of Members eligible to stand was read and Deputy Stanley Ginsburg being the only Member expressing a willingness to serve was declared to have been elected as Deputy Chairman of the Epping Forest and Commons Committee for the ensuing year.

6. **COMMITTEE APPOINTMENTS**

The Committee received the report of the Town Clerk and were asked to consider its appointments for the next twelve months. Members were reminded of the current membership of the various Sub Committees, Consultative Committees, Steering Groups and Management Project.

RESOLVED – That the Membership of Sub Committees be agreed as follows:

**Reference Sub Committee**

Alderman Haines  
Deputy Ginsburg  
Deputy McGuinness  
Deputy Barker  
Barbara Newman  
Virginia Rounding  
Two Verderers  
1 vacancy

**Ashted Commons Consultative Committee**

Alderman Haines  
Deputy Ginsburg  
Mr Douglas Mobsby  
Barbara Newman  
Mr Joseph Byllam-Barnes

**Burnham Beeches Consultative Committee**

Alderman Haines  
Deputy Ginsburg  
Christopher Mitchell



Barbara Newman  
Virginia Rounding

**West Wickham Commons Consultative Committee**

Alderman Haines  
Deputy Ginsburg  
Deputy McGuinness  
Barbara Newman  
Sylvia Moys  
1 vacancy

**Couldson Commons Consultative Committee**

Alderman Haines  
Deputy Ginsburg  
Sylvia Moys  
Deputy McGuinness  
1 vacancy

**Epping Forest Centre Joint Consultative Committee**

Alderman Haines  
Deputy Ginsburg  
Verderer Morris  
Verderer Adams

**Epping Forest Management Plan Steering Group**

Alderman Haines  
Deputy Ginsburg  
Deputy McGuinness  
Verderer Morris  
Verderer Adams  
Verderer Thomas  
Verderer Chapman  
1 vacancy

**Wanstead Flats Playing Fields Committee**

Verderer Adams  
Verderer Thomas

**Representative to the Open Spaces and City Gardens Committee:**

Verderer Adams

7. **MINUTES**

Matters arising:

In response to a question by a Member on why a Forest Keeper's name had been omitted the Director explained that it was not appropriate to name individuals in public reports but a practical solution was being worked on and that in the meantime the Director would provide details to any member who required the information (**Action: Sue Ireland**)

RESOLVED - That the public minutes and summary of the meeting held on 5 November 2012 be agreed as a correct record.

8. **OPEN SPACES DEPARTMENT BUSINESS PLAN 2013 - 2016 - KEY PROJECTS**

The Director of Open Spaces presented the Open Spaces Department Business Plan 2013-2016 – Key Projects document to the committee. The updated Open Spaces Department Business Plan 2013-2016 has been compiled and the report outlines the key projects in the Plan that fall under the responsibility of the Epping Forest and Commons Committee.

**RESOLVED** – Members noted and agreed the Key Projects for Epping Forest, City Commons, Burnham Beeches and Stoke Common for inclusion in the Open Spaces Business Plan 2013-2016.

9. **SUPERINTENDENT'S UPDATE**

The Superintendent of Epping Forest provided a verbal update with reference being made to the following:

**Staff changes**

The new post of Football Services Assistant created under the 2011 Service Review has been recruited. The Web Content Editor is acting up as Communications and Information Officer until December 2013. Two temporary contracts for an Administration Assistant and Litter Truck Operative have been completed.

**Gulley and Cycleway Sweeping**

In answer to a Members question from the last meeting, cycleway sweeping of the Epping New Road was completed by the Highway Authority in March.

**Parklife Website**

The new City Bridge Trust funded 'Parklife' website went live as a 'Beta' test on 13<sup>th</sup> February covered City of London, Camden, Islington and Epping Forest's near neighbour Hackney. The remaining 28 boroughs including Epping Forest will be added at a later date.

**Official Visits**

Epping Forest was visited by the new Town Clerk John Barradell on 8<sup>th</sup> March; Chairman of City Bridge Trust William Dove on 3<sup>rd</sup> May; Director General Annemarie Burger and Team from the Dutch Infrastructure and Environment Ministry; invertebrate specialists from the Natural History Museum and a group of eminent Woodland Ecologists.

**New Scientific Studies**

A team from the University of East Anglia has published a paper in the *Journal of Wildlife Management* recommending significant reductions in UK deer populations with the level of reduction mirroring the recommendation adopted by your Committee in September 2012. New research by the University of Exeter in the *Journal of Psychological Science* has strengthened our

understanding of the links between urban greenspace and increased well-being and decreased mental distress.

#### **Channel 4 Documentary**

Epping Forest was referenced at the beginning of Leo Maguire's 1.5 hour Channel 4 documentary entitled 'Dogging Tales' screened on 4<sup>th</sup> April to over 2 million viewers.

#### **Wanstead Park Abstraction**

The Environment Agency have approved a 3 year extension of the current abstraction licence covering 290,000 cubic metres/annum of water for the Wanstead Large Raised Reservoir cascade, subject to the completion of a Hydrology Study.

#### **Wanstead Park Strategic Assessment**

The English Heritage funded £30,000 study of Wanstead Park has been completed and will be published in June 2013. The assessment found 141 individual heritage features within the Park and has for the first time independently validated remote optical sensing LIDAR (Light Detection and Ranging) measurements of the site to 20mm accuracy.

#### **Queen Elizabeth Hunting Lodge**

Funding totalling £17,000 by the City Bridge Trust has enabled the installation of interpretive soundscapes on all three floors of the Hunting Lodge together with an atmospheric, but safe, bubbling cauldron in the ground floor Tudor kitchen.

#### **Gold Green Tourism Award**

British Tourism Gold Award was made to 'The View' and Hunting Lodge.

#### **British Tourism Week 22-31<sup>st</sup> March**

Epping staged 7 walks; 2 family events and the launch of a new Art Exhibition to support British Tourism Week.

#### **Family Learning Events**

745 participants attended Forest Learning Events on a spring wildlife theme.

#### **London Borough of Redbridge Exhibition on Parks 12<sup>th</sup> March – 22<sup>nd</sup> June**

Staff have contributed to the new exhibition which heavily features Wanstead Park.

#### **Ride Widening Programme**

Operations teams have completed some 10.5 miles of ride widening work to at least 3.6 metres wide (wider were there are ditches) and 3.6 metres high. All south compartment rides should now be clear.

#### **Sales of Woodchip**

The Head of Operations has organised the sale of 6 loads, totalling 158 tonnes, of woodchips to UK biomass power stations at Thetford and Shotton raising income of £1,157 before loading costs.

### **Cattle Grid Programme**

Essex County Council has appointed Chelmsford-based McDonald Highway Services to install the four cattle grids between June and mid-August which will result in temporary road closures across this period.

### **Rough Sleeper Clearances**

Some 25 rough sleeper camps have been cleared in the first 4 months of 2013, 1 in the North Area; 2 in the Central Area and 22 in the South of the Forest. 50 camps were cleared across 2012.

### **Bushcraft Event**

Keepers and volunteers staged another successful Bushcraft skills event at Mill Plain, Walthamstow.

### **Prosecutions**

Two successful prosecutions have been undertaken. On 19<sup>th</sup> February a Fly tipping case resulted in £440 in fines while a case for Riding off a surfaced ride in the close season and failure to display a licence attracted fines of £560.

### **Open Riding**

The Forest opened for Open Riding on 4<sup>th</sup> May, later than usual due to the preceding wet winter.

### **Fly tipping**

Fly tips are 221 for the first 4 months of 2013 equivalent to 286 in 2012 representing a fall of 22.7%. The recently published 'Flycapture' data for 2011 UK-wide fly tipping shows a continuing decline.

### **Staples Road Flood Alleviation Scheme**

Following the slump of the retaining wall reported to your Committee last year, contractors Bryony have undertaken £250,000 of work to stabilise and rebuild the retaining wall. Work is expected to complete shortly.

### **Eagle Pond**

Work by the Ministry of Justice's contractor Land and Water on what is estimated to be a £300,000 scheme to pile the Large Raised Reservoir dam is expected to complete shortly.

### **Jubilee Pond Lining**

The £270,000 relining scheme started at Easter and has just switched to the second pond and is expected to complete in June 2013.

### **The View Interpretation Works**

New displays describing places to visit in Epping Forest are now included on the walls surrounding the exhibition.

### **Outreach Work**

Children from the Collier Estate, Islington visited in association with the London Wildlife Trust and Islington Children's Services.

### **Football Association National Pitch Strategy**

The pitch strategy was launched on 26<sup>th</sup> February. The Chairman has written to the FA on the relevance of the Strategy to Epping Forest and will be meeting the FA Head of Facilities shortly.

### **Football Season**

The 2012/13 football season closed officially on 21<sup>st</sup> April, but was extended to 5<sup>th</sup> May 2013 due to weather-based cancellations. A total of 3,552 games played during 2012/13 season.

### **Champions Festival in the Olympic Park from 23-26<sup>th</sup> May**

UEFA, the Union of European Football Associations, will be hosting a festival at the Olympic Stadium to coincide with the Champions League Final at Wembley on May 25<sup>th</sup>. As a result of the previous Wanstead Flats/Hackney Marshes championship a Wanstead Flats team has been invited to compete.

### **Bangladeshi Football Association**

The BFA is moving to 'The Dell' at Wanstead Flats for the 2013/14 season with a 40 team strong summer league, education and coaching initiatives. The move is worth almost £9,000 in additional income.

### **Volunteer Survey**

2012 survey to be published online. The 2013 survey started on 1<sup>st</sup> May and hopes to exceed the record 935 surveys conducted in 2012.

### **'Fiddlehead' Harvesting**

5 vans were spotted operating across the north of Epping Forest over the Bank Holiday weekend with teams of workers harvesting bracken shoots or 'fiddleheads', which is considered to be a culinary delicacy and herbal medicine in some cultures.

RECEIVED

## **10. EPPING FOREST ENFORCEMENT ACTIVITY**

The Superintendent of Epping Forest presented to the committee a summary of byelaw enforcement activity by Epping Forest Keepers within Epping Forest during the six month period covering 1 September 2012 – 28 February 2013.

Members were informed that there was a continuing decrease in the levels of byelaw enforcement during the period 2005-2013, which is consistent with the conscious programme of informal education rather than formal prosecution or warning. The report evidenced 3,102 'advisory conversations' conducted by Forest Keepers during the period September 2012-February 2013, a 101% increase on the same period one year ago (an increase from 1,561 'advisory conversations' in 2012 to 3,102 in 2013).

Members noted that a single prosecution was undertaken during the recent six month period for damage to the Forest. The report noted that a warrant for

arrest had been issued for further prosecution for flytipping after the defendant failed to appear at Court. Lastly, the report noted that there had been one warning letter issued for misuse of the Forest.

RECEIVED

11. **AUTHORISATION OF AN EPPING FOREST OFFICER**

The Superintendent of Epping Forest presented a report for decision by the committee on the authorisation of an Epping Forest Officer.

The report requested that the committee exercise its delegated powers from the Court of Common Council to authorise a new Forest Keeper, Glenn Mulleady, to appear on behalf of the City of London in Magistrates' Courts.

Members noted that under the Courts Act 2003 sections 8 and 10, Forest Keepers that have been authorised by the committee and sworn in by a Magistrate can present a case at any Magistrates Court that is chosen by Local Authorities that have Epping Forest Land within their boundaries. The Authorities in question are the London Borough of Waltham Forest, the London Borough of Redbridge, the London Borough of Newham and Essex County Council.

In response to a query from Members, Officers said that the opportunity to exercise constabulary powers via Forest Keepers can play a valuable role in supporting the Conservators' duty to regulate and manage the public use of Epping Forest.

RESOLVED – The Committee agreed that, in accordance with Sections 101 and 223(1) of the Local Government Act 1972 and Section 31(4) of the Epping Forest Act 1878 that Glenn Mulleady be authorised to appear on behalf of the City of London in Magistrates' Court.

12. **UPDATE ON THE EPPING FOREST VISITOR SURVEY**

The Superintendent of Epping Forest presented the committee with a report on the Epping Forest Visitor Survey 2012 for their information.

Members were informed of the results of the third year of the Epping Forest Visitor Survey (EFVS) that was conducted during 2012. The survey aimed to build on survey data gathered during 2010 and 2011. The report noted that the EFVS continued to develop a more accurate picture of the visitor profile for Epping Forest. The EFVS data projected that the number of visits (as distinct from the number of visitors) to Epping Forest in 2012 was 4.2 million. Comparisons with census data suggested that most age ranges were well represented; but that Black, Asian and Ethnic Minorities were underrepresented.

Statistics from the Questionnaire and Observation Surveys had been used in management plans, reports, funding bids and press releases providing valuable information both internally and externally. Furthermore where appropriate

action plans have sought to address any issues or concerns identified by the surveys.

RECEIVED

13. **EPPING FOREST LICENCE AND PRODUCE CHARGES**

The Superintendent of Epping Forest presented a report for decision on Epping Forest License and Produce Charges.

Members noted the current position regarding charges levied for the management of various Forest licenses and produce sales at Epping Forest and sought approval for the proposed charges for 2013-2014.

Members noted that the licensing of activity on Forest Land raised a total of £17,398.22 in 2012/13. Produce sales generated a further £2,491. Charges for licenses had been raised in line with an inflation figure of 2.8% with the exception of Horse Licence charges which have remained fixed since their introduction in 2003.

RESOLVED – the proposed charges for 2013/14 were approved, and the Superintendent of Epping Forest was granted the discretionary powers to set terms and conditions and impose deposit arrangements for licences, and to set charges in the case of unusual license requests.

14. **EPPING FOREST PLANNING CASEWORK - FEBRUARY 2012 TO MARCH 2013**

The Superintendent of Epping Forest submitted a report for information on Epping Forest Planning Casework for the period February 2012 – March 2013.

Members noted that the land surrounding Epping Forest continues to be subject to intense development pressure. With its crescent form and sinuous 203.5 km boundary, the Forest is particularly susceptible to impacts from poorly conceived development. The successful protection of the Forest relies heavily on the Town and Country Planning System, and the Metropolitan Green Belt designation in particular. The report stated that efforts continue to ensure that the importance of Epping Forest is more firmly integrated into local planning policies and decisions.

Members were informed of responses to major strategy consultations and planning applications made on behalf of the Committee, which sought to protect the context, character, and setting of Epping Forest from further environmental damage.

Members noted that five detailed responses were made to consultations on strategic documents by local planning authorities, which has seen the successful adoption for the first time of specific Epping Forest policies by the London Borough of Waltham Forest. Some 92 planning applications were also considered on behalf of the Committee, with Objections made to 26 of these. Of



these applications, half were refused or withdrawn, 35% were granted permission, and 4 remained undecided. The 50% refused applications compared positively with the last set of national statistics for 2011/12 that record a 13% refusal rate.

RECEIVED

15. **VOLUNTEERING IN EPPING FOREST UPDATE 2012/13**

The Superintendent of Epping Forest submitted a report for information to the Committee detailing the level of volunteering in Epping Forest during the financial year 2012/13.

Members were informed of the progress of the implementation of the Epping Forest Volunteer Strategy which was adopted on 8 March 2010.

Members noted that a total of 21,730 hours of volunteer activity were donated during financial year 2012/13, including 9,140 from volunteers managed by the City of London; 8,101 by the Epping Forest Centenary Trust and 4,488 given by Epping Forest Conservation Volunteers. This represented an 11% increase in volunteer hours compared to 2011/12.

At the end of March 2013, 218 people were volunteering for Epping Forest. Eleven of the volunteers are able to fulfil more than one of the 22 available roles. A further 200 people have participated in mass volunteering days and 36 new volunteers were recruited during the year.

The annual Volunteer Party in January 2013 was staged at Butler's Retreat with great success, with the Chairman of the Committee awarding the following medals: seven Gold (600 hours), seven Silver (300 hours) and 15 Bronze (150 hours). Overall £14,141 was spent on volunteer materials, equipment, travel, and expenses in 2011/12 excluding training course fees.

Members noted that for a relatively small budget of £16,500 to cover equipment, travel and expenses, City of London volunteers have contributed time equivalent to more than 5 full time staff and provide vital match funding for the Heritage Lottery funded Branching Out Project.

RECEIVED

16. **EPPING FOREST OPERATIONS PROGRAMME FOR 2013-2014**

The Superintendent of Epping Forest presented a report on the Epping Forest Operations Programme 2013-14 for decision.

Members noted the conservation and visitor access projects proposed for the Forest in 2013-14. Significant work is to be carried out to the surface tracks in the Forest to improve long term maintenance of the surface, to improve access, and to enhance biodiversity. The planned work includes further management operations to deal with potential risk, through tree safety and reservoir management activity.



Members noted that in the 2013/14 work programme the habitat conservation work mirrors that of previous years, reflecting the continuing priorities of wood pasture restoration and keystone tree work funded by grants from Natural England and the Heritage Lottery Fund respectively. The report also noted that the coming year will see the significant additions of a *Massaria* survey on the Forest's many Plane trees, woody vegetation management on boundaries with buildings, the development of a new green waste storage area and the expansion of the cattle wintering facility at Great Gregories. The new Head of Operations has provided an outline of his proposals for the reshaping of the delivery of the work programme following the publication of the 2014-2024 Management Plan.

Members were informed that the habitat conservation work of the Forest had drawn specific grant aid from Natural England to the value of £159,000 in 2013/14 in addition to the Single Payment Scheme Grant. The Keystone Tree work is funded separately by a grant from the Heritage Lottery Fund for 74% of the costs.

RESOLVED – the Committee approved the annual work programme, and noted the information on the Forest Operations Plan.

17. **EPPING FOREST LAND REGISTRATION WORKING PARTY**

The Town Clerk submitted a report for decision on the Epping Forest Land Registration Working Party.

Following the City's largely successful initial land registration mapping process at Epping Forest covering around 1,500 title documents, there are currently circa 20-30 involving parcels of land around the boundaries of the Forest where the City may wish to challenge title registration that will have resource and legal implications.

Officers proposed that a working party be established to consider each potential challenge and report back to the Committee. In response to a request by Members, the Town Clerk agreed to cover by email a discussion on roles; responsibilities and work levels.

RESOLVED – that Town Clerk would cover by email a discussion on roles responsibilities and work levels and that the Membership of the Working Party be agreed as follows:

Alderman Gordon Haines  
Deputy Stanley Ginsburg  
Alderman Luder  
Deputy McGuinness  
Verderer Thomas  
Verderer Chapman  
Verderer Adams

18. **ELECTION OF VERDERERS - REVIEW OF PROCESS**

The Town Clerk submitted a report for decision on a review of the process of electing Verderers.

Members noted that the election of Verderers was concluded in February 2013 and that during the electoral process there were a number of discussions over the need to review the election process. This was further highlighted both at the Nomination meetings and in the local media.

Officers proposed that a working party be established following the conclusion of the Land Registration Working Party to review the process of the election of Verderers. In response to a request by Members the Director agreed to come back with a further report on timetables and scope

RESOLVED – That:

1. a further report to establish a working party to consider the election of Verderers be presented to the Committee in the summer of 2014, and;
2. the Director would present the Committee with a further report on timetables and scope.

#### 19. SUPERINTENDENT'S UPDATE

The Superintendent of Burnham Beeches provided a verbal update with reference being made to the following:

**Volunteers:** Volunteers had undertaken 650 hours' work since March including a reptile survey and birch clearance at Stoke Common and road verge clearance, rhododendron and bio monitoring projects at Burnham Beeches.

**Grazing:** The British White Cattle had just started the 2013 grazing regime at Burnham Beeches. We are continuing the trial of invisible fencing and an additional experimental area will be created and in use by mid-summer. This will cover approx. 12 hectares and include the busiest public road running through the site. The Sussex Cattle are about to be put back onto Stoke Common for the grazing season. One of the original Exmoor ponies had to be destroyed due to ill health earlier this year.

**Sustainability:** The Wood Pellet boiler had been installed at the Burnham Beeches office and is performing well. The electric quad bike had been in use for a month and is proving to be a very useful and efficient alternative to petrol powered quads. The two original hybrid electric bicycles covered 1200 miles in their first year of use and a third bicycle has since been purchased to further reduce the need to use diesel/petrol engine vehicles.

**Events:** Spring half term nature trail proved very popular with several hundred children and adults participating. The vintage bus event was held for the 7<sup>th</sup> successive year. A national orienteering event was held on the site in March.

**Media Exposure:** Countryfile would soon feature footage of the wood pasture, conservation grazing and wood ant work at Burnham Beeches (to be aired Sunday 19<sup>th</sup> May at 6.30 pm)

**Planning Control issues:** Officers continue to work closely with South Bucks District Council to adequately protect the Beeches from the harmful impacts of local development. SBDC and the City are now co-funding research into visitor demographics and hydrological issues in 2013 to help address these issues.

**Dog Control Orders:** The Superintendent continued to liaise with the Kennel Club and Burnham Beeches Consultation Group in the development of a Dog Management Strategy for the Beeches.

RECEIVED

20. **BURNHAM BEECHES & STOKE COMMON ANNUAL WORK PROGRAMME**  
The Superintendent of Burnham Beeches & Stoke Common presented a report for information on the Burnham Beeches & Stoke Common Annual Work Programme.

Members were presented with the Annual Work Programme for both Burnham Beeches and Stoke Common for the period April 2013 to March 2014 inclusive. The works detailed in the report were extracted from the management plans for Stoke Common & Burnham Beeches approved by the Committee in 2008 and 2010 respectively.

RECEIVED

21. **SUPERINTENDENT'S UPDATE**  
The Superintendent of City Commons provided a verbal update with reference being made to the following:

Volunteers – April had got off to a very good start and the numbers were up by 3%. The range of opportunities for volunteers was increasing and now includes Tree Wardens who had completed training and were currently locating Ash trees across the Commons.

Tree Health – Spring Park and West Wickham Commons were within the Forestry Commission buffer zone relating to the Oak Processionary Moth Bromley infestation. The volunteer Tree Wardens were going to be offered additional training and invited to help with surveying over the summer.

Livestock – The arrangements for overwintering the cattle and calves had been extended by a month owing to the late spring and the shortage of grass across the Commons. Four Sussex cattle had returned to Ashted Common Phoenix field after being overwintered at a farm in Chessington.

Consultative Committees – The new arrangements were due to commence in June with the informal site visits and shorter meetings.

Green Flag – Four of the Commons were being judged by Green Flag assessors.

Social Media – The City Commons team were now regularly using Facebook and Twitter to promote the City and the management of the Commons.

Committee visit – The annual committee visit was on the 15<sup>th</sup> June and would be on Kenley Common where Officers would explain the aims and outcomes of the application to the Heritage Lottery Fund for the Kenley Revival Project.

