



## Epping Forest & Commons Committee

**Date:** MONDAY, 9 SEPTEMBER 2013  
**Time:** 11.00 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  
Alderman Ian Luder (Ex-Officio Member)

*For consideration of Business Relating to Epping Forest Only*

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

**Enquiries:** **Natasha Dogra**  
**Natasha.Dogra@cityoflondon.gov.uk**  
**Tel: 0207 332 1434**

**Lunch will be served in the Guildhall Club at the rising of the Committee**

**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**

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 8<sup>th</sup> July 2013 (copy attached).

**For Decision**  
(Pages 1 - 12)

4. **GREEN FLAG AWARDS 2013**

Report of the Director of Open Spaces

**For Decision**  
(Pages 13 - 50)

### Epping Forest

5. **SUPERINTENDENT'S UPDATE**

The Superintendent of Epping Forest to be heard.

**For Information**

6. **NATURAL PLAY STRUCTURES AT EPPING FOREST**

Report of the Director of Open Spaces – to follow

**For Decision**  
(Pages 51 - 64)

7. **EPPING FOREST TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013**

Report of the Chamberlain

**For Information**  
(Pages 65 - 94)

### Burnham Beeches & Stoke Common

**8. SUPERINTENDENT'S UPDATE**

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

**9. BURNHAM BEECHES AND STOKE COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013**

Report of the Chamberlain

**For Information**  
(Pages 95 - 120)

**City Commons**

**10. SUPERINTENDENT'S UPDATE**

The Superintendent of the City Commons to be heard.

**11. KENLEY REVIVAL PROJECT - GATEWAY 3/4 REPORT**

Report of the Director of Open Spaces

**For Information**

**For Decision**  
(Pages 121 - 124)

**12. CITY COMMONS TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013**

Report of the Chamberlain

**For Information**  
(Pages 125 - 168)

**13. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

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

**For Decision**

**For Decision**

**Part 2 - Non-Public Agenda**

**15. EXCLUSION OF THE PUBLIC**

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

**For Decision**

**16. NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 8<sup>th</sup> July 2013 (copy attached).

**For Decision**  
(Pages 169 - 176)

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

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

# Agenda Item 3

## **EPPING FOREST & COMMONS COMMITTEE** **Monday, 8 July 2013**

Minutes of the meeting of the Epping Forest & Commons Committee held at  
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 8 July 2013 at 11.30  
am

### **Present**

#### **Members:**

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

#### **Officers:**

Natasha Dogra	- Town Clerk's Department
Esther Sumner	- Town Clerk's Department
Sue Ireland	- Director, Open Spaces
Andy Barnard	- Superintendent, Burnham Beeches & Stoke Common
Paul Thomson	- Superintendent, Epping Forest
Bob Warnock	- Superintendent, City Commons
Alison Elam	- Group Accountant, Chamberlain's Department
Roger Adams	- Senior Principal Surveyor, City Surveyor's Department

### **1. APOLOGIES**

Apologies had been received from Sheriff Jeffrey Evans.

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

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

### 3. **MINUTES**

#### **Matters Arising:**

Members requested that the minutes be amended to record that Verderer Michael Chapman was excluded for non-public items relating to Burnham Beeches & Stoke Commons and City Commons during the previous meeting.

RESOLVED - that the minutes of the previous meeting be agreed as an accurate, subject to the addition of the above note.

### 4. **REVENUE OUTTURN 2012/13 - EPPING FOREST AND COMMONS**

The Committee received the report of the Chamberlain and Director of Open Spaces regarding the revenue outturn for the year 2012/13. Members were informed that in total, there was a better than budget position of £319,000 for the services overseen by the Committee compared with the final agreed budget for the year. Officers informed Members that since the report had been published there had been some changes to figures due to changes raised by auditors. The reported figure of £56,000 overspend was now £39,000.

Officers informed Members that the worse than budget position of £124,000 (Local Risk) had been aggregated with budget variations on services overseen by other committees, which produced an overall worse than budget position of £39,000 (Local Risk) across all Open Spaces. This overspend would be carried forward to be met from the agreed 2013/14 budgets for Epping Forest.

The City Surveyor's underspend had 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 response to a query from Members, officers said the City Surveyor's department had three years in which they could spend the net underspending. Officers agreed to circulate a note to Members detailing which projects the budget would be spent on. A Member emphasised that it was important to continue to spend the additional works programme, the need for refurbishment on site had not diminished and the level of work must not reduce.

RECEIVED

### 5. **SUPERINTENDENT'S UPDATE**

The Superintendent of Epping Forest provided a brief verbal update, and agreed to circulate further information via email to the Committee, with reference being made to the following:

#### **Staff changes**

There had been no staff changes during the May/June period.

#### **Ladies Day – 21 June 2013**

Epping Forest hosted a successful Ladies Day with 67 guests visiting HLF-funded improvements at Connaught Water; the Warren House Gardens or the new Cross Roads Cattle Grid.

### **Lord Mayor's Tree Party – 25 June 2013**

Over 200 guests attended the fund raising event at Mansion House compered by Clive Anderson and hosted by Caroline Haines. The Friends of Epping Forest presented a cheque for £5,000 towards the Lord Mayor's Appeal.

### **Cattle Grids Installation Programme**

Work has been underway since 3 June on the installation of the four Tier 1 Cattle Grids. Cross Roads reopened 1 day over schedule on 25 June. Forest Side is currently under construction and is expected to complete on 19 July, to be followed by Rangers Road on an accelerated 14 day build between 22 July and 5 August, completing in August with Wake Road.

### **Chinese Lanterns**

Following the devastating fire at the Smethwick Recycling Centre started by a Chinese Lantern, Epping Forest's 2011 campaign to ban these indiscriminate incendiaries has been again featured in the local press.

### **Knighton Wood Lake Cannabis Cultivation**

Conservation and Forest Keeper staff have uncovered the cultivation of cannabis plants on the secluded Knighton Wood Lake Island.

### **Staples Road Flood Alleviation Scheme (FAS)**

Work has been completed to a high standard by the Environment Agency's contractor Bryony to restore the FAS retaining wall which had slumped in last summer's wet weather.

### **City of London Girls' Football Festival**

Wanstead Flats hosted its first ever Girls' Football Festival attended by 90 11-14 year olds from Secondary Schools across East London. Raines Foundation A from Bethnal Green were the final winners followed by Trinity Catholic from Woodford Green in second and third places.

### **Jubilee Pond, Wanstead Flats**

The first phase of work is nearing completion with the installation of mole drains designed to increased surface drainage to the Pond. Ground Control will commence access path works during July

### **Wanstead Flats Skylarks**

Volunteers with the Wren Conservation Group reported 7 breeding pairs of Skylarks on the Wanstead Flats Site of Special Scientific Interest. This figure is down on 2012 figures and most probably reflects poor breeding success in the wet summer of 2012.

### **London Borough of Waltham Forest Dog Control Orders**

LBWF are conducting a public consultation between 1 July and 12 August on reviewed Dog Control Orders which will include their extension to Epping Forest land.

### **Green Apple Award – 24 June**

The View received a prestigious Green Apple Award for environmental best practice at this year's Built Environment and Architectural Heritage Awards made at the National Self Build and Renovation Centre.

### **Channel 4 Documentary – Dogging Tales**

Epping Forest has been featured in follow-on publicity from the documentary first broadcast on 4<sup>th</sup> April in the Daily Star and local Guardian Group newspapers.

### **Football Association**

The Committee Chairman and Chairman of the Wanstead Flats Playing Fields Committee had a positive meeting with the Football Association's National Facilities Manager.

### **Panel Engineer's Visit – 24 May 2013**

Atkins Global's Panel Engineer completed his first 2013 biannual inspection of 5 Large Raised Reservoir (LRRs) Dams and 3 further precautionary monitored LRRs. Additional engineering works have been recommend at Birch Hall Park Lake (Deer Sanctuary).

### **Wanstead Park Rhododendron Study**

Consultants completed a further year of monitoring at Wanstead Park and Knighton Wood. A possible relict 18<sup>th</sup> Century planting has been identified at Wanstead Park.

### **British Ecological Society's 100<sup>th</sup> Anniversary Festival of Ecology**

Epping Forest supported this event with 2 guided walks celebrating the anniversary.

### **The View Temporary Exhibition 'A Gift for all time'**

A well-received exhibition, curated by Visitor Services staff, was staged during April to June celebrating Queen Victoria's visit to Epping Forest.

### **Chingford Gateway Historical Re-enactment - 4 May**

The Forest's first partnership with the Society for Creative Anachronism attracted 400 visitors to a May Day Tudor Re-enactment.

### **The Royal College of Physicians Corporate Event – 11 June**

Epping Forest hosted a successful corporate event across Wanstead Park; Chingford Gateway and Connaught Water.

### **Family Learning Events 29/31 May**

750 participants attended Forest Learning Events on an Owl and Birds of Prey wildlife theme.

### **Tagging Fallow Deer Fawns**

9 Fallow deer fawns were tagged over 2 days by Forest Keepers and members of the Deer Initiative.

### **Fly Tipping**

There were 164 fly tips during May and June. The cumulative total for Fly tips to June was 385 down 16% from 464 last year. A bull terrier carcass in Hill Wood was amongst the tips.

### **Wanstead Park Fun Dog Day – 9 June**

Forest Keepers staged a successful Fun Dog Day at Wanstead Park. **Outreach Work**

The Forest is working with the Kids Company to provide opportunities for young people from Canning Town to participate in the John Muir Award.

### **Rough Sleeper Clearances**

Some 33 rough sleeper camps have been cleared in the first 6 months of 2013, 2 in the North Area; 2 in the Central Area and 29 in the South of the Forest. 50 camps were cleared across 2012.

RECEIVED

## **6. VISITOR SERVICES PROGRAMME**

The Superintendent of Epping Forest presented a report summarising the achievements of the Visitor Services teams during 2012/13 and outlining the broad objectives and operational priorities for the coming financial year.

Members were informed that four Visitor Services buildings received 85,943 visits from 1st April 2012 – 31st 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.

In response to a query from the Committee, Officers informed Members that social media posts were monitored using a hootsuite™ social media management software. Members agreed that Epping Forest tweets were useful and informative.

RECEIVED

## **7. BRANCHING OUT PROGRESS REPORT**

The Branching Out Project Manager presented the Branching Out progress report and informed Members that projects were broadly on track, with all key elements having commenced and the spend profile matching the programme.

The focus during the next six months was 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. The Volunteer Improvement Plan was also being progressed, as was work on the evaluation and legacy for Branching Out projects.

In response to a query from Members, Officers assured the Committee that proposed Gateway designs would be considered by the Epping Forest Management Plan Steering Group and the implementation of the design would be closely monitored. Members were also reassured that the contractor would be paid in instalments over a set period of time.

Officers also informed Members that maintenance of the scrub on Dannatt's Hill was being progressively undertaken to improve views, but not as part of this project.

RESOLVED: That Members approve:-

- the budget variances, which balance and therefore do not affect the overall budget total; and
- a new contract to Cod Steaks 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, subject to approval granted from the Finance Committee due to take place on 23<sup>rd</sup> July 2013.

#### 8. **SWAINES GREEN MANAGEMENT PLAN**

The Superintendent presented the Swaines Green, Management Plan and informed the Committee that 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 had largely been carried out by volunteers, particularly those supervised by Epping Forest Countrycare and The Friends of Swaines Green group. The Friends group had also developed various access and habitat management proposals, two of which, a boardwalk and new pond, had been implemented.

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. The draft management plan had received full support from the key partners at the Friends of Swaines Green and Epping Forest District and Epping Town Councils.

A Member commented that the Plan addressed vegetation management but not visitor access and that the planned work programme needed prioritisation. In response to a query from Members, officers agreed to investigate why the Green was not listed as Epping Forest Land – this point already under active consideration under the Land Registration project. Officers also assured the Committee that an Outreach Worker from the nearby St John's School had been included in the local consultation.

RESOLVED – That Members approved 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

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

The Superintendent presented Members with a report describing the proposed land use for the three fields totalling 29.7 acres (12.019 hectares) purchased by the Conservators at Uphire in 2012.

Members were informed that the proposed activity included 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 would be made to help fund the works. Unresolved risks for the project include the impact of the need for additional environmental assessments.

Members of the Committee were concerned that the trees would be coppiced and not allowed to grow to full mature height. Officers responded that the views and vistas would be retained in some areas with option to coppice if needed. The area at the top of the hill was being left for natural colonisation and would slowly become high forest. Members also queried the underground services (sewers) and apparent poor drainage. Officers advised that full underground service checks were complete and incorporated into plans, but some further investigations may be required with respect to drainage in some areas.

RECEIVED.

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

The Superintendent presented the deer management proposals for the Buffer Land estate, and sought approval for the annual cull of deer in line with the Deer Management Plan (DMP) adopted by the Committee on 10 September 2012.

Officers informed Members that 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. The proposed cull figures for the 2013/14 season are 123 Fallow Deer and as many Reeves Muntjac Deer as possible. The cull figures had been set using data from the deer count, vegetation monitoring and recommendations from the Deer Management Plan, presented as part of English Woodland Grant Scheme application presented to the Committee in September 2012. The agreed plan recommended a gradual population reduction over 5 years to 150 Fallow Deer.

The Committee noted that an alternative survey of deer was carried out by the University of East Anglia which recommended lowering deer numbers over a shorter time period would require additional resources and may be counter-productive.

Discussions ensued with regard to the potential for commercial deer stalking on the Buffer land estate. Given the degree of public access to the estates stalking was not considered to be viable on the Buffer Land. Officers would be

investigating the possibility of a financial return through the tendering of future stalking contracts.

RESOLVED: That Members approved 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.

11. **EPPING FOREST MANAGEMENT PLAN – PHASE 1 CONSULTATION**

The Superintendent of Epping Forest presented proposals for the public consultation process on delivering the Epping Forest Management Plan. Members were informed that a new Management Plan was 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, had been recognised in previous reports.

Members noted that a comprehensive consultation was proposed for stakeholders, community groups and members of the public and stakeholders throughout August, September and October 2013. The consultation would 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.

Officers sought approval 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.

The Chairman of the Committee informed Members that the Epping Forest Management Steering Group had met to discuss the draft consultation and Officers had received some useful feedback.

RESOLVED: That Members delegate power to the Epping Forest Management Plan Steering Group to approve the development of draft text and implement the EFMP Phase 1 Consultation and approved the Marketing Plan and Consultation Programme.

12. **SUPERINTENDENT'S UPDATE**

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

**Volunteers**

954 hours of volunteer input delivered by 217 volunteers during the period. Works included:

- Reptile survey at Stoke Common – finished and all sheets lifted at end of May - Friends of Stoke Common
- Habitat pile construction at Stoke Common - Friends of Stoke Common
- Footpath work repairing 100m of footpath at Burnham Beeches

- Tuesday Conservation volunteer group – butterfly transects, dust pad and pitfall trap data collection and recording. Plus visitor survey counts at Stoke Common
- Invisible fence line clearance for Stewarts drive
- Bracken Bashing – Egypt wood and elsewhere at Burnham Beeches

#### **Projects/habitat works**

- Invisible fence line at Egypt Wood – route cleared, cable installed, liaison with highway authority completed, cables cut in and installed in across highway, virtual grids painted on highway, signs and gateways installed in readiness for the release of cattle into the area in the first week of July
- Fencing repairs ready for cows returning at Stoke Common – cows back in late May
- Squirrel control – on-going programme to reduce damage to veteran and other trees
- Tree safety works- on-going tree safety programme

#### **Miscellaneous**

- Two new members of staff interviewed and recruited to fill vacant posts in the Habitats and Trees team i.e. a Senior Ranger and Assistant Ranger
- Visit to Stoke Common by the All Party Parliamentary Horticultural & Gardening Group
- BBC TV - Countryfile – Filmed at Burnham Beeches. Programme aired in June and showed, invisible fencing, Burnham Beeches Volunteers at work and also featured the wood ants
- Friends of Stoke Common kite building and flying event
- School event. 'Woodland wonder' days at half term – well attended on each date.
- Dog Survey contract tender completed and contract signed, a partnership project with South Bucks District Council
- Hydrological tender process completed and contract signed a further partnership project with South Bucks District Council
- Sustainability Audit System - discussions commenced with 5 other Departments who may wish to adopt this Open Spaces initiative.

RECEIVED

#### **13. SUPERINTENDENT'S UPDATE**

The Superintendent of City Commons provided a verbal update with reference being made to the following:

#### **Volunteers**

1348 hours of volunteer input delivered during the period. Works included:

- Dead hedging on Ashtead Common.
- Installing and maintaining bar-ways and gates.
- Fence line clearance Coulsdon Common.
- Path clearance Kenley Common.

- Bracken control.
- Ragwort control.
- Tree Health monitoring.
- Setting up temporary grazing areas and moving livestock.

### **Projects/habitat works**

- Tree safety works- on-going tree safety programme.
- Haymaking has started across the Coulsdon Commons.
- A French drain has been constructed on Kenley Common to intercept surface water from the perimeter track.
- Timber cut during the winter has been collected off Kenley Common and Riddlesdown and sold to a timber merchant.

### **Miscellaneous**

- Travellers broke onto Spring Park on Tuesday 2<sup>nd</sup> July and left later that evening. The site was quickly cleared of rubbish and the gate replaced and reinforced.
- Four local school children have undertaken work experience placements with the Ranger teams.
- Each of the Commons has been judged for Green Flag and three of the Commons for Green Heritage results expected towards the end of July.
- Additional late patrols have been implemented to reflect the increased fire risk.

### **Licences**

- Hill Crest 10k run – Riddlesdown
- Greville Bike Ride – Ashtead Common
- Riddlesdown Fun Day – Riddlesdown
- The proposed Kenley Empire Air Show has been postponed for 1 year. The Superintendent and Head Ranger met with the organisers on the 18<sup>th</sup> July to discuss the application in more detail and conducted a site visit.
- Kenley Fun Day has been licenced for the 28<sup>th</sup> July 2013.

RECEIVED

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

In response to a query from a Member, officers informed that Committee that officers and rangers in Burnham Beeches did not currently wear uniforms personalised to the site due to costs involved. However, other options such as giving officers badges were being considered.

A Member asked about the use of other City of London officers to assist with responding to planning issues, both for Local Plans and the London Plan, it was suggested further resources were needed. The Director agreed to provide additional information on current resources used and likely additional costs to the Member.

15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
The Chairman of the Committee moved item 27 “Burnham Beeches Consultative Group Minutes” into the public part of the meeting.

Discussions ensued regarding the minutes. Members were asked whether Officers could respond to the London Borough of Waltham Forest’s draft Enforcement Strategy consultation as per the response sent to Epping Forest District Council in September 2012.

RESOLVED: Members agreed that Officers would response on behalf of the Committee to the consultation to the London Borough of Waltham Forest regarding their draft Enforcement Strategy in line with the previous consultation response to Epping Forest District Council approved by your Committee in September 2012.