Sustainability – The City Surveyor was currently applying for consents to install photovoltaic panels on the south facing elevation of the Ashted Common Estate Office.

RECEIVED

22. **CITY COMMONS MANAGEMENT PRIORITIES FOR 2013/14**

The Superintendent of the City Commons presented a report for decision on the City Commons Management Priorities for 2013/14.

Members were presented with the management priorities for the City Commons Division that will guide the annual work programme during the period 1 April 2013 to 31 March 2014 inclusive.

The priorities were laid out in a new format that arose from a recent review of business processes in the City Commons and reflects the five aims of the business plan for the Open Spaces Department and the City Together Strategy.

In response to a query from Members, officers stated that the management priorities, with associated projects, core duties, and routine work activities would be funded by the existing local risk budgets for City Commons.

RESOLVED – The Committee agreed the City Commons Management Priorities for 2013/14.

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

In response to a query from Members, officers said public agenda papers were available online and copies could be obtained from the Town Clerk's Officer upon request.

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

There was no urgent business.

25. **EXCLUSION OF PUBLIC**

**MOTION** - it was agreed that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business.

**Item No.**

**Paragraph(s)**

26 – 35

3

26. **NON-PUBLIC MINUTES**  
RESOLVED – That the non-public minutes of the previous meeting were be agreed as accurate record.
  
27. **ACCESS EASEMENT REPORT**  
The Committee received the report of the City Surveyor.
  
28. **PROVISIONAL ADDITIONAL WORKS PROGRAMME - 2014/15**  
The Committee received the report of the City Surveyor.
  
29. **WOODFORD GOLF CLUB - LICENCE FEE REVIEW**  
The Committee received the report of the Superintendent of Epping Forest.
  
30. **LAND AVAILABLE FOR ACQUISITION**  
The Committee received the report of the Superintendent of Epping Forest.
  
31. **LAND AVAILABLE FOR ACQUISITION**  
The Committee received the report of the Superintendent of Epping Forest.
  
32. **LAND AVAILABLE FOR ACQUISITION**  
The Committee received the report of the Superintendent of Epping Forest.
  
33. **EPPING FOREST FOOTBALL CHARGES 2013/14**  
The Committee received the report of the Superintendent of Epping Forest.
  
34. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
The Superintendent of Epping Forest provided a verbal update on non-public issues.
  
35. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND THAT COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There was no urgent non-public business.

**The meeting ended at 1.45 pm**

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Chairman

**Contact Officer: Natasha Dogra**  
**Natasha.Dogra@cityoflondon.gov.uk**

# Agenda Item 4

<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons Committee	8 July 2013
<b>Subject:</b>	<b>Public</b>
Revenue Outturn 2012/13 – Epping Forest and Commons	
<b>Report of:</b>	<b>For Information</b>
The Chamberlain and the Director of Open Spaces	

## Summary

This report compares the revenue outturn for the services overseen by your Committee in 2012/13 with the final agreed budget for the year. In total, there was a better than budget position of £319,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	<b>Final Agreed Budget</b>	<b>Outturn</b>	<b>Increase/ (Decrease)</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Local Risk</b>			
Director of Open Spaces	4,707	4,831	124
City Surveyor	1,670	1,235	(435)
<b>Central Risk</b>	<b>(527)</b>	<b>(542)</b>	<b>(15)</b>
<b>Recharges</b>	1,434	1,441	7
<b>Total</b>	<b>7,284</b>	<b>6,965</b>	<b>(319)</b>

The Director's worse than budget position of £124,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees, which produces an overall worse than budget position of £56,000 (Local Risk) across all Open Spaces. This overspend will be carried forward to be met from the agreed 2013/14 budgets.

The City Surveyor's underspend has been aggregated with budget variations on services overseen by other committees and a request made to carry forward the 'net' underspending for corporate priorities. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

### **Recommendations**

It is recommended that this revenue outturn report for 2012/13 and the consequential implications for the 2013/14 budget are noted.

## **Main Report**

### **Budget Position for 2012/13**

1. The 2012/13 final agreed budget for the services overseen by your Committee was £7.284m. This budget was received by your Committee in November 2011, endorsed by the Court of Common Council in March 2012 and subsequently updated for approved adjustments.

### **Revenue Outturn 2012/13**

2. Actual net expenditure for your Committee's services during 2012/13 totalled £6.965m, an underspend of £319,000 compared with the budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.



<b>Summary Comparison of 2012/13 Revenue Outturn with Final Agreed Budget</b>			
	<b>Final Agreed Budget</b>	<b>Revenue Outturn</b>	<b>Variations Increase/ (Reduction)</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Local Risk</b>			
Epping Forest	3,036	3,221	185
Burnham Beeches	485	469	(16)
Stoke Common	22	20	(2)
City Commons	1,164	1,121	(43)
<b>Total Director of Open Spaces</b>	<b>4,707</b>	<b>4,831</b>	<b>124</b>
City Surveyor	343	372	29
Additional Works	1,327	863	(464)
<b>Total City Surveyor</b>	<b>1,670</b>	<b>1,235</b>	<b>(435)</b>
<b>Total Local Risk</b>	<b>6,377</b>	<b>6,066</b>	<b>(311)</b>
<b>Central Risk</b>			
Epping Forest	(527)	(524)	3
Burnham Beeches	0	(18)	(18)
<b>Total Central Risk</b>	<b>(527)</b>	<b>(542)</b>	<b>(15)</b>
<b>Recharges</b>			
Central Recharges	1,241	1,259	18
Recharges Within Funds	184	171	(13)
Recharges Across Funds	9	11	2
<b>Total Recharges</b>	<b>1,434</b>	<b>1,441</b>	<b>7</b>
<b>NET EXPENDITURE</b>	<b>7,284</b>	<b>6,965</b>	<b>(319)</b>

4. Appendix A provides more detail and explanations of the significant variations.

## Local Risk Carry Forward to 2012/13

5. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee.
6. Overspends are carried forward in full and are met from the agreed 2013/14 budgets.
7. The underspend of £435,000 on the City Surveyor's Local Risk budget has been aggregated with budget variations on services overseen by other committees and a request made to carry forward the 'net' underspending to fund corporate priorities.
8. The Director's worse than budget position of £124,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees which produce an overall worse than budget position of £56,000 (Local Risk) across all Open Spaces. This overspend will be carried forward and met from the agreed 2013/14 budgets.

Chris Bilisland  
Chamberlain

Sue Ireland  
Director of Open Spaces

**Contact:**

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Appendix A  
Epping Forest and Commons Committee  
Comparison of 2012/13 Revenue Outturn with Final Agreed Budget

	Final Agreed Budget £000	Revenue Outturn £000	Variation Increase/ (Decrease) £000	Reasons
<b>SUMMARY</b>				
Local Risk	4,707	4,831	124	
Central Risk	(527)	(542)	(15)	
Recharges	1,434	1,441	7	
<b>TOTAL EPPING FOREST COMMITTEE (Excluding City Surveyors local risk)</b>	<b>5,614</b>	<b>5,730</b>	<b>116</b>	
City Surveyors local risk	343	372	29	
Additional Works Programme	1,327	863	(464)	
<b>TOTAL CITY SURVEYOR</b>	<b>1,670</b>	<b>1,235</b>	<b>(435)</b>	1
<b>TOTAL NET EXPENDITURE</b>	<b>7,284</b>	<b>6,965</b>	<b>(319)</b>	
<b>LOCAL RISK</b>				
Epping Forest	2,649	2,764	115	2
Epping - CBT	366	365	(1)	
HLF - Branching Out Project	3	3	0	
Chingford Golf Course	(91)	(11)	80	3
Wanstead Flats	134	125	(9)	
Woodredon & Warlies	(25)	(25)	0	
Burnham Beeches	485	469	(16)	
Stoke Common	22	20	(2)	
City Commons	1,164	1,121	(43)	4
<b>TOTAL LOCAL RISK</b>	<b>4,707</b>	<b>4,831</b>	<b>124</b>	
<b>CENTRAL RISK</b>				
Epping Forest	(133)	(131)	2	
Epping - CBT	(366)	(365)	1	
Wanstead Flats	(28)	(28)	0	
Burnham Beeches	0	(18)	(18)	
<b>TOTAL CENTRAL RISK</b>	<b>(527)</b>	<b>(542)</b>	<b>(15)</b>	
<b>RECHARGES</b>				
Insurance	148	95	(53)	5
Support Services	546	576	30	
Surveyors Employee Recharge	305	314	9	
I.S. Recharge	81	113	32	
Capital Charges	161	161	0	
Recharges Within Fund (Open Spaces/ Directorate and Corporate Democratic Core)	184	171	(13)	
Recharges to other Funds (Woodredon and Warlies)	9	11	2	
<b>TOTAL RECHARGES</b>	<b>1,434</b>	<b>1,441</b>	<b>7</b>	

## **Reasons for Significant Variations**

### **Local Risk**

1. The City Surveyor's underspend of £435,000 relating mainly to the Additional Works Programme projects being rephased over the future years of the schemes. The programme is approved over a 3 year period and the budget is phased over the life of the programme. Any underspend is rolled over to subsequent years. The phasing of these projects is reported to the Corporate Asset Sub Committee on a quarterly basis.
2. The £115,000 overspend on Epping is mainly due to a £65,000 overspend on Grounds Maintenance where resurfacing work was carried out to address health & safety concerns on routes across the Forest, a £45,000 overspend on Minor Improvements to bring a number of vacant lodges back into use ahead of the Lodge Residency Strategy and to address long standing problems from lodges vacated by long service staff, and the reed bed filtration unit was legally required to remediate water prior to discharge to the drainage network, a £38,000 overspend on vehicle repairs & maintenance, a £13,000 overspend on equipment to replace failing and vandalised CCTV units, further units have also been installed to deter anti-social behaviour, the overspend was offset by a £25,000 surplus in Grant Income due to favourable currency variations and one-off successful stewardship bids, and a £24,000 surplus in Customer & Client Receipts due to recent rent reviews and the new Butlers Retreat.
3. This £80,000 variance on Chingford Golf Course is mainly due to the lower than anticipated income from Capitation fees.
4. The £43,000 underspend on City Commons relates to a £13,000 underspend at Ashted Common and a £30,000 underspend at West Wickham, the majority of which relates to a £21,000 underspend on Vehicle Purchase due to the supplier not being able to meet the delivery date.
5. The £53,000 underspend on insurance recharges is mainly due to an underspend on Transport Insurance where a significant reduction in premium was secured following a tendering exercise.

# Agenda Item 6

<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons Committee	8 <sup>th</sup> July 2013
<b>Subject:</b> Epping Forest Visitor Services Activities	Public
<b>Report of:</b> Superintendent of Epping Forest SEF 19/13	For Information
<b><u>Summary</u></b>	
<p>This report summarises the achievements of the Visitor Services teams during 2012/13 and outlines the broad objectives and operational priorities for the coming financial year.</p>	
<b>Recommendations</b>	
<ul style="list-style-type: none"><li>• That this report be received</li></ul>	

## **Main Report**

### **Background**

1. Following a decision in May 2012, the annual Visitor Services Programme is now presented to your Committee, as opposed to the Epping Forest Joint Consultative Committee. The report summarises the 2012/13 activity and sets out the aims and objectives for the Visitor Services Team, together with an operational programme for the 2013/14 financial year.

### **Current Position – 2012/13 Performance**

2. There are seven key areas that drive the Visitor Services Team focus:
  - i. Delivering an information service to Epping Forest visitors through four Forest Visitor Centres
  - ii. Providing memorable visits through complimentary retail activity
  - iii. Providing Life Long Learning sessions
  - iv. Entertaining visitors to Epping Forest through the management and hosting of Forest Events.
  - v. Interpreting the significance of Epping Forest through exhibitions and publications such as Forest Focus and the Events Diary
  - vi. Developing a communications presence for Epping Forest through publications, the City of London Website, Press Release/Statements and Social Networking platforms such as Twitter.

- vii. Developing wider public participation in formal sport, especially football at Wanstead Flats and golf at Chingford.
3. In delivering the above, Visitor Services Priorities are as follows:-
- a. Health and Safety of all
  - b. Visitor Experience
  - c. Heritage, Education and Learning
  - d. High Quality Events
  - e. Positive internal and external public
  - f. Income Generation
  - g. Sustainability
4. **Operating the Forest Centres** : The Visitor Services Forest Centres Team provided an information service for Epping Forest visitors from three building which increased to four during 2012/13 :-
- a. The View, Chingford which opened in July 2012 as Epping Forest's 'flagship' visitor centre with 220 square metres of exhibition space; dedicated learning facility; retail area; toilets and viewing deck.
  - b. Queen Elizabeth's Hunting Lodge (QEHL) Chingford, situated adjacent to The View, built in 1543, and specifically protected under the Epping Forest Act 1878, the lodge has been managed as a visitor attraction since 2001.
  - c. The Epping Forest Visitor Centre, High Beach, a purpose built building located close to Queen's Green which opened in 1991
  - d. The Temple at Wanstead Park built in 1765 and renovated in 1996 to provide visitor facilities. The Temple opened as a visitor attraction in 2006.
- The View and QEHL open seven days per week, while the High Beach Visitor Centre and The Temple are currently open on weekends and Bank Holidays only.
5. The four Visitor Services buildings received 85,943 visits from 1<sup>st</sup> April 2012 – 31<sup>st</sup> March 2013. The View had 31,122 visits, the QEHL had 25,777 visits (not including booked educational groups that totalled a further 3,675) the Visitor Centre at High Beach received 17,310 visits and the Temple received 11,734 visits.
6. The Visitor Centres are also responsible for income generation from retail activity and income has grown in the last four years. 2012/13 has been the team's most successful year with income breaking the £60,000 threshold for the first time ever.

7. **Delivering Life Long Learning Sessions**

- a. Demand for Learning sessions continues to increase and two Information Assistants were recruited in 2012 that have a specific responsibility for delivering Learning Sessions. These staff report directly to the Forest Centre Officer for Lifelong Learning.

Learning sessions have been as follows –

Year (April – March)	2008	2009	2010	2011	2012
Sessions	97	123	118	132	141

\* Year 2010 saw a slight dip as we had to close for a 10 day period to allow unacceptably noisy building work to take place at the Chingford Hub site.

- b. These figures include all learning sessions, such as the Discovering Epping Forest Modules, Gun Powder Sessions and Sensory Sessions.
- c. The Lifelong Learning Officer also hosts a Teachers Forum where approximately 20 local teachers meet on a quarterly basis to discuss educational issues.

11. **Public Events:** Visitor Services leads on numerous events each year which include outdoor theatre events, family learning events, guided walks, cycle rides and exhibitions. Visitor Services also play a supporting role in advertising and promoting many further events led by our close partners such as the Forest Keepers, Friends of Epping Forest, Field Studies Centre and others.

Year (Jan – December)	2009 / 10	2010 / 11	2011 / 12	2012 / 13
Visitor Services Events	66	65	60	52
Total Events	210	185	232	259

12. Whilst it is pleasing to see generally a year on year increase in the amount of events staged at Epping Forest, events provided by Visitor Services have seen a 14% decrease. This reduction reflects an emphasis on staffing the increased Visitor Centre provision, together with the additional commitment of the daily opening of The Temple during the Olympic and Paralympic

- Games. Visitor Services still contribute one event per week on average throughout the year; with the events focused on school holiday periods.
13. In addition to the events programme, weekly Health Walks are led by Information Assistants every Thursday morning from Bury Road Car Park.
  14. 2012/13 also saw the introduction of a full programme of Temporary Exhibitions, held at The View in the dedicated Temporary Exhibition space. The Forest Centres team also held the first formal evening events 'Past Time and Tipple' where visitors paid a £10 entry fee and received a glass of wine on arrival.
  15. **Communications** : The Visitor Services Communications team produced –
    - a. Three editions of the 'Forest Focus' visitor publication with a total print run of 21,000. (7k per edition)
    - b. One annual 2012 Events Diary highlighting events run by all the main Epping Forest organisations. Print run of 15,000.
    - c. Subject specific leaflets.
    - d. Forest Signs including stock signs such as 'Beware Cattle' seasonal signs for dog control during ground nesting bird season; fungi picking etc. and site specific signage.
    - e. Football Season Handbook.
  16. **Digital Services:** 2012 /13 saw the launch of the City of London's new website which includes a substantially improved Epping Forest section. Epping Forest is proving to be the most popular page for the Open Spaces Department with circa 30,000 visits per month. In addition to regular Press Releases, the Communications Team also maintain a presence on the Social Networking site 'Twitter' that provides the opportunity to post short messages on key news and subjects. The Website was updated on a weekly basis and the number of Twitter 'Followers' has grown to 870.
  17. **Developing Football and other sports:** Your Committee provides 44 football pitches and 3 separate Sports Pavilion at Wanstead Flats. The Grounds Staff now report into the Head of Visitor Services as does the Football Development Officer. The vacant position of Football Services Assistant that reports into the Football Development Officer is currently being delivered via an external partnering contract.
  18. The Football Development Officer worked towards achieving all targets in the Football Development Plan and has set goals including ensuring full usage of the football pitches, development of female football, increasing the amount of qualified coaches and referees through formal training and examinations and assisting any disability groups through formal and informal football. Wanstead Flats also hosts a weekly 5km 'Parkrun' event.
  19. **Volunteers:** All Visitor Services staff recognise the value that suitable Volunteers bring to the Department. The Visitor Services teams maintain an active volunteering scheme which includes:
    - a. Retired teachers that assist with the planning and implementation of the Family Learning and Outdoor Theatre Events.



- b. Volunteers that assist us with our Heritage work with the London Metropolitan Archive.
- c. Volunteers that provide cost saving operational cover at our four Visitor Centres.
- d. Volunteers that provide additional sport support at Wanstead Flats and Chingford Golf Course.
- e. Volunteers that assist with the weekly Health Walks that are provided on a Thursday morning from Bury Road Car Park.

## Proposals

- 20. As well as continuing to deliver the areas set out above the following changes will take place in 2013/14
- 21. **Forest Centres** – The Visitor Centre operating schedules will continue as per the pattern established towards the end of 2012. Particular attention will be focused on ‘The View’ through the development of more regular events and temporary exhibitions at the centre. Improvements to the monitoring of visitors through integrated counting devices and improvement of the retail facility are planned. In particular, following analysis of the Electronic Point of Sale (EPOS) data for the first year of trading (to July 2013) and the results of an Internal Audit Review, the implementation of formal income targets for the retail operation will be developed.
- 22. The Visitor Centre at High Beach was due to be operated by a private or third sector partner following a Tender process that took place in January and February 2013. The tender process was unsuccessful in identifying a suitable tenant for the building. The facility has remained open as a Visitor Centre on weekends and Bank Holidays, only with the building closed during weekdays. A further paper on future operating plans is scheduled for presentation to your September Committee.
- 23. **Road Signage** - Signposting to the Visitor Centres, and overflow car parking arrangements, using Essex County Council (ECC) approved ‘White on Brown’ Tourist Signage, remains a priority, especially for the A104, A112 and A1069 routes. ECC maintains a 40,000/annum visitor threshold for signage approvals which ‘The View’ will reach during 2013/14. The application and approval process is expected to take several months and depending on timescales interim AA signs may be commissioned.
- 24. **Delivering Life Long Learning Sessions:** Learning Provision will be delivered by the Forest Centre Officer (Life Long Learning) with the assistance of two Information Assistants and is expected to increase to beyond 150 sessions subject to the adoption of the Review of Learning which is expected to be presented to your Committee in November 2013.
- 25. **Public Events:** Visitor Services will continue to provide a varied programme of events including 3 Outdoor Theatre Events, 12 Family Learning Events during all Half Term Holidays, and various exhibitions at The Temple and will continue to manage weekend events.

26. **Producing Forest Interpretation:** The Visitor Services Communications team will produce:
- a. Three editions of the 'Forest Focus' visitor publication with a total print run of 21,000. (7k per edition)
  - b. One annual 2013 Events Diary highlighting events run by all the main Epping Forest organisations. Print run of 15,000.
  - c. Four subject specific leaflets.
  - d. Forest Signs including stock signs such as 'Beware Cattle' seasonal signs for dog control during ground nesting bird season; fungi picking etc. and site specific signage.
  - e. 12 monthly 'LEAFlet' staff newsletters
  - f. Football Season Handbook 2013/14.
27. **Digital Services:** Further work will be undertaken to improve the Epping Forest section of the City of London's website including the uploading of short video clips to support various interpretive objectives. The commitment to regular Press Releases will be maintained in conjunction with a Social Networking Improvement Plan to increase communications work through 'Twitter'.
28. **Promotional collaboration** - Visitor Services are also playing an integral role in assisting Epping Forest District Council with the launch and support of [www.visiteppingforest.org](http://www.visiteppingforest.org). This is a piece of partnership working between 15 local businesses such as the Royal Gun Powder Mills, Lee Valley Regional Park, Epping Forest District Museum (EFDC) and others to try to drive tourism to the Epping Forest district. With the Tour de France due to visit the area in 2014, this is an important piece of collaborative work between similar minded organisations and has been welcomed by all. Your Committee has committed to provide financial support of £3,000 to help with administration; attendance at a variety of Trade Fairs with these organisations and bi-monthly coordination meetings hosted by EFDC.
29. **Developing Golf:** 2013/14 will also see the launch of the formal Chingford Golf Course recovery plan, which is the subject of a separate report to your Committee. The intention is to improve levels of public play through the introduction of a loyalty scheme which will be designed to bring the course back into profit within 3 years.
30. **Developing Football:** The role of the Football Development Officer will be considered by your Committee in September with regards to plans to continue to increase participation at Wanstead Flats, further developing summer events and working with clubs to ensure they continue in this difficult economic climate. 2013/14 should also see investment in the region of £220,000 being made for the Capel Road Sports Pavilion through the Additional Works Programme.
31. **Volunteers** - Visitor Services remain committed to providing roles for volunteers and securing the necessary infra-structure such as relevant training, communication and desk space to allow the volunteers to develop

their skills. The role and volume of Volunteers working with the Forest Centres team will be the subject of particular review during 2013/14.

32. **Visitor Attraction Quality Assurance Scheme (VAQAS)** – The Visitor Services Team will be again applying to retain VAQAS quality assurance certification for all Visitor centres at Epping Forest. The Places of Interest Quality Assurance Scheme (PIQAS) will also be considered with regard to formalising visitor returns to Tourism England.

### **Corporate & Strategic Implications**

33. The proposal, if approved, supports the following themes of the Community Strategy:

- A Vibrant and Culturally Rich City

34. Additionally the proposal supports the following aim of the Open Spaces Business Plan:

- Providing high quality, free, accessibly Open Spaces for the benefit of London, its environs and the nation.