16. **EXCLUSION OF THE PUBLIC**  
RESOLVED - 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.

<b>Item No.</b>	<b>Paragraph(s)</b>
17 – 26	3
28 - 31	3

17. **NON-PUBLIC MINUTES**  
RESOLVED: That the non-public minutes of the previous meeting be agreed as an accurate record.

18. **SUPERINTENDENTS NON PUBLIC UPDATE**  
The Superintendent of Epping Forest provided Members with a non-public update on matters relating to the forest.

19. **CHINGFORD GOLF COURSE**  
The Superintendent of Epping Forest presented the non-public item to Members of the Committee.

20. **HIGHAMS PARK LAKE UPDATE ON DAM REINFORCEMENT WORKS**  
The Superintendent of Epping Forest presented the non-public item to Members of the Committee.

21. **ANNUAL AGRICULTURAL HOLDINGS REVIEW**  
The Superintendent of Epping Forest presented the non-public item to Members of the Committee.

22. **EPPING FOREST WAYLEAVE**  
The Superintendent of Epping Forest presented the non-public item to Members of the Committee.

23. **WAYLEAVE OBSTRUCTION PILOT**  
The Superintendent of Epping Forest presented the non-public item to Members of the Committee.

24. **WOODREDON EQUESTRIAN CENTRE RENT REVIEW**  
The Superintendent of Epping Forest presented the non-public item to Members of the Committee.
25. **WARREN HOUSE CONSERVATION MANAGEMENT PLAN**  
The Superintendent of Epping Forest presented the non-public item to Members of the Committee.
26. **GRANT OF RIGHT OF WAY**  
The Superintendent of Epping Forest presented the non-public item to Members of the Committee.
- Verderer Michael Chapman was invited to retire from the meeting, and was excluded for the remainder of the business considered by the Committee.*
27. **BURNHAM BEECHES CONSULTATIVE GROUP MINUTES**  
This item was discussed under item 16 of the agenda.
28. **BEECHES CAFÉ - LEASE RENEWAL**  
The Superintendent presented the non-public item to Members of the Committee.
29. **RENEWAL OF CONTRACT**  
The Superintendent presented the non-public item to Members of the Committee.
30. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no non-public 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**  
Matters considered urgent by the Chairman were presented by Officers.

**The meeting ended at 1.25 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>
Open Spaces and City Gardens Committee	7 <sup>th</sup> October 2013
West Ham Park Committee	
Epping Forest and Commons Committee	7 <sup>th</sup> October 2013
Hampstead Heath, Highgate Wood and Queen's Park Committee	9 <sup>th</sup> September 2013 23 <sup>rd</sup> September 2013
<b>Subject:</b>	<b>Public</b>
Green Flag Awards 2013	
<b>Report of:</b>	<b>For Decision</b>
Director of Open Spaces	
<b><u>Summary</u></b>	
<p>Once again the City of London Open Spaces have been successful in the Green Flag and London in Bloom award schemes. This report provides information about the process and the value of these awards.</p>	
<b>Recommendation</b>	
<p>(i) That the great success achieved by the City of London's Open Spaces in the Green Flag and London in Bloom Awards is noted and reported to the Court of Common Council on the 24<sup>th</sup> October 2013.</p> <p>(ii) That the members of staff and volunteers at all the Open Spaces are congratulated on their contribution to the success in the awards.</p>	

## **Main Report**

### **Background**

1. The Green Flag Awards are designed to recognise the best green spaces in the country. The Green Flag Scheme is owned by the Department of Communities and Local Government, who license the management of the scheme to a consortium led by Keep Britain Tidy.
2. Since 1997 the Awards have set the standard for the management of parks and green spaces. Awards are made on an annual basis, and sites must re-apply each year to maintain their status.
3. Parks and green spaces are judged against the following eight criteria:
  - **That it is a welcoming place** (judges will look for good access and good signage)

- **That it is healthy, safe and secure** (for example equipment and facilities are safe, dog fouling is addressed, adequate health and safety policies are in place)
- **That it is clean and well maintained** (policies on litter, vandalism and maintenance are in place and in practice)
- **Sustainability** (that environmentally sound techniques are used in the management)
- **Conservation and heritage** (natural features, landscapes, building and structural features are appropriately managed).
- **Community involvement** (the site should actively pursue the involvement of members of the community and have knowledge of the patterns of use of the site)
- **Marketing** (a marketing strategy should be in place and the space should be promoted as a community resource)
- **Management** (a management plan should be in place, actively implement and regularly reviewed)

### **2013/14 Green Flag Awards**

4. All of the City of London's Open Spaces were successful in retaining their Green Flag status. Nine sites received additional Green Heritage Awards: Epping Forest, Ashted Common, Kenley Common, Burnham Beeches, Hampstead Heath, Highgate Wood, West Ham Park, Bunhill Fields and the Cemetery and Crematorium.
5. Feedback reports from judges have been received for a majority of the sites for the green flag awards. The reports for the sites which had been received from the judges at the time of writing are attached as an appendix.

### **Other Awards**

6. Open Spaces sites have once again taken part in London in Bloom. City of London was also nominated by London in Bloom to be a finalist in Britain in Bloom for 2013. Results of both these competition were not available at the time the report was prepared, but will be available at the time of the committee meeting.

### **7. Corporate and Strategic Implications**

The achievement of Green Flag Awards supports many of the themes of the City Together Strategy relating to supporting communities, protecting, promoting and enhancing the environment and ensuring that the City is vibrant and culturally rich.

### **8. Conclusion**

The achievement of these awards provided independent recognition of the successful work of volunteers, members of staff and elected members in ensuring the Open Spaces are well managed. The Green Flag Award Scheme provides the

impetus for on-going improvement at each site and provides a good benchmark against which the quality of our sites can be measured.

The Open Spaces' success in winning these awards will be reported to the Court of Common Council on the 24<sup>th</sup> October 2013.

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## Green Flag Award 2013/2014

**Name of Site – Ashted Common**

**Managing Organisation – City of London**

### Bandscores

<b>Desk Assessment</b>	0-9	10-14	15-19	20-24	25-30			
<b>Field Assessment</b>	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
<b>Overall score</b>	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+

**Status – PASS**

**Overall band score – 80+**

### Desk Assessment Feedback

**Band score – 25-30**

Criteria	Strengths	Recommendations
<b>Presentation</b>	A standard presentation of summary MP from the City of London is applied to all the sites under their management. This result is a recognisable MP formula which identifies the organisation and produces a colourful easy to use and practical MP with photographic evidence of site work, volunteers in action etc. The well laid out MP is applicable, easy to understand highlighting concise practical actions points which translate to the field. Describes both reactive and planned objectives, forward thinking and ambitious.	Consider including appendices with relevant information such as examples of species lists, expenditure and consultation results where applicable.
<b>Health, Safety &amp; Security</b>	Frequent references to H&S awareness and how this is implemented, prioritising where necessary and applying high levels of public safety focus when using site. Good	

	relationship with SNT units.	
<b>Maintenance of equipment, buildings &amp; landscape</b>	Well planned, well documented and costed. Value of site is sensitive and associated maintenance work needs to be of a high standard. City of London procurement policy rules encourage use of local tradesmen and businesses where specialist maintenance of infrastructure is required including those relating to landscapes improvements and best practice ensuring high levels of expertise is sustained. Equipment - Regular inspections and reports carried out and documented. Repairs undertaken as required including some out of hours maintenance.	
<b>Litter, cleanliness, vandalism</b>	Clear and well applied policy on zero litter tolerance which translates to immediate action particularly around site fringes and high residential areas. Residential licence agreements are excellent example of engaging locals to help maintain site cleanliness.	
<b>Environmental Sustainability</b>	Well documented examples of traditional methods applied to site managements overall in woodlands, scrub, flower meadows, hedgerows etc and the long term benefits this brings.	Research other non chemical methods of bracken and other invasive weed controls.
<b>Conservation of heritage &amp; nature</b>	Site and infrastructure is highly valued and the importance of this is the essence on which the MP is created. Sensitive land management methods and the long-term conservation and protection of the site is the basis of all objectives within the MP.	
<b>Community Involvement</b>	Is at every level and volunteers are valued as assets to the sites. The MP celebrates the contribution volunteers make, they are consulted widely and their views taken on board.	A few examples of the results of public consultations would be beneficial to the MP.
<b>Marketing Strategy</b>	Good use of City of London Website. Listed events in MP help to promote the common and its use. The user map has excellent interpretation information	
<b>Overall management</b>	Very thorough process. The MP is a live and applicable document and is easy to translate the information of the everyday practices with clear objectives, planned and reactive process, visionary and inclusive and this is well applied to the overall management process.	

**Additional comments**

The summary MP is an enjoyable document to read. It is also a balanced, thorough, well laid out plan which states clear objectives, action plans and reasons as to why certain practices used on the common maintain and conserve the site for public enjoyment. Furthermore the long term preservation of such a high value site with associated biodiversity, leisure and educational components needs good and proscriptive management methods to ensure protection for the future. Some investigation on the internet brought up wild life species records. Links to other sites would be useful, such as the United Kingdom Butterfly monitoring scheme.

## Field Assessment Feedback

Band score – 57-59

Criteria	Strengths	Recommendations
<b>A Welcoming Place</b>	Access is level, safe, inviting and very attractive. Signage at site entrances is appropriate and interesting. Public information and site maps clear and easy to follow. Very impressive.	Consider introductory information, interpretation and possible site maps at Ashted train station.
<b>Healthy, Safe and Secure</b>	The quality of the facilities is of a very high standard. General comfortable feeling of safety at all times throughout site. Dog bins and disposable bags are provided by sites, although this is a huge expense to the organisation it is resulting in no evident dog mess.	A review of costings on dog bag provision should be considered with possible alternative campaign to improve message on responsible dog ownership and appropriate use of sites.
<b>Clean and Well Maintained</b>	No evident litter at any time throughout site. Maintenance provision and standards where very high employing sensitive and appropriate methods of throughout in the many varying landscapes, scrub, trees care, meadows etc resulting in a hugely attractive, evidently sensitive and well cared for site. Buildings of a high standard and sensitive to landscape setting.	
<b>Sustainability</b>	The use of cattle in various parts of the common offsets the use of machines. Excellent methods of sustainability in reference to maintenance of varying diverse landscape with clear objectives to improvements for biodiversity. Woodland management is of the highest standards with due care given to monitoring and safeguarding valuable veteran trees throughout. Use of low impact vehicles, ranger foot patrols all contribute to sustainable methods of care.	

<b>Conservation and Heritage</b>	<p>Natural features are integral to the enjoyment of this site and as such are well cared for and enhanced at every level. The wild fauna and landscapes features are of a high standard, site lines are good, the varying landscapes and variety of such all add to the visitor's enjoyment and experience.</p> <p>The common has a varied and far reaching history including Roman settlements, the archaeology of which enhances the sites historical and heritage value. Historical 'Coal posts' in situ and celebrated as a unique historical assist.</p>	
<b>Community Involvement</b>	<p>Volunteers are seen as an asset to the site and are consulted at every level. Active and diverse volunteer programmes providing appropriated opportunities for all are on offer which allows volunteers to engage, take part, contribute and learn new skills. A waiting list of volunteers is indicative of the popularity and level of provision on offer. Volunteers are actively engaged to take part in consultative forums.</p>	
<b>Marketing</b>	<p>The City of London website is informative and interesting with good links for information on sites, site provision, access and locations. Education information very appropriate, with exceptional quality information on biodiversity.</p>	<p>Judges felt improved information at train station would be helpful.</p>
<b>Management</b>	<p>The overall management of the site is excellent. The implementation of the MP objectives, duty of care and traditional sensitive methods of management evident on site ensure the landscape and diverse ecology of the common are maintained at every level.</p>	

**Additional Comments**

The desk assessment lays out objectives to maintaining and enhancing the conservation of this sensitive landscape by adapting and implementing traditional methods of care and sustainability where appropriate throughout the common. These methods have created, enhanced and safeguarded this unique landscape whether it be open woodland pastures, tree care, ponds and waterways etc it is evident that this is a very special site which is healthy, vibrant, full of wildlife and most appropriately open and accessible for the public to enjoy. The site based teams and volunteers should be congratulated on their efforts of looking after this beautiful landscape so well.



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## Green Flag Award 2013/2014

**Name of Site – Burnham Beeches**  
**Managing Organisation – City Of London**

### Bandscores

<b>Desk Assessment</b>	0-9	10-14	15-19	20-24	25-30			
<b>Field Assessment</b>	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
<b>Overall score</b>	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+

**Status – Pass**

**Overall band score – 80**

### Desk Assessment Feedback

**Band score – 20-24**

Criteria	Strengths	Recommendations
<b>Presentation</b>	A comprehensive and concise document, nicely laid out with a good balance of explanatory text, illustrations and pictures covering all aspects of the site.	
<b>Health, Safety &amp; Security</b>	Clearly set out.	
<b>Maintenance of equipment, buildings &amp; landscape</b>	Clearly sets out the maintenance responsibilities throughout the year as well as the 10 year scheme.	Consider mentioning projects that have not gone to plan as you admit you are relearning skills.

<b>Litter, cleanliness, vandalism</b>	The plan clearly sets out the strategy with a use of in house litter collection and recycling bins.	
<b>Environmental Sustainability</b>	There is a clear and well thought out strategy in place.	
<b>Conservation of heritage &amp; nature</b>	A clear description of the history and heritage aspects of the site	
<b>Community Involvement</b>	Positive and active community groups	Consider setting up a Friends group from the various community groups.
<b>Marketing Strategy</b>	Clear strategy covering all user groups	
<b>Overall management</b>	A well presented plan to a high standard	

**Additional comments**

Good plan, easy to read that contains the relevant information

## Field Assessment Feedback

Band score – 55-59

Criteria	Strengths	Recommendations
<b>A Welcoming Place</b>	Good signage around the site, good provision of parking accessible to all user groups Good internal signage and noticeboards. Boarded walk ways assist in opening the site to all users.	
<b>Healthy, Safe and Secure</b>	Felt very safe in all areas. All internal vehicle gates and bollards were closed and locked	
<b>Clean and Well Maintained</b>	A clean and well maintained site with a good use of recycling bins. Free dog poo bags around the site at various locations. Very clean and friendly well catered café area.	
<b>Sustainability</b>	Good use of interpretation boards around the site. Use of green and reusable energy in practice, heating / lighting / building insulation / green roof	
<b>Conservation and Heritage</b>	The 500 year vision plan is to be commended. A number. Introduction of free roaming cattle in the next week will be an exciting but challenging project	Visitor centre displays looking a little tired
<b>Community Involvement</b>	Good links with local schools and working groups. A mixed choice of events held throughout the year. Jubilee / outdoor theatre / Christmas concerts Good network of local groups for spur of the moment events i.e snow day	Is there involvement from the local and County Council
<b>Marketing</b>	Almost a victim of your own success,	Community and Education development
<b>Management</b>	Overall the park is a very pleasant place to visit	Consider some of the comments to help make a good site better.

### Additional Comments

A well managed site with high quality facilities much used by the local community as well as people from further a field.

The dedication of the management team and park staff shows through in the pride in the site.

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## Green Flag Award 2013/2014

**Name of Site – Coulsdon Common**

**Managing Organisation – City of London**

### Bandscores

<b>Desk Assessment</b>	0-9	10-14	15-19	20-24	25-30			
<b>Field Assessment</b>	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
<b>Overall score</b>	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+

**Status – Pass**

**Overall band score – 80+**

### Desk Assessment Feedback

**Band score – 25--30**

Criteria	Strengths	Recommendations
<b>Presentation</b>	A standard presentation of summary MP from the City of London is applied to all the sites under their management. This result is a recognisable formula which identifies the organisation and produces a colourful easy to use, practical MP with photographic evidence of site work, volunteers in action etc. MP is applicable and easy to understand highlighting concise practical actions points which translate to the field. Describes both reactive and planned objectives, forward thinking and ambitious.	Consider including appendices with relevant information such as examples of species lists, expenditure and consultation results where applicable.
<b>Health, Safety &amp; Security</b>	Frequent references to H&S awareness and how this is implemented, prioritising where necessary and applying high levels of public safety focus when using site. Good relationship with SNT units.	

<b>Maintenance of equipment, buildings &amp; landscape</b>	Well planned, well documented and costed. Value of site is sensitive and associated maintenance work needs to be of a high standard. City of London procurement policy rules encourage use of local tradesmen and businesses where specialist maintenance of infrastructure is required including those relating to landscapes improvements and best practice ensuring high levels of expertise is sustained. Equipment - Regular inspections and reports carried out and documented. Repairs undertaken as required including some out of hours maintenance.	
<b>Litter, cleanliness, vandalism</b>	Clear and well applied policy on zero litter tolerance which translates to immediate action particularly around site fringes and high residential areas. Residential licence agreements are excellent example of engaging locals to help maintain site cleanliness.	
<b>Environmental Sustainability</b>	Well documented examples of traditional methods applied to site managements overall in woodlands, scrub, flower meadows, hedgerows etc and the long term benefits this brings.	
<b>Conservation of heritage &amp; nature</b>	Site and infrastructure is highly valued and the importance of this is the essence on which the MP is created. Sensitive land management methods and the long-term conservation and protection of the site is the basis of all objectives within the MP	
<b>Community Involvement</b>	Excellent events diary. At every level and volunteers are valued as assets to the sites. The MP celebrates the contribution volunteers make, they are consulted widely and their views taken on board.	
<b>Marketing Strategy</b>	Good use of City of London Website. Listed events in MP help to promote the common and its use. The user map has excellent interpretation information.	
<b>Overall management</b>	Very thorough process. The MP is a live and applicable document and is easy to translate the information of the everyday practices with clear objectives, planned and reactive process, visionary and inclusive and this is well applied to the overall management process.	