### **Implications**

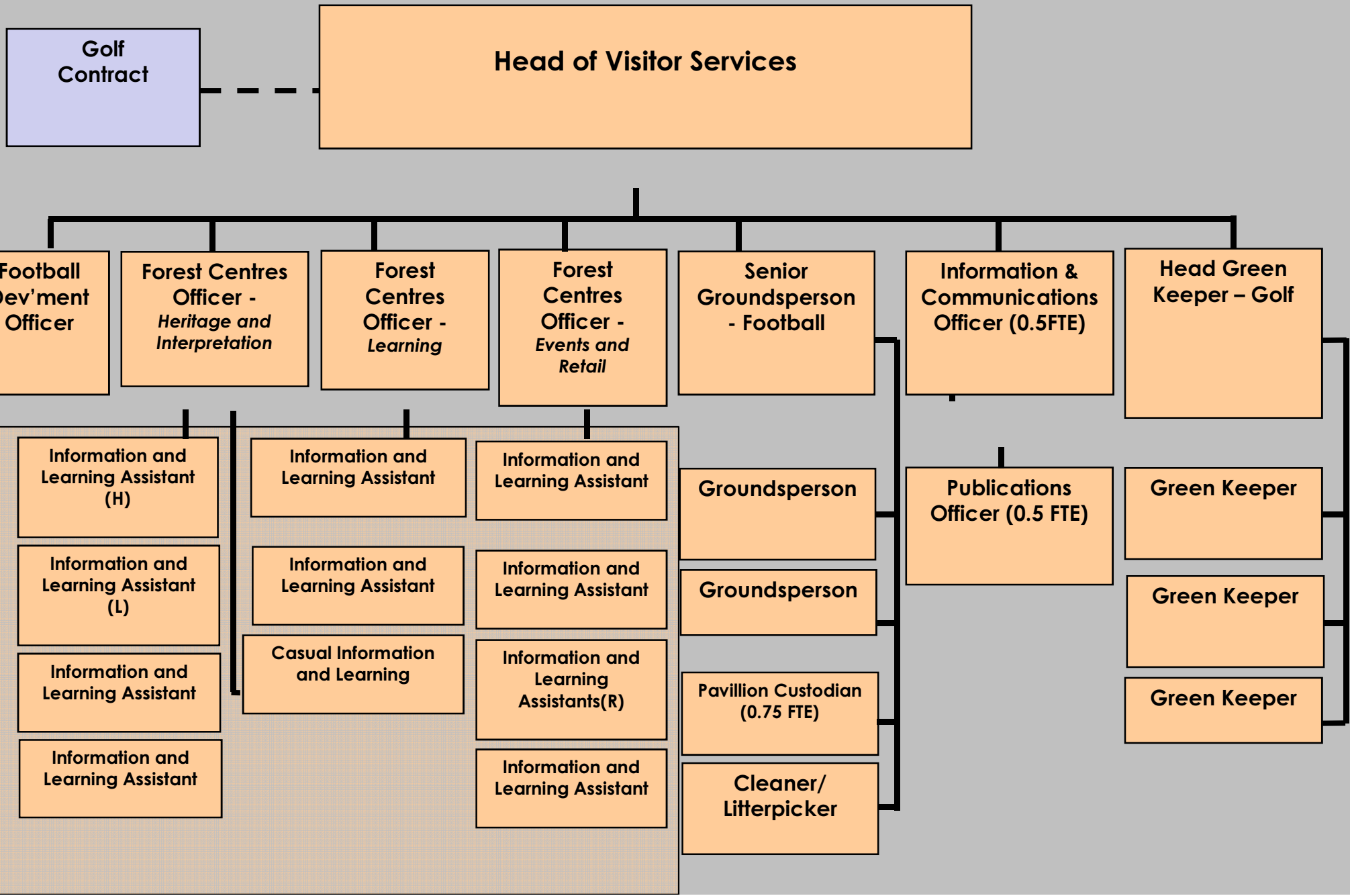
35. **Finance** – The Epping Forest Visitor Services programme is met through the Epping Forest Local Risk budget supplemented by income from retail activity.
36. **Legal** – Sections 7(1) and 9 of the Epping Forest Act of 1878 places a duty on the Conservators to provide Epping Forest as an open space for public recreation and enjoyment. The provision of the Visitor Services programme is considered to be part of this duty.
37. **Human Resources:** The Visitor Services Staffing Structure is set out in Appendix 1.

### **Conclusion**

38. The Visitor Services section plays an important role in helping to provide safe, informative and memorable visits to Epping Forest through the operation of four Visitor Centres; Life Long Learning sessions; Forest Events; publications such as Forest Focus and the Events Diary and the interpretation of the significance of Epping Forest through exhibitions.
39. The Visitor Services teams also continue to develop a communications presence for Epping Forest through various publications, the City of London Website, Press Releases and social networking platforms such as Twitter.
40. Finally, Visitor Services will continue to develop wider public participation in formal sport, especially football at Wanstead Flats and golf at Chingford Golf Course.

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# Visitor Services Team



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# Agenda Item 7

Committee(s):	Dates:
<b>Epping Forest and Commons Finance</b>	<b>8 July 2013 23 July 2013</b>
Subject: <b>Progress Report – Branching Out (Heritage Lottery project) update Number 9</b>	<b>Public</b>
Report of: <b>Superintendent of Epping Forest</b>	<b>For Decision</b>

## Summary

### Dashboard

The Branching Out projects are broadly on track, with all key elements having commenced and the spend profile matching the programme.

The focus during the next six months is on: Jubilee Pond landscaping; the design of Gateways and a standard approach to Forest furniture; installation of cattle grids, associated fencing and other elements of the Forest Transport Strategy; and, cattle winter housing; recruiting three apprentice arborists for the fifth and final year of the scheme. We are also progressing with the Volunteer Improvement Plan and working on the evaluation and legacy for Branching Out projects.

### Brief description of project

Branching Out is a series of projects in Epping Forest, designed to improve access to and interpretation of the historic landscape. The total budget for the project is £6.83 million over five years, supported by a grant of £4.76 million from Heritage Lottery Fund (HLF). Budget variances must be approved by HLF in addition to your Committee.

### **Recommendation:-**

- It is recommended that the budget variances, which balance and therefore do not affect the overall budget total, be approved; and
- a new contract is awarded to Cod Steak Limited to the value of £250,000. encompassing the design, manufacture and supply of Gateways and Forest furniture (signage, bins, benches, etc.), waiving the requirement to seek further tenders for this work in accordance with Regulation 15 of the City's Procurement Regulations 2012

## Overview

<b>1. Success Criteria</b>	<p><b>Car Parks and Access</b> - Creation of four visitor hubs and 20 gateways to the Forest. Accessible paths, way-marked trails, and car park resurfacing at High Beach, Connaught Water, Chingford and Jubilee Pond. Forest Transport Strategy includes road closure, traffic calming, speed reduction, cattle grids and improved public transport links.</p> <p><b>Grazing and Trees</b> –implementing a long term grazing strategy to enhance wood pasture landscapes. Managing ancient trees with the help</p>
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	<p>of apprentices and new equipment.</p> <p><b>Coach House</b> - Redevelopment to provide an Interpretation Centre with improved education and learning facilities as well as a shop. Delivery of: a three-year education programme Discovering Epping Forest, community liaison, volunteers; and cataloguing and conservation of the Epping Forest archives.</p> <p><b>Butler's Retreat</b> - Refurbishment to provide an improved restaurant facility with a display on the history of the Listed building.</p>
<b>2. Project Scope and Exclusions</b>	<p>Branching Out is a series of projects in Epping Forest, designed to improve access to and interpretation of the historic landscape, as listed above.</p> <p>The project incorporates elements of the Forest Grazing Strategy and Epping Forest Transport Strategy.</p>
<b>3. Link to Strategic Aims</b>	<p>Volunteering and community involvement are included in the <b>Open Spaces Business Plan 2012-2015</b>, one of the strategic aims of which is to "Celebrate a sense of place by involving local communities in the care and management of our sites". Objectives include encouraging use of the Open Spaces by underrepresented groups and developing volunteering opportunities at all sites. The City of London Corporation as Conservators of Epping Forest hold the land in trust for the recreation and enjoyment of the public.</p> <p>The proposals address "<b>The City Together Strategy: The Heart of a World Class City</b>" 2008-2014.</p>
<b>4. Within which category does the project fit</b>	<p>4. Substantially reimbursable</p> <p>7.a) Asset enhancement/improvement (capital)</p>
<b>5. What is the priority of the project?</b>	B- Advisable
<b>6. Governance arrangements</b>	<p>Project board chaired by the Director of Open Spaces with representatives from Town Clerks, Chamberlains, City Surveyors and the Epping Forest division.</p> <p>Quarterly Monitoring meetings are held with the Heritage Lottery Fund (HLF) monitor(s) with representatives from the Epping Forest division.</p> <p>Progress reports are submitted to Epping Forest and Commons Committee and to Finance Committee on resourcing</p>
<b>7. Resources Expended To Date</b>	<p><b>Spend</b> to the end of March 2013 for Stage 3 totals £4,920,735 (or £5,044,015 including sunk costs, and £5,355,015 including Stage 2 development costs of £311,000). This represents an HLF grant value of £3,659,401 (74.37%). Thus 77% of the budget has been spent at 70% of the way through the project. It is anticipated that the full project budget of £6,518,592 (or £6.8 million including development costs) for Stage 3 will</p>



	<p>be spent.</p> <p>There will be no additional revenue costs upon completion of the project, as staff are on fixed term contracts.</p> <p><b>Funding</b> from HLF is <b>74.37%</b> of total spend at Stage 3 (excluding the Stage 1 sunk costs of £123,280). The remaining 25.63% of the total Stage 3 budget of £6,395,314 has been met by grants from our partners and the Local Risk budget. The Tubney Trust have contributed £270,658 Essex County Council £300,000, the latter towards the Forest Transport Strategy. Development costs of £311,000 were spent and claimed at Stage 2.</p> <p>See <b>Appendix 1</b> below for more detail of funding and budgets.</p>
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**Progress**

<b>8. Reporting Period</b>	The Epping Forest and Commons Committee received, and approved, the eighth Branching Out project update report at its meeting of 5 November 2012.
<b>9. Summary of progress since last report</b>	<p><b>Landscaping</b></p> <p><u>Defects</u> rectified for Connaught Water and Bury Road. Revised proposal for solving drainage at High Beach and relaying of resin bonded path at Chingford Hub to resolve snag due in July.</p> <p><u>Jubilee Pond.</u> Branching Out works due to start 17 June for three months, following pond relining (City Surveyor project). We are liaising with the local Lakehouse Lake amenity group, which will help with planting and construction of the dipping platform.</p> <p><u>Gateways.</u> The install is due to commence in winter 2013. The design and build company, Cod Steaks Limited, submitted Gateway designs as part of the tender process for the exhibition at The View. Of the four companies which tendered, Cod Steaks were selected for their designs and as the only organisation to properly address the gateways element of the brief. As Cod Steaks has delivered a much admired exhibition to time and budget, and drafted appropriate design proposals for Gateways, we would like to extend their commission by £250,000 to encompass the design, manufacture and supply of Gateways and Forest furniture (signage, bins, benches, etc). On advice from the Comptroller &amp; City Solicitor, it is proposed that, subject to approval by the Committee, a new contract is awarded to Cod Steaks for this work, rather than extending the existing contract, as the latter was drafted primarily to cover installation of the exhibition rather than the supply of Forest furniture. This work will take place in parallel to the Open Spaces graphic identity exercise.</p> <p><u>Forest Transport Strategy.</u> Money committed to the Forest Transport Strategy in Essex may be used for road crossing and traffic calming</p>

in addition to the four cattle grids currently being installed by Essex County Council. This represents a slight change in scope and is dependent on HLF approval. Timber and invisible (buried) fencing is currently being installed. A solution for Rangers Road crossing requires further consultation with the London Borough of Waltham Forest (LBWF) and HLF, further to an initial meeting where crossing proposals were discussed. The holiday Sunday shuttle bus has been postponed this year due to problems finding an alternative supplier - Community Link decided not to run the service due to cut backs in Essex County Council.

### **The View (Coach House)**

Redevelopment. The defects liability period is complete with some defects outstanding and the City Surveyor is seeking resolution with the contractor. The outturn report is awaiting final account verification. Installation of exhibition and snags complete, including destination posters. The new visitor centre is a winner in the International Green Apple Awards for the Built Environment, has received accreditation under the Visitor Attraction Quality Assurance Scheme and a Gold standard in the Green Tourism Award.

Community Liaison. Outreach events are on target, with repeat visits from St John's School, which has found conservation activities particularly beneficial for their more challenging classes. Results from the 2012 Visitor Survey were the subject of a report to the Epping Forest and Commons Committee in May 2013 and the 2013 Visitor Survey has commenced.

Learning. The Discovering Epping Forest final evaluation report, video and learning resources are now online. Consultants have submitted a final report entitled *Review of Learning Provision in Epping Forest*, which will inform the legacy of the project.

Volunteers. A total of 21,730 hours of volunteer activity were donated during financial year 2012/2013, which is an 11% increase in volunteer hours on 2011/12. Volunteer training has included chainsaws and brush cutters for the first time. There is increased involvement from Forest keepers in leading conservation tasks with local groups. We are working on an improvement plan, resulting from an Open Spaces review to improve the quality as well as the quantity of volunteering. Further detail is available in the report submitted to the Epping Forest and Commons Committee in May 2013.

### **Butler's Retreat**

The defects liability period is complete with remaining snags being resolved by the contractor under the direction of the City Surveyor. Repair of render has been undertaken via the existing Bolt and Heeks contract. The repair of wainscoting is to be funded from the Local Risk maintenance budget, as it is not attributable to the contractor. The Outturn report is awaiting budget reconciliation.

	<p><b>Grazing and Trees</b></p> <p><u>Grazing.</u> Four calves have been born, one of which is female. This is the start of a breeding herd, in accordance with the Grazing Expansion Plan. There are plans to purchase further cattle this year and a bull has been with the cows over winter. Construction of more winter housing is required to increase capacity and HLF have agreed to help fund it from the project contingency.</p> <p><u>Keystone Trees.</u> We have worked 100 keystone trees this winter, following revisions to the target due to the impact of the 2011/12 drought. We are planning to catch up with the original target using funds agreed by HLF to extend machine hire during 2013. While the more recent, high rainfall has improved the health of beech trees, we are reviewing the health of the oaks, which have also been impacted on by unfavourable weather conditions.</p> <p><u>Apprentices.</u> The fourth year of the apprenticeship scheme is progressing well and we have our first female apprentice arborist.</p>
<p><b>10. Programme</b></p>	<p>All projects are on track to complete in November 2014.</p> <p>The next progress report is due in November 2013.</p>
<p><b>11. Budget</b></p>	<p>Variances between capital and revenue budgets are listed in Tables 2 and 3 of Appendix 1. The figures mainly reflect approved contingency claims from HLF to cover:</p> <ul style="list-style-type: none"> <li>• Wood chip corral to expand cattle over wintering facility at Great Gregories. Part funding of £36,200. This is being reported as a separate capital project.</li> <li>• Teupen hire to catch up shortfall in keystone tree works, where weather conditions affected health of trees. £6,000.</li> <li>• Volunteer travel and expenses budget reviewed annually. £10,000.</li> </ul>
<p><b>12. Risk</b></p>	<p>Risk registers are maintained for the various aspects of the project and an overview is reported to HLF to accompany the drawdown claims. Where costs have been incurred, these have mainly been met from the HLF contingency budget.</p> <p>Overall risk is low, as this is a technically straightforward project, although unusual in the number of different elements, and the project is moving towards the final stages. Risks are regularly reviewed to mitigate their impact.</p>
<p><b>13. Communications</b></p>	<p>The involvement of a local group, Lakehouse Lake Project, at Jubilee Pond has been helpful in gaining public support for the large-scale works.</p> <p>Installation of the cattle grids remains controversial and Essex County Council is handling the public relations.</p>

<b>14. Benefits achievement</b>	<p>New visitor centre and exhibition at The View, which has received excellent feedback and has more than doubled the number of visits received last year, as well as increased shop sales.</p> <p>Completion of car parks and access trail at three visitor hubs.</p> <p>Delivery of Discovering Epping Forest learning project to 2,025 pupils over three years.</p> <p>Increase in quality and quantity of volunteering.</p>
<b>15. Lessons</b>	<p>To be reported in the Outturn reports. Feedback and lessons learned are being gathered throughout the project and will be included in the Outturn and HLF reports, including the results of Evaluation Workshops.</p>

### **Appendices**

<b>Appendix 1</b>	Funding and Budgets
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### **Contact**

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## Appendix 1 Funding and Budgets

Table 1 Funding Sources

<b>Funding Sources Table</b>	<b>£</b>	<b>Claims to Mar 2013</b>	<b>Status</b>
Heritage Lottery Fund Stage 3	4,756,000	3,659,401	Claimed six monthly in arrears
Heritage Lottery Fund Development Grant	231,500	231,500	Claimed
Essex County Council (cattle grids & FTS)	300,000	290,981	Evidence to be provided quarterly
City Contribution All Stages*	1,251,436	1,095,901	See breakdown below
London Borough of Waltham Forest	20,000	20,000	Expended on highways works
Tubney Trust	270,658	270,658	Fully paid in 2012
<b>Total</b>	<b>6,829,594</b>	<b>5,568,441</b>	
<b>*analysis of City Contribution</b>	<b>£</b>	<b>Claims to Mar 2013</b>	<b>Status</b>
Stg 1 bid prep (sunk cost)	123,280	123,280	Expended
City Contribution Development Stage 2	79,500	79,500	Expended
Local Risk	765,436	657,915	Allocated annually
<b>Sub-Total Local Risk</b>	<b>968,216</b>	<b>860,995</b>	
Payments in-kind (volunteers, etc)	283,220	235,206	Claimed with evidence
<b>Total</b>	<b>1,251,436</b>	<b>1,095,901</b>	

Table 2 Budget variations since last progress report

<b>Item</b>	<b>Budget Oct 12 for HLF ddn 7</b>	<b>Budget Jun 13 &amp; c HLF ddn8</b>	<b>Variance (£)</b>	<b>Reason for significant variation &amp; transfer details</b>
<b>COACH HOUSE</b>			0	
<b>Capital Costs</b>	<b>1,761,574</b>	<b>1,761,574</b>	0	
Staff: Community Liaison	179,421	176,620	-2,801	balancing below
Staff – Archivist	37,573	40,374	2,801	to reflect actual
Conservation work	11,032	11,032	0	
Recruitment (+int expenses)	4,427	4,427	0	
Measuring Project Success	20,000	20,000	0	
Education Programme	297,560	297,530	-30	To Contingency
Materials, Equipment, Travel for CLO & PM	5,904	11,904	6,000	Teupen hire from Contingency
Volunteer equipment + travel + events	38,781	48,781	10,000	Estimate for Yr5, applied for annually from Contingency
Events – catering, launches	5,000	5,000	0	

Item	Budget Oct 12 for HLF ddn 7	Budget Jun 13 & c HLF ddn8	Variance (£)	Reason for significant variation & transfer details
<b>Revenue Costs</b>	<b>599,698</b>	<b>615,668</b>	15,970	
<b>Coach House</b>	<b>2,361,272</b>	<b>2,377,242</b>	<b>15,970</b>	
<b>BUTLER'S RETREAT</b>			0	
Refurbishment	546,000	546,137	137	From below: hlf d cs constr; QS; Surveys; planning fees + CS staff costs
HLF Bid preparation Stage 1	19,403	19,403		
Professional fees	73,635	73,498	-137	To above hlf 5 cs wks butlers
<b>Capital Costs</b>	<b>639,038</b>	<b>639,038</b>	0	
<b>Revenue Costs</b>	<b>0</b>	<b>0</b>	0	
<b>Butler's Retreat</b>	<b>639,038</b>	<b>639,038</b>	0	
<b>CAR PARKS &amp; ACCESS</b>			0	
<b>Capital Costs</b>	<b>2,082,978</b>	<b>2,082,978</b>	0	
<b>Revenue Costs</b>	<b>183,523</b>	<b>183,523</b>	0	
<b>Car Parks and Access</b>	<b>2,266,501</b>	<b>2,266,501</b>	0	
<b>GRAZING &amp; TREES</b>				
Fencing (forest grazing)	106,000	142,200	36,200	Cattle housing - wood chip corral from Contingency
Equipment	21,300	21,300	0	
Vehicles	164,282	164,282	0	
HLF Bid preparation Stage 1	3,727	3,727	0	
<b>Capital Costs</b>	<b>295,309</b>	<b>331,509</b>	36,200	
<b>Revenue Costs</b>	<b>692,333</b>	<b>692,333</b>	0	
<b>Grazing and Trees</b>	<b>987,642</b>	<b>1,023,842</b>	36,200	
Volunteer Hours	153,150	153,150	0	
Contingency	110,989	58,819	-52,170	transfer to items above
<i>Develpmt Cost (phases D-E)</i>	<i>311,000</i>	<i>311,000</i>	0	
<b>Non project specific</b>	<b>575,139</b>	<b>522,969</b>	52,170	
<b>ALL PROJECTS</b>	<b>6,829,592*</b>	<b>6,829,592</b>	0	
<i>All projects minus devpt costs</i>	<i>6,518,592</i>	<i>6,518,592</i>	0	
HLF Bid preparation Stage 1	123,280.00	123,280	0	
<b>HLF App cost (less sunk &amp; devt costs)</b>	<b>6,395,312</b>	<b>6,395,312</b>	0	
<b>HLF payment 74.36695%</b>	<b>4,755,998</b>	<b>4,755,998</b>	0	

**Table 3 Capital and Expenditure Summary Budgets**

a) Capital/Expenditure approved November 2012

Project	Capital costs Phases F-L (£)	Revenue costs (£)	Other costs (£)	Total All Years (£)
1. Coach House	1,761,574	599,698	0	2,361,272
2. Butler's Retreat	639,038	0	0	639,038
3. Car Parks and Access	2,082,978	183,523	0	2,266,501
4. Grazing and Trees	295,309	692,333	0	987,642
Volunteer Hours	0	0	153,150	153,150
Contingency	0	0	110,989	110,989
<b>TOTAL</b>	<b>4,778,899</b>	<b>1,475,554</b>	<b>264,139</b>	<b>6,518,592</b>
Development Cost	0	0	311,000	311,000
<b>Total inc Development</b>	<b>4,778,899</b>	<b>1,475,554</b>	<b>575,139</b>	<b>6,829,592</b>

b) Capital/Expenditure updated June 2013

Project	Capital costs Phases F-L (£)	Revenue costs (£)	Other costs (£)	Total All Years (£)
1. Coach House	1,761,574	615,668	0	2,377,242
2. Butler's Retreat	639,038	0	0	639,038
3. Car Parks and Access	2,082,978	183,523	0	2,266,501
4. Grazing and Trees	331,509	692,333	0	1,023,842
Volunteer Hours	0	0	153,150	153,150
Contingency	0	0	58,819	58,819
<b>TOTAL</b>	<b>4,815,099</b>	<b>1,491,524</b>	<b>211,969</b>	<b>6,518,592</b>
Development Cost	0	0	311,000	311,000
<b>Total inc Development</b>	<b>4,815,099</b>	<b>1,491,524</b>	<b>522,969</b>	<b>6,829,592</b>

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# Agenda Item 8

<b>Committee:</b>	<b>Date(s):</b> 8 <sup>th</sup> July 2013
Epping Forest and Commons	
<b>Subject:</b> Swaines Green, Epping – Management Plan	<b>Public</b>
<b>Report of:</b> Superintendent of Epping Forest SEF 21/13	<b>For Decision</b>
<b>Summary</b>	
<p>Swaines Green was purchased by the City of London with significant financial support from the Heritage Lottery Fund in 2005. The management of the land has largely been carried out by volunteers, particularly those supervised by Epping Forest Countrycare and The Friends of Swaines Green group. The Friends group has also developed various access and habitat management proposals, two of which – a boardwalk and new pond – have been implemented.</p> <p>Future access and conservation work requires coordination and agreement on the priorities in order to enhance the value of the site for wildlife and access and to prevent avoidable habitat losses. This report presents a detailed Management Plan which addresses the priorities for the site and provides the framework for a work programme over the next 5 years. The emphasis of the Plan is to consolidate and improve the previous habitat work, such as the pond excavation, whilst ensuring restoration of the grassland area, the establishment of a coppicing cycle and the improved access within the secondary woodland with more open and varied rides and pathways. The draft of this Plan has met with approval from the key partners at the Friends of Swaines Green and Epping Forest District and Epping Town Councils.</p>	
<b>Recommendation(s)</b>	
Members are asked to:	
<ul style="list-style-type: none"><li>• Approve the draft Management Plan to allow its implementation in partnership with the Friends of Swaines Green, Epping Forest Conservation Volunteers (EFCV), Epping Forest District Council Countrycare service and other stakeholders.</li></ul>	

## Main Report

### Background

1. Swaines Green (5.64 hectares) was purchased by the City of London with significant financial support from the Heritage Lottery Fund in 2005. The

purchase was coordinated with Epping Forest District and Epping Town Councils which, at the same time, bought an adjacent area to the north known as Lovelocks Field. The aim was to protect the open, accessible countryside adjacent to Forest Land in line with Buffer Land Policy, especially the ancient green lanes and remnant green lane boundaries in this area and maintain a place for people's enjoyment.