**Additional comments**

The summary MP is an enjoyable document to read. It is also a balanced, thorough, well laid out plan which states clear objectives, action plans and reasons as to why certain practices used on the common maintain and conserve the site for public enjoyment. Furthermore the long term preservation of such a high value site with associated biodiversity, leisure and educational components needs good and proscriptive management methods to ensure protection for the future. Some investigation on the internet brought up wild life species records

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## Field Assessment Feedback

Band score – 55 – 59

Criteria	Strengths	Recommendations
<b>A Welcoming Place</b>	<p>Access to the site offices is from street level. Site access is level but site landscape is undulating and hilly adding to contrasting views and landscapes but also adds new ing challenge to access. Site signage easy to access, up to date and relevant. Public information and site maps clear and easy to follow.</p> <p>The display and celebration of awards in site office is indicative of high quality of service and levels of maintenance.</p>	
<b>Healthy, Safe and Secure</b>	<p>The nature and undulating fields and hills of the site prove to be a challenge with a major road running through the site but despite this the quality of the facilities and levels of maintenance is extremely good. Dog bins and disposable bags are provided by site although this is a huge expense to the organisation it is resulting in no evident dog mess.</p>	<p>A review of costings on dog bag provision should be considered with a possible alternative campaign to improve message on responsible dog ownership and appropriate use of sites.</p>
<b>Clean and Well Maintained</b>	<p>Litter is a challenge particularly on fringes of site and along road verges but this is dealt with quickly. Maintenance and horticultural standards very good with sensitive approaches to hedgerows enhancement and biodiversity habitat improvements. Relaxed mowing regimes produce high quality wildflower meadows. Site evidently well cared for. Buildings well maintained. Additional safety methods employed to safeguard loss of equipment.</p>	

<b>Sustainability</b>	The use of cattle in various parts of the common offsets the use of machines demonstrating excellent landscape practices and methods of sustainability in reference to maintenance of varying diverse landscape and topography of site. Woodland management is of a high standard with some current clearance of invasive woodland to create woodland pasture and ponds network. Use of low impact vehicles, and safety foot patrols	
<b>Conservation and Heritage</b>	The above has also revealed an important historical aspect of the use of the site relating to WWII which should be explored and used to increase interest by providing additional public information, building on sites historical facets. Historical natural features are integral to the enjoyment of this site, site lines are good, the varying landscapes and variety all add to the visitor's enjoyment and experience.	
<b>Community Involvement</b>	Volunteering and community engagement on site make a major contribution to the overall improvements. Active and diverse volunteer programmes providing appropriate opportunities for all allowing volunteers to engage, take part, contribute and learn new skills. Volunteers are actively encouraged to take part in consultative forums.	
<b>Marketing</b>	The City of London website is informative and interesting with good links for information on sites, site provision, access and locations. Education information very appropriate, with exceptional quality information on biodiversity.	
<b>Management</b>	The overall management of the site is excellent. The implementation of the MP objectives, duty of care and traditional sensitive methods of management evident on site ensure the landscape and diverse ecology of the common are maintained at every level.	

**Additional Comments**

As is predicted the desk assessment lays out clear objectives to maintaining and enhancing the conservation of this challenging landscape by adapting and implementing methods of care and sustainability where appropriate throughout. These methods create, enhance and safeguard the landscape and this in turn provides high quality, diverse and interesting green space whether it be open woodland pastures, tree care, ponds and waterways etc it is evident that this is healthy, vibrant site, full of wildlife and most appropriately open and accessible for the public to enjoy at every level. Furthermore, the staff are hugely enthusiastic and this must help to increase the visitors appreciation of the site.

The site based teams and all other staff members who apply their skills to maintaining the site along with the volunteers should be duly congratulated on their efforts of maintaining this fascinating and diverse common.



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## Green Flag Award 2012/2013

Farthing Down and New Hill, 23<sup>rd</sup> May 2013

### Bandscores

<b>Desk Assessment</b>	0-9	10-14	15-19	20-24	25-30			
<b>Field Assessment</b>	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
<b>Overall score</b>	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+

**Status – Pass**

**Overall band score - 70-74**

**Desk Assessment Feedback**

**Band score 20-24**

<b>Criteria</b>	<b>Strengths</b>	<b>Recommendations</b>
<b>Presentation</b>	Farthing Down Local Plan is a public-facing document which gives an overview of the City Corporation's vision for the site and an outline of management in broad principle. It is well laid out, nicely illustrated, and easy to follow. Greater detail is developed in the draft Biodiversity Conservation Plan, which deals with management of natural habitats, and a Heritage Conservation Plan. There are presumably also written agreements with Higher Level Stewardship and Natural England regarding management of the part of the site which is an SSSI.	It would be helpful if the Local Plan provided links e.g. web links to the documents which develop the main themes in more depth with a document map to understand how all the documents interlink.
<b>Health, Safety &amp; Security</b>	The Local Plan sets out the role of Rangers in patrolling the site and recording of incidents relating to health and safety. The Rangers are required to check entrances regularly, to support and advise visitors and liaise regularly with the local Safer Neighbourhood team. There is also a set of bye laws which may assist with this, notwithstanding some are a little antiquated e.g. no swearing, card playing or fortune telling(!), and the penalties (e.g. £10) unlikely to be prohibitive on their own. None the less it gives the authorities the right to remove a disorderly individual or inappropriate structure.	The Rangers are the best judge of whether the effort and cost involved in updating the byelaws is worthwhile, or whether the language used is sufficiently flexible to respond to 21 <sup>st</sup> century challenges.

<b>Criteria</b>	<b>Strengths</b>	<b>Recommendations</b>
	Risk assessments are carried out before major practical work and protective clothing provided as necessary for staff and volunteers.	
<b>Maintenance of equipment, buildings &amp; landscape</b>	Rangers are required to check entrances and other structures as part of their daily patrols. In addition, visitors are encouraged to report issues to the rangers, assisted by an out of hours telephone number.	
<b>Litter, cleanliness, vandalism</b>	There is an agreed time limit on responding to vandalism, dumping (within 24 hours) or litter (twice weekly).	
<b>Environmental Sustainability</b>	The Local Plan notes a commitment to sustainability. An environmental audit is in operation across the City of London's Open Spaces. The use of grazing cattle must save a great deal of energy in mowing the grassland as well as improving floristic diversity.	More detail could be given e.g. on selection and policy on pesticides, types of vehicles e.g. electric or dual energy source, minimising water requirement of public toilets etc.  Consider separating waste streams in litter bins.
<b>Conservation of heritage &amp; nature</b>	The approach to biodiversity conservation is excellent. Grazing promotes diversity in the sward encouraging uncommon species such as greater yellow rattle. Scrub is cleared to extend the potential for further areas of species rich grassland, whilst also recognising that a mix of scrub of varying ages is important to nesting birds.  The plan gives a clear account of the main features of prehistoric and early historic interest and the approach taken to protecting them.	
<b>Community Involvement</b>	The management clearly aims to foster good links with the local community and recognises that their funding would not support the current quality of management without the input of volunteers. Having permanent rangers on site helps enormously to build good relationship with local people, offering a variety of walks, talks and volunteering opportunities. The Friends Group and Consultative Committee provide opportunities for dialogue.	The volunteers benefit from training to enable them to undertake more ambitious projects. While some may well go on to develop a wider hobby interest or career in conservation, it would be good if the City Corporation could embark on an apprenticeship programme (e.g. as in the Royal Parks) to encourage young people from a wide range of backgrounds to participate.
<b>Marketing Strategy</b>	There is an excellent website with monthly update, an annual newsletter and detailed information boards near the visitor car park. A	

Criteria	Strengths	Recommendations
	leaflet giving details about the site has been prepared. Educational packs are being prepared to facilitate the use of the site by schools.	
<b>Overall management</b>	The overall approach to management, embracing cultural heritage, landscape, ecology, recreation and education is excellent.	

**Additional comments**

## Field Assessment Feedback

**Band score 50-54**

Criteria	Strengths	Recommendations
<b>A Welcoming Place</b>	The site is welcoming with clear wide entrances, City of London signboards and local news boards. There is a well laid out car park near the southern end of the site. There is a network of tracks and informal paths offering access over most of the site except where restrictions are required e.g. to protect breeding cattle.	The traditional City of London signboards seem out of step with the current approach to management. They are very authoritative, and give little impression that you are entering one of the finest stretches of chalk grassland in London, with its amazing array of wild flowers and butterflies, its fascinating historic artefacts, and magnificent airy landscape. Consider having a promotional sign at Coulsdon South Station, to encourage access by public transport.
<b>Healthy, Safe and Secure</b>	The site feels generally safe, partly because it has a well kempt appearance, with a mainly open landscape, but also the regular staff presence makes a huge difference.	There may be one or two places where footpaths could be improved on steep slopes, especially for older people. This needs to be tackled sensitively so as not to distract from the feeling of walking in the countryside, rather than a park, which is one of this site's major charms.
<b>Clean and Well Maintained</b>	The standard of cleanliness seems to be very high. A majority of dog walkers use the dog poo bins, with bags provided by management	

<b>Sustainability</b>	The most important issue for sustainability must be the conservation of the wonderful chalk grassland and restoration of former chalk grassland areas. This is clearly being tackled well.	Future visitor surveys might include an access question to try to find out what proportion of visitors arrive on foot, by bicycle, car, or public transport; then if appropriate seeks ways to promote public transport vs. car
<b>Conservation and Heritage</b>	The grazing regime appears to be working well in encouraging a species rich flora with its associated insect life. Historic and pre-historic features are protected through sensitive management without over-promotion which could lead to damage.	
<b>Community Involvement</b>	There is a good level of community involvement through the Friends Group, events and volunteering.	
<b>Marketing</b>	There is minimal provision of information boards within the site, except for an excellent series of panels near the car park. This is a wise approach given that many people come simply to enjoy being out in the fresh air, enjoying the wonderful open airy landscape.	Explore opportunities for digital information sharing via your web site, which schools or families might use to encourage children to take an interest in wild flowers, butterflies, birds or historic features etc.  Consider making the main Farthing Down leaflet available at the car park e.g. on peak sunny days.
<b>Management</b>	The overall approach to management is very good, recognising the site's value as an airy landscape, with fine views over London, whilst conserving the natural interest primarily through grazing.	

**Additional Comments**

This is a wonderful site and on the whole very well managed.



## Spring Park City of London Green Flag Award 2012/2013

### Bandscores

<b>Desk Assessment</b>	0-9	10-14	15-19	20-24	25-30			
<b>Field Assessment</b>	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
<b>Overall score</b>	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+

**Status – Pass**

**Overall band score 75-79**

### Desk Assessment Feedback

**Band score 20-24**

Criteria	Strengths	Recommendations
<b>Presentation</b>	The Plan had many photos which allowed you to get an understanding of the history and the layout of the Park and its management	
<b>Health, Safety &amp; Security</b>	The plan identified the health and safety aspects and audit processes.	It would be ideal to train the staff to enforce the by-laws through joint training with PCSO's and SNT.
<b>Maintenance of equipment, buildings &amp; landscape</b>	The plan identified that the city surveyors department managed the buildings.	It would be useful to see a structure chart which showed how the park was managed and how departments interact with one another.

<b>Litter, cleanliness, vandalism</b>		
<b>Environmental Sustainability</b>		No detail of ISO 14001 or similar. It would be good to understand some baseline figures for reducing energy consumption and waste.
<b>Conservation of heritage &amp; nature</b>		
<b>Community Involvement</b>	The Park is managed through volunteers and they have a large input to the development of the park and its maintenance	
<b>Marketing Strategy</b>	A strong marketing focus on obtaining funding and income for the park through the City of London	
<b>Overall management</b>	The overall management comes across very strong particularly as it has a full board of City of London Member and Local Resident Group involvement	

**Additional comments**

**Field Assessment Feedback**  
**Band score 55-59**

<b>Criteria</b>	<b>Strengths</b>	<b>Recommendations</b>
<b>A Welcoming Place</b>	Each entrance had a welcome sign and clear site lines for when entering the park. The signs, although large clearly states the park that you are in and its ownership.	Signs may need updating although more than adequate.
<b>Healthy, Safe and Secure</b>	There is a clearance program which opens up the site.	The walkways may be a hazardous for some older park users during inclement weather.
<b>Clean and Well Maintained</b>	The site was extremely clean from both litter and dog fouling.	The site would benefit from additional bins, although these may not need to be in a conventional style.
<b>Sustainability</b>		The recycling of wood waste was clear however it was difficult to see where litter was recycled.
<b>Conservation and Heritage</b>	Very good with the re-instatement of the new hedge.	
<b>Community Involvement</b>	Excellent engagement	There is an opportunity to engage with more volunteers in the maintenance of the park from other boroughs and also engage with local institutions who may not usually visit such a park.
<b>Marketing</b>	Internet site, adverts in magazines, heritage and events are all positive marketing methods.	There is a good opportunity to improve the events taking place in the park along with greater linkages with the adjacent parkland owned by Bromley.
<b>Management</b>	There is a strong management team who clearly care about the park and its offering.	

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**Additional Comments**

The team are dedicated to providing a very active and interesting park. The introduction of events stating how sites such as Spring Park where once maintained would be a fantastic addition to the events calendar. There are good linkages with the other local City of London Parks.



## Green Flag Award 2013/2014

**Name of Site – Epping Forest.**

**Managing Organisation – City of London.**

### Bandscores

<b>Desk Assessment</b>	0-9	10-14	15-19	20-24	25-30			
<b>Field Assessment</b>	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
<b>Overall score</b>	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+

**Status – PASS**

**Overall band score – 70-74**

### Desk Assessment Feedback

**Band score – 15-19**

Criteria	Strengths	Recommendations
<b>Presentation</b>	The Epping Forest Management Plan 2004 – 2010 is a well structured document, which provides the reader with a concise and in depth insight into the long term commitment to manage this site well into the future.	This management plan although all inclusive in its management, maintenance needs and aspirations is now out of date. To continue to demonstrate continued commitment of this management ethos this requires up dating. I note from the web site and confirmed during the judges visit that this is being finalised and is due for release early 2014
<b>Health, Safety &amp; Security</b>	Contact Details, Safeguarding issues and general health issues are referred to in the Management plans.	Health and Safety plans could be further developed Police liaison explored and explained.

<b>Maintenance of equipment, buildings &amp; landscape</b>	Broad themes are explored and progress is highlighted, the development of the visitor centre is highlighted.	This element of the plan could be updated to reflect recent developments at the View . Aspirations for the next few years could be further developed. Updating of the fencing and invisible Fencing could be stated in this element.
<b>Litter, cleanliness, vandalism</b>	There is a dedicated team who are responsible for the daily cleansing of the many sites within Epping Forest.	This element of the Management Plan could be developed further to expand on how these issues are dealt with. Fly tipping issues needs to developed.
<b>Environmental Sustainability</b>	Sustainability is a central thread through the Plan but with the opportunity afforded by an update.	It would be worth expanding this issue, in terms of the arboriculture, water use, use of pesticides, use of dead wood, fly tipping. Introduction of cattle etc.
<b>Conservation of heritage &amp; nature</b>	The historical importance of the natural flora along with the historical built environment on this site is vast and it is reassuring that these precious assets are being valued and protected. Close management of the natural floral ensures that wildlife on this site is protected and habitats are preserved. The plan is comprehensive in this area	
<b>Community Involvement</b>	Epping Forest is very fortunate to attract such high numbers of volunteers, which is well managed by staff on site. Through its Volunteer Policy document and the objectives within this, volunteers receive a structured, supportive and valued experience whilst working and enjoying their involvement in Epping Forest. The high numbers of volunteers, which this site attracts, is evidence enough that this aspect of site management is very successful.	
<b>Marketing Strategy</b>	Access to information i.e. audio, leaflets etc about this site can be found at the visitor's services centres on site. Further information can be obtained from the user friendly web site. New improved 'Gateways' will continue to improve accessibility and information provision for all visitors into Epping Forest.	

	Further evidence that access is a high priority in the management of this site was the award by the British Horse Society. The award to the Local Authority/National Park for opening up equestrian routes within the site. The award was made in recognition of the work at Epping Forest, located in East London and West Essex, and at the City Commons, which manages seven open spaces in the south London, and Surrey area.	
<b>Overall management</b>	The plan is detailed and comprehensive in most areas. The criteria above could be developed further to expand on Health and Safety, litter and maintenance.	

**Additional comments**

## Field Assessment Feedback

**Band score** – 50-54

<b>Criteria</b>	<b>Strengths</b>	<b>Recommendations</b>
<b>A Welcoming Place</b>	<p>Epping forest is a large and well resourced venue with some excellent visitor destinations. Recent developments have further enhanced this. The website is clear and there are plenty of leaflets available.</p> <p>The staff that we met were very well informed and very knowledgeable, this is a real strength.</p>	Signage from the main roads could be further developed and interpretation could be developed and be made clearer. Use of social media could be developed
<b>Healthy, Safe and Secure</b>	The park is well maintained and there and an adequate number of staff patrolling the vast site. Monitoring is done in chunks.	Look to manage/reduce anti-social behaviour out of hours on site.
<b>Clean and Well Maintained</b>	The site is huge and many different sites and parking venues are available, those visited by the Green Flag team were generally clean and well maintained.	There was evidence of a large amount of litter at the green space in and around the visitor centre. Dogs mess was also evident and these areas could be improved upon through the increased use of signage and litter bins.

<b>Sustainability</b>	The ancient woodlands including the pollarded Hornbeams are managed and maintain to a high standard futurising these assets for the long term. The completed Veteran Tree Census will ensure continuity in the management of the tree stock on site.	
<b>Conservation and Heritage</b>	<p>Epping Forest is fortunate to have several heritage buildings and ancient landscape and woodland, which have been conserved to a very high standard. i.e. The Queen Elizabeth Hunting Lodge has been transformed into a wonderful visitor attraction, which has been sympathetically refurbished some 20 years ago into a valuable historic building.</p> <p>The new View building has encompassed an adjoining historical building, which has seen these buildings enhanced and brought into the 21st century for all to enjoy.</p>	
<b>Community Involvement</b>	Epping Forest is very fortunate to attract such high numbers of volunteers, which are well managed by staff on site. Through its Volunteer Policy document and the objectives within this, volunteers receive a structured, supportive and valued experience whilst working and enjoying their involvement in Epping Forest. The high numbers of volunteers, which this site attracts, is evidence enough that this aspect of site management is very successful.	
<b>Marketing</b>	Marketing is well evidenced with plenty of leaflets and an informative website.	
<b>Management</b>	This site is well developed, well managed and deserves a Green Flag . The management and staff are well informed and dedicated to making the most of the site.	

**Additional Comments**

Epping Forrest is simply the ‘ Jewel in a suburban Crown’. The site offers the visitor a wealth of historical and leisure activities in an area of outstanding natural beauty.

The site has in the past and continues now and I feel confident in saying into the future, been maintained and preserved by the City of London to a very high standard for everyone to enjoy. It was evident during the tour that this historical site is being managed by a very professional Team of ‘ Curators’ and volunteers of different skills and expertise who work together to protect and enhance this site for the benefit of everyone.



## Green Heritage Site Assessment Sheet

Scoring Line

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

Name of Green Space: EPPING FOREST

Managing Organisation: CITY of LONDON

Judge(s): RICHARD VERO & SIMON GARDNER

Date of desk assessment: <u>1/6/2013</u>	Date of site assessment: <u>7/6/2013</u>
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Scoring

- Each category must be scored out of 10
- Work out the average score for the desk assessment and multiply by 3 (score out of 30)
- Work out the average score for the field assessment and multiply by 7 (score out of 70)
- Add the two together to reach the final score
- To gain Green Heritage Site accreditation the site must gain a score of 15 or above for desk assessment and 42 or above for field assessment.
- The pass mark for achieving Green Flag Award status 66
- Rounding up or down of numbers must be done at the very end of each assessment, when you have multiplied the averages

Strengths and recommendations

- Comments and recommendations must be included against each category in the feedback sections. They should be detailed enough to provide constructive information to applicants

**Final Score**

Desk assessment (minimum 15)	25-30	out of 30
Field assessment (minimum 42)	60 - 65	out of 70
Total	80+	
Green Heritage Site accreditation awarded?	<b>YES</b>	

## Desk assessment

Criteria	Strengths	Recommendations
<b>Presentation of conservation plan, e.g. quality of green space conservation plan</b>	The Epping Forest Management Plan 2004 –2010 is a well structured document, which provides the reader with a concise and in depth insight into the long term commitment to manage this site well into the future.	This management plan although all inclusive in its management, maintenance needs and aspirations is now out of date. To continue to demonstrate continued commitment of this management ethos this requires up dating. I note from the web site and confirmed during the judges visit that this is being finalised and is due for release early 2014.
<b>Strategic &amp; policy background</b>	<p>The back ground and its historical importance is clearly interpreted within the management plan and on its web site and other associated literature. There is a clear and strong policy statement which ensures the land owners commitment to meet their visions and by ensuring that the challenges of the Epping Forest Act 1878 are meet to the betterment of the site both for the wildlife and visitors to this site.</p> <p>The Transport Strategy, which has been approved after external consultations, will reduce the adverse impacts of road traffic on this landscape and ensure visitors enjoyment of this site.</p>	
<b>Community involvement &amp; marketing</b>	<p>Access to information i.e. audio, leaflets etc about this site can be found at the visitor's services centres on site. Further information can be obtained from the user friendly web site. New improved 'Gateways' will continue to improve accessibility and information provision for all visitors into Epping Forest.</p> <p>Further evidence that access is a high priority in the management of this site was the award by the British Horse Society. The award to the Local Authority/National Park for opening up equestrian routes within the site. The award was made in recognition of the work at Epping Forest, located in East London and West Essex, and at the City Commons, which manages seven open spaces in the south London, and Surrey area.</p> <p>Epping Forest is very fortunate to attract such high numbers of volunteers, which is well managed</p>	

by staff on site. Through its Volunteer Policy document and the objectives within this, volunteers receive a structured, supportive and valued experience whilst working and enjoying their involvement in Epping Forest. The high numbers of volunteers, which this site attracts, is evidence enough that this aspect of site management is very successful.

The historical importance of the natural flora along with the historical built environment on this site is vast and it is reassuring that these precious assets are being valued and protected. Close management of the natural floral ensures that wildlife on this site is protected and habitats are preserved.

**Green space management, e.g. training, advisors**

Resources are managed strictly and carefully to 'Protect', 'Preserve' and 'Safeguard' Epping Forest whilst at the same time ensuring that the best outcomes are achieved for both staff and the site whilst maintaining 'Investors in People' status.

Maintenance of management systems are ongoing to ensure efficient and coordinated use of resources and to aid consultations with the public.

It is clear that Epping Forests vast heritage going back many hundreds of years is fully appreciated, documented by the owners of this site, City of London. The responsibility of this heritage site is being managed to a high standard to safe guard this site well into the future.

Educational opportunities provided to visitors encourage individuals and groups to learn all about this valuable asset.

The management and training of the volunteers is to be commended. This is a tremendous resource and one that should be continued and encouraged.

## Field Assessment Band Scores

Criteria	Strengths	Recommendations
<b>Good conservation standards</b>	<p>Epping Forest is fortunate to have several heritage buildings and ancient landscape and woodland, which have been conserved to a very high standard. i.e. The Queen Elizabeth Hunting Lodge has been transformed into a wonderful visitor attraction which has been sympathetically refurbished some 20 years ago into a valuable historic building.</p> <p>The new View building has encompassed an adjoining historical building, which has seen these buildings enhanced and brought into the 21st century for all to enjoy.</p> <p>The ancient woodlands including the pollarded Hornbeams are managed and maintained to a high standard futurising these assets for the long term. The completed Veteran Tree Census will ensure continuity in the management of the tree stock on site.</p>	
<b>Historic features given prominence</b>	<p>The historical features within the buildings have over time been enhanced and made available to visitors mostly free of charge.</p>	<p>The visitor experience is being enhanced by the staff and very knowledgeable volunteers on site, which should be applauded.</p>
<b>Restoration / re-creation of historic features</b>	<p>A very good example of quality restoration has taken place at the Queen Elizabeth Hunting Lodge which has seen this building restored and enhanced into an educational facility.</p>	
<b>Historic features intact &amp; in use</b>	<p>Again The View and its neighbouring educational buildings create a superb destination hub where visitors can enjoy wonderful facilities both educational and for relaxation.</p>	
<b>Historic features integrated into cultural events</b>	<p>The Epping Forest 2013 Diary of Events is packed with events which embrace the historical past from open air theatre to Birds of prey exhibits at The View where the visitor can also interact.</p>	
<b>Historic leisure &amp; sports facilities in use &amp; maintained</b>	<p>Epping Forest has had a long history of leisure and sports such as fishing, football and golf which are being maintained to</p>	

	high standards, which is also being subsidised i.e. hire of football pitches to the local community.	
<b>Information available &amp; evidence that historic features are enjoyed by the public</b>	<p>There is a wealth of interpretational information available both at the open air venues i.e. at car parks etc within the Forest and at each of the major venues such as The View where both historical and local information is relayed to the visitor.</p> <p>The Epping Forest web site is very user friendly and the availability of leaflets etc was very good.</p> <p>The 'visitors book' at The View was full of complimentary feed back from very appreciative visitors.</p>	
<b>Landscape / views not fragmented</b>	At each of the sites visited during the judges tour of Epping Forest, it was evident that that they had been managed and maintained in such a way that offers the visitor an appreciation of either panoramic views of the site i.e. the view from 'The View' balcony, to views across lakes to far distant landscapes.	
<b>Horticultural displays contribute to historic character</b>	The work that goes into the up keep of the ancient Hornbeam pollards is to be commended.	
<b>Continuity in historic horticultural collections</b>	<p>The woodland is a good example of a horticultural collection of ancient trees. There is considerable work carried out to preserve and enhance these trees into the future. i.e. Hornbeam &amp; Oak tree pollards.</p> <p>The re-introduction of Long Horn cattle will re-establish a cultural method of maintaining the undergrowth beneath veteran trees in sympathetic fenced zoned areas.</p>	
<b>Retain / replace detailing on buildings &amp; other infrastructure</b>	The Queen Elizabeth Hunting Lodge has seen the original structure retained which has been enhanced where required with replaced timbers to a high standard.	
<b>New / replacement features conserve or enhance historic character and appearance</b>	<p>The historic landscape has benefited from a high level of maintenance along with enhancement of facilities which improves the visitors enjoyment i.e. Connaught Water new footpaths, seating and picnic tables.</p> <p>The continued acquisition of land</p>	

	to create 'buffer land' will protect Epping Forest from suburban creep.	
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**Additional Comments**

Epping Forrest is simply the 'Jewel in a suburban Crown'. The site offers the visitor a wealth of historical and leisure activities in an area of outstanding natural beauty.

The site has in the past and continues now and I feel confident in saying into the future, been maintained and preserved by the City of London to a very high standard for everyone to enjoy. It was evident during the tour that this historical site is being managed by a very professional Team of 'Curators' and volunteers of different skills and expertise who work together to protect and enhance this site for the benefit of everyone.

# Agenda Item 6

<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons	9 September 2013
<b>Subject:</b> Natural Play structures on Epping Forest	<b>Public</b>
<b>Report of:</b> Superintendent of Epping Forest SEF 31/13	<b>For Decision</b>
<b>Summary</b>	
<p>The wooded areas of Epping Forest offer a rich diversity of opportunity for informal play by young people. Some areas of the Forest, notably the Flats, Plains and Greens offer less play potential, and may coincide with shortfalls of traditional playground facilities managed by local authorities. In such circumstances, your Committee has previously authorised the siting of traditional playgrounds on Epping Forest land.</p> <p>This report seeks to formalise Epping Forest's approach to requests for additional play facilities on Forest Land. The report notes that traditional manufactured playgrounds can appear incongruous in the setting of Epping Forest, and may conflict with some of the objectives of the Epping Forest Acts. The report also promotes the notion of Natural Play facilities as a suitable alternative. Natural Play refers to installed structures made from timber and degradable materials offering an alternative to traditional playgrounds with manufactured structures.</p> <p>Low key Natural play facilities have been installed at three trial sites in Epping Forest as part of the Branching Out Project and are proving popular with children with no reported incidents to date. The City of London has been approached by both local people and local authorities requesting natural play areas at two further areas of the Forest - Hollow Ponds at Leyton Flats and Woodford Green - where there is deemed to be both insufficient play provision and other locally available public land.</p> <p>Natural Play structures offer a focus for play at honeypot sites and are in keeping with the surroundings, while also re-engaging children with the natural environment in a safe and approachable surrounding. Natural Play provides a bridge between traditional play and the exploration of the wilder parts of the Forest. This is especially significant for children from the urban community who can experience barriers to enjoying and appreciating the Forest.</p> <p>Comparative to standard, metal and plastic playgrounds, natural play areas can be more cost effective. Where materials can be provided from the Forest, the only capital resource required is installation and landscaping by staff or contractors. Where costs are not met by a local authority, scheduled replacement, maintenance, safety inspections and insurance of users represent additional Local Risk costs.</p>	
<b>Recommendation(s)</b>	

Members are asked to:

- i. Delegate to the Superintendent of Epping Forest responsibility to review the current licences for existing formal play facilities on Epping Forest Land ensuring that investment; maintenance; inspection and insurance obligations are properly maintained.
- ii. Endorse the principal that Natural Play areas can be considered as an option to address the paucity of play facilities in some London Boroughs encompassing Epping Forest.
- iii. Authorise the Superintendent of Epping Forest to negotiate suitable natural play areas at Hollow Pond and Woodford Green with the relevant stakeholders
- iv. Instruct the Comptroller and City Solicitor to undertake such documentation as necessary.

## **Main Report**

### **Background**

1. Epping Forest offers a rich diversity of play opportunities for young people. While the climbing of living trees is contrary to byelaw 3(5), there are myriad possibilities for play in the wooded sections of the Forest, such as climbing on fallen trees; playing in root hollows and building dens with fallen branches. Conversely, some areas of the Forest, notably the Flats, Plains and Greens offer less play potential.
2. The term 'Natural Play' refers to the use of predominately natural and degradable materials to create constructed play environments and installations. Natural Play may include landscaping; the imaginative use of unprepared timber and/or partially prepared timbers such as sleepers; and, the use of existing natural features. Some natural play areas can incorporate elements of more formal playground structures such as slides and tunnels, often in an imaginative and novel way.
3. As the structures are formed from natural material, they are more in keeping with the Forest environment, imparting a more natural feel over time. In contrast, manufactured play structures can appear incongruous in the setting of Epping Forest  

Natural Play areas are growing in popularity reflecting reduced construction costs and lower on-going maintenance when compared to traditional, manufactured playgrounds.
4. There is a wealth of literature published by national agencies expounding the value of natural play for social development. Studies by the Forestry Commission (Groves, McNish 2011) have shown that natural play areas provide benefits to both emotional and physical wellbeing, as well as improving opportunities for social interactions. Natural play areas can be seen as a stepping stone for children unfamiliar with the natural environment to develop the confidence to explore and enjoy the wilder parts of Epping Forest.

5. Currently, three trial natural play areas exist on Epping Forest at Connaught Water, Butler's Retreat and Jubilee Pond. All three have been installed over the last two years as part of the Heritage Lottery Funded Epping Forest Branching Out Project. At Jubilee Pond, the natural play area appears to be attracting children to the site, visibly encouraging them to be more adventurous and imaginative and is preferred by some to the adjacent traditional playground.
6. Your Committee has previously approved the installation of traditional formal fenced playground facilities on Forest Land at Wanstead Flats and Lords Bushes, Buckhurst Hill, where there is no other locally available public open space. Although local authorities are currently responsible for maintenance of these play areas on the Forest, issues associated with investment and maintenance of these playgrounds can impact on the image of the City of London. Over the past fifteen years, the Conservators have determined that formal play structures composed of coloured metals and plastics are not appropriate to the guiding principles of the Epping Forest Acts. In particular, the creation of formal fenced enclosures and play facilities to prevent young people straying and exclude dogs represents an enclosure which is contrary to the Epping Forest Acts.
7. While Natural Play areas also require maintenance, repair and replacement; costs will be minimal in comparison to traditional play structures. Inspections are currently carried out as part of routine Health and Safety checks on the three existing structures and alterations can be made Epping Forest staff. Insurance for users is covered by CoL Public Liability Insurance.
8. As with any dead wood in the Forest, there is the potential for arson, however, the large dimension timbers and range of ground contact minimises the opportunities for incineration. There have been no such issues so far with the three play areas currently on the Forest and all three are situated in areas with very high footfall.
9. Wild Play events run by Epping Forest District Council in partnership with CoL, introducing children to enjoy playing in the Forest on fallen logs, building dens etc. have been hugely successful, with nine events being held in the last two years, engaging 450 children.

### **Current Position**

10. Two traditional playgrounds with synthetic structures currently exist on Epping Forest. These have been licensed in response to requests by local authorities due to the shortage of local authority open space provision in the residential areas surrounding parts of the south of the Forest. Appendix 1 summarises the history of these sites.
11. The current and previous formal playground structures on Epping Forest have created a number of issues for the Conservators, mostly regarding the level of local authority responsibility. There are also related issues around upholding byelaws, preventing vandalism, the lack of sufficient maintenance and misconceptions among the public regarding management responsibility for the sites. It is also apparent that replacing and repairing damaged fixtures and fittings is costly and is not always a priority for the councils concerned. Further

details about the history of playgrounds on Epping Forest and the associated issues can be found in Appendix 1.

12. We have been approached by the local community and Redbridge and Waltham Forest Borough Councils to create playgrounds at both Woodford Green and Hollow Pond. These more open areas of Forest offer lower play opportunity. There is a genuine need here because of a lack of playground options in these areas. Snaresbrook and Wanstead wards (near Hollow Pond) offer 0.26 playgrounds per 1000 children and Monkhamms ward has no playgrounds at all. This compares to 0.44 playgrounds per 1000 children for the rest of Redbridge..

### **Options**

13. The City of London has three options with regard to the provision of playgrounds on Epping Forest.

**Option 1:** Reject all requests for playgrounds on Forest land. This would avoid some of the issues which have occurred on the one former and two existing sites, but would have the potential to generate negative publicity within the locality. This option would carry no further cost.

**Option 2:** Continue to consider granting licenses to install traditional, man-made playground structures where the proposal is appropriate and a working partnership with the responsible body is agreed. This could still generate the issues around the adequacy of investment and maintenance arising from an external organisation being responsible for structures on Forest land.

**Option 3:** Continue to consider play areas only where they will be natural rather than traditional man-made structures. The obligation would be for local councils/organisations to cover installation and on-going costs and taking on inspection duties. The same care and consideration should still be taken when assessing suitable sites for the playground, liaising with stakeholders, resources and issuing licences if applicable. This would address a genuine need in local areas to the south of the Forest, while avoiding the issues associated with traditional playgrounds. Public opposition on aesthetic grounds is also likely to be reduced.

### **Proposals**

14. Option 3 is recommended. The installation of natural play areas on the Forest should be considered as more suitable than traditional play areas with synthetic structures, and the viability of natural play areas at Woodford Green and Hollow Pond should be assessed.

### **Corporate & Strategic Implications**

15. There is power to provide apparatus for recreation under S.76(c) Public Health Acts Amendment Act 1907 (applied to Epping Forest by the City of London (Various Powers) Act 1933.)

16. The provision of natural play areas sits much more comfortably with the Conservators' responsibility to preserve the natural aspect of the Forest under the 1878 Epping Forest Act, than more traditional playground structures.
17. An inspection policy is already in place for the three existing natural play areas. This consists of a weekly visual check by staff for noticeable changes, deterioration or health and safety issues associated with the structures and the completion of a monthly checklist. This can be incorporated into existing site patrols.
18. A risk assessment covering the use of natural play structures by unsupervised children has already been produced.
19. The idea of natural play areas in the two proposed areas links to the Open Spaces Business Plan aims and objectives for inclusion by extending partnership-working with the community and developing closer links with local authorities while also promoting a more sustainable and biodiverse alternative to traditional structures.

### **Implications**

20. Financial - The costs associated with installing the trial natural play areas on Epping Forest including landscaping and staff/contractor time for procuring, transporting, cutting and installing timbers and possible hire of specialist equipment/vehicles have been met from the Branching Out Project
21. Routine inspection and maintenance of the three trial areas has been added to the cyclical work programme, as with other items of Forest furniture and would be met from Local Risk budgets. As the structures are similar to existing natural play areas in Epping Forest, additional insurance cover is not required.
22. The London Borough of Waltham Forest has indicated a willingness to fund the capital and maintenance costs of a new natural play facility adjacent to Hollow Ponds, Leyton Flats. The City of London has already clearly indicated to the London Borough of Redbridge that it would expect the authority to fund and maintain a play facility on Forest Land at Woodford Green.
23. Property - Natural play materials are to be sourced from the Forest and installed by the Superintendent's staff or contractors and any necessary costs including maintenance met from the Superintendent's local risk budget. The installations therefore pose no corporate property implications or maintenance issues.
24. Play installations should have regard to any protected status of the Forest where they may be intended, or sourced from, and whether or not planning or other necessary consents are required.
25. The City will ensure that it has considered health & safety details.

### **Conclusion**

26. We have received requests for play facilities from local groups and councillors in specific areas of the Forest, close to urban areas where play facilities are inadequate and suitable sites are limited.

27. Natural Play areas have a number of benefits over traditional, man-made structures including financial, staff resources, maintenance and public relations. By enjoying these areas, urban children are enjoying a much better experience of the Forest and natural environment than could be gained from generic play structures in a Forest setting.
28. Natural play installations are therefore recommended in selected locations as being in keeping with the natural aspect and satisfying local requests for more play facilities.

## **Appendices**

Appendix 1 – History of play areas on Epping Forest and example of negative press coverage regarding Woodford Green play area

Appendix 2 – Quotes about natural play, examples of natural play structures and map of proposed and current sites

## Reference

- **Natural Play:** Making a difference to children's learning and wellbeing. A longitudinal study of the Forestry Commission - Merrylee Primary School– Glasgow City Council partnership 2008-2011 (Groves, McNish 2011)  
[http://www.forestry.gov.uk/pdf/NaturalPlayStudyfull.pdf/\\$file/NaturalPlayStudyfull.pdf](http://www.forestry.gov.uk/pdf/NaturalPlayStudyfull.pdf/$file/NaturalPlayStudyfull.pdf)

## Contact:

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Community Liaison Officer

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## **Appendix 1**

### ***History of play areas on Epping Forest***

Your Committee has previously approved the installation of formal playground facilities at Lords Bushes, Buckhurst Hill and Wanstead Flats.