2. Despite early discussions and liaison with Epping Forest Countrycare, Epping Forest District Council's countryside management service, a coordinated list of priority tasks was not established in the first few years. However, wildlife survey work was carried out by the Friends and an invertebrate specialist, familiar with Epping Forest, produced a detailed report indicating the value of the scrub edges and wet grassland habitats. The surveys provided good evidence of the key species on site (see Appendix 1).
3. Since 2005 Swaines Green has been managed largely by volunteer groups organised and supervised by Epping Forest Countrycare. The Friends of Swaines Green worked with Epping Forest Countrycare to install a boardwalk on the western edge of the site. The Friends also arranged for a pond to be excavated, which has since had to be modified significantly due to problems with its design and also with the execution of the work.
4. Grassland at the northern end of the site (Lower Lincolns) – the only section easily accessible to tractors and mowing machines – has been mown several times since 2005 by the in-house Grassland Team or by contractors, as time and resources have allowed.

### **Current Position**

5. Following problems with the pond works (see above) and the lack of an agreed plan for volunteers to work with, there has been a suspension of volunteer tasks over the last 2 years.
6. Work restarted on a management plan in 2011 and the 3<sup>rd</sup> draft of the Management Plan is attached at **Appendix 1**. This plan is aimed at providing the basis for future conservation work by volunteers, staff and/or contractors.
7. A second draft of this plan, very similar to the draft attached, has been circulated to the Friends of Swaines Green and Epping Forest Countrycare and has received agreement. The only changes since then have been to add in a brief section about management of the hedgerows and some minor wording and text changes. These are included in the 3<sup>rd</sup> draft attached as Appendix 1.
8. The current Epping Forest Local Plan consultation includes proposals to zone land to the west of Swaines Green for residential development which will accentuate the importance of Swaines Green as a Public Open Space.

### **Rationale for Management Plan programme**

9. The options for management of Swaines Green depend largely on the input of volunteer time because of the current limited access for machinery and other competing priorities for the in-house teams over the next 5 years.

10. More importantly, the nature of the site, having been funded by the Heritage Lottery Fund with the aim of providing a resource for the local community, requires local community involvement in the management and care of the site.
11. The balance of volunteer time and in-house staff resources (or contractors) should be considered in this context.

## **Proposals**

12. The attached Management Plan (Appendix 1) outlines the proposed management priorities for the next 5 years.
13. A key priority is to halt the loss of the unimproved damp grassland to encroaching trees and scrub because this habitat is rare now in Essex.
14. To assist with achieving this work Epping Forest Conservation Volunteers (EFCV) have confirmed that they will adopt this site as one of their “core sites” where they would aim to carry out tasks every year and include return visits to complete distinct projects.
15. The site is divided into 3 distinctive areas, Lower Lincolns, Middle Lincolns and Forties Field. The priorities for each of these areas are based on the current condition of the habitats in each of them. For example, Middle and Lower Lincolns have the best remaining grassland and so are priorities for early work. Forties Field has become secondary woodland and the priority here is to improve access and widen rides to allow a more varied habitat to develop.
16. The main proposed habitat management for the next 5 years involves grassland restoration by Bramble and Blackthorn removal, ride widening, developing the wildlife value of the pond by planting some aquatic plants if necessary and beginning a coppicing cycle should volunteer availability allow. These proposals are summarised in the Map on page 12 of the attach Plan at Appendix 1.

## **Corporate & Strategic Implications**

### ***City Together***

17. The work and proposals outlined above, meet the City Together vision of a World Class City, and specifically, 2 of its 5 themes: “A World Class City that supports our communities” and “A World Class City which protects, promotes and enhances our environment”. The Forest environment is significantly enhanced by the protection and sympathetic management of the Buffer Lands.

### ***Open Spaces Department Business Plan***

18. This report supports the Open Spaces Department’s strategic aims of;
  - Providing high quality accessible Open Spaces and services in accordance with nationally recognised standards for the benefit of London and the Nation,
  - Involving communities in the management of our sites,

- Adopting sustainable working practices, promoting the variety of life (biodiversity) and protecting the Open Spaces for the enjoyment of future generations.

### ***Epping Forest Management Plan***

19. This report also exemplifies the Epping Forest Vision for the 21<sup>st</sup> Century, in particular;
  - Epping Forest's position as a unique and ancient landscape for people and wildlife will be strengthened,
  - Epping Forest will be highly valued as part of a larger and fully accessible protected landscape area.

### **Implications**

20. **Financial** - The work proposed in the Swaines Green Management Plan (Appendix 1) would be funded out of the Epping Forest local risk budget as required and as available depending on other priorities.
21. EFCV have adopted the site as a "core site" (see para 13 above) and so this will allow the programme of work to start and it will largely be carried out by volunteers in the foreseeable future.
22. **Legal** - There are no specific legal implications in the proposals above (for insurance see HR below).
23. **Property** - The management plan addresses landscape maintenance proposals, and excepting some attendant minor fencing repair, does not entail additional costs or repair and maintenance expenditure in respect of built assets.
24. However, the Superintendent should agree the works specification and any associated funding issues and on-going maintenance implications with the volunteers prior to implementation, to be assured that the works do not unduly impact upon local risk expenditure nor increase the City's future maintenance liability.
25. **Human Resources** - Epping Forest Conservation Volunteers (EFCV) have adopted the site as a "core site" for their annual work programme. It is likely that any volunteers from the Friends of Swaines Green (FoSW) could take part in EFCV events. However, should the FoSW wish to organise and carry out volunteering events themselves the Epping Forest Volunteer Development Officer will liaise with them in accordance with the Service Agreement for Volunteer Groups in order to cover issues such as insurance.

### **Conclusions**

26. Since 2005 Swaines Green has become an important area of Buffer Land protecting and adding to the Forest's ancient green lane network to the west of Epping. It also provides a significant and much-valued local community resource for walking, playing and the occasional events like the local May Fair. Following several years of piecemeal management the Plan presented with this report seeks to provide a robust framework for planning and

coordinating future conservation and access operations, especially those involving local volunteers.

## **Appendices**

- **Appendix 1** – *3<sup>rd</sup> Draft* Swaines Green Management Plan

## **Background Papers:**

None

## **Contacts:**

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## - APPENDIX 1 -

### Swaines Green Management Plan 3<sup>rd</sup> Draft

#### Buffer Lands: Compartment 63

#### Summary and Rationale

This management plan aims to identify areas of scrub, grassland and developing woodland to establish a management regime to restore areas of grassland currently being encroached by scrub and to increase the structural and species diversity of the grassland, scrub and woodland habitats.

#### Key objectives

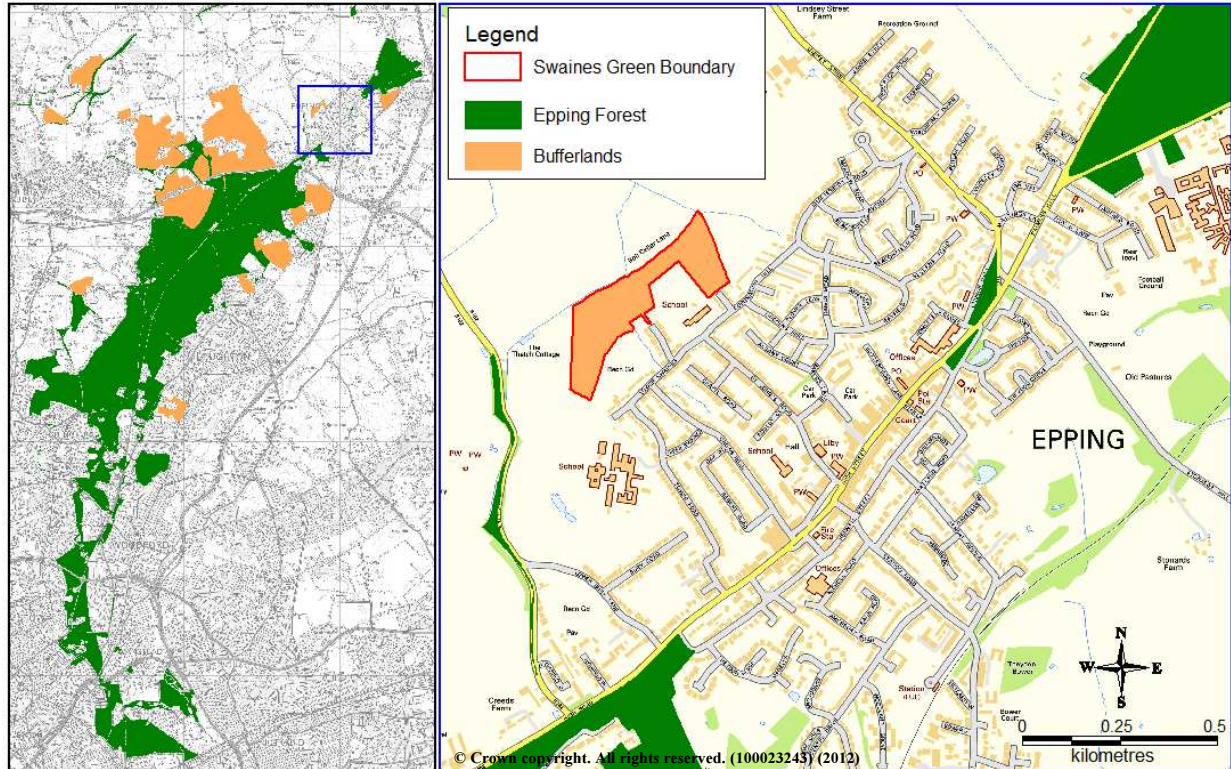
- Maintain the area as a public open space for the enjoyment of local residents
- Maintain and enhance the biodiversity of Swaines Green through creating a mosaic of habitats with good vegetation structure
- Establish a green corridor linking areas of Epping Forest to the south and north.

#### General information

**Ownership:** City of London

**Location:** North-west of Epping Town in the district of Epping Forest, Essex

**Site Centroid:** TL 45462 02518



**Map 1.** Location of Swaines Green in relation to the rest of Epping Forest and the Buffer Lands.

## Designation

Local Wildlife Site (G40). Site designated based on Habitat Criterion 8, Hedgerows and Green Lanes, and Habitat Criterion 9, Lowland Meadows.

In addition to the area of Swaines Green owned by the City of London (depicted by the boundary in Map 1) the Wildlife Site also includes Lovelocks field to the north-west and the rest of Forties Field, (Appendix 1).

Tree Preservation Order EPF/8/9. Covers all trees present on Swaines Green.

## Site Description

Swaines Green covers 5.64 hectares of rough grassland, scrub and developing woodland providing a green corridor between the main section of Epping Forest and the Lower Forest to the north. To the north the site is bordered by a mature, ancient hedgerow along Bolt Cellar Lane and farmland, with Lower Swaines Green recreation ground, housing and a primary school to the south. To the north-east is Lovelocks Field, which is owned and managed by Epping Town Council. The western boundary cuts through Forties Field and is difficult to determine on the ground. The remainder of the Forties Field is privately owned. Swaines Green comprises of three fields: Lower Lincolns, Middle Lincolns and Forties Field.

<b>Lower Lincolns Field</b>	TL 45586 02649	1.72 hectares
<b>Middle Lincolns Field</b>	TL 45477 02615	1.06 hectares
<b>Forties Field</b>	TL 45286 02435	2.86 hectares

## Topography

Forties Fields is generally a south-facing slope whilst Middle and Lower Lincolns fields are more northerly facing.

## Geology and Soil

The regions geology is London clay with occasional gravel beds. The soils of the area are typically neutral varying from a slowly permeable seasonally wet slightly acid but base rich loamy and clayey soil to a lime-rich loamy and clayey soil with impeded drainage.

## Access

Swaines Green has full open, public access via a number of points around the site. Access can be gained from a gated entrance off Coronation Hill, three points from the bridleway along Bolt Cellar Lane, two points from Lower Swaines recreation ground and one from Lovelocks Field. There are a number of footpaths and desire lines running across the site, the main ones are identified in Map 2 along with the main access points. There is no formal car park.

## Recreational Use

Being in close proximity to Epping the site is extensively used for recreation, particularly by dog walkers. Annual events are organised by the Friends of Swaines Green group including the annual May Fayre which attracts over 1500 people.





**Map 2.** Boundaries of Swaines Green and the three fields, showing the locations of the main access points and footpaths.

### Site History and Past Management

Swaines Green is made up of three former agricultural fields which are thought to date back to approximately 1200AD. Until 1869 the fields were part of the larger Copped Hall Estate.

With the possible exception of Middle Lincolns the fields were ploughed between 1939 and 1945 for the war effort. Until the 1970's the site was in agricultural use. During the 1970's the site was extensively used for turf production however, in 1986 commercial activity on the site ceased. Since this date the fields have largely been left untouched, leading to trees and scrub beginning to develop over the grassland. In 1992 Epping Forest District Council placed a blanket Tree Preservation Order on Swaines Green.

In 1994 an agreement was signed between the landowner, Epping Town council and Epping Forest District Council to allow access and management of the site. In 1995 the first management plan for the site was produced by Countrycare (the Countryside Management Service of Epping Forest District Council). This was followed by the start of conservation work undertaken by local volunteers and Countrycare, leading to the establishment of the Friends of Swaines Green group. The name Swaines Green was given to the site in 1997 after consultation with the neighbouring Epping County Infant School. In August 1998 Swaines Green was designated as a Local Wildlife Site (G40) by the Essex Wildlife Trust. Between 1999 and 2002 management on the site included annual hay cutting of grassland areas and blackthorn clearance. Since this date management across the site has been limited with the exception of Lower Lincolns Field where the front half of the field is cut annually in accordance with ELS (Entry Level Stewardship Scheme)

The City of London purchased the area incorporating Lower and Middle Lincolns Field and part of Forties Field in June 2005, incorporating the site into the Buffer Lands.

## Species of Conservation Concern

The following species of conservation concern have been recorded at Swaines Green:

### Amphibians

<i>Bufo bufo</i>	Common Toad	2007 BAP species
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### Birds

<i>Carduelis cannabina</i>	Linnet	Red BOCC, 2007 BAP species
<i>Passer domesticus</i>	House Sparrow	Red BOCC, 2007 BAP species
<i>Phylloscopus trochilus</i>	Willow Warbler	Amber BOCC
<i>Picus viridis</i>	Green Woodpecker	Amber BOCC
<i>Prunella modularis</i>	Dunnock	Amber BOCC, 2007 BAP species
<i>Pyrrhula pyrrhula</i>	Bullfinch	Amber BOCC, 2007 BAP species
<i>Sturnus vulgaris</i>	Starling	Red BOCC, 2007 BAP species
<i>Turdus philomelos</i>	Song Thrush	Red BOCC, 2007 BAP species

### Invertebrates

<i>Anaglyptus mysticus</i>	Beetle	Notable B
<i>Anobium inexpectatum</i>	Spider	Notable B
<i>Blaesoxipha plumicornis</i>	Fly	Notable
<i>Chlorops laetus</i>	Fly	Notable
<i>Lasiamba brevibucca</i>	Fly	Notable
<i>Lissodema cursor</i>	Beetle	Notable A
<i>Longitarsus parvulus</i>	Flax Flea Beetle	Notable A
<i>Lucanus cervus</i>	Stag beetle	2007 BAP Species Local BAP Species* Notable B
<i>Madiza pachymera</i>	Fly	RDB – Rare
<i>Nephus quadrimaculatus</i>	Beetle	RDB – Vulnerable
<i>Odinia maculata</i>	Fly	RDB – Rare
<i>Phloiophilus edwardsi</i>	Beetle	Notable B
<i>Periscelis annulata</i>	Fly	Notable

\*Waltham Forest and Essex Local BAP Species

## Important Habitats

Hedgerows	UK Biodiversity Habitat Action Plan
Lowland Meadows	UK Biodiversity Habitat Action Plan

## Field Descriptions

### Lower Lincolns Field

Lower Lincoln's Field is a mosaic of open, tussocky grassland with small areas of scrub which are encroaching into the grassland. There are a number of single Pedunculate Oaks and coppiced Hawthorn as well as larger, denser areas of scrub consisting largely of Blackthorn, Bramble, Hawthorn with occasional Oak and Ash trees. Surrounding these areas Bramble and Blackthorn saplings are frequently present within the grassland habitat, as well as adjacent to the sites boundary scrub. The grassland contains a diverse number of species including Bugle, Pepper Saxifrage, Agrimony, Tormentil and Knapweed. Along the boundary of this field are areas of dense scrub dominated by Blackthorn and Bramble as well as more open areas of Blackthorn and Hawthorn beneath mature Oak and Ash trees. This field is identified as permanent grassland with very low inputs under the ELS and therefore half of this grassland is currently cut annually.

In 2010 a pond was dug near the gate to Lovelocks Field. Above the pond is a natural flush containing a large willow tree and several rush and sedge species. Two well used pathways run through this area creating areas of short grass and bare ground.

### Middle Lincolns Field

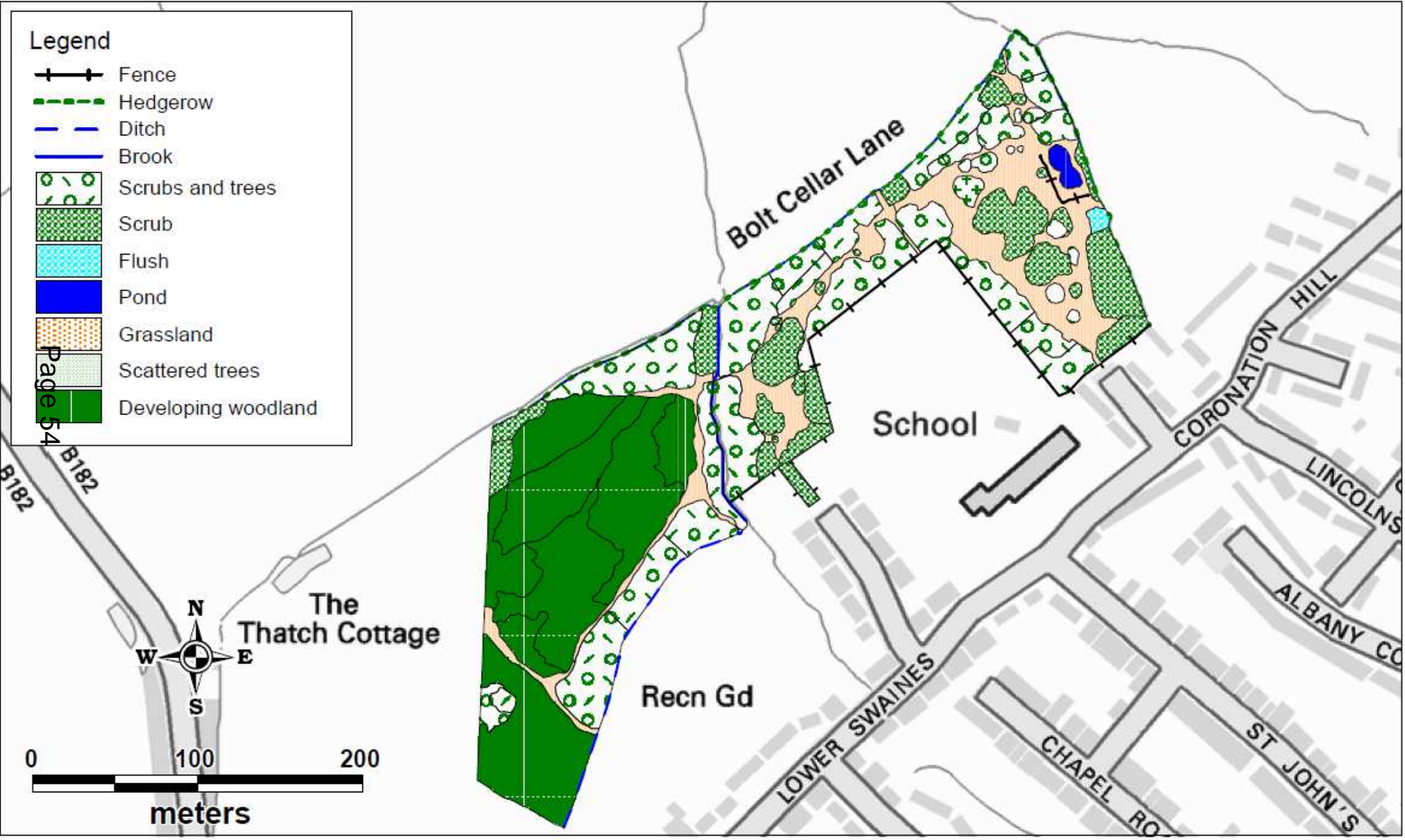
Middle Lincolns Lane is thought to be an unimproved area of grassland with areas of scrub which are encroaching into the grassland. The grassland contains areas of rank and tussocky grassland with some areas of more fine grasses present. Towards the brook is an area of wet grassland containing sedge and horsetail species. Adjacent to the main pathway leading from the boardwalk is an area of dense, uniform Blackthorn, beyond which is a more open area of mainly Pedunculate Oak. The grassland in this area is largely being encroached by Bramble and Blackthorn saplings with occasional Ash saplings, from the clumps and boundary scrub. The larger area of grassland towards Forties Field is almost entirely covered by Blackthorn saplings and dense areas of Bramble. Short grass and bare areas are present along the well-used footpath.