In 1962, your Committee granted approval in principle to the siting of a playground in the vicinity of Kings Place, Buckhurst Hill to Chigwell Urban District Council, with installation taking place c1965. Epping Forest District Council assumed responsibility following local government re-organisation in 1974, followed by Buckhurst Hill Parish Council in 2000, who currently undertakes maintenance and care of the facility. An application to extend the site by one third in 2003 appears to have been rejected, but the site was renovated to replace deteriorating equipment in 2010.

Similarly, in 1963 a structured playground was established on Wanstead Flats adjacent to the Harrow Road changing rooms. The installation, maintenance and upkeep of the facility were the responsibility of Waltham Forest Borough Council, now the London Borough of Waltham Forest (LBWF). Numerous incidents of vandalism, including City of London (CoL) facilities and equipment at Harrow Road, occurred and impacted on CoL, who the general public assumed were responsible for the upkeep and security of the playground. As such CoL suffered both financial and reputational damage. The playground was removed in 1995 after a change in borough boundaries brought the site under the auspices of London Borough of Redbridge, who did not wish to continue its management.

In 1985, the LBWF was again licensed to install and oversee a playground on Forest land at Dames Road, Wanstead Flats, which it still manages. This site has recently been the target of thefts and vandalism and the current level of serviceable equipment is low with limited scope for LBWF to replace/repair facilities. LBWF have approached CoL in the last year for financial assistance for site maintenance, which was rejected.

Over the past 15 years, the Conservators have determined that formal play structures composed of coloured metals and plastics are not appropriate to some of the guiding principles of the Epping Forest Acts. In particular, the creation of formal fenced enclosures around play facilities is specifically prohibited by the Acts.

Subsequent applications for a playground near Aldersbrook Road in 1993 and 2005 were not granted. Similarly, a public youth vote via the Local authority 'Playbuilder' website recommended play facilities at Manor Flats, which were declined on behalf of your Committee.

Recent suggestions for a play area opposite Sir James Hawkey Hall on Woodford Green have been raised with pressure from local residents and some councillors resulting in negative publicity for CoL, an example of which is included below.

# Dreams of play area scuppered by bylaws

By **MELANIE ATTLESEY**

[mattlesey@london.newsquest.co.uk](mailto:mattlesey@london.newsquest.co.uk)

A LACK of funding and ancient bylaws could scupper hopes of addressing a shortage of children's play facilities.

A report by council officer Paul Umfreville, which was presented to a town hall committee on Tuesday, says there is a lack of playgrounds in the west of Redbridge, with Monkham in Woodford Green the only ward in the borough without one.

The authority has been negotiating for five years with landowners the City of London Corporation an attempt to find space for play facilities.

But it has been left frustrated as the corporation is bound by bylaws preventing development on green space.

Despite signs the corporation may have recently become more open to a proposal, the report warns external sources of funding for such projects are drying up due to government cuts.

It states: "Whilst the Corporation's position may be changing, the opportunity for external funding for such facilities has reduced – the cost to develop each facility would be approximately £60,000."

Robin Turbefeld, cabinet member

for Leisure, confirmed the corporation appears to be softening its stance.

He said: "One of the things we think could work would be a natural play area with logs and things like that. The Corporation is warming to the idea as long it isn't a couple of red and yellow swings.

"There is definitely a need for children to have somewhere structured to play."

Mum-of-three Janet Oliver, 40, of Broomhill Walk, Woodford Green insists a play area in Monkham ward is needed.

She said: "If they had gone ahead a few years ago when the economy was much stronger, we might have our playground.

"It just seems such a shame to have that great big space in the centre of Woodford Green that can't be built on.

"It doesn't have to be a great big thing made of iron. Anything they do will be very popular with families in the area."



**Janet Oliver** with her son **Jacob**, who has nowhere to play

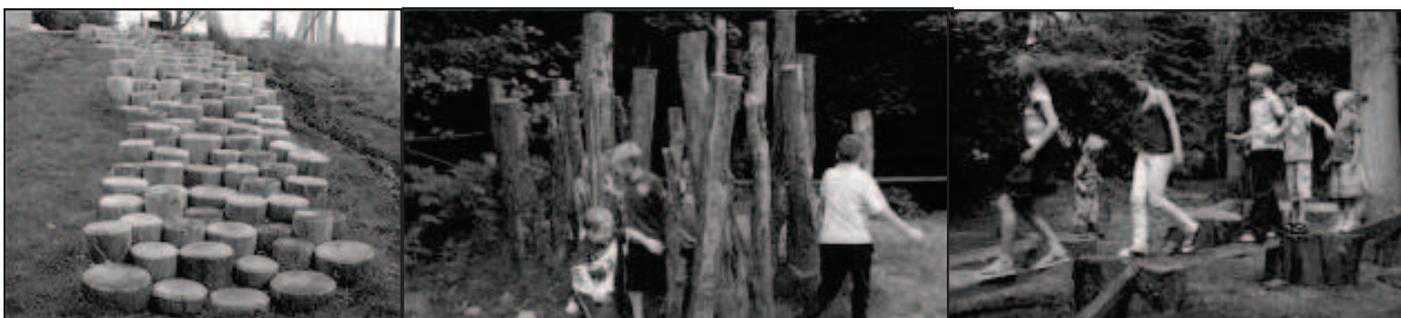
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## Appendix 2 – Examples of Natural Play structures, quotes about natural play and map of proposed and current sites

Natural Play areas are growing in popularity and can vary from simple provisions of a few logs, stumps and sleepers to more complex installations involving greater elements of construction and design:



### Other examples of Natural Play areas



## Current play provisions on Epping Forest

There are currently two formal, man-made playground structures on Epping Forest. One at Wanstead Flats and one at Lords Bushes.



There are also three Natural Play areas, Connaught Water and Butlers Retreat have been installed in the last two years and a third, larger site at Jubilee Pond has just finished construction.



## New Jubilee Pond natural play area



### Natural Play—Quotes

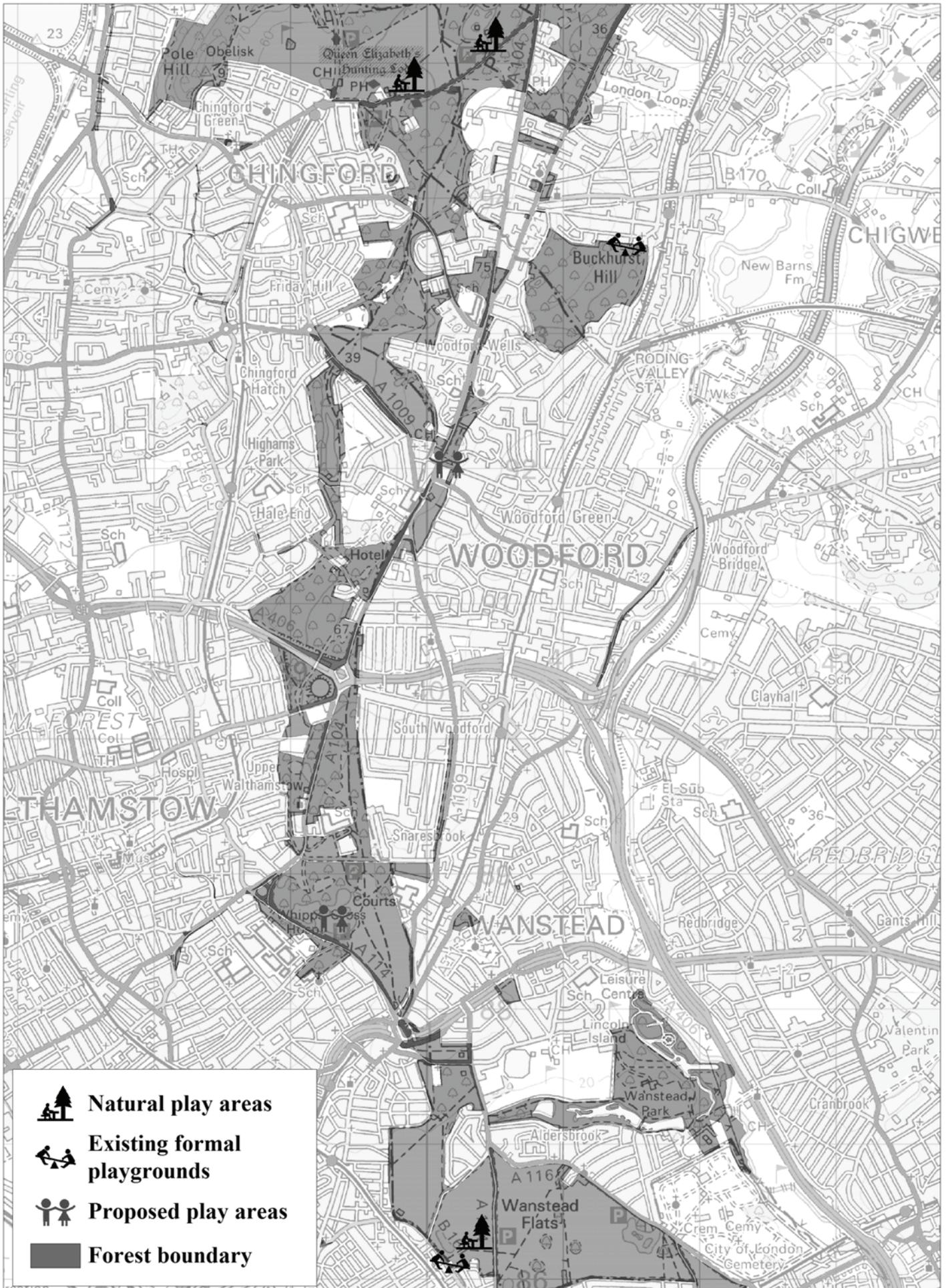
*“Children are losing their connection with the natural environment and their wellbeing and environmental quality are inextricably linked. The worse a local environment looks, the less able children are to play freely”* Thomas and Thompson, A Child's Place Demos

*“Evidence shows that contact with the outdoors, and especially with the natural environment, is important for children, particularly in the middle years of childhood. The benefits of building a relationship with nature include a sense of identity, of being in the natural world, and experiencing the restorative effects of special places, which are often secret”*. Stuart Lester and Martin Maudsley of Playwork Partnerships

Research has shown that ‘...as well as the benefits to their health and well-being, engaging children in natural play at a young age can result in lifelong positive attitudes about nature and the wider environment.’ (John Plowman, Chair of the London Sustainable Development Commission, in ‘Sowing the Seeds’, November 2011)

Dr Marcus Roberts, Policy manager at the mental health charity MIND: *“Being outdoors and being active is proven to benefit mental health”*

# PLAYGROUNDS AND PLAY AREAS IN EPPING FOREST



# Agenda Item 7

<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons	9 September 2013
<b>Subject:</b> Epping Forest Trustee's Annual report and Financial Statements for the Year Ended 31 March 2013	<b>Public</b>
<b>Report of:</b> The Chamberlain	<b>For Information</b>
<b><u>Summary</u></b>	
<p>The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2013 for Epping Forest are presented in the format required by the Charity Commission.</p>	
<b>Recommendations</b>	
<ul style="list-style-type: none"><li>• It is recommended that the Trustee's Annual Report and Financial Statements be noted.</li></ul>	

## **Main Report**

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10<sup>th</sup> May 2010 detailed key reports that should be presented to your Committee in future. The Trustee's Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

**Contact:**

Alison Elam

[alison.elam@cityoflondon.gov.uk](mailto:alison.elam@cityoflondon.gov.uk)

020 7332 1081

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***EPPING FOREST***  
***REPORT AND FINANCIAL STATEMENTS***  
***FOR THE YEAR ENDED 31 MARCH 2013***

**Charity Number: 232990**

# EPPING FOREST

## Trustee's Annual Report and Financial Statements for the year ended 31 March 2013

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# **EPPING FOREST**

## **Trustee's Annual Report for the year ended 31 March 2013**

### **1. Reference and Administration Details**

Charity Name:	Epping Forest
Registered Charity Number:	232990
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor, Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Deloitte LLP Chartered Accountants and Statutory Auditor 2 New Street Square London EC4A 3BZ

### **2. Structure, Governance and Management**

#### **The governing document**

The governing documents are the Epping Forest Acts 1878 and 1880 as amended. The charity is constituted as a charitable trust.

#### **Trustee Selection methods**

The Mayor, Commonalty and Citizens of London known as the City of London Corporation is the Trustee of Epping Forest. Elected Aldermen and Members of the City of London Corporation are appointed to the committee, together with four Verderers - locally elected by Epping Forest Commoners - governing Epping Forest for the Court of Common Council of the City of London Corporation.

#### **Policies and procedures for the appointment, induction and training of Trustee**

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Epping Forest, as it considers necessary to enable the Members to efficiently carry out their duties.

## **EPPING FOREST**

### **Trustee's Annual Report for the year ended 31 March 2013**

## **2. Structure, Governance and Management (continued)**

### **Organisational structure and decision making process**

The committee governing the charity's activities is noted above. The committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities.

The Standing Orders and Financial Regulations are available from the Town Clerk at the registered address.

### **Details of related parties and wider networks**

Details of any related party transactions are disclosed in Note 16 of the notes to the Financial Statements.

### **Risk identification**

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity which has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

## **3. Objectives and Activities for the Public Benefit**

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The purpose of the charity is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public. The Open Space consists of the lands known as Epping Forest including Wanstead Park and Highams Park in Essex. Various buffer lands have been acquired by the City Corporation around the edges of Epping Forest.

This charity is operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public.

## EPPING FOREST

### Trustee's Annual Report for the year ended 31 March 2013

#### 4. Achievements and Performance

##### Key Targets for 2012/13 and review of achievement

The key targets for 2012/13 together with their outcomes were:

- ***Epping Forest 10-Year Management Plan 2011 to 2021*** – Following a major staff initiative, 56 themes have been prepared for public consultation by writing consultants for uploading to public consultation software which is subject to tender.
- ***Epping Forest Branching Out Heritage Lottery Award*** – Butlers Retreat Café/Restaurant completed its first successful year of trading. ‘The View’ Visitor Centre with 220m<sup>2</sup> of public displays, retail area and learning facility was opened in July 2012 by the Ranger – the Duke of Gloucester. Landscaping including a new boardwalk was completed at Connaught Water.
- ***New Corporate Website*** – The Epping Forest content for the City of London website was comprehensively reviewed and uploaded for the launch of the website in July 2012.
- ***Chingford Golf Course*** – The golf wash-down area has been completed to full environmental standards and interim arrangements put in place to support the completion of a Golf Recovery Plan.
- ***Forest Transport Strategy*** – a Forest-wide 40/30 mph speed limit was implemented in April 2012 and road closures confirmed for Lodge Road, Queens Turn and part of Fairmead Road. Cattle grid and timber fencing installation was delayed while the Grazing Expansion Plan was completed.
- ***Tree Planting fund*** – 30 acres of land was acquired at Horseshoe Hill, Upshire to support the Appeal. Consultants have completed a planting plan and the appeal was launched with a float on the Lord Mayors Show in November 2012 and a planting ceremony in January 2013.
- ***Highams Park*** – A series of public meetings were held with the local community regarding the dam improvements, together with liaison with Walthamstow Scouts. Consultants have been selected to commence the Conservation Management Plan from May 2013.
- ***Jubilee Pond*** – Final restoration and landscaping plans were completed and approved under a Certificate of Lawful Development with work commencing in March 2013.
- ***Forest Standards*** – A range of Forest Standard prototypes are under trial at key sites including bins; benches; bollards and natural play equipment.
- ***Land registration*** – Further detailed work has been completed in partnership with the Land Registry in preparation for full registration.

All of the above achievements enhanced the Open Space for the benefit of the public.

# **EPPING FOREST**

## **Trustee's Annual Report for the year ended 31 March 2013**

### **5. Financial Review**

#### **Review of financial position**

Investment income of £15,803 (2011/12 £17,985) was earned during the year. Other income received included £13,077 from donations (2011/12 £9,787), £1,629,921 from grants (2011/12 £3,010,005), £465,032 from sales, fees and charges (2011/12 £518,973) and £264,236 from rents (2011/12 £228,871). The contribution towards the running costs of the charity amounted to £4,622,644 (2011/12 £4,313,121). This cost was met by the City of London Corporation's City's Cash.

Additions to land and capital expenditure on buildings are included in the financial statements as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

#### **Reserves Policy**

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Epping Forest out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is therefore inappropriate.

The charity has designated a number of unrestricted funds the details of which are set out in Note 14 to the financial statements.

#### **Investment Policy**

The charity's investments are held in units of the City of London Charities Pool. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager which was mainly due to favourable asset allocation within the portfolio. The investments are managed by Artemis Investment Management Limited and in the year ended 31 December 2012 achieved a total return of 13.3%, which was a relative outperformance of 1.4% compared to its benchmark, the WM Unconstrained Charity Universe.

#### **Going Concern**

The Trustee considers the Trust to be a going concern. Please see Note 1(b) to the Financial Statements.

# EPPING FOREST

## Trustee's Annual Report for the year ended 31 March 2013

### 6. Plans for Future Periods

The targets for 2013/14 and beyond are:

- **Management Plan - Pre-consultation document** - Complete consultation during Summer 2013 and publish report.
- **Management Plan – Development** - Continue to develop topic areas with external reviews of learning and education; children's play; car park provision and wayleave management.
- **Golf Course Review** - Implement Recovery Plan and tender contract management arrangements.
- **Epping Forest Branching Out project** – Complete easy access trail at Jubilee Pond and complete development of gateway concept for key strategic entrances to the Forest.
- **Forest Transport Strategy** - Develop plans for 5 safe crossing points in new 40mph zones, including a crossing for Rangers Road.
- **Grazing Strategy Implementation** - Install Boviguard™ barrierless technology; fencing; cattle grids and bypass gates. Secure planning permission for overwintering facility and complete construction.
- **Gifford Wood Appeal** - Support fundraising events including Lord Mayors Tree Party; secure Woodland Grant Funding and plant new wood alongside new memorial structure.
- **Highams Park** - Undertake dam strengthening feasibility study; secure necessary consents and Planning Permission; complete and consult on Conservation Management Plan.
- **Jubilee Pond** - Complete pond lining; landscaping and implement volunteer-led planting scheme.
- **Forest Standard** – Further trial designs for a range of elements will be tested over 2013.
- **Land Registration Project - Phase 2** - Continue land registration process seeking approvals through dedicated Land Registration Working Party.
- **Wanstead Park** - Tender and manage the lake cascade hydrological study. Build on English Heritage's Strategic Assessment to secure funding for a Conservation Management Plan.