### Forties Field

Forties Field is an area of developing woodland with large thickets of scrub. The area consists of abundant Pedunculate Oaks with areas of dense understorey of Hawthorn and Blackthorn. A number of other species are also present increasing the sites diversity including Ash, Beech, Field Maple and Silver Birch. A number of ant hills present within and around the developing woodland indicates this area was previously more open. A small brook borders the north-eastern boundary of this field, which is heavily shaded by scrub and several large, mature trees. Along the boundary to Bolt Cellar Lane are more dense areas of scrub dominated by Blackthorn and Bramble. Three well used paths/rides surround the centre area of developing woodland.

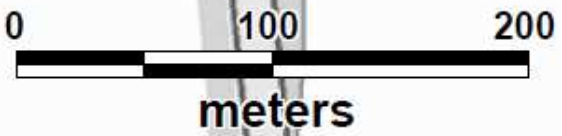


# Swaines Green Habitat Map



**Legend**

- Fence
- Hedgerow
- Ditch
- Brook
- Scrubbs and trees
- Scrub
- Flush
- Pond
- Grassland
- Scattered trees
- Developing woodland



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## **Habitat Descriptions**

### **Grassland**

The main areas of grassland found in Lower and Middle Lincolns fields represent typical boulder clay grassland. Both contain a rich species composition, particularly Middle Lincolns, which is thought to be an area of unimproved grassland. The presence of occasional anthills further indicates that this area of grassland has been undisturbed and unimproved. Small areas of grassland are also present within the developing woodland in Forties Field. Across the site the grassland is threatened by encroaching Blackthorn suckers and Bramble, as well as locally frequent Oak and Ash saplings.

### **Scrub**

Scrub is the most widespread habitat on the site with patches within the grassland areas and along the site's boundaries. This scrub is predominantly comprised of Blackthorn, Hawthorn and Bramble which are encroaching into the surrounding grassland habitat and rides. The seed source for the scrub is thought to come from the ancient hedgerow along Bolt Cellar Lane. The scrub is very dense in areas and is of a similar age and structure. To enhance the value of this scrub selective cutting/thinning and coppicing is required to improve its value for biodiversity, and control is required to prevent it from encroaching further over the grassland.

### **Developing woodland**

The main area of developing woodland is located in the centre of Forties Field. Other small areas of mature trees are also present around the site's boundaries. The seed source for these trees is again thought to come from the Bolt Cellar Lane hedgerow. Many of these trees are around 20 years old with some of the Ash and Pedunculate Oaks being approximately 25 - 30 years old. The creation of rides and glades as well as coppicing some areas of dense scrub would break up the woodlands uniformity increasing its structural complexity and promoting the growth of ground flora.

### **Water Features**

A small brook runs along the boundary between Forties Field and Middle Lincolns Field, whilst ditches run along the site's boundaries with Bolt Cellar Lane and the recreation green.

In 2009 a pond was excavated in Lower Lincolns Field. This pond was re-designed in 2010 to create two smaller ponds connected by a channel with the intention of the higher pond drying out in the summer and the lower pond retaining water throughout the year. This pond currently contains very little aquatic vegetation therefore it may require planting with suitable, native aquatic species. Surrounding the pond is an area of mud from when the pond was excavated, enclosed by a damaged fence.

### **Boundary Features**

The boundaries of Swaines Green typically comprise of ditches and mature hedgerows, which are developing into linear scrub habitats with standard trees. The hedgerow along Bolt Cellar Lane has been identified as an ancient species-rich hedgerow dating back 800 years.

## **Ideal & Operational Management Objectives**

The *Ideal Management Objectives* are the Long-Term Objectives (often very long-term) for the site without constraints (money, labour, time, other priorities). Through a process of evaluation of the constraints (below) and the rationale for the current plan cycle the *Operational Management Objectives* are arrived at. These Operational Objectives are summarised in the Map on page 12 below.

The main management objective for Swaines Green is to create a mosaic of habitats to enhance the sites value for biodiversity and recreation, in particular retaining the scarcer species of the open grassland habitat. This can be achieved by implementing the following management prescriptions to maintain areas of open, tussocky grassland and increasing the structural diversity of the scrub and developing woodland.

### **Lower Lincolns Field**

- Remove the encroaching Bramble and Blackthorn to maintain open grassland
- Selectively remove scrub and small trees to maintain the open grassland
- Rotationally cut the grassland to maintain enhance its species composition and value to invertebrates
- Leave areas with a good tussocky structure uncut to benefit invertebrates and small mammals
- Rotationally coppice areas of dense scrub to increase the structural diversity of the scrub to benefit ground flora, invertebrate and bird species
- Plant the pond with suitable native species to provide food and shelter for aquatic species
- Plant up the area of bare ground around the pond with a wild flower mix
- Repair the fence surrounding the pond until the plants have become established
- Maintain the scrub along the boundary to the primary school and Trueloves.

### **Middle Lincolns Field**

- Remove the encroaching Bramble and Blackthorn to maintain the open grassland and footpaths
- Rotationally cut the grassland to control scrub encroachment and to enhance its botanical species richness and retain the area of wet meadow
- Maintain dense and tall scrub around the sites boundary to screen the adjacent houses
- Selectively thin/coppice areas of dense scrub to increase its structural diversity to benefit ground flora, invertebrate and bird species.

### **Forties Field**

- Create a mosaic of habitats such as coppice, scrub thickets and glades within the developing woodland
- Create pollards from suitable sized Pedunculate Oak, Ash and Field Maple
- Around the developing woodland create scalloped edges through removing dense areas of bramble to open up the rides and increase the structural diversity
- Create a coppicing rotation over a period of twenty years to open up areas of dense scrub and improve this habitats structural diversity, starting with areas adjacent to the rides
- Remove all sycamore from within the developing woodland
- Thin trees and scrub to create open areas to benefit ground flora and associated species such as butterflies.

## Rationale

### Scrub

Scrub management is required on Swaines Green to increase the current scrub area's structural complexity and age range to benefit as many species as possible. This will be achieved through coppicing small areas of Hawthorn and Blackthorn in rotation over a period of twenty years, particularly in the developing woodland in Forties Field. Not all scrub will be put into rotation so as to maintain areas of maturity which will benefit fungi, moss and invertebrate species, particularly where it contains deadwood. Some of the removed wood and brash material from coppicing/thinning should be piled in shaded areas to benefit saproxylic fungi and beetle species. The remainder should be taken off site to prevent nutrient enrichment and shading of ground flora.

Although scrub is an important habitat on this site it is encroaching over the grassland, which is the most threatened habitat on the site supporting locally scarce species such as Ringlet butterflies and Glaucous Sedge. The main species encroaching onto the grassland, and therefore in need of control, are Blackthorn and Bramble.

Grazing is not a current option for scrub control or grassland management on Swaines Green due to the combination of a lack of infrastructure (e.g. stock fencing and water troughs) and the limited area of grassland on the site, as well as the number of users, particularly dog walkers. Mechanical control will therefore be used. The limited vehicle access to most of the site will restrict the use of larger machinery on most areas at the moment and so cutting will be undertaken by mini-machines and volunteers.

Annual mowing may reduce the encroachment of scrub into the surrounding grassland especially of bramble. Alternatively small-stemmed plants/saplings can be hand-pulled or cut with hand tools, although in the latter option regrowth will occur. In Middle Lincolns Field where the encroachment of scrub is extensive the Blackthorn and Bramble should be removed before the grassland is cut.

Options to achieve the control of scrub in Middle Lincolns Field include:

- cut the grassland on rotation to control the scrub
- coppice the scrub on a short 3-5 year rotation.

Larger Blackthorn and Hawthorn scrub can be managed through coppicing selected areas in rotation. Additionally, in Lower Lincolns Field some areas of scrub and individual trees will be removed to increase the area of open grassland and to enable the grassland to be cut more efficiently.

Ideally this work should be carried out in winter whilst the trees are dormant, as well as being outside of the bird breeding season, between March and the end of July.

### Hedgerows

The most important hedge is the ancient one that bounds the Bolt Cellar Lane to the west of the site. Currently, this does not require management but this should be reviewed within 5 years to review the status of the scarcer species and examine if there are any issues with invasive species.

### Grassland

Unimproved grassland is now very rare in Essex and therefore in Middle Lincolns Field this habitat should be maintained and enhanced. Scrub, particularly Bramble and Blackthorn, has encroached over large areas of this grassland therefore annual mowing may reduce the extent of this scrub over the grassland. An annual cut will also benefit the grasslands botanical species diversity and prevent

the establishment of more widespread, robust and competitive grasses which may otherwise dominate.

However, the tussocky nature of the grassland at Swaines Green is beneficial to many species including small mammals and over-wintering invertebrates. The grassland in Lower Lincolns Field should therefore be cut less frequently to maintain the tussocks, whilst controlling the encroachment of scrub. Ideally this grassland should be cut on a biennial rotation with half the field cut one year and the other half cut in the following year. Cutting this grassland on a two year rotation will always leave some tussocky areas to benefit invertebrates whilst increasing the botanical species diversity through preventing the establishment of rank grasses and vigorous species which will otherwise out-compete wildflowers.

Cutting should be carried out in late summer, allowing the flowering plants to set seed, providing a seed source to maintain the grassland sward. When cutting the grassland care must be taken to avoid damaging the anthills of the Yellow Meadow Ant. Cut and collect machines, or manual raking up after cutting, should be used to prevent increasing the nutrient content of the soil and to avoid smothering plants, both of which may result in reducing species richness. On Forties Field and Middle Lincolns Field where there is no vehicle access a pedestrian operated mowing machine or scythes (if suitably trained volunteers available) will be used to cut the grassland areas, and the cuttings consequently collected by raking up and removing. The use of scythes or mini machines is particularly necessary in Middle Lincolns Field to prevent damaging the anthills.

### **Developing Woodland**

To improve the structural diversity of the developing woodland within Forties Field a mosaic of habitats should be created. These will include areas of coppice on rotation over a period of twenty years to benefit both species associated with young and more mature coppice habitats, leaving the more mature oaks as standards; more open areas with a wood pasture structure through thinning to promote the growth of ground flora; and areas where the thorn thickets will be left to mature. Additionally suitable Pedunculate Oak, Ash or Field Maple trees could be selected to create pollards, if resources become available, allowing veteran tree characteristics to develop and extending the interest from the older hedgerow trees, especially for saprotrophic fungi and invertebrate species.

Coppicing should initially be targeted adjacent to the footpaths around the developing woodland to open up these rides, allowing better access for people. Areas of thick bramble along these rides should also be cut to create scalloped edges providing sheltered, warmer areas to benefit botanical and invertebrate species diversity. Ideally the width of the rides will be equal or greater than the height of the adjacent woodland trees to ensure species requiring open, sunny conditions also benefit, with the exception of the ride ends which will retain their narrowness to prevent the rides acting as a wind tunnel.

When coppicing, high stumps should be left so that more vigorous re-growth is produced due to the greater abundance of developing buds being present. Some of the logs and brash material from these operations can be piled to create habitat for fungi and invertebrates, the rest should be removed from the site.

### **Pond**

The following table lists native aquatic plant species which can be used to plant up the pond as they can be found in the Forest and they provide food, shelter and oxygen for amphibians and aquatic invertebrates:



Amphibious bistort	<i>Persicaria amphibia</i>	Marginal, emergent
Common Water-crowfoot	<i>Potamogeton crispus</i>	Submergent, emergent, floating
Common Water-starwort	<i>Callitriche stagnalis</i>	Submergent, emergent, floating
Curled Pondweed	<i>Myriophyllum verticillatum</i>	Submergent, emergent
Rigid Hornwort	<i>Ceratophyllum demersum</i>	Submergent, emergent
Water-forget-me-not	<i>Myosotis scorpioides</i>	Marginal
Water Mint	<i>Mentha aquatica</i>	Marginal
Water Plantain	<i>Alisma plantago-aquatica</i>	Marginal, submergent, emergent

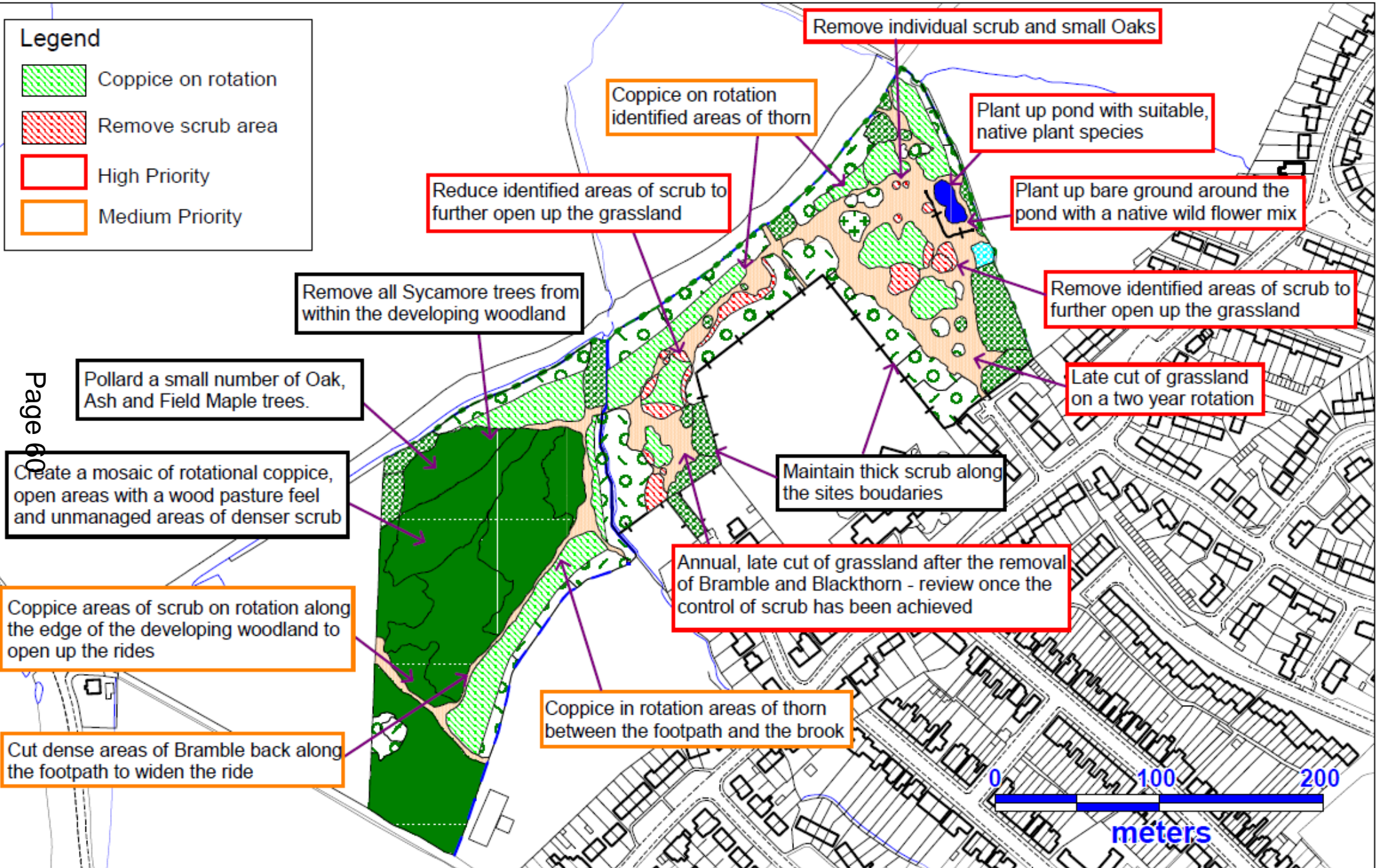
Ideally no more than 60% of the pond shoreline or 25% of the ponds surface should be shaded, especially along the southern side, to provide warmth for invertebrates and amphibians. The bare ground surrounding the pond, from when the pond was dug, should also be planted up with a native, wild flower mix containing species such as Wild Cowslip and Ragged Robin. The damaged fence currently surrounding the pond should be repaired to protect the plants whilst they become established.

# Swaines Green Management Map

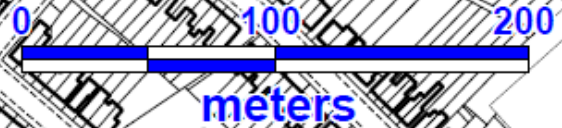


**Legend**

- Coppice on rotation
- Remove scrub area
- High Priority
- Medium Priority



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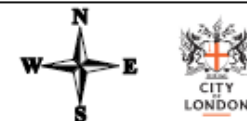
## Management Table

Location	Feature	Management action	Objective/benefits	Priority
Lower Lincolns Field	Grassland Encroaching scrub	Late summer cut of half the grassland on a two-year rotation.  Leave grassland areas with a good tussock structure.	<ul style="list-style-type: none"> <li>Maintain the tussocky nature of the grassland</li> <li>Increase the grasslands species diversity</li> <li>Control the encroachment of Bramble and Blackthorn</li> </ul>	High
Middle Lincolns Field	Grassland Encroaching scrub	Options:  Cutting of scrub in summer followed by a rotational annual late summer cut of the grassland using mini-machines.  Coppice scrub on a 3-5 year rotation.  Review once scrub encroachment is under control.	<ul style="list-style-type: none"> <li>Increase the grasslands species diversity</li> <li>Control the encroachment of Bramble and Blackthorn</li> </ul>	High
Lower Lincolns Field Middle Lincolns Field	Scrub	Remove identified areas of scrub. See map.	<ul style="list-style-type: none"> <li>Increase the amount of open grassland</li> <li>Open up the footpaths across the site</li> </ul>	High
Lower Lincolns Field Middle Lincolns Field Forties Field	Scrub	Coppice on rotation identified areas of scrub. See map.	<ul style="list-style-type: none"> <li>Improve the structural diversity of the scrub</li> </ul>	Medium
Lower Lincolns Field Middle Lincolns Field Forties Field	Boundary scrub	Maintain the trees and thick scrub around the boundaries of the site.	<ul style="list-style-type: none"> <li>To provide a screen to the school and residential buildings</li> </ul>	Low













Lower Lincolns Field	Pond	Plant up pond with suitable, native botanical species. Plant up surrounding bare ground with native, wild flower mix.	<ul style="list-style-type: none"> <li>• Provide food and cover to enhance the pond for aquatic species</li> <li>• Monitor to ensure invasive aquatic species do not become established</li> </ul>	High
Forties Field	Woodland rides	Coppice scrub on rotation adjacent to the rides around the developing woodland.	<ul style="list-style-type: none"> <li>• Create wide rides to promote the growth of ground flora and benefit associated species</li> </ul>	Medium
Forties Field	Scrub within developing woodland	Coppice on rotation small areas of Blackthorn and Hawthorn scrub between October and February. Leave other areas of scrub thickets untouched to mature.	<ul style="list-style-type: none"> <li>• Improve the developing woodlands structural diversity</li> <li>• Benefit bird, invertebrate, fungi and lichen species associated with different aged scrub</li> </ul>	Low
Forties Field	Developing woodland	Thin to create a mosaic of habitat. Remove all Sycamore trees.	<ul style="list-style-type: none"> <li>• Create open grassland areas to benefit ground flora and associated species</li> </ul>	Low
Forties Field	Developing woodland	New pollard creation from suitable sized Pedunculate Oak, Ash and Field Maple trees	<ul style="list-style-type: none"> <li>• Create ancient tree characteristics to benefit associated fungi and invertebrate species</li> </ul>	Low
Forties Field	Dead wood	Where possible standing and fallen dead wood should be left. Increase the dead wood habitat by creating habitat piles of logs and brash in shaded areas.	<ul style="list-style-type: none"> <li>• Create dead wood habitat to benefit fungi and invertebrates</li> </ul>	Medium
Lower Lincolns Field Middle Lincolns Field Forties Field	All	Monitor and review the effects of the management prescriptions applied.	<ul style="list-style-type: none"> <li>• Ensure the management prescriptions are benefiting the sites wildlife and local residents</li> <li>• Improve the knowledge of wildlife using the site</li> </ul>	Medium

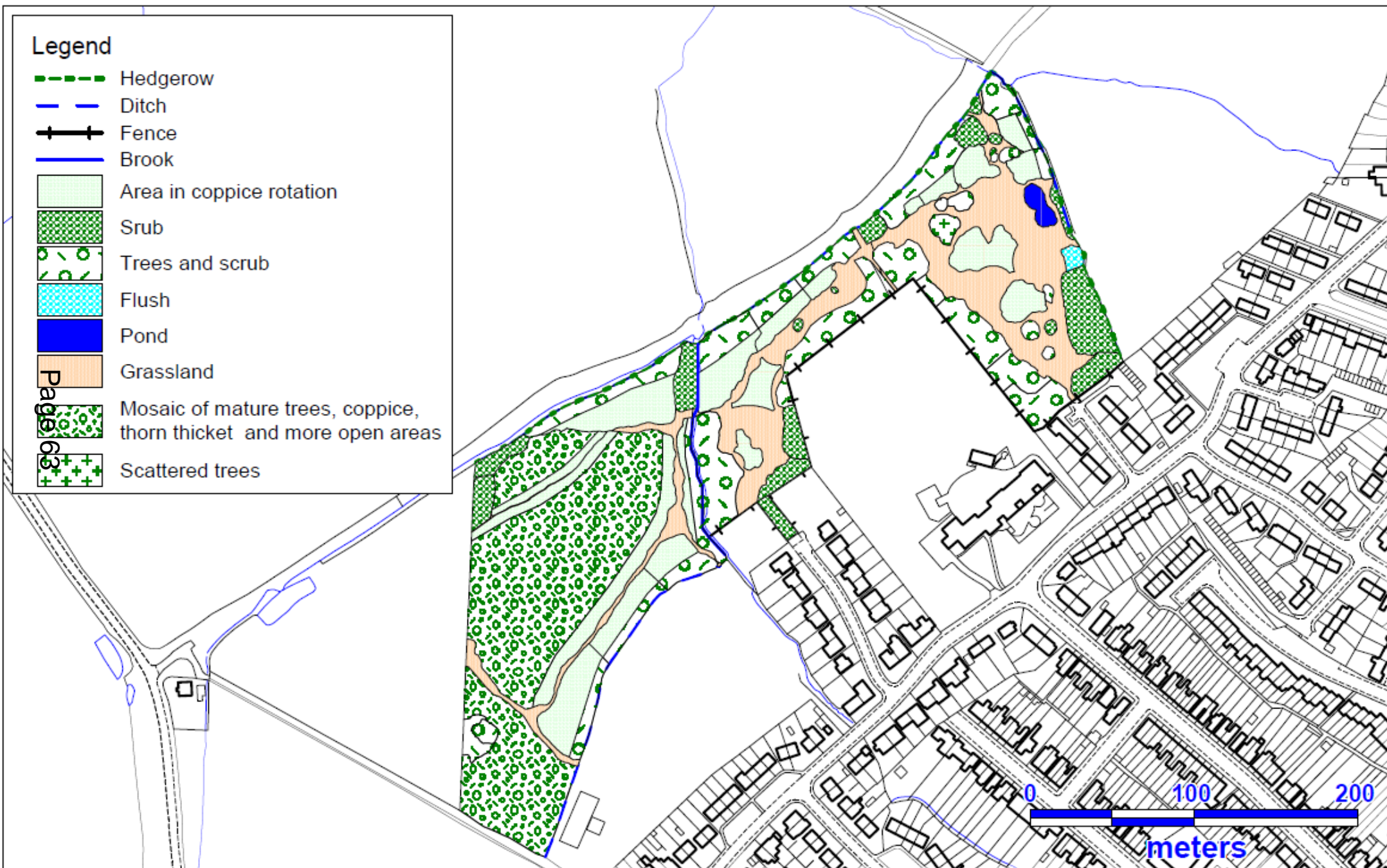


# Swaines Green Future Habitat Map



## Legend

-  Hedgerow
-  Ditch
-  Fence
-  Brook
-  Area in coppice rotation
-  Scrub
-  Trees and scrub
-  Flush
-  Pond
-  Grassland
-  Mosaic of mature trees, coppice, thorn thicket and more open areas
-  Scattered trees



## **Additional Recommendations**

- Put up a red box for dog waste at the main gated entrance off Coronation Hill

## **Management constraints**

There is no vehicle access to Forties Field or Middle Lincolns Field. The majority of management will therefore need to be undertaken with hand-tools. Wood material that is not being kept on site will need to be carried to the nearest vehicle access point and be chipped off site.

A gas pipe runs along the western boundary of Lower Lincolns Field.

During the winter and after heavy rain the footpaths, and the site in general, can become very waterlogged.

## **Threats**

There may be some threat of browsing to coppiced scrub from deer (evidence of Muntjac and Fallow Deer has been recorded on the site) and Rabbits. However, this may be limited due to the number of dog-walkers using the site during the day.

Many Common Ragwort individuals, scattered at medium density were recorded during the 2009 Ragwort Survey and these may need control in future years. This area should be monitored by Forest officers to record the extent of the Ragwort cover at least every two years and in line with the Forest's Ragwort Policy.

## **Monitoring**

Recording and monitoring of the species on Swaines Green will be carried out to ensure that the management prescriptions put in place are appropriate, and that they meet the management plans objectives of enhancing the site for biodiversity and recreation.

## **Review**

A review of the management plan will be undertaken after five years.

## Glossary

BAP Species	UK Biodiversity Action Plan Species.
BOCC	<p>Bird of Conservation Concern. Assessment of the conservation status of the birds that regularly occur in Britain and placed on to one of three lists - Red, Amber or Green.</p> <p>Red listed species are those that are Globally Threatened or whose populations or range have suffered severe declines in recent years in the UK.</p> <p>Amber listed species are those with unfavourable conservation status in Europe and have suffered moderate population decline and range contraction in the UK.</p>
ELS	Entry Level Stewardship Scheme is a grant support for farmers and land managers to provide simple and effective environmental management.
Notable A	Species estimated to occur in 16-30 10km squares across the UK.
Notable B	Species estimated to occur in 31-100 10km squares across the UK
Notable/nationally scarce	Species estimated to occur in 16-100 10km squares across the UK.
RDB	IUCN Red Data Book of Threatened Species (International Union for Conservation of Nature).
Pollard	A tree where the top branches have been cut back to the trunk to encourage a dense growth of new shoots.
Saproxyllic	Organisms which are dependent on dead or decaying wood for some part of their life cycle.

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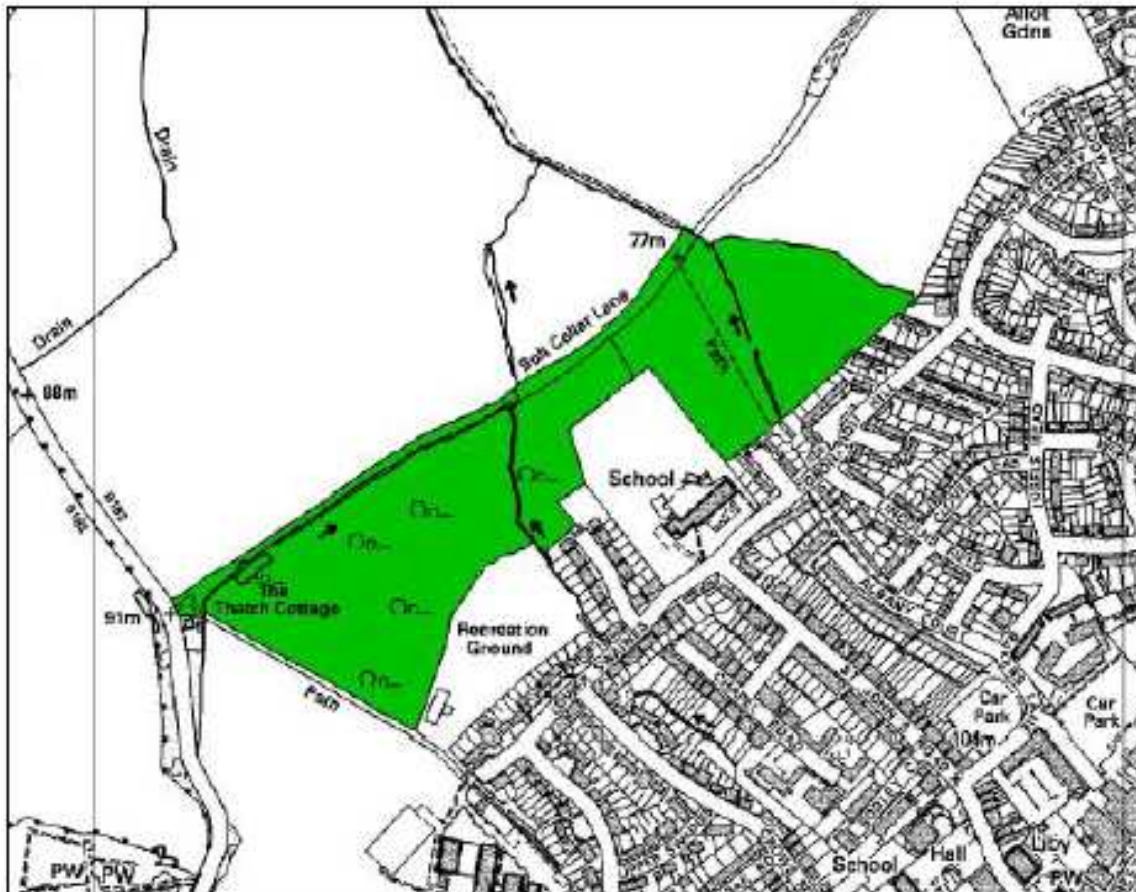
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## Appendix 1 – Swaines Green Wildlife Site Designation



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### Ep82 Swaines Green (10.2 ha) TL 455026

Swaines Green is a mosaic of grassland, scrub, young broad-leaved woodland, hedgerows and the adjacent length of an ancient green lane (Bolt Cellar Lane). Some of the site's grassland has been lost to scrub, with both dense and scattered scrub occurring.

In the grassland, the most widespread grasses include Meadow Foxtail (*Alopecurus pratensis*), Red Fescue (*Festuca rubra*), Smooth Meadow-grass (*Poa pratensis*), Cock's-foot (*Dactylis glomerata*) and Crested Dog's-tail (*Cynosurus cristatus*). An indication of its age and relatively unimproved state is the abundance of Pigmy (*Conopodium majus*), particularly to the east of the adjacent school. Other species of interest include Peppercorn (*Silaum silaus*), Common Spotted-orchid (*Dactylorhiza fuchsii*), Bee Orchid (*Ophrys apifera*), Lady's Bedstraw (*Galium verum*), Cuckooflower (*Cardamine pratensis*) and Common Knapweed (*Centaurea nigra*). The presence of ant hills provides a further indication of the undisturbed, unimproved nature of the remaining grassland.

Bolt Cellar Lane and the other hedgerow features around the site add to the habitat diversity. Several plants of ancient woods and green lanes have been recorded: Spindle (*Euonymus europaeus*), Bluebell (*Hyacinthoides non-scripta*), Dog's Mercury (*Mercurialis perennis*) and Wood Anemone (*Anemone nemorosa*). Hawthorn (*Crataegus monogyna*) and Blackthorn (*Prunus spinosa*) are the dominant scrub species and Pedunculate Oak (*Quercus robur*) is dominant in the young woodland and also present in hedgerows. There is no mature woodland on the site.

**BAP Habitats:** Hedgerows, Lowland Meadows (UK)  
Lanes, Species-rich Grasslands (Essex)

Ancient/Species-rich Hedgerows and Green

**Selection Criteria:** HC8 – Hedgerows and Green Lanes

HC9 – Lowland Meadows

**Rationale:** The grassland vegetation falls within the MG5 *Centaureo-cynosuretum* NVC grassland type covered by the Lowland Meadows UK BAP habitat definition. In common with other green lanes in the district, Bolt Cellar Lane is likely to be an ancient feature.

**Review Schedule**

Site Selected: 1998

Revised: 2009

## Appendix 2 – Species Management Recommendations

Species	Designation	Requirements	Management recommendations
<b>Amphibian</b>			
<i>Bufo bufo</i> Common Toad	2007 BAP species	Requires relatively open water to breed. Found in rough grassland and woodland terrestrial habitat where damp places are present for resting and hibernation. Feeds on invertebrates, particularly slugs and earthworms.	<ul style="list-style-type: none"> <li>• Ensure there are damp locations across the site for resting toads and their invertebrates prey, such as dead wood and tree stumps</li> <li>• Keep some areas of the pond open of vegetation.</li> </ul>
<b>Coleoptera (Beetles)</b>			
<i>Anaglyptus mysticus</i> Longhorn Beetle	Notable B	Found in woodland and woodland edge habitat. Associated with the dead wood of several deciduous species.	<ul style="list-style-type: none"> <li>• Maintain and create areas of dead wood habitat in appropriate areas</li> </ul>
<i>Anobium inexpectatum</i>	Notable B	Found in woodland, pasture woodland and where Ivy is present. Larvae feed within the wood of mature Ivy.	<ul style="list-style-type: none"> <li>• Maintain areas of mature Ivy in Lower Lincolns Field and within the developing woodland</li> </ul>
<i>Lissodema cursor</i>	Notable A	Associated with dead wood above the ground, usually from Ash.	<ul style="list-style-type: none"> <li>• Maintain and create areas of dead wood habitat in appropriate areas, particularly of Ash</li> </ul>
<i>Longitarsus parvulus</i> Flax Flea Beetle	Notable A	Found in chalk grassland, field margins and on disturbed ground. Feeds on Perennial Flax which is associated with disturbed ground and dry calcareous grassland.	<ul style="list-style-type: none"> <li>• Create areas of disturbed ground to provide areas suitable for Perennial Flax</li> </ul>
<i>Lucanus cervus</i> Stag beetle	2007 BAP species Notable B	Found in broad-leaved woodlands, parks and gardens. Larvae feed on decaying wood which is in contact with the ground, especially of Oak species.	<ul style="list-style-type: none"> <li>• Leave standing deadwood in-situ wherever possible</li> <li>• Maintain and create areas of dead wood habitat in appropriate areas, particularly of Oak</li> </ul>

Species	Designation	Requirements	Management recommendations
<i>Nephus quadrimaculatus</i>	RDB – Vulnerable	Thought to be particularly common on Ivy.	<ul style="list-style-type: none"> <li>Maintain areas of Ivy in Lower Lincolns Field and within the developing woodland</li> </ul>
<i>Phloiophilus edwardsi</i>	Notable B	Found in ancient broad-leaved woodland and wood pasture Associated with dead wood and tree fungi, such as <i>Wrinkled Crust Phlebia merismoides</i>	<ul style="list-style-type: none"> <li>Maintain and create areas of dead wood habitat in appropriate areas to provide habitat for the beetle and for the fungi it is associated with</li> </ul>
<b>Dipteria (True flies)</b>			
<i>Blaesoxipha plumicornis</i>	Notable	Found on heaths and commons. The larvae are parasitoids of grasshoppers.	<ul style="list-style-type: none"> <li>Create suitable habitat to benefit grasshoppers with a variety of long grasses and some damp areas</li> </ul>
<i>Chlorops laetus</i>	Notable	Found in calcareous grassland. Associated with not too dense flower-rich grassland of medium height. Larvae thought to develop within grass stems.	<ul style="list-style-type: none"> <li>Cut grassland on rotation to ensure grassland of medium height is available</li> <li>Cut late to ensure larvae have emerged from the stems</li> </ul>
<i>Lasiamba brevibucca</i>	Notable	Found in old broad-leaved woodland and parkland where there are old or diseased trees. Larvae develop in rotting wood or in association with sap runs, rot holes or fungi.	<ul style="list-style-type: none"> <li>Leave standing deadwood in-situ wherever possible</li> <li>Retain the mature and ancient trees along Bolt Cellar Lane</li> </ul>
<i>Madiza pachymera</i>	RDB – Rare	Found in broad-leaved woodland. Associated with sites with a long continuity of dead wood as needs rotten wood debris.	<ul style="list-style-type: none"> <li>Leave standing deadwood in-situ wherever possible</li> <li>Maintain and create areas of dead wood habitat in appropriate areas, particularly of Oak</li> </ul>
<i>Odinia maculata</i>	RDB – Rare	Found in ancient woodland and parkland. Larvae associated with beetle borings in trees.	<ul style="list-style-type: none"> <li>Retain the mature and ancient trees along Bolt Cellar Lane</li> </ul>

Species	Designation	Requirements	Management recommendations
<i>Periscelis annulata</i>	Notable	Found in broad-leaved woodland and parkland. Larvae develop in the sap of a range of trees including Beech, Elm and Ash.	<ul style="list-style-type: none"> <li>Retain some of the Ash trees to provide sap for the larvae</li> </ul>
<i>Volucella inanis</i>	Notable	Found in lowland meadows, roadside verges, hedgerows, open areas of woodland and scrub. Adults feed on flower species including Yarrow and Thistles. Larvae are ectoparasites of social wasp larvae, and have been found in association with German Wasp <i>Vespula germanica</i> and Hornet <i>Vespa crabro</i> .	<ul style="list-style-type: none"> <li>Maintain and enhance the grassland habitat to increase the abundance of wildflowers and the botanical species diversity.</li> <li>Create suitable habitat to benefit social wasps</li> </ul>
<b>Lepidoptera (Butterflies)</b>			
<i>Aphantopus hyperantus</i> Ringlet		Found in woodland edges and rides, meadows, hedgerows and road verges. Associated with damp and sheltered areas. Larval food plants include Cock's-foot, Meadow-grasses and Tufted Hair-grass. Adult food plants include Bramble, Ragwort and Thistle species.	<ul style="list-style-type: none"> <li>Leave some areas of grassland uncut to maintain areas of coarse grasses</li> <li>Retain areas of Bramble to provide a nectar source for adult butterflies</li> </ul>
<i>Gonepteryx rhamni</i> Brimstone		Found in many habitats. Adults feed on numerous species including Thistles, Bugle, Dandelion, Knapweed, Sealfheal and Vetches. The larvae feed primarily on Alder Buckthorn and Buckthorn.	<ul style="list-style-type: none"> <li>Retain the Buckthorn on the site</li> <li>Maintain and enhance the grassland habitat to increase the abundance of wildflowers</li> </ul>
<i>Neozephyrus quercus</i> Purple Hairstreak		Found in woodland, lanes and parks where Oak species occur. The primary larval food plants are Pedunculate Oak, Sessile Oak and Turkey Oak. Adults feed primarily on Bramble and Hogweed.	<ul style="list-style-type: none"> <li>Retain the majority of mature Oak trees across the site, particularly within the developing woodland in Forties Field</li> </ul>

Species	Designation	Requirements	Management recommendations
<b>Birds</b>			
<i>Carduelis cannabina</i> Linnet	BOCC Red 2007 BAP Species	Nests within thick thorny hedgerows, scrub and Bramble areas in grassland. Adults and young feed on grass and wildflower seeds.	<ul style="list-style-type: none"> <li>• Management and retention of scrub and hedgerows to provide suitable nesting habitat</li> <li>• Maintain and enhance the grassland habitat to provide grass and wildflower seeds</li> </ul>
<i>Passer domesticus</i> House Sparrow	BOCC Red 2007 BAP Species	Nest in concealed places such as thick vegetation and tree holes. Adults feed on seeds shoots and berries, young however require invertebrates.	<ul style="list-style-type: none"> <li>• Retain areas of dense scrub to provide nesting habitat and berries.</li> <li>• Leave mature trees and standing dead wood to provide holes for nesting</li> <li>• Maintain and enhance the grassland habitat to provide grass and wildflower seeds and provide habitat for a wide diversity of invertebrates</li> </ul>
<i>Phylloscopus trochilus</i> Willow Warbler	BOCC Amber	Prefer young, open, scrubby woodland with small trees, including coppice up to 10–20 years old. Thicket forming scrub such as Blackthorn and patches of low bramble provide nesting cover. Feed on insects and spiders as well as berries in autumn.	<ul style="list-style-type: none"> <li>• Rotationally coppice areas to provide future nesting habitat</li> <li>• Maintain areas of thick blackthorn and bramble to provide nesting habitat</li> </ul>
<i>Picus viridis</i> Green Woodpecker	BOCC Amber	Usually found in semi-open landscapes with small woodlands, hedges and scattered old trees. Uses holes within old deciduous trees for nesting. Require nearby grassland for foraging, particularly where ants are present.	<ul style="list-style-type: none"> <li>• Leave mature trees and standing dead wood to provide holes for nesting</li> <li>• Create a mosaic of woodland, scattered trees and open grassland</li> </ul>
<i>Prunella modularis</i> Dunnock	BOCC Amber 2007 BAP Species	Feeds on seeds and insects. Nest in dense shrub and hedges.	<ul style="list-style-type: none"> <li>• Management and retention of scrub and hedgerows to provide suitable nesting habitat</li> <li>• Maintain and enhance the grassland habitat to provide grass and wildflower seeds and provide habitat for a wide diversity of invertebrates</li> </ul>

Species	Designation	Requirements	Management recommendations
<i>Pyrhula pyrrhula</i> Bullfinch	BOCC Amber 2007 BAP Species	Nests within mature stands of scrub such as Bramble and Hawthorn, in hedgerows and trees. Adults feed mainly on seeds and the buds of fruit trees. Ash and hawthorn are particularly favoured in autumn and early winter. Chicks require a mixture of soft seeds and small invertebrates.	<ul style="list-style-type: none"> <li>• Management and retention of mature scrub and hedgerows to provide suitable nesting habitat</li> <li>• Maintain and enhance the grassland habitat to provide grass and wildflower seeds and provide habitat for a wide diversity of invertebrates</li> <li>• Retain the <i>Malus</i> trees within the developing woodland, as well as Hawthorn and Ash</li> </ul>
<i>Sturnus vulgaris</i> Starling	BOCC Red 2007 BAP Species	Nest in holes and cavities in trees and buildings, and in nest boxes. Feed on insects, fruit and seeds, mostly on ground. The chicks are fed entirely on insects, spiders and earthworms for first 12 days.	<ul style="list-style-type: none"> <li>• Leave mature trees and standing dead wood to provide holes for nesting</li> <li>• Maintain and enhance the grassland habitat to provide grass and wildflower seeds and provide habitat for a wide diversity of invertebrates</li> </ul>
<i>Turdus philomelos</i> Song Thrush	BOCC Red 2007 BAP Species	Found in gardens and parkland, woodland and hedgerows. Feeds on invertebrates, particularly earthworms, and fruit/berries.	<ul style="list-style-type: none"> <li>• Management and retention of scrub and hedgerows to provide suitable nesting habitat and berries</li> <li>• Maintain and enhance the grassland habitat to provide habitat for a wide diversity of invertebrates, including wet areas to provide foraging areas when the ground is dry</li> </ul>
<b>Flowering plants</b>			
<i>Hyacinthoides non-scripta</i> Bluebell	W&CA Sch. 8.	Native?	



# Agenda Item 9

<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons Committee	08 Jul 2013
<b>Subject:</b> Epping Forest: Land management proposals for newly acquired land at Upshire (Gifford Wood)	<b>Public</b>
<b>Report of:</b> Superintendent of Epping Forest SEF 22/13	<b>For Information</b>
<b>Summary</b>	
<p>This report describes the proposed land use for the three fields totalling 29.7 acres (12.019 hectares) purchased by the Conservators at Upshire in 2012. The proposed activity includes the creation of 8 acres (3.237 hectares) of new native woodland, Gifford Wood, and a new hay meadow. Significant community involvement is proposed for implementing this project, including school, staff and community planting events. An application to the Forestry Commission's English Woodland Grant Scheme will be made to help fund the works. Unresolved risks for the project include the impact of the need for additional environmental assessments</p>	
<b>Recommendation(s)</b>	
Members are asked to:	
<ul style="list-style-type: none"><li>• Note the change in land use of the three fields to woodland and a hay meadow.</li><li>• Note the extensive community involvement planned for the practical planting of the woodland.</li><li>• Note the application of further funding from the Forestry Commission's English Woodland Grant Scheme for future maintenance of Gifford Wood.</li><li>• Note the risks identified for the project.</li></ul>	

## **Main Report**

### **Background**

1. 29.7 acres (12.019 hectares) of land at Horseshoe Hill, Upshire was bought by the Conservators in July 2012 following approval by your Committee on 7 November 2011 and the Finance Committee of 15 November 2011. The land comprises three grass fields, previously managed as horse paddocks, and is adjacent to two green lanes on Forest land– Rugged Lane and Sergeants Green Lane. Oxleys Wood, which is an existing ancient woodland and Local Wildlife Site, is situated on Epping Forest Buffer Land on the other side of Rugged Lane. The land was bought by the Forest Fund with the current Lord Mayor of London, Alderman Roger Gifford's Lords Mayor's Appeal supporting the Gifford Wood Appeal to raise money to plant trees on two of these fields to create a new native woodland.
2. The new woodland and surrounding open ground areas have been designed to create a pleasant wood for visitors, to improve habitat connectivity in the local landscape and to manage existing features to improve the value of these habitats for biodiversity.