### 7. The Financial Statements

The financial statements consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charity.
- **Balance Sheet** setting out the assets and liabilities of the charity.
- **Cash Flow Statement** showing the cash inflows and outflows of the charity for the year.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

**EPPING FOREST**  
**Trustee's Annual Report for the year ended 31 March 2013**

**8. Statement of Trustee's Responsibilities**

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's governing documents. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**9. Adopted and signed for on behalf of the Trustee.**

R.A.H. Chadwick  
Chairman of Finance Committee  
Guildhall, London

Raymond Michael Catt  
Deputy Chairman of  
Finance Committee  
Guildhall, London

# **EPHING FOREST**

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST**

We have audited the financial statements of Epping Forest for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the related Notes 1 to 16. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustee in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to the Trustee in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustee as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustee and auditor**

As explained more fully in the Trustee's Responsibilities Statement, the Trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2013, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

# **EPPING FOREST**

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST CHARITY (CONTINUED)**

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

### **Deloitte LLP**

Chartered Accountants and Statutory Auditor  
London, UK

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.

# EPHING FOREST

## Statement of Financial Activities for the year ended 31 March 2013

	Notes	Unrestricted Funds			2012/13 £	2011/12 £
		General Fund	Designated Funds	Restricted Fund		
		£	£	£		
<b>Incoming resources</b>						
Incoming resources from generated funds						
Voluntary income		537,635	739,918	365,445	<b>1,642,998</b>	3,019,792
Investment income		15,803	-	-	<b>15,803</b>	17,985
Grant from City of London Corporation		4,622,644	-	-	<b>4,622,644</b>	4,313,121
Incoming resources from charitable activities		729,268	-	-	<b>729,268</b>	747,844
<b>Total incoming resources</b>	4	<b>5,905,350</b>	<b>739,918</b>	<b>365,445</b>	<b>7,010,713</b>	<b>8,098,742</b>
<b>Resources expended</b>						
Charitable activities		5,446,034	143,520	466,528	<b>6,056,082</b>	5,660,801
Governance costs		392,511	-	-	<b>392,511</b>	407,202
<b>Total resources expended</b>	5	<b>5,838,545</b>	<b>143,520</b>	<b>466,528</b>	<b>6,448,593</b>	<b>6,068,003</b>
<b>Net incoming/(outgoing) resources before transfers</b>		66,805	596,398	(101,083)	<b>562,120</b>	2,030,739
Transfer (from)/to designated funds		(66,805)	66,805	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains</b>		-	663,203	(101,083)	<b>562,120</b>	2,030,739
<b>Other recognised gains</b>						
Net gain on investment assets	10	-	1,081	-	<b>1,081</b>	217
<b>Net movement in funds</b>		-	664,284	(101,083)	<b>563,201</b>	2,030,956
<b>Reconciliation of funds</b>						
Total funds brought forward	14	-	5,777,903	130,118	<b>5,908,021</b>	3,877,065
<b>Total funds carried forward</b>	14	-	6,442,187	29,035	<b>6,471,222</b>	5,908,021

All operations are continuing.

## EPPING FOREST

### Balance Sheet as at 31 March 2013

	Notes	2013	2012
		£	£
<b>Fixed Assets</b>			
Heritage Assets	8	387,558	115,600
Tangible Fixed Assets	9	5,030,954	4,631,144
Investments - 1,202 Charities Pool Units	10	8,690	7,609
		<u>5,427,202</u>	<u>4,754,353</u>
<b>Current Assets</b>			
Stocks		32,769	32,363
Debtors	11	371,034	178,289
Cash at bank and in hand		1,171,671	1,308,230
		<u>1,575,474</u>	<u>1,518,882</u>
<b>Creditors: Amounts falling due within one year</b>	12	<u>(488,704)</u>	<u>(302,964)</u>
<b>Net Current Assets</b>		<u>1,086,770</u>	<u>1,215,918</u>
<b>Total Assets less Current Liabilities</b>		<b>6,513,972</b>	<b>5,970,271</b>
<b>Creditors: Amounts falling due after more than one year</b>	13	<u>(42,750)</u>	<u>(62,250)</u>
<b>Net Assets</b>		<u><u>6,471,222</u></u>	<u><u>5,908,021</u></u>
<b>The funds of the charity</b>			
<i>Unrestricted income funds</i>			
Designated Funds	14	6,442,187	5,777,903
Restricted Funds	14	29,035	130,118
<b>Total charity funds</b>		<u><u>6,471,222</u></u>	<u><u>5,908,021</u></u>

Approved and signed for on behalf of the Trustee

The notes at pages 13 to 26 form part of these accounts.

---

Chris Bilsland  
Chamberlain of London

## EPPING FOREST

### Cash Flow Statement for the year ended 31 March 2013

	Notes	2012/13	2011/12
		£	£
Net cash inflow from operating activities	1	662,056	2,172,986
Returns on investments and servicing of finance	2	15,803	17,985
Capital expenditure		<u>(814,418)</u>	<u>(2,293,537)</u>
<b>Increase/(decrease) in cash in the year</b>		<u><b>(136,559)</b></u>	<u><b>(102,566)</b></u>

#### Notes to the Cash Flow Statement

##### **Note 1: Reconciliation of net incoming resources to net cash inflow from operating activities**

	£	£
Net incoming resources before other recognised gains	562,120	2,030,739
Depreciation	142,650	101,144
Investment income	(15,803)	(17,985)
(Increase)/decrease in stocks	(406)	2,582
(Increase)/decrease in debtors	(215,580)	214,806
Increase/(decrease) in creditors	199,586	(163,123)
(Decrease)/increase in long term creditors	(19,500)	3,000
Decrease in provisions	8,989	1,823
<b>Net cash inflow from operating activities</b>	<u><b>662,056</b></u>	<u><b>2,172,986</b></u>

##### **Note 2: Returns on investments and servicing of finance**

Investment income received	<u>15,803</u>	<u>17,985</u>
----------------------------	---------------	---------------

##### **Note 3: Analysis of changes in net funds**

	1 April 2012	Cash Flow	31 March 2013
	£	£	£
Cash at bank and in hand	1,308,230	(136,559)	1,171,671
<b>Change in net funds</b>	<u><b>1,308,230</b></u>	<u><b>(136,559)</b></u>	<u><b>1,171,671</b></u>

##### **Note 4: Reconciliation of net cash flow to movement in net funds**

	2013	2012
	£	£
Increase/(decrease) in cash in the year	(136,559)	(102,566)
Net funds balance brought forward	<u>1,308,230</u>	<u>1,410,796</u>
<b>Net funds balance carried forward</b>	<u><b>1,171,671</b></u>	<u><b>1,308,230</b></u>

## **EPPING FOREST**

### **Notes to the Financial Statements for the year ended 31 March 2013**

#### **1. Accounting Policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

##### ***(a) Basis of preparation***

The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules (except for investments recorded at valuation), and in accordance with applicable United Kingdom accounting standards.

##### ***(b) Going Concern***

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is updated for City's Cash. The latest forecast for the period to 2016/17, anticipates that adequate funds will be available to enable the Trust to continue to fulfil its obligations. On this basis, the Trustee considers the Trust to be a going concern for the foreseeable future.

##### ***(c) Fixed Assets***

###### *Heritage Land and Associated Buildings*

Epping Forest comprises 2,476 hectares (6,118 acres) of land stretching 12 miles from Manor Park in East London to just north of Epping in Essex, together with associated buildings. The objectives of the charity are the preservation of Epping Forest for the recreation and enjoyment of the public. Epping Forest is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

Additions to the original land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

## EPPING FOREST

### Notes to the Financial Statements for the year ended 31 March 2013

#### 1. Accounting Policies (continued)

##### *(c) Fixed Assets (continued)*

###### *Tangible Fixed Assets*

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 10
Infrastructure	15
Heavy vehicles and plant	7

##### *(d) Investments*

Investments are pooled with those from other small City of London charities. Underlying Listed Company investments are valued at The Stock Exchange Trading System price at 31 March 2013. Other investments are valued annually at the middle market price at the close of business on 31 March 2013. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

The unrealised gain on investments at the balance sheet date is included in the Trust's funds. The net gain on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1 April 2012 and 31 March 2013.

##### *(e) Incoming resources*

###### *Recognition of incoming resources*

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are entitled to be received.

###### *Voluntary income*

Voluntary income comprises public donations and government grants.

###### *Volunteers*

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

###### *Grants received*

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

###### *Grant from City of London Corporation*

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works.

# EPPING FOREST

## Notes to the Financial Statements for the year ended 31 March 2013

### 1. Accounting Policies (continued)

#### *(e) Incoming resources (continued)*

##### *Rental income*

Rental income is included in the Charity's incoming resources for the year and amounts due but not received at the year end are included in debtors.

#### *(f) Resources expended*

##### *Allocation of costs between different activities*

The City of London Corporation charges staff costs to the charitable activity and governance costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged to the charitable activity.

#### *(g) Stocks*

Stocks are stated at the lower of cost and net realisable value.

#### *(h) Pension costs*

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership of the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates). As the charity is unable to identify its share of the Pension Scheme assets and liabilities, this scheme is accounted for as a defined contribution scheme in the accounts.

#### *(i) Fund accounting*

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 14 to the accounts. Restricted funds are those received by Epping Forest to be used only for the purpose set out in the conditions of the grant. The purposes of these funds are described in Note 14 to the accounts.

#### *(j) Governance costs*

The nature of costs allocated to Governance is detailed in Note 6.

### 2. Tax Status of the Charity

Epping Forest is a registered charity and as such, its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

### 3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all of its activities. The charity does not contribute to the cost of that insurance.

## EPPING FOREST

### Notes to the Financial Statements for the year ended 31 March 2013

#### 4. Incoming Resources

Incoming resources are comprised as follows:

	Unrestricted Funds		Restricted Funds	2012/13	2011/12
	General Fund	Designated Funds			
	£	£			
<b>Incoming resources from generated funds</b>					
Voluntary income - Grants	524,558	739,918	365,445	<b>1,629,921</b>	3,010,005
Voluntary income - Donations	13,077	-	-	<b>13,077</b>	9,787
Investment income - Interest	15,803	-	-	<b>15,803</b>	17,985
	553,438	739,918	365,445	<b>1,658,801</b>	3,037,777
Revenue and capital grants from City of London Corporation	4,622,644	-	-	<b>4,622,644</b>	4,313,121
	5,176,082	739,918	365,445	<b>6,281,445</b>	7,350,898
<b>Incoming resources from charitable activities</b>					
Charges for use of facilities	406,162	-	-	<b>406,162</b>	468,028
Sales	58,870	-	-	<b>58,870</b>	50,945
Rental income	264,236	-	-	<b>264,236</b>	228,871
	729,268	-	-	<b>729,268</b>	747,844
<b>Total incoming resources</b>	5,905,350	739,918	365,445	<b>7,010,713</b>	8,098,742

#### Grants

Grants were received from the Rural Payments Agency, the Forestry Commission, the Tubney Trust, the Environment Agency, the Heritage Lottery Fund, Natural England, the Football Foundation, Metropolitan Police and the City Bridge Trust.

#### Sales

This income is generated from the sale of leaflets, books, maps, cards and other publications relating to Epping Forest.

#### Designated Funds

Designated funds consist of a capital contribution of £387,488 from the Heritage lottery Fund towards the Epping Forest Branching Out Project, a contribution of £157,430 from Essex County Council and £195,000 from the Metropolitan Police for the use of Wanstead Flats during the Olympics and Paralympics.

## EPPING FOREST

### Notes to the Financial Statements for the year ended 31 March 2013

#### 4. Incoming Resources (continued)

##### Grant from City's Cash

The City of London Corporation's City's Cash meets the deficit on the running expenses of the charity.

##### Charges for the use of facilities

Fees and charges are made to the public for the use of facilities, admissions and services.

#### 5. Resources Expended

Resources expended are analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2012/13 £	2011/12 £
Charitable activity Preservation and operation of Epping Forest	5,534,641	521,441	<b>6,056,082</b>	5,660,801
Governance costs	-	392,511	<b>392,511</b>	407,202
<b>Total resources expended</b>	5,534,641	913,952	<b>6,448,593</b>	6,068,003

No resources are expended by third parties to undertake charitable work on behalf of the charity.

##### Charitable activity

Expenditure on the charitable activity includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Epping Forest.

##### Governance costs

###### *General*

Governance costs relate to the general running of the charity, rather than specific activities within the charity and include strategic planning and costs associated with Trustee meetings. These costs are borne by the City of London Corporation and charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

###### *Auditor's remuneration and fees for external financial services*

The City of London's external auditor reviews this charity as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the Trust during the year or in the previous year.

## EPPING FOREST

### Notes to the Financial Statements for the year ended 31 March 2013

#### 5. Resources Expended (continued)

##### *Trustee's expenses*

Members of the City of London Corporation are unpaid and do not receive allowances in respect of the City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2012/13 (2011/12: £Nil).

#### 6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities.

Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities £	Governance £	<b>2012/13</b> £	2011/12 £
<b>Department</b>				
Chamberlain	-	108,267	<b>108,267</b>	123,144
Comptroller & City Solicitor	-	69,961	<b>69,961</b>	85,405
Open Spaces Directorate	149,597	-	<b>149,597</b>	152,180
Town Clerk	-	111,545	<b>111,545</b>	117,309
City Surveyor	220,048	83,330	<b>303,378</b>	248,903
Information Systems	75,978	-	<b>75,978</b>	57,247
Other governance and support costs	75,818	19,408	<b>95,226</b>	120,973
<b>Total support costs</b>	521,441	392,511	<b>913,952</b>	905,161

## EPPING FOREST

### Notes to the Financial Statements for the year ended 31 March 2013

#### 6. Support Costs (continued)

The main support services provided by the City of London Corporation are:

<b>Chamberlain</b>	Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
<b>Comptroller and City Solicitor</b>	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
<b>Open Spaces Directorate</b>	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
<b>Town Clerk</b>	Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.
<b>City Surveyor</b>	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
<b>Information Systems</b>	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
<b>Other support and governance costs</b>	Contribution towards various costs including publishing the annual report and financial statements, central training, the occupational health, union costs and the environmental and sustainability section.

#### 7. Staff Numbers and costs

The full time equivalent number of staff employed by the City of London Corporation charged to Epping Forest in 2012/13 is 92 (2011/12 91) at a cost of £2,745,021 (2011/12 £2,704,408). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2012/13 Charitable activities	92	2,233,835	155,948	355,238	<b>2,745,021</b>
2011/12 Charitable activities	91	2,196,852	151,024	356,532	<b>2,704,408</b>

**EPPING FOREST**  
**Notes to the Financial Statements for the year ended 31 March 2013**

No employees earned more than £60,000 per annum (2011/12 £Nil).

**8. Heritage Assets**

At 31 March 2013 the net book value of heritage assets relating to direct charitable purposes amounts to £387,558 (31 March 2012 £115,600) as set out below.

	Heritage £	Total £
<b><u>Cost</u></b>		
At 1 April 2012	115,600	<b>115,600</b>
Additions	272,782	<b>272,782</b>
<b>At 31 March 2013</b>	<b>388,382</b>	<b>388,382</b>
<b><u>Depreciation</u></b>		
At 1 April 2012	-	-
Charge for year	824	<b>824</b>
<b>At 31 March 2013</b>	<b>824</b>	<b>824</b>
<b><u>Net book value</u></b>		
<b>At 31 March 2013</b>	<b>387,558</b>	<b>387,558</b>
At 31 March 2012	115,600	<b>115,600</b>

Since 1878 the primary purpose of the Charity has been the preservation of Epping Forest for the recreation and enjoyment of the public. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Epping Forest are contained in the Epping Forest Conservation Management Plan 2010. Records of heritage assets owned and maintained by Epping Forest are held by the Director of Open Spaces.

Additions made to heritage land or buildings, where relevant information is available, are included at historic cost less accumulated depreciation in accordance with Note 1 (c).

## EPPING FOREST

### Notes to the Financial Statements for the year ended 31 March 2013

#### 9. Tangible Fixed Assets

At 31 March 2013 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £5,030,954 (31 March 2012 £4,631,144) as set out below.

	Land and Buildings £	Infrastructure £	Vehicles £	Equipment £	Total £
<b><u>Cost</u></b>					
At 1 April 2012	3,487,345	1,196,324	21,609	315,350	<b>5,020,628</b>
Additions	109,938	428,639	-	3,059	<b>541,636</b>
<b>At 31 March 2013</b>	<b>3,597,283</b>	<b>1,624,963</b>	<b>21,609</b>	<b>318,409</b>	<b>5,562,264</b>
<b><u>Depreciation</u></b>					
At 1 April 2012	55,311	187,114	7,425	139,634	<b>389,484</b>
Charge for year	68,632	20,253	4,728	48,213	<b>141,826</b>
<b>At 31 March 2013</b>	<b>123,943</b>	<b>207,367</b>	<b>12,153</b>	<b>187,847</b>	<b>531,310</b>
<b><u>Net book value</u></b>					
<b>At 31 March 2013</b>	<b>3,473,340</b>	<b>1,417,596</b>	<b>9,456</b>	<b>130,562</b>	<b>5,030,954</b>
At 31 March 2012	3,432,034	1,009,210	14,184	175,716	<b>4,631,144</b>

#### 10. Fixed Asset Investments

The investments are held in the City of London Corporation Charities Pool as a registered UK charity with the Charities Commission (charity number 1021138) and are used internally by the City of London Corporation as a Unit trust.

The value of investments held by the charity is as follows:

	Designated Fund £	<b>2013</b> £	2012 £
Market Value 1 April	7,609	<b>7,609</b>	7,392
Gain for the year	1,081	<b>1,081</b>	217
<b>Market Value 31 March</b>	<b>8,690</b>	<b>8,690</b>	7,609
<b>Cost 31 March</b>	<b>1,202</b>	<b>1,202</b>	1,202

The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager which was mainly due to favourable asset allocation within the portfolio.

The Charities Pool is a UK registered unit trust.

**EPPING FOREST**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**11. Debtors**

Debtors consist of amounts owing to the charity due within one year. The debtors figure consists of the following amounts:

	2013 £	2012 £
Rental Debtors	25,909	17,531
Other Debtors	263,509	80,396
Payments in Advance	29,269	38,089
Recoverable VAT	52,347	42,273
<b>Total</b>	<b>371,034</b>	<b>178,289</b>

**12. Creditors: due within one year**

The creditors figure consists of the following amounts:

	2013 £	2012 £
Trade Creditors	91,876	19,005
Accruals	516,557	195,616
Other Creditors	(180,630)	20,715
Receipts In Advance	60,901	67,628
<b>Total</b>	<b>488,704</b>	<b>302,964</b>

**13. Creditors: due after more than one year**

These consist of rent deposits held on behalf of the tenants. These deposits are refundable upon either the expiry of the term of the lease, or vacant possession of the premises.

	2013 £	2012 £
Sundry Deposits	42,750	62,250
<b>Total</b>	<b>42,750</b>	<b>62,250</b>

## EPPING FOREST

### Notes to the Financial Statements for the year ended 31 March 2013

#### 14. Movement of funds during the year to 31 March 2013

	Balance at 1 April 2012	Net incoming/ (outgoing) resources	Revaluation of investments	Balance at 31 March 2013
	£	£	£	£
<b>Unrestricted Funds</b>				
<i>General Funds</i>	-	-	-	-
	-	-	-	-
<i>Designated Funds</i>				
Tangible Fixed Assets	4,631,144	399,810	-	5,030,954
Heritage Assets	115,600	271,958	-	387,558
Capital Fund	808,304	(269,500)	-	538,804
Sports Ground Deposit	2,868	-	389	3,257
Golf Course Machinery Fund (CGC)	27,716	-	-	27,716
E.N. Buxton Knighton Wood	4,732	-	670	5,402
G.Gardner Bequest	148	-	22	170
Heritage Lottery Fund Match Funding	132,275	61,576	-	193,851
Green Arc Funding	37,539	(270)	-	37,269
Grazing Account	17,577	3,629	-	21,206
Fisheries Enhancement Partnership	-	1,600	-	1,600
Metropolitan Police Olympic Contribution	-	194,400	-	194,400
	<b>5,777,903</b>	663,203	1,081	<b>6,442,187</b>
<b>Total Unrestricted Funds</b>	<b>5,777,903</b>	663,203	1,081	<b>6,442,187</b>
<b>Restricted Funds</b>				
Tubney Trust	101,210	(72,518)	-	28,692
City Bridge Trust	28,908	(28,565)	-	343
<b>Total Restricted Funds</b>	<b>130,118</b>	(101,083)	-	<b>29,035</b>
<b>Total Funds</b>	<b>5,908,021</b>	<b>562,120</b>	<b>1,081</b>	<b>6,471,222</b>

## EPHING FOREST

### Notes to the Financial Statements for the year ended 31 March 2013

#### 14 Movement of funds during the year to 31 March 2013 (continued)

##### Notes to the funds

##### *Unrestricted funds*

##### 1) *Accumulated fund*

The accumulated fund has a balance of nil as the operating deficit of the charity is financed by the City of London Corporation.

##### *Unrestricted Designated Funds*

##### 2) *Sports Grounds deposit*

A sum of money was invested in 1968 relating to the Sports Ground.

##### 3) *Golf Course machinery fund*

The purpose of this fund is to provide for the future replacement of plant and equipment at Chingford Golf Course. No purchases were made during 2012/13 (2011/12 £28,000).

##### 4) *E.N. Buxton Knighton Wood*

A gift was made in 1930 to be spent on maintaining the beauty of Knighton Wood. The unused balance of the fund was invested in 1931 for future use.

##### 5) *G. Gardner bequest*

£50 was received in 1933 for the erection of seats fronting the drive, Snaresbrook. The seats were erected at a cost of £35 and the balance of the legacy was invested for future use.

##### 6) *Heritage Lottery Fund*

Epping Forest was awarded a £4.76m Stage 3 grant by Heritage Lottery Fund in March 2009, towards the £6.8m cost of the 'Branching Out' project. The fund is used to finance the costs of the project that are not met by the grant and are to be provided by Epping Forest.

##### 7) *Capital fund*

The Epping Forest capital fund was established under the Epping Forest and Open Spaces Act 1878. The fund finances the purchase, construction, or repair of Forest buildings and can also be used to purchase further charitable land. The income of the fund is comprised of income from the sale of buildings and by any contribution the City of London Corporation may wish to make to the fund.

##### 8) *Green Arc Funding*

The Green Arc Partnership takes a strategic view of future 'green' infrastructure, principally the provision of further public open space in London's peri-urban fringe and metropolitan green belt.

##### 9) *Grazing Account*

The purpose of this fund is to provide for the future purchase of cattle.

## EPPING FOREST

### Notes to the Financial Statements for the year ended 31 March 2013

#### 14 Movement of funds during the year to 31 March 2013 (continued)

##### Notes to the funds (continued)

##### 10) *Tangible Fixed assets*

Land and associated buildings acquired prior to 1 April 2009 are considered to be heritage assets. They are included as fixed assets at historic cost, less provision for depreciation and any impairment. The net book value of tangible fixed assets at 31 March 2013 was £5,030,954 and is represented by a designated income fund.

##### 11) *Heritage assets*

Additions made to heritage land or buildings.

##### 12) *Fisheries Enhancement Partnership*

A contribution of £10,000 was received from the Environment Agency towards the cost of fisheries improvements. £8,400 was utilised in 2012/13.

##### 13) *Metropolitan Police Olympic Contribution*

The City of London Corporation received a payment of £195,000 as a fee-in-lieu-of-rent in compensation for the temporary use of part of Wanstead Flats for 90 days spanning the 2012 Olympic and Paralympic Games. It has been agreed that the payment would be used for the benefit of Wanstead Flats. £600 was utilised in 2012/13.

##### ***Restricted funds***

##### 14) *'Branching Out' Project – Tubney Trust*

A contribution of £171,301 was received from the Tubney Trust in 2011/12 towards the cost of the 'Branching Out' project. £72,518 was utilised in 2012/13.

##### 15) *City Bridge Trust*

Funding from the City Bridge Trust to provide educational and biodiversity services to support communities within the Greater London area.

#### 15. Pensions

The triennial valuation undertaken as at 31 March 2010 revealed a reduced funding level of 86% (from 87% in 2007). Following this valuation, the contribution rates to be applied for 2011/12, 2012/13 and 2013/14 are 17.5%.

In 2012/13, the total employer's contributions to the pension fund for staff employed on City's Cash activities (including Epping Forest) were £6.1m amounting to 17.5% of pensionable pay. The figures for 2011/12 were £6.0m and 17.5% of pensionable pay.

Although the Pension Fund is a defined benefit scheme, for the purpose of FRS 17 City's Cash (and therefore Epping Forest) is unable to identify its share of the underlying assets and liabilities. Consequently the pension arrangements are treated as a defined contributions scheme in the City's Cash and these accounts. The deficit of the scheme calculated in accordance with FRS 17 by independent consulting actuaries at 31 March 2013 is £342m (2011/12 £351m).

## **EPPING FOREST**

### **Notes to the Financial Statements for the year ended 31 March 2013**

#### **16. Related Party Transactions**

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources expended" and an explanation of these services is set out in note 6 for support costs of £913,952. The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £4,622,644 as shown in note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable Trusts, with the exception of the City Bridge Trust (charity number 1035628), these Trusts do not undertake transactions with Epping Forest. A full list of other charitable Trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct.
- A register of interests is maintained.
- Pecuniary and non-pecuniary interests are declared during meetings.
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests. In this way, as a matter of policy and procedure, the City Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

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# Agenda Item 9

<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons	9 September 2013
<b>Subject:</b> Burnham Beeches and Stoke Common Trustee's Annual report and Financial Statements for the Year Ended 31 March 2013	<b>Public</b>
<b>Report of:</b> The Chamberlain	<b>For Information</b>
<b><u>Summary</u></b>	
<p>The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2013 for Burnham Beeches and Stoke Common are presented in the format required by the Charity Commission.</p>	
<b>Recommendations</b>	
<ul style="list-style-type: none"><li>• It is recommended that the Trustees Annual Report and Financial Statements be noted.</li></ul>	

## **Main Report**

1. The Trustees Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. The accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10<sup>th</sup> May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. The review also recommended that Stoke Common be registered as a charity and it be amalgamated with the Burnham Beeches Charity. This took place on 12 September 2011 and the financial statements reflect the activities on Stoke Common from that date. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

**Contact:**

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020 7332 1081

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***BURNHAM BEECHES AND STOKE COMMON***

***REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013***

**Charity Number: 232987**

**BURNHAM BEECHES AND STOKE COMMON**  
**Trustee's Annual Report for the year ended 31 March 2013**

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**BURNHAM BEECHES AND STOKE COMMON**  
**Trustee's Annual Report for the year ended 31 March 2013**

**1. Reference and Administration Details**

Charity Name:	Burnham Beeches and Stoke Common
Registered Charity Number:	232987
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor, Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Deloitte LLP Chartered Accountants and Statutory Auditor 2 New Street Square London EC4A 3BZ

**2. Structure, Governance and Management**

**The Governing Document and constitution of the charity**

The governing document is the Corporation of London (Open Spaces) Act 1878. The charity is constituted as a charitable trust.

**Trustee selection methods**

The Mayor, Commonalty and Citizens of London known as the City of London Corporation is the Trustee of Burnham Beeches and Stoke Common. Elected Aldermen and Members of the City of London Corporation are appointed to the Committee governing Burnham Beeches and Stoke Common by the Court of Common Council of the City of London Corporation.

**Policies and procedures for the induction and training of trustee**

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Burnham Beeches and Stoke Common, as it considers necessary to enable the Members to efficiently carry out their duties.

**BURNHAM BEECHES AND STOKE COMMON**  
**Trustee's Annual Report for the year ended 31 March 2013**

## **2. Structure, Governance and Management (continued)**

### **Organisational structure and decision making process**

The committee governing the charity's activities is noted above. The committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities.

The Standing Orders and Financial Regulations are available from the Town Clerk at the registered address.

### **Details of related parties and wider networks**

Details of any related party transactions are disclosed in note 14 of the Notes to the Financial Statements.

### **Risk identification**

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity and has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

## **3. Objectives and Activities for the Public Benefit**

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The Burnham Beeches charity was established under the Corporation of London (Open Spaces) Act 1878 which states that the purpose of the charity is the preservation of the Open Space known as Burnham Beeches, "the Beeches", for the recreation and enjoyment of the public.

On 12 September 2011 the assets of Stoke Common (unregistered) were transferred to Burnham Beeches (232987). After this date the Charity is called Burnham Beeches and Stoke Common.

The objects of the Charity are the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment.

# BURNHAM BEECHES AND STOKE COMMON

## Trustee's Annual Report for the year ended 31 March 2013

### 3. Objectives and Activities for the Public Benefit (continued)

Burnham Beeches is also a National Nature Reserve and a candidate Special Area for Conservation; there are requirements under the Wildlife and Countryside Act and also a European obligation to manage the Beeches for the benefit of its wildlife.

Stoke Common contains the largest remnant of Buckinghamshire's once extensive heathland, and is also designated as Site of Special Scientific Interest (SSSI).

This charity is operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation of the Open Space known as Burnham Beeches, "the Beeches", for the recreation and enjoyment of the public.

### 4. Achievements and Performance

#### Key targets for 2012/13 and review of achievement

The key targets for 2012/13 together with their outcomes were:

- **Wood fuel heating system for Estate office.** Install wood fuel boiler system to reduce energy costs, carbon footprint and generate income from the Renewable Heat Incentive programme. *Project completed – March 2013.*
- **Conservation Grazing Scheme.** Produce detailed project design (including livestock purchase and personnel issues). Carry out public consultation and seek funding for delivery. *Project redesigned to accommodate invisible fencing. Technical trials and consultation to continue through 2013/14.*
- **Regeneration of ancient pollards.** Continue programme of experimental projects arising from recommendations of the recent research report. *Annual programme completed.*
- **Heathland regeneration.** Deliver projects detailed in the Stoke Common heathland regeneration plan for years 4-7. *Year 4 completed.*
- **Pond Outflow improvements.** Identify capital funding to deliver repairs/improvements and deliver project. *Project delayed due to budget restraints.*
- **Capital funding for Burnham Beeches and Stoke Common.** Draw up capital works programmes and costs and apply for Higher Level Stewardship Scheme funding. *Application submitted*
- **Sustainability.** Carry out the requirements of the second Departmental and Local Improvement Plans stemming from the Sustainability Audit System. Carry out the Sustainability audit at both sites. *Programme extended to cover two years. Good progress being made on all objectives.*
- **Team Development.** Develop, implement and evaluate a programme of team learning opportunities to improve service delivery and enhance in-house knowledge base and experience. *Annual programme delivered.*

**BURNHAM BEECHES AND STOKE COMMON**  
**Trustee's Annual Report for the year ended 31 March 2013**

#### **4. Achievements and Performance (continued)**

##### **Key targets for 2012/13 and review of achievement (continued)**

- **Introduction of Dog Control Orders.** Scope use of Dog Control orders at Burnham Beeches and Stoke common and produce a consultation, partnership and project delivery plan. *Draft Enforcement strategy and administration procedures developed. Informal consultation process has commenced.*
  
- **Works programme – general.** Deliver projects detailed in the Burnham Beeches Management Plan for years 3-5.

##### **Additional achievements during the year 2012/13 were:**

- Completion of visitors numbers survey at Burnham Beeches
- Installation of visitor counters at Stoke Common
- Replacement of petrol engine quad bike with electric quad bike
- Archaeological walk over survey of Stoke Common
- All of the above achievements enhanced the Open Space for the benefit of the public.

#### **5. Financial Review**

##### **Review of financial position**

Income of £225,210 (2011/12 £365,659) was received including grant income of £95,486 (2011/12 £107,560), donations of £18,397 (2011/12 £24,842), interest of £1,799 (2011/12 £1,426), sales of £5 (2011/12 £11,146), fees and charges of £73,221 (2011/12 £85,178) and rental income of £36,302 (2011/12 £25,635). No reimbursements and contributions were received during the year (2011/12 £109,872). The contribution towards running costs of the charity amounted to £714,737 (2011/12 £685,875). This cost was met by the City of London Corporation's City's Cash.

##### **Reserves Policy**

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Burnham Beeches and Stoke Common out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is therefore inappropriate.

##### **Investment Policy**

The charity itself has no underlying supporting funds or investments and therefore there is no investment policy.

##### **Going Concern**

The Trustee considers the Commons to be a going concern. Please see note 1(b) to the Financial Statements.

# BURNHAM BEECHES AND STOKE COMMON

## Trustee's Annual Report for the year ended 31 March 2013

### 6. Plans for Future Periods

The key targets for 2013/14 are to:

- **Conservation Grazing Scheme.** Deliver the second phase trial of invisible fencing and review public comment and technical issues prior to expansion to whole site grazing.
- **Regeneration of ancient pollards.** Continue programme of experimental projects arising from recommendations of the recent research report.
- **Heathland regeneration.** Deliver projects detailed in the Stoke Common heathland regeneration plan for year 5.
- **Capital funding for Burnham Beeches and Stoke Common.** Draw up capital works programmes and costs and apply for Higher Level Stewardship Scheme funding.
- **Sustainability.** Carry out the requirements of the second Departmental and Local Improvement Plans stemming from the Sustainability Audit System.
- **Team Development.** Develop, implement and evaluate a programme of team learning opportunities to improve service delivery and enhance in-house knowledge base and experience.
- **Introduction of Dog Control Orders.** Gain approval for the Enforcement strategy and complete statutory consultation process prior to implementation in January 2014.
- **Works programme – general.** Deliver projects detailed in the Burnham Beeches Management Plan for years 4.
- Work closely with South Bucks District Council (SBDC) via the Development Management Plan (DMDPD) to ensure the long-term protection of the Burnham Beeches Special Area of Conservation (SAC) from development.
- Design and deliver changes to the entrance to Lord Mayors drive to improve access and visitor safety

### 7. The Financial Statements

The financial statements consist of the following and include comparative figures for Burnham Beeches and Stoke Common from 12 September 2011 for the previous year:

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charity.
- **Balance Sheet** setting out the assets and liabilities of the charity.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

**BURNHAM BEECHES AND STOKE COMMON**  
**Trustee's Annual Report for the year ended 31 March 2013**

**8. Statement of Trustee's Responsibilities**

The Trustee is responsible for preparing the Trustee's Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair of the state of affairs of the charity and of the incoming resources of the charity for the period. In preparing these financial statements the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principals in the Charities SORP;
- make judgements that are estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charities' governing documents. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**9. Adopted and signed for and on behalf of the Trustee.**

R.A.H. Chadwick  
Chairman of Finance Committee  
Guildhall, London

Raymond Michael Catt  
Deputy Chairman of  
Finance Committee  
Guildhall, London

## **BURNHAM BEECHES AND STOKE COMMON**

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF BURNHAM BEECHES AND STOKE COMMON**

We have audited the financial statements of Burnham Beeches and Stoke Common for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes 1 to 14. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's Trustee in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to the Trustee in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of Trustee and auditor**

As explained more fully in the Trustee's Responsibilities Statement, the Trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2013, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## **BURNHAM BEECHES AND STOKE COMMON**

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF BURNHAM BEECHES AND STOKE COMMON CHARITY (CONTINUED)**

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

#### **Deloitte LLP**

Chartered Accountants and Statutory Auditor  
London, UK

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of the registered charity.

## BURNHAM BEECHES AND STOKE COMMON

### Statement of Financial Activities for the year ended 31 March 2013

	Notes	Unrestricted Funds		2012/13	2011/12
		General Fund	Designated Fund		
		£	£	£	£
<b>Incoming Resources</b>					
Incoming Resources from generated funds					
Voluntary Income		113,883	-	<b>113,883</b>	242,274
Investment Income		1,799	-	<b>1,799</b>	1,426
Grant from City of London Corporation		701,737	13,000	<b>714,737</b>	685,875
Incoming Resources from Charitable activities		109,528	-	<b>109,528</b>	121,959
<b>Total incoming resources</b>	4	<u>926,947</u>	<u>13,000</u>	<b>939,947</b>	1,051,534
<b>Resources Expended</b>					
Charitable activities		864,070	18,148	<b>882,218</b>	892,061
Governance costs		61,078	-	<b>61,078</b>	66,323
<b>Total resources expended</b>	5	<u>925,148</u>	<u>18,148</u>	<b>943,296</b>	958,384
<b>Net (outgoing)/incoming resources before transfers</b>		1,799	(5,148)	<b>(3,349)</b>	93,150
Transfer (to)/from designated funds		(1,799)	1,799	-	-
<b>Net (outgoing)/incoming resources for the financial year</b>		-	(3,349)	<b>(3,349)</b>	93,150
<b>Reconciliation of funds</b>					
Funds brought forward	12	-	841,232	<b>841,232</b>	748,082
<b>Funds carried forward</b>	<b>12</b>	-	837,883	<b>837,883</b>	841,232

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

## BURNHAM BEECHES AND STOKE COMMON

### Balance Sheet as at 31 March 2013

	Notes	2013 £	2012 £
<b>Fixed Assets</b>			
Tangible Fixed Assets	9	<u>711,785</u>	<u>729,934</u>
<b>Current Assets</b>			
Debtors	10	14,308	10,504
Cash at bank and in hand		<u>203,922</u>	<u>157,177</u>
		<b>218,230</b>	<b>167,681</b>
<b>Creditors: Amounts falling due within one year</b>	11	<u>(92,132)</u>	<u>(56,383)</u>
<b>Net Current Assets</b>		<u><b>126,098</b></u>	<u><b>111,298</b></u>
<b>Total Assets less Current Liabilities</b>		<u><b>837,883</b></u>	<u><b>841,232</b></u>
<b>The Funds of the Charity</b>			
<i>Unrestricted Income Fund</i>			
Designated Fund	12	<u>837,883</u>	<u>841,232</u>
<b>Total Charity Funds</b>		<u><b>837,883</b></u>	<u><b>841,232</b></u>

Approved and signed for and on behalf of the Trustee

The notes at pages 12 to 22 form part of these accounts.