### **Current Position**

3. The initial design was made by woodland consultants and subsequently modified in consultation with Epping Forest Officers. From the top of the slopes of the two northern fields there is a panoramic view over the Lee Valley. Vistas have been retained over this landscape and parts of the fields have been left unplanted to meet this aim. There are further unplanted areas to take account of operational constraints such as underground sewage pipes, and a public right of way that passes north to south in the western field.
4. The species included in the new woodland are typical of Epping Forest and the adjacent Oxleys Wood. Oak and hornbeam will be the main species with field maple, rowan and small-leaved lime at lower densities. To create structural diversity and increase the habitat value shrub species such as hawthorn and hazel will be planted along the new woodland's edges. The planting will need to be protected from deer and rabbits and a fence will be erected in September 2013 while ground conditions for machinery access are predicted to be still good. It is intended that the trees will start to be planted from late November.
5. There are two ephemeral ponds on the site which will be made deeper to ensure they retain water for longer through the year, thereby creating a more valuable habitat. The hedges that border the fields will be managed either through hedge laying, trimming or conversion into woodland as they are allowed to grow and merge with the developing new woodland.
6. The third field to the south has a greater diversity of flowering plants within the sward. This field will be used to make hay for the conservation grazing herd, thus supporting the Grazing Expansion Plan. It is proposed that the biodiversity of this site be improved in future years by creating a new pond next to the northern hedge and also by using green hay from species rich



grassland, such as Warlies Park hay meadow, to further increase the diversity of plants.

7. Epping Forest officers are currently working on a Community Engagement Plan, which will involve inviting local schools, volunteer groups associated with the Forest, the Upshire community, potential commercial sponsors and the general public to come and plant trees. In spring 2014 there will be an official opening of the woodland. In addition, the Liveries Wood Group will be supporting the Appeal and Epping Forest Officers are currently working with them to find a suitable and mutually agreeable way to accommodate them. Contractors will plant any trees not planted during these activities. As part of the community engagement plan we will look at opportunities to encourage long term volunteer support with the care of Gifford Wood and the surrounding land.
8. Bridleway and footpath access to the new site will be improved. Entrances into all three fields will be upgraded with a formal site entrance created with a lych gate from Sergeants Green. Access through the existing public rights of way and from Rugged Lane will be improved with new bridges and clearance of overhanging vegetation. New benches will be installed at the viewpoints. To ensure a rabbit proof barrier is maintained only pedestrian gates will be installed in the protective fence around the new planting. Elsewhere on the site there will be unrestricted bridleway access.
9. Once the woodland is planted there will be a five year initial maintenance programme to ensure successful establishment of the new woodland and to consolidate the work undertaken on the associated hedgerows, and paths. Map 1 shows the constraints that have been accommodated in the woodland design. Map 2 shows the woodland design and environmental features. Map 3 shows the provision for visitors.

## **Corporate & Strategic Implications**

### **The City Together Strategy**

10. The future use of this site meets two of the key themes “A world class City that supports our communities” and “A World Class City which protects, promotes and enhances our environment”.

### **The Corporate Plan**

11. The future use of this site fulfils two of the five key policy priorities: ‘KPP4 Maximising the opportunities and benefits afforded by our role in supporting London’s communities’; and ‘KPP5 Increasing the impact of the City’s cultural and heritage offer on the life of London and the nation’.

### **Open Spaces Department Business Plan**

12. Through the creation of Gifford Wood four of the five Open Spaces Department aims will be met: providing high quality accessible open spaces, involving communities in site management, working sustainably to improve the variety of life, and offering opportunities to value and enjoy the outdoors.

### **Epping Forest Management Plan**

13. The ability to produce hay for winter feed from one of the fields supports activity under the Grazing Expansion Plan.
14. Notwithstanding the fact that the proposals promote the above strategies, other demands on available funds mean that were it not for the Lord Mayor's Appeal to support the charitable purposes of the project by providing funds for initial establishment costs, the project could not be initiated and the other funding sources to meet maintenance costs could not be levered in.

### **Implications**

15. **Financial** - The planting of the wood and the cost of the fencing and habitat works will be funded through the Gifford Wood Appeal. An application to the Forestry Commission's English Woodland Grant Scheme (Woodland Creation Grant) is currently being prepared for submission this summer; this includes an application for the Farm Woodland Premium (FWP) which is additional funding to compensate for planting woodland on existing agricultural land. By entering into FWP the land can also be included in the Single Payment Scheme (SPS) application. Furthermore the site qualifies for an additional contribution as a site of 'Quality of Place', these are priority areas for improved access to woodlands. The Woodland Creation Grant pays 80% of the total grant in year 1 and the remaining 20% in year 5. This will amount to approximately £18,000 in 2013/14 and £3900 in 2017/18. The FWP and SPS will add approximately £2900 annually for 15 years. Under typical conditions this will cover the annual cost of maintaining the site during the lifetime of the funding.
16. Grant funding from the Forestry Commission's EWGS is to some extent competitive and there is a risk we will be unsuccessful. It is anticipated that the scale of funding from the Lord Mayor's appeal should be sufficient to cover any shortfall. Additional works not directly linked to Gifford Wood, such as the proposed pond creation in the meadow field, will be dependent on funding sources being identified for their implementation. The longer term maintenance costs for the area will be met from Epping Forest Local Risk budgets with much of it within the competence of volunteer groups.

### **Key Risks**

17. Gifford Wood is planned to be planted in Winter 2013/14. The weather patterns for this time of year over the last few years have been predominantly wet. If this pattern continues this winter this will present serious logistical problems for planting the woodland. This risk will be minimised by undertaking

all works requiring machinery to be carried out from September 2013 to take advantage of good ground conditions.

18. There is a risk that the Forestry Commission does not agree to some or all of the land being planted. This is commonly linked to archaeological considerations. Planting may be permitted but is dependent on the outcome of archaeological investigations which may affect the work programme.

## **Conclusion**

19. The land bought at Upshire in 2012 will be used to create Gifford Wood across two fields, and subject to successful fundraising will be funded by the Lord Mayor's Appeal and a grant application to the England Woodland Grant Scheme. The third field will be used as a hay meadow to create hay for the conservation grazing herd.
20. The initial establishment costs of the new woodland will be met through the Gifford Wood Appeal. Longer term annual maintenance costs will be funded from the English Woodland Grant Scheme income.
21. Key risks to the project are from the need for further environmental assessments and extreme unseasonal weather.

## **Appendices**

- Appendix 1 - Map 1 - constraints that have been accommodated in the woodland design.
- Appendix 2 - Map 2 woodland design and environmental features.
- Map 3 - provision for visitors.

**Geoff Sinclair, Head of Operations, Epping Forest**  
**Sally Gadsdon, Environmental Stewardship Officer, Epping Forest**

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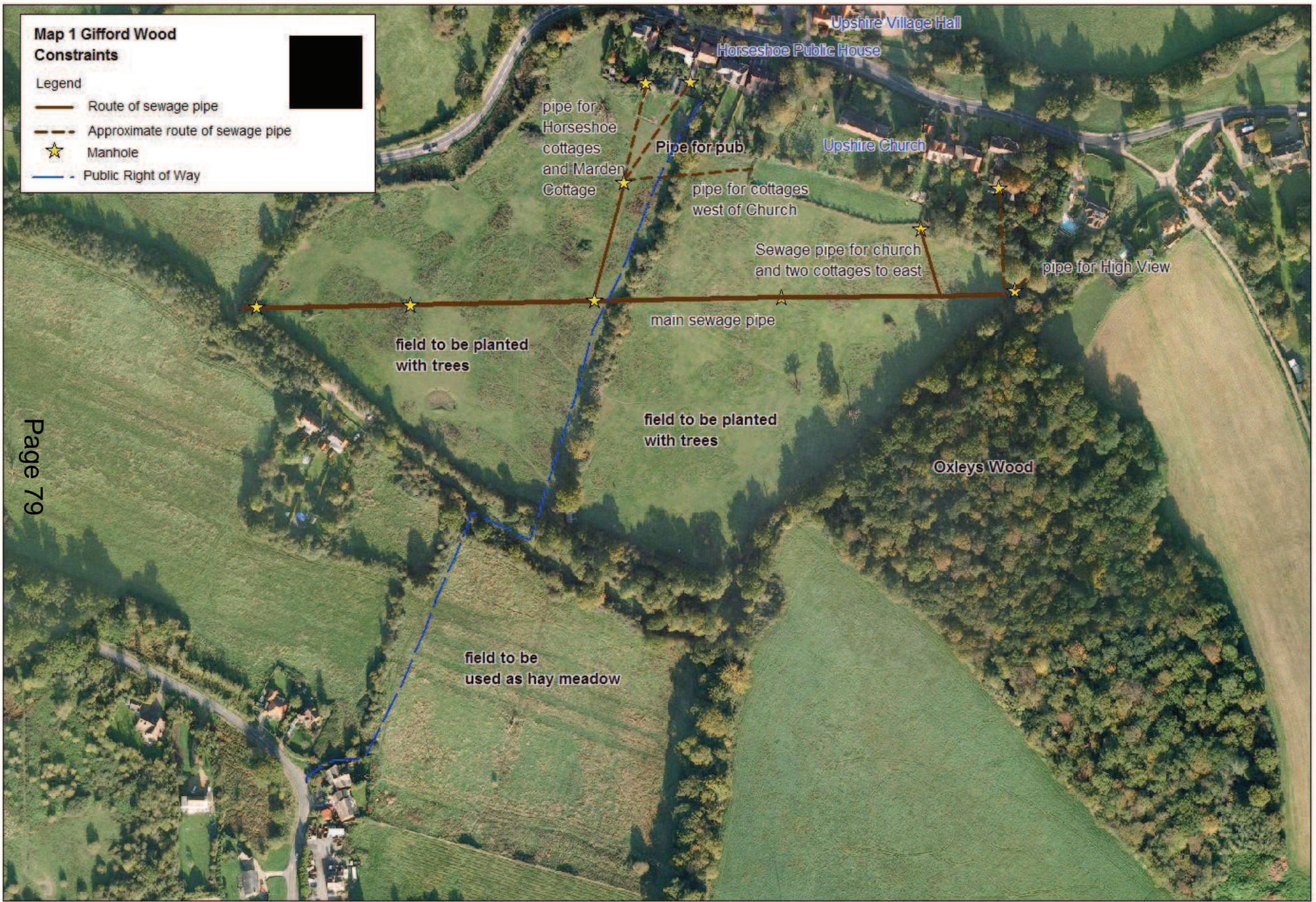
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**Map 1 Gifford Wood Constraints**

**Legend**

- Route of sewage pipe
- - - Approximate route of sewage pipe
- ★ Manhole
- - - Public Right of Way





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**Map 2 Gifford Wood Woodland design & environmental features**

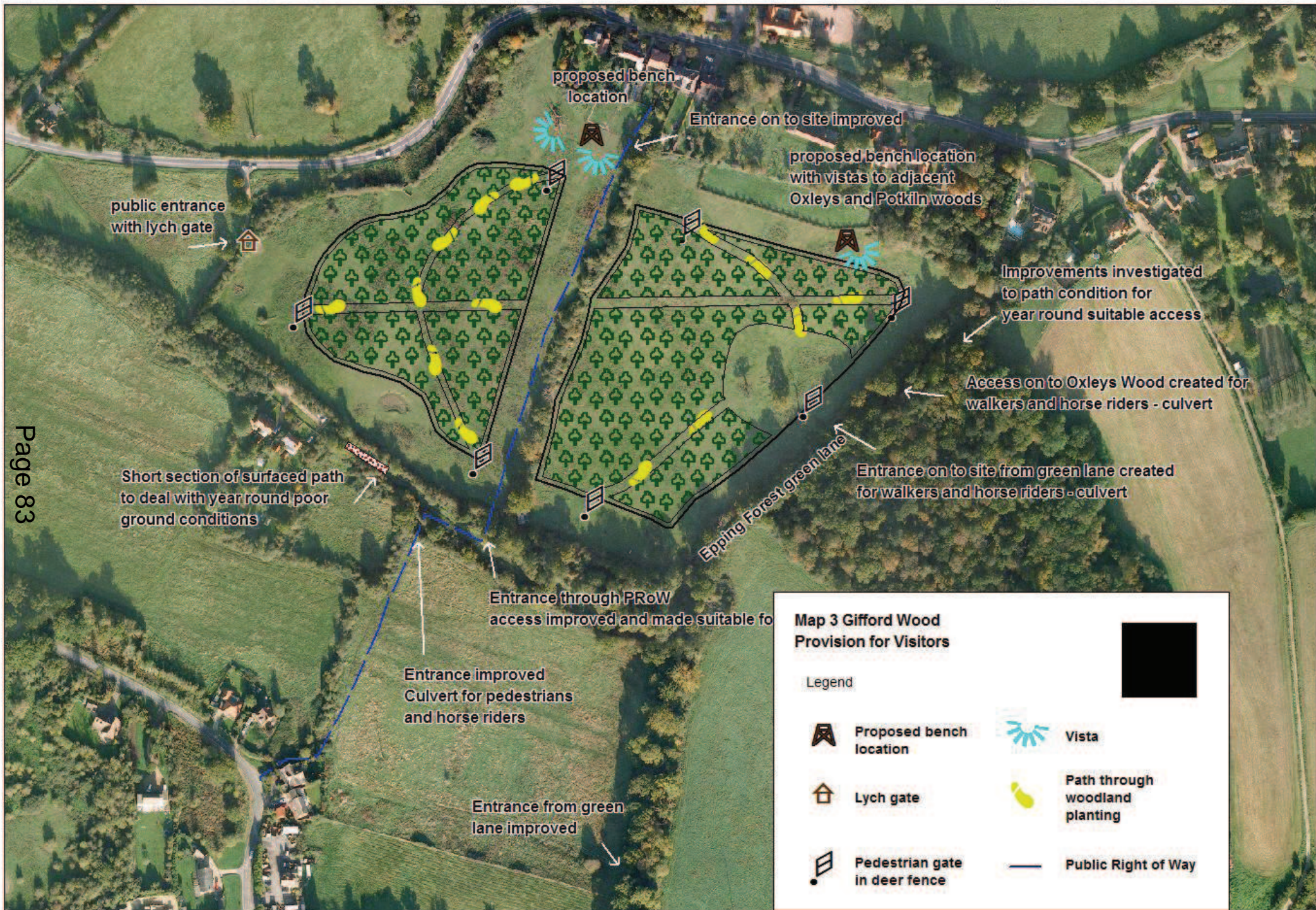
Legend

- Area to be planted with trees
- Area to be cut for hay
- Deer fence
- Pedestrian gate
- Vista
- Trees planted in inaugural ceremony (January 2013)



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**Map 3 Gifford Wood Provision for Visitors**

Legend

	Proposed bench location		Vista
	Lych gate		Path through woodland planting
	Pedestrian gate in deer fence		Public Right of Way



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<b>An Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons	08 July 2013
<b>Subject:</b> Epping Forest: Deer management on the Buffer Lands and Epping Forest.	Public
<b>Report of:</b> The Superintendent of Epping Forest SEF 23/13	For Decision
<b>Summary</b>	
<p>This report is to seek your Committees approval for the annual cull of deer, on the Buffer Lands and Epping Forest, in line with the Deer Management Plan (DMP) adopted by your Committee on 10 September 2012. The 2013 day time deer count recorded 299 Fallow and 43 Reeves Muntjac. The 2012/13 deer cull amounted to 94 Fallow and 16 Reeves Muntjac.</p> <p>The proposed cull figures for the 2013/14 season are 123 Fallow Deer and as many Reeves Muntjac Deer as possible. The cull figures have been set using data from the deer count and recommendations from the Deer Management Plan, presented as part of English Woodland Grant Scheme application presented to your Committee in September 2012. The agreed plan recommended a gradual population reduction over 5 years to 150 Fallow Deer.</p> <p>An alternative survey of deer was carried out by the University of East Anglia which recommends lowering deer numbers over a shorter time period would require additional resources and may be counter-productive.</p>	
<b>Recommendation(s)</b>	
Members are asked to	
<ul style="list-style-type: none"> <li>• Approve the cull figure of up to 123 Fallow deer and an unlimited cull of reeves Muntjac, for the 2013/14 season in line with the Deer Management Plan.</li> </ul>	

## Main Report

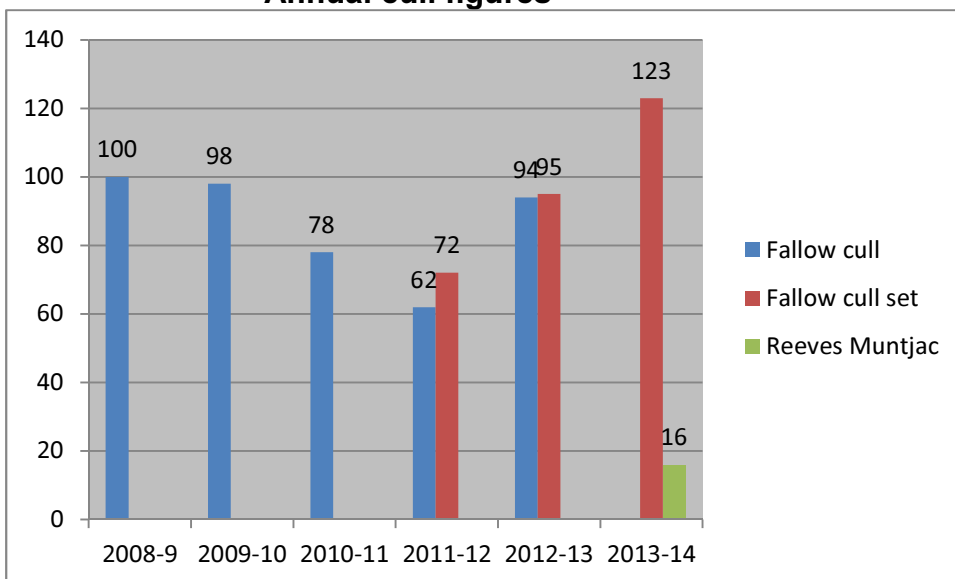
### Background

1. This report is brought to you in response to your Committees request in 2012 to be given an annual update of the outcome of the spring deer count, the annual deer cull and the details of the cull figures set for the next season as a result of the data collected. In response to your request your Committee received the initial report at your meeting of 9 July 2012 entitled "Deer Management on the Buffer Lands" (SEF 21/12).

2. A second report was received at your meeting of 10 September 2012 entitled “English Woodland Grant Scheme application for the management of deer and woodlands in the Epping Forest Buffer Land Estate.” (SEF 30/12) which required a “Deer management Plan” (DMP) to be written which was approved by your Committee as “Appendix B” to the above mentioned report.
3. The DMP concluded that the level of damage by both Fallow and Reeves Muntjac deer, to Buffer Land woodlands, was much higher than expected and that the level of cull targets needed to be set at a higher level.
4. The recommendations of the DMP were taken into account when the annual Fallow deer cull figure was set by the Head Forest Keeper for the 2012/13 deer season. An increase of 30% on the previous year’s cull figure was set as part of the recommended 5 year plan to reduce spring herd numbers to 150. The resulting cull figure for 2012/13 was 95, while the actual cull achieved was 94. See Table 1 below.
5. The DMP also recommended that the culling Of Reeves Muntjac should be seen as a much higher priority in the future, therefore, the licenced stalkers were instructed to cull as many of the estimated population of 150 as possible in the forthcoming season.

**Table 1**

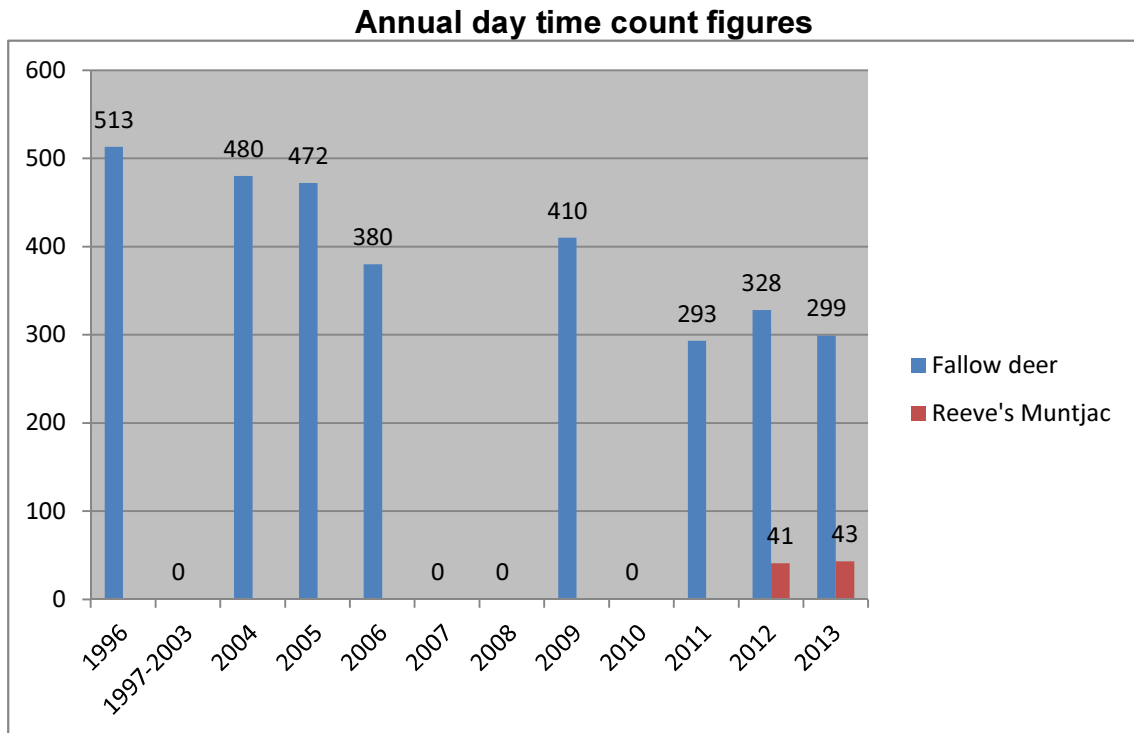
**Annual cull figures**



## Current Position

6. The annual “day time deer count” took place on 28 February 2013 which resulted in a count of 299 Fallow deer. This shows a 9.5% decrease on the previous year’s figure of 328. 43 Reeves Muntjac were also recorded as opposed to 41 in 2012. See Table 2 below

**Table 2**



7. In line with the recommendations of the DMP and using the data from the annual day time count, the annual cull figures for fallow deer will be set each year in order to maintain a reduction in the number of deer counted in the spring until the annual count is reduced to the recommended figure of 150 and the desired ratio of males/females, young/ mature is achieved. Using the data collected this year an increase of 30% will be put in place for next season. This will result in a proposed cull figure for 2013/14 of 123 Fallow deer. See Table 1 above.
8. The cull figure of 123 Fallow will be broken down as follows:
- Fallow Bucks over 2 years old will not be culled to try and increase the number and quality of mature Bucks.
  - Prickets (1 to 2 years old male) 17
  - Buck fawns (up to 1 year old male) 14
  - Does (female) 69

- Doe fawns (up to 1 year old female) 23

9. The “Deer Management Plan” also recommends that the culling of Reeves Muntjac should now be a higher priority; therefore a high priority approach has been implemented. As this species has no close season the culling can take place at any time of year, giving a greater chance for the licenced stalkers to reduce the numbers to an acceptable level. The Muntjac cull so far this year stands at 16. See Table 1 above.
10. The University of East Anglia (UEA) recently carried out an in depth deer census in the Norfolk/Suffolk border area, the results of which were published in the “Journal of Wildlife Management” 7 March 2013. The conclusions were similar to those in the DMP approved by your Committee that the annual cull of all species of deer must be dramatically increased in order to maintain National deer herds at acceptable levels. The main difference being that UEA recommended that the numbers should be reduced over a much shorter period, with annual cull targets of 60% plus. In order to use this option a greater number of stalkers would need to be both licenced and managed by Epping Forest staff. This would need a considerable amount of time and resources that may not even result in achieving the increased annual cull. The area of land under the management of the Conservators is small in the context of the overall area a herd may travel over, an increased level and frequency of culling by a greater number of stalkers would result in the deer being temporarily scared away and no culling being able to take place until a period of tranquility allowed the deer to return.
11. The numbers of “Deer Vehicle Collisions” (DVCs) in the Epping Forest area have not mirrored the changes in the annual day time count figures. The year, 1 March 2012 to 28 February 2013 the figure was 86 DVCs as opposed to the previous five year average of 64 DVCs, an increase of 34%, with the 2013 annual day time count showing a 9.5% decrease in numbers. DVCs are not a simple response to overall deer populations, and are the result of a range of factors including increased reporting; traffic volumes and the level of disturbance from estate operations and visitors.

## Options

12. There are two options available to your Committee:-
  - Option one is to follow the recommendations of the DMP adopted by your Committee in September 2012, to reduce the deer population over a five year period.
  - Option two is to follow the UEA proposal to reduce deer populations over a shorter period, as described in paragraph 10. above.

## Proposals

13. It is proposed that Option one is approved, to follow the five year plan recommended in the “Deer Management Plan” presented to your Committee as Appendix B of the report “English Woodland Grant Scheme application for the management of deer and woodlands in the Epping Forest Buffer Land Estate.” (SEF 30/12) 10 September 2012. This option is more realistic using current resources to meet the annual cull.

## Corporate & Strategic Implications

14. The effective management of deer populations on the Buffer Land estate supports ‘The City Together Strategy: The Heart of a World Class City’ 2008-14 under the following theme:
  - protects, promotes and enhances our environment.
15. The report also supports the Open Spaces Business Plan 2013-16 aims of protecting, promoting and enhancing our environment by delivering sustainable working practises to promote the variety of life and protecting open spaces for the enjoyment of future generations.

## Implications

16. **Financial-** The culling of deer on the Buffer Lands is currently carried out at no cost to the Conservators. Four Licensed stalkers carry out the cull and in return the carcasses of any deer culled become the property of the stalker.
17. **Risk Implications-** All of the licensed stalkers are fully qualified and hold all necessary firearms and food hygiene certificates to legally carry out the cull. They all have £10 million insurance cover to indemnify the City of London and produce annual risk assessments covering all tasks involved with culling the deer.
18. The stalkers provide all their own equipment and are obliged to follow policies laid down by the Head Forest Keeper in respect of numbers of deer culled, times/days when stalking is permitted, areas allocated to each stalker and records to be kept.
19. **Legal Implication** - Under section 4 of the Epping Forest Act 1878, Deer on Forest Land are considered to be the property of the Conservators ‘to be preserved as objects of ornament in the Forest’. Outside the Forest, Deer are wild animals, or *ferae naturae* under common law, and are not owned by anyone. In England and Wales, the landowner has the right to kill or take game on his or her land. The landowner may also extend authority, known as ‘permission’, to other people without restriction provided they observe “The Deer act 1991” which lays out all the relative law in terms of close seasons and legal methods of culling.

## Conclusion

20. In the absence of natural predators, the culling of deer on the Buffer Lands is a necessity that benefits the overall health of deer populations, together with the economic viability of agricultural crops and grasslands. Critically for Forest Land and the Buffer Land woodlands, deer populations need to be managed at levels which allow sufficient levels of woodland regeneration through the growth of sufficient numbers of young tree seedlings, understory plants and shrub species. Combining the future management of the woodlands with that of deer populations, particularly through the closer coordination and control of culling operations will be beneficial to all concerned and will help maintain this important area in the years ahead.
21. In order to achieve the target of a spring count of 150 Fallow deer within 5 years, as recommended in the "Deer Management Plan" an increase of 30% in cull figures is recommended for the coming 2013/14 shooting season.
  - Appendix 1 – Map of annual day time deer count area.

## Background Papers:

"Deer Management on the Buffer Lands" (SEF 21/12)  
9 July 2012

"English Woodland Grant Scheme application for the management of deer and woodlands in the Epping Forest Buffer Land Estate." (SEF 30/12)  
10 September 2012

University of East Anglia deer survey, "Journal of Wildlife Management" 7 March 2013

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<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons Committee	8 July 2013
<b>Subject:</b> Epping Forest Management Plan (Phase 1 Consultation)	<b>Public</b>
<b>Report of:</b> Paul Thomson, Superintendent of Epping Forest SEF 30/13	<b>For Decision</b>
<p><b>Summary</b></p> <p>A new Management Plan is required to guide the future management of Epping Forest, following the expiry of the previous plan. The inherent value of engaging with interested parties, during the very early stages of the development of the new plan, has been recognised in previous reports.</p> <p>A comprehensive consultation is proposed for stakeholders, community groups and members of the public and stakeholders throughout August, September and October 2013.</p> <p>The consultation will capture the ideas, thoughts and feelings, on management issues faced by the Conservators, giving a greater understanding of the priorities for managing the Forest over the next 10 year period from the perspective of our stakeholders and visitors.</p> <p>While the draft Epping Forest Management Plan (EFMP) Phase 1 Consultation document necessarily addresses a wide range of issues and complex policy matters, the intention is to present the material in an engaging and accessible manner through the use of a copywriter and presentation through a web-based facility.</p> <p>This report seeks to delegate powers from the Epping Forest and Commons Committee to the smaller Epping Forest Management Plan Steering Group Committee, to progress the approval of the draft EFMP Phase 1 Consultation allowing implementation of the public consultation in the most expedient manner so as not to miss the vital 'summer' engagement window.</p> <p><b>Recommendation(s)</b></p> <p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• Delegate power to the Epping Forest Management Plan Steering Group to approve the development of draft text and implement the EFMP Phase 1 Consultation</li> <li>• Approve the Marketing Plan (Appendix 3) and Consultation Programme (Appendix 4)</li> </ul>	

## **Main Report**

### **Background**

1. The most recent Epping Forest Management Plan expired at the end of 2010. Although work from the 2004-2010 plan continues, a new plan is required. A report, agreed at your Committee on 9 November 2009, outlined the format (Appendix 1) and timetable for the production of the new plan, including the proposal to undertake a comprehensive pre-draft consultation with community groups, members of the public and stakeholders.
2. A further report agreed at your Committee, on 5 March 2012, adopted the Epping Forest Statement of Community Involvement. This document outlined the scale, scope and duration of the public consultation process and identified the groups with which the Conservators routinely engage.
3. The timetable for the review of the Epping Forest Management Plan agreed by your Committee on 9 November 2009, which was due to be completed by May 2011, has not been achieved. The ambitious timetable outlined in the report underestimated staff resource and background information required to compile the detailed documents needed to support the expanded consultation process.
4. Early consultation is a proven method to garner support and instil confidence in management teams. The approval by the Epping Forest and Commons Committee (5 March 2012) of the Statement of Community Involvement outlined a commitment to effective and meaningful consultation.
5. Consultations carried out over busy summer months prove more fruitful than those during the quieter winter period. In particular, those undertaken in the months prior to Christmas have been heavily criticised as individuals feel there is no time left to commit to engaging as the festive season and it's required preparation and many events is the focus.
6. There are more opportunities in summer when Officers can promote and market the consultation by 'piggybacking' at local events, fairs and shows.

### **Current Position**

7. Much work has gone into drafting the phase one management plan consultation. A robust structure has been formed, based on the key duties within the Epping Forest Acts. The structure refers to themes, management issues and strands.
8. Officers adopted a collegiate approach to developing the consultation document framework, ensuring that all members of staff contributed to identifying the management issues the Conservator's face and providing the opportunity to engage from the outset.

9. The six themes are based on the duties of the Conservators as outlined by the Epping Forest Acts. Each theme contains a number of management issues.
10. Each management issue is explained, in plain English, outlining the major issues and challenges faced by the Conservators in respect of that issue, what the Conservators are currently doing to address the issue and what future measures might be considered.
11. It is on these management issues that the thoughts and opinions of our stakeholders, community groups and individual users will be sought, using three different question types; open, closed and ranked.
12. Table 1 shows the number of management issues that are covered within each duty. A full list can be found in the EFMP Phase 1 Consultation (Appendix 2)

Duty	Number of Management Issues
Preservation of the Natural Aspect	10
Protection of the Unspoilt Forest	10
Regulation and Management	8
Heritage	5
Public Recreation and Enjoyment	18
Management of Deer	3

*Table 1*

13. The strands are wide ranging, with one or more strand being applicable to every management issue. These strands allow the Conservators to apply wider departmental and corporate objectives found in the Open Spaces Business Plan 2013-2015 and the City of London Strategy to the EFMP Phase 1 Consultation.
14. Strands cover the following; Visitor Experience, Sustainability, Health & Safety (H&S), Outreach, Lifelong Learning, Equality, Training, Accessibility, Volunteering, Public Involvement, Communications, Information & Marketing and Finances & Resources.
15. The volume of the full consultation document is expected to run to over 250 pages. Officers believe that by delegating authority to the smaller Management Plan Steering Group Committee the document can be developed and approved in manageable 'bite size' chunks.
16. A number of the final draft sections were presented for discussion at the Management Plan Steering Group Committee on 1 July 2013. Generally received well, a number of comments were made. Specifically, members thought that the strand explanations were unnecessarily lengthy and, on occasion, patronising for the reader. There was also a strong feeling that the order in which the themes were presented needed revising.

17. The Management Plan Steering Group Committee on the same date agreed that there is a need to progress the public consultation with a degree of urgency.
18. The consultation will help raise public understanding and awareness of the significant and wide ranging responsibilities that the Conservators. Effective consultation will capture the ideas, thoughts and feelings of our visitors and encourage an informed dialogue between the Conservators and the consultees.
19. A web based consultation software package (INOVEM Consult) has been researched, tested and procured to alleviate the time-consuming, and difficult, process faced by Officers undertaking a consultation of this size.
20. INOVEM Consult allows individuals to select the themes or management issues which they are interested in from the interactive menu, without having to leaf through a very large document.
21. To encourage consultees to respond to the wider document, and not solely on the issues that interest them, Officers intend to use interactive cross referencing, encouraging responses to associated management issues that can be linked to areas of interest.
22. Instant data reporting, not only on completion but on demand, at any point throughout the duration of the consultation, is also provided by the software. This removes the need for data collection and processing by Officers and provides an instant information source.
23. INOVEM Consult provides a single channel, accessed by multiple users, in which to respond to comments. This prevents duplication of effort and, on completion of the consultation, a report which meets our, 'You said, we did' qualitative data commitment (Epping Forest Statement of Community Involvement) immediately.
24. In accordance with the Statement of Community Involvement, the document is available to view for a two week period in advance of the 'live' consultation, known as the 'period of notice'. The period of notice allow marketing of the consultation to take place, for example providing users access to the document via email, social media and other formats without eating into the consultation period.
25. The Marketing Programme (Appendix 3) outlines the methods that Officers intend to employ to ensure that the consultation is effectively promoted both in the period of notice and during the early weeks of the 'live' consultation period.
26. The Consultation Programme (Appendix 4) outlines the methods, events and timetable of the consultation.

## **Proposals**

It is proposed that;

27. Subject to approval of your Committee, delegated powers are issued to the Epping Forest Management Plan Steering Group to progress and approve draft text for use in the EFMP Phase 1 Consultation.

28. The public consultation document is approved, in stages, at Management Plan Steering Group Committee meetings held through July and early August.
29. Consultation commences with a two week period of notice and be followed by a live consultation period of 12 weeks, as outlined the Consultation Programme (Appendix 4).
30. Officers hold an exhibition allowing individuals to view the document and an exhibition outlining the duties, issues and strands in three locations across the Forest; The View Visitor Centre, the Temple Visitor Centre and at Harrow Road.
31. Supported access sessions are provided to make the consultation accessible to those who wish to comment but are unfamiliar with, or lack confidence using computer systems.
32. A hard copy of the consultation is available only on request from the Conservators via the Warren Offices.
33. Officers provide a short update on the 'to date' findings of the consultation for submission to your Committee in September 2013.
34. Officers produce a full report detailing the findings of the consultation, containing both quantitative and qualitative data, for submission to your Committee in November 2013.
35. The feedback gained from our stakeholders and visitors during the phase 1 public consultation is used to influence the production of the Draft Management Plan to be submitted to your Committee in 2014.

### **Corporate & Strategic Implications**

36. The consultation supports the 'City Together Strategy: Heart of a World Class City 2008-2014 under the following theme;
  - To provide high quality accessible Open Spaces and services in accordance with nationally recognised standards for the benefit of London and the Nation
37. The consultation supports the Development Objectives within the Open Spaces Department Business Plan 2012-2015;
  - Inclusion – Involve communities in the care and management of our sites.

### **Implications**

38. The cost of undertaking the consultation is estimated at £15,500 which will be met from the Epping Forest Local Risk Budget. This includes advertising and printing costs in cases where the online facility is not accessible.
39. While there is no legal responsibility placed on the Conservators to carry out a consultation when drafting the management plan, it is required, under the Planning and Compulsory Purchase Act 2004, to have the plan adopted as a Development Plan Document within the Local Development Frameworks of

the neighbouring local authorities. This would support the Conservators in the effective regulation and management of the Forest.

40. Undertaking the public consultation will place pressure on Epping Forest staff time but less so than previous consultations, due to the web based system removing the need for data inputting or processing.
41. With the potential for several thousand responses, the online data collection facility will update the current database of stakeholders and interested visitors with clean accurate data for use by the Conservators.
42. By adopting a web based consultation and encouraging use of it in preference to paper based consultation is a step forward in terms of sustainability.

## **Conclusion**

43. It is critically important that the future management plans for Epping Forest recognise and acknowledge public aspirations for both policy and practice in future management activity.
44. Early and demonstrable public engagement with a wide as possible range of the charity's beneficiaries will help inform policy development and prioritisation, while also providing the best opportunity for the wider adoption of policy by partner authorities.

## **Appendices**

- Appendix 1 – Seven step 'Epping Forest Management Plan' process
- Appendix 2 – Management Issues listed by theme
- Appendix 3 – Marketing Plan
- Appendix 4 - Consultation Programme

## **Background Papers:**

Epping Forest Management Plan Phase 1 Consultation (Management Plan Steering Group Committee – July 2013)

Epping Forest Management Plan 2011-2021 Consultation and Publication Timetable

Epping Forest Statement of Community Involvement

Epping Forest Statement of Community Involvement – Update

Planning and Compulsory Purchase Act 2004

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**Seven stage process to develop the new Management Plan for Epping Forest**

1. Epping Forest Statement of Community Involvement
2. Public Pre-consultation Document on Management Plan Priorities
3. Six Forest User Forums representing:
  - Walkers
  - Dog Walkers
  - Horse riders
  - Cyclists
  - Anglers
  - Runners/Orienteers
4. Establishment of the Epping Forest Management Plan Steering Group working parties
5. Preparation and adoption of Draft Management Plan
6. Public Consultation on draft Management Plan
7. Formal adoption of a final Management Plan

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## Appendix 2

### Management Issues listed by theme (amended)

#### Theme 1: Public recreation and enjoyment

- 1.1 Access for all
- 1.2 Interpretation
- 1.3 Visitor safety
- 1.4 Wildlife watching
- 1.5 Paths and trails
- 1.6 Sport and leisure:
  - a. Cycling
  - b. Horse riding
  - c. Golf
  - d. Football
  - e. Running / Orienteering
  - f. Angling
  - g. Walking
  - h. Dog Walking
- 1.7 Signage and maps
- 1.8 Events
- 1.9 Public transport
- 1.10 Cultural significance
- 1.11 Natural Play

#### Theme 2: Preservation of the natural aspect

- 2.1 Defining the natural aspect
- 2.2 Wood pasture restoration
- 2.3 Commoners' grazing rights
- 2.4 Carrying capacity
- 2.5 Climate change
- 2.6 Non-native invasive species
- 2.7 Plant pests and diseases
- 2.8 Habitat management
- 2.9 Amenity mowing
- 2.10 Tranquillity

#### Theme 3: Protection of the unspoilt Forest

- 3.1 Planning
- 3.2 Buffer Land
- 3.3 Forest boundaries
- 3.4 Covenanted land
- 3.5 Lost Forest land

- 3.6 Public utility infrastructure
- 3.7 All London Green Grid and the Green Arc
- 3.8 Designation of special status and managing protected species
- 3.9 Epping Forest Transport Strategy
- 3.10 Pollution

#### Theme 4: Regulation and management

- 4.1 Water management
- 4.2 Drainage
- 4.3 Litter and Fly-Tipping
- 4.4 Cars & car parks
- 4.5 Licensing
- 4.6 Emergency plan
- 4.7 Public sex environments
- 4.8 Dogs

#### Theme 5: Heritage

- 5.1 Preserving the historic environment
- 5.2 Preserving parks and gardens of special historic interest
- 5.3 Preserving scheduled ancient monuments
- 5.4 Managing archives, museum collections and social history
- 5.5 Maintaining Epping Forest's buildings

#### Theme 6: Deer Management

- 6.1 The Deer Sanctuary
- 6.2 Deer management and control
- 6.3 Road traffic accidents

**Epping Forest Management Plan Phase 1 Consultation**  
**Marketing Plan**

<b>Consultation Phase</b>	<b>Start Date</b>	<b>End date</b>
Notice Period – Viewing Only	9 August 2013	23 August 2013
Online Consultation Live	24 August 2013	16 November 2013

<b>Media</b>	<b>Method</b>	<b>Publication Date</b>	<b>Other relevant information</b>
Publications	Forest Focus (Autumn)	September 2013	
	Guardian Series Newspaper Article	8 August 2013	Deadline for story publication 6 August 2013
	Leaflets	W/C 12 August 2013	Epping Forest Visitor Centres Local Access buildings e.g. Libraries and Community centres
	Posters in public areas	W/C 12 August 2013	Forest and public notice board e.g. Wanstead High Street
Web/Online	City of London Website 'consult' page	9 August 2013	<a href="http://www.cityoflondon.gov.uk/eppingforestconsult">www.cityoflondon.gov.uk/eppingforestconsult</a> Direct to the consultation portal
	Email current contacts	9 August 2013 23 August 2013 20 September 2013 4 October 2013	Email monthly to raise awareness and remind, if not completed
	Monthly e-newsletter	Monthly	Third Friday of the month, commencing
	Twitter	Weekly	Interesting observations or facts with links to consultation
	Content on other local interest sites	When available	Encourage all SCI stakeholder groups to publicise via their website
	City of London Staff Intranet	9 August 2013 23 August 2013 27 September 2013	To encourage staff who live locally to complete the consultation
Events	Forum Meetings	Various (TBC)	
	Events road show	Various depending on consent from event organisers & availability	To promote the Forest, the consultation and gather contact details of those interested in participation
Other	Letters (content as email current contacts)	9 August 2013	For arrival on 9 August 2013, issued to those contacts who prefer written communication

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Appendix 4Epping Forest Management Plan Phase 1 - Consultation Programme

The main consultation will be via an online consultation portal which will be accessible 24 hours per day, 7 days per week for the duration of the consultation period via

[www.cityoflondon.gov.uk/eppingforestconsult](http://www.cityoflondon.gov.uk/eppingforestconsult)

Consultation Phase	Start Date	End date
Notice Period – Viewing Only	9 August 2013	23 August 2013
Online Consultation Live	24 August 2013	16 November 2013

Event	Date	Time	Venue	What can I do there?
Exhibition	Daily 2 - 6 September 2013 4 – 8 November 2013	10am – 5pm	The View (Community Room)	Read the Management Issues Document, view displays detailing the process and the future, speak to members of staff and leave your feedback
Supported Online Sessions*	Thursday's only 26 August – 18 October	10am-12noon 2pm-5pm	The View (Community Room)	For those without access to the internet or unfamiliar with computer systems
Supported Online Access Sessions*	Monday's only 26 August – 18 October	10am-12noon 2pm-5pm	The Warren	For those without access to the internet or unfamiliar with computer systems
Exhibition	7 - 8 September 2013 19 – 20 October 2013	1pm – 4pm	The Temple	Read the Management Issues Document, view displays detailing the process and the future, speak to members of staff and leave your feedback
Exhibition	26 – 27 October 2013 (TBC)	1pm – 4pm	Harrow Road (Club Room)	Read the Management Issues Document, view displays detailing the process and the future, speak to members of staff and leave your feedback

\*supported access sessions are by appointment only. T: 0208 532 1010 to book appointment early and avoid disappointment.

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