Chris Bilsland  
Chamberlain of London  
xxxxxxxxxx

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**1. Accounting Policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

**(a) Basis of preparation**

The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules, and in accordance with applicable United Kingdom accounting standards.

**(b) Going concern**

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast to the period 2016/17 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future.

**(c) Fixed assets**

*Heritage Land and Associated Buildings*

Burnham Beeches comprises 219 hectares (540 acres) and Stoke Common covers an area of 80 hectares of land located in Buckinghamshire, to the West of London, together with associated buildings. The objectives of the charity are the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment. Burnham Beeches and Stoke Common are considered to be inalienable (i.e. may not be disposed of without specific statutory powers). The land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**1. Accounting Policies (continued)**

**(c) Fixed assets (continued)**

*Tangible Fixed Assets*

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 15
Infrastructure	10
Heavy vehicles and plant	7
Computer systems	3 to 7
Cars and light vans	5

**(d) Incoming resources**

*Recognition of incoming resources*

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are entitled to be received.

*Voluntary income*

Voluntary income comprises public donations and government grants.

*Volunteers*

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

*Grants received*

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

*Grant from City of London Corporation*

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

*Rental income*

Rental income is included in the Charity's incoming resources for the year and amounts due but not received at the year end are included in debtors.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**1. Accounting Policies (continued)**

*(e) Resources expended*

*Allocation of costs between different activities*

The City of London Corporation charges staff costs to the charitable activity and governance costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

*(f) Pension costs*

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership in the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates). As the charity is unable to identify its share of the Pension Scheme assets and liabilities, this scheme is accounted for as a defined contribution scheme in the accounts.

*(g) Cash flow statement*

The Trust has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement in the grounds that it is a small entity.

*(h) Governance costs*

The nature of costs allocated to Governance is detailed in note 5.

**2. Tax Status of the Charity**

Burnham Beeches and Stoke Common are registered charities and as such their income and gains are exempt from income tax to the extent that they are applied to their charitable objectives.

**3. Indemnity Insurance**

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charity does not contribute to the cost of that insurance.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**4. Incoming Resources**

Incoming resources are comprised as follows:

	2012/13	2011/12
	£	£
<b>Incoming resources from generated funds</b>		
Grant income	95,486	107,560
Donations	18,397	24,842
Interest	1,799	1,426
Grant from City of London Corporation	714,737	685,875
Other Reimbursements and Contributions	-	109,872
	<b>830,419</b>	<b>929,575</b>
<b>Incoming resources from charitable activities</b>		
Sale of goods, products and materials	5	11,146
Fees and Charges	73,221	85,178
Rental income	36,302	25,635
	<b>109,528</b>	<b>121,959</b>
<b>Total incoming resources</b>	<b>939,947</b>	<b>1,051,534</b>

**Grants**

Grants were received from the Rural Payments Agency and amounted to £95,486 (2011/12 £107,560).

**Grant from City of London Corporation**

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity.

**Other Reimbursements and Contributions**

On 12 September 2011 the assets and liabilities of Stoke Common were transferred to Burnham Beeches and Stoke Common. £109,872 was transferred being the balance of the lump sum from South Buckinghamshire District Council.

**Fees and Charges**

Fees and charges are in respect of film, refreshment licences and car parking income.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**5. Resources Expended**

Resources expended are analysed between activities undertaken directly and support costs as follows:

**Charitable activities**

	Activities undertaken directly  £	Support costs  £	<b>2012/13</b>  £	2011/12  £
Charitable activities	815,230	66,988	<b>882,218</b>	892,061
Governance costs	-	61,078	<b>61,078</b>	66,323
<b>Total resources expended</b>	815,230	128,066	<b>943,296</b>	958,384

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Burnham Beeches and Stoke Common.

**Governance costs**

***General***

Governance costs relate to the general running of the charity, rather than specific activities within the charity, and include strategic planning and costs associated with Trustee meetings. These costs are borne by the City of London Corporation and charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

***Auditor's remuneration and fees for external financial services***

The City of London's external auditor audits this charity as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external professional services were provided for the charity during the year or in the previous year.

***Trustee's expenses***

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses have been claimed in the year. (2011/12: £Nil).

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**6. Support Costs**

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities. Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities  £	Governance  £	<b>2012/13</b>  £	2011/12  £
<b>Department</b>				
Chamberlain	-	16,847	<b>16,847</b>	20,223
Comptroller & City Solicitor	-	10,887	<b>10,887</b>	13,476
Open Spaces Directorate	27,338	-	<b>27,338</b>	27,956
Town Clerk	-	17,357	<b>17,357</b>	19,265
City Surveyor	21,761	12,967	<b>34,728</b>	34,839
Information Systems	12,406	-	<b>12,406</b>	9,340
Other governance and support costs	5,483	3,020	<b>8,503</b>	12,109
<b>Total support costs</b>	<b>66,988</b>	<b>61,078</b>	<b>128,066</b>	<b>137,208</b>

The main support services provided by the City of London Corporation are:

<b>Chamberlain</b>	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
<b>Comptroller and City Solicitor</b>	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
<b>Open Spaces Directorate</b>	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
<b>Town Clerk</b>	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.
<b>City Surveyor</b>	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**6. Support Costs (continued)**

- Information Systems**      The support and operation of the City of London Corporation’s central and corporate systems on the basis of usage of the systems; the provision of “desktop” and network support services and small IS development projects that might be required by the charity.
- Other governance costs**      These include the cost of publishing the annual report and financial statements, and the allocation of public relations activities on behalf of the charity.

**7. Staff Numbers and Costs**

The full time equivalent number of staff employed by the City of London Corporation charged to Burnham Beeches and Stoke Common Trust is 14 (2011/12 13) at a cost of £451,104 (2011/12 £446,206). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employer’s National Insurance £	Employer’s Pension Contribution £	Total £
2012/13 Charitable activities	14	357,658	27,023	66,423	<b>451,104</b>
2011/12 Charitable activities	13	356,055	26,141	64,010	<b>446,206</b>

No employees earned more than £60,000 during the year (2011/12 nil).

**8. Heritage Assets**

Since 1880 the primary purpose of the charity has been the preservation of Burnham Beeches for the recreation and enjoyment of the public. On 12<sup>th</sup> September 2011 this was extended to cover Stoke Common. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Burnham Beeches and Stoke Common are contained in the Burnham Beeches and Stoke Common Conservation Management Plan 2010. Records of heritage assets owned and maintained by Burnham Beeches and Stoke Common can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**9. Tangible Fixed Assets**

At 31 March 2013 the net book value of tangible fixed assets relating to direct charitable purposes amounted to £711,785 (31 March 2012: £729,934) as set out below.

	Land and Buildings £	<b>Total</b> £
<b><u>Cost</u></b>		
At 1 April 2012 and <b>31 March 2013</b>	835,256	<b>835,256</b>
<b><u>Accumulated depreciation</u></b>		
At 1 April 2012	105,322	<b>105,322</b>
Charge for year	18,149	<b>18,149</b>
<b>At 31 March 2013</b>	<b>123,471</b>	<b>123,471</b>
<b><u>Net book values</u></b>		
<b>At 31 March 2013</b>	711,785	<b>711,785</b>
<b>At 31 March 2012</b>	729,934	<b>729,934</b>

**10. Debtors**

Debtors consist of amounts owing to the charity due within one year.

	<b>2013</b> £	2012 £
Rental Debtors	<b>9,895</b>	3,753
Recoverable VAT	<b>4,785</b>	4,089
Other Debtors	<b>(2,448)</b>	(737)
Prepayments	<b>2,076</b>	3,399
<b>Total</b>	<b>14,308</b>	10,504

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**11. Creditors**

Creditors consist of amounts due within one year. The creditors figure consists of the following amounts:

	<b>2013</b> £	2012 £
Trade Creditors	<b>4,948</b>	5,335
Accruals	<b>66,430</b>	28,931
Other Creditors	<b>307</b>	1,678
Sundry Deposits	<b>14,250</b>	14,250
Receipts In Advance	<b>6,197</b>	6,189
<b>Total</b>	<b>92,132</b>	56,383

**12. Movement of Funds during the year to 31 March 2013**

	Balance at 1 April 2012 £	Net Incoming/ (outgoing) resources £	<b>Balance at 31 March 2013</b> £
<b>Unrestricted Income</b>			
Stoke Common	111,299	14,799*	<b>126,098</b>
Capital Adjustment Account	729,933	(18,148)	<b>711,785</b>
<b>Total Funds</b>	841,232	(3,349)	<b>837,883</b>

**Designated funds**

*Capital Adjustment Account*

Capital Adjustment Account consists of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (c).

\* £13,000 contribution in relation to an adjustment to the Stoke Common Account, plus £1,799 interest earned on cash balances.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2013**

### **13. Pensions**

The triennial valuation undertaken as at 31 March 2010 revealed a reduced funding level of 86% (from 87% in 2007). Following this valuation, the contribution rates to be applied for 2011/12, 2012/13 and 2013/14 are 17.5%.

In 2012/13, the total employer's contributions to the pension fund for staff employed on City's Cash activities were £6.1m amounting to 17.5% of pensionable pay. The figures for 2011/12 were £6.0m and 17.5% of pensionable pay.

Although the Pension Fund is a defined benefit scheme, for the purpose of FRS 17 City's Cash is unable to identify its share of the underlying assets and liabilities. Consequently the pension arrangements are treated as a defined contributions scheme in the City's Cash and these accounts. The deficit of the scheme calculated in accordance with FRS 17 by independent consulting actuaries at 31 March 2013 is £342m (2011/12 £351m).

### **14. Related Party Transactions**

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources Expended" and an explanation of these services is set out in note 6 for support costs of £128,066. The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £714,737 (2011/12: £685,875) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable Trusts. These Trusts do not undertake transactions with Burnham Beeches and Stoke Common. A full list of other charitable Trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and

#### **14. Related Party Transactions (continued)**

- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City of London Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and Officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

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<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons Committee	09 Sep 2013
<b>Subject:</b> Kenley Revival Project – Options Appraisal Report for Project Gateway 3-4	<b>Public</b>
<b>Report of:</b> Director of Open Spaces	<b>For decision</b>
<b>Summary</b>	
<p>On the 13<sup>th</sup> January 2013 this committee agreed to submit a grant application to the Heritage Lottery Fund (HLF) for Round 1 funding for the Kenley Revival Project, which aims to conserve historic airfield structures associated with the Kenley Airfield. On the 11<sup>th</sup> September the HLF are expected to announce the result of the application.</p> <p>To avoid delay in proceeding to the next stage of this project, and if the decision is favourable, it is proposed that the Kenley Revival Project can be submitted to the Projects Sub-Committee for Gateway 3-4 Options Appraisal approval on 25<sup>th</sup> September. The Project Sub-Committee will determine whether to accept the offer of grant funding and proceed with the development phase of the project.</p>	
<b>Recommendation(s)</b>	
Members are asked to:	
<ul style="list-style-type: none"> <li>• Note the forthcoming HLF decision on funding for the Kenley Revival Project</li> <li>• That delegated authority be granted to the Director of Open Spaces, in consultation with the Chairman and Deputy Chairman, to approve the Options Appraisal report for presentation at the Project Sub-committee subject to the decision of the HLF.</li> </ul>	

## Main Report

### Background

1. The Kenley Revival Project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

2. The Chairman presented the proposed project to the Projects Sub-Committee on 10<sup>th</sup> January 2013 and gained authorisation to proceed with an application to the HLF.
3. The City Corporation submitted a funding bid to the HLF on 6<sup>th</sup> June 2013 requesting a grant of £66k to develop the project and, if successful at the second-round, a further grant of £829k to deliver the project.

### **Current Position**

4. The London Committee of the HLF is meeting to decide on the first-round application on the 11<sup>th</sup> September 2013. The Projects Sub-Committee meets on the 25<sup>th</sup> September 2013 and if the HLF bid is successful a paper detailing the proposed delivery of the project must be presented to the Sub-Committee.

### **Options**

5. The proposed project would aim to conserve the physical heritage of Kenley Airfield, including the Fighter Blast Pens, Firing Range, Fuel Dump and other associated features. The project would involve volunteers in practical conservation. A key part of the project would be the development and conservation of an archive relating to wartime Kenley, including the cataloguing of artefacts, documents and photographs to identify and record heritage.
6. The Options Appraisal report which would be presented to the Sub-Committee in the event of the bid being successful provides details of how the project would be delivered, the costs and timing of the project.

### **Financial and risk implications**

7. The current application to HLF is for a grant of £66,000 for the development stage of the project. Should the second-round application be successful it is estimated that a further grant of £829,000 would be required to deliver the project. Therefore the total grant request is £895,000.

### **Corporate & Strategic Implications**

8. The historic landscape of Kenley Airfield and its associated features are of national significance. By conserving them project would be providing a service to London and the nation which supports the strategic aim of *Provide valued services to London and the nation*.

### **Conclusion**

9. You are asked to note the application to the HLF. The timing of the HLF meeting is such that this committee will not have the opportunity to consider the Options Appraisal report before the Projects Sub-Committee meets. It is therefore proposed that powers are delegated to the Director of Open Spaces, in consultation with the Chairman and Vice-Chairman, to agree the report to the sub-committee following news of the bid.

**Andy Thwaites**

Head Ranger

T: 01372 279083

E: [Andrew.thwaites@cityoflondon.gov.uk](mailto:Andrew.thwaites@cityoflondon.gov.uk)

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# Agenda Item 12

<b>Committee(s):</b>	Date(s):
Epping Forest and Commons	9 September 2013
<b>Subject:</b> City Commons Trustee's Annual report and Financial Statements for the Year Ended 31 March 2013	<b>Public</b>
<b>Report of:</b> The Chamberlain	<b>For Information</b>
<b><u>Summary</u></b>	
<p>The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2013 for Ashtead Common and West Wickham Common and Spring Park Wood Coulsdon and Other Commons, which together form the City Commons, are presented in the format required by the Charity Commission.</p>	
<b>Recommendations</b>	
<ul style="list-style-type: none"><li>• It is recommended that the Trustees Annual Reports and Financial Statements be noted.</li></ul>	

## **Main Report**

1. The Trustees Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10<sup>th</sup> May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

**Contact:**

Alison Elam

[alison.elam@cityoflondon.gov.uk](mailto:alison.elam@cityoflondon.gov.uk)

020 7332 1081

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*ASHTEAD COMMON*  
*REPORT AND FINANCIAL STATEMENTS*  
*FOR THE YEAR ENDED 31 MARCH 2013*  
**Charity Number: 1051510**

# ASHTEAD COMMON

## Trustee's Annual Report and Financial Statements for the year ended 31 March 2013

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**ASHTEAD COMMON**  
**Trustee's Annual report for the year ended 31 March 2013**

**1. Reference and Administration Details**

Charity Name:	Ashtead Common
Registered Charity Number:	1051510
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor, Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Deloitte LLP Chartered Accountants and Statutory Auditor 2 New Street Square London EC4A 3BZ

**2. Structure, Governance and Management**

**The Governing Document and constitution of the charity**

The Governing Document is the Corporation of London (Open Spaces) Act 1878. The charity is constituted as a charitable trust.

**Trustee Selection methods**

The Mayor, Commonalty and Citizens of London known as the City of London Corporation is the Trustee of Ashtead Common. Elected Aldermen and Members of the City of London Corporation are appointed to the committee governing Ashtead Common by the Court of Common Council of the City of London Corporation.

**Policies and procedures for the induction and training of trustee**

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Ashtead Common, as it considers necessary to enable the Members to efficiently carry out their duties.

**ASHTEAD COMMON**  
**Trustee's Annual report for the year ended 31 March 2013**

## **2. Structure, Governance and Management (continued)**

### **Organisational structure and decision making process**

The committee governing the charity's activities is noted above. The committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities. The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

### **Details of related parties and wider networks**

Details of any related party transactions are disclosed in Note 12 of the Notes to the Financial Statements.

### **Risk identification**

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity and has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

## **3. Objectives and Activities for the Public Benefit**

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The Ashtead Common Charity was established under the Corporation of London (Open Spaces) Act 1878 which states that the purpose of the charity is the preservation of the common at Ashtead for the recreation and enjoyment of the public.

Almost the entire open space is designated as a National Nature Reserve and Site of Special Scientific Interest.

Past land use has influenced the common, creating its rich ecological and cultural diversity. Today it is an important amenity resource for local people, who use the site for a variety of informal recreational and educational activities. Local people are actively encouraged to become involved as volunteers in all aspects of managing the common.

**ASHTEAD COMMON**  
**Trustee's Annual report for the year ended 31 March 2013**

**3. Objectives and Activities for the Public Benefit (continued)**

This charity is operated as part of the City of London Corporation's City's Cash. The City Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation of the common at Ashtead for the recreation and enjoyment of the public.

**4. Achievements and Performance**

**Significant developments for 2012/13**

Ashtead Common is managed as part of the City Commons Division of the Open Spaces Department. In addition to managing the Ashtead Common charity, the City Commons Division is also responsible for the West Wickham Common and Spring Park Woods charity, and the Coulsdon and other Commons charity. Financial reporting arrangements reflect the fact that these charities are separate and distinct entities, with separate Sundry Trust reports produced for the Ashtead and the West Wickham and Coulsdon Commons charities. However, practical site management and service delivery considerations dictate that the division is managed as a single unit, and the individual charities benefit from the efficiencies that this economy of scale provides.

A Divisional Plan sets strategy and management objectives for the division as a whole, which are then cascaded to the individual site management plans for the Commons.

At the heart of the Ashtead Common Management Plan is the recognition that 3 core elements, namely service provision, site protection and efficient service delivery, need to be fully integrated. The Management Plan reflects the requirement of the Corporation of London (Open Spaces) Act 1878 (the Governing Document) to protect the open space in perpetuity for the public to enjoy.

The introduction of a combined Entry Level and Higher Level Stewardship Scheme has significantly advanced the capacity of the City Commons Division to deliver an effective and sustainable programme of conservation management projects across the 7 commons. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 for implementation from April 2011 onwards and covering a period of 10 years. ESS provides incentive payments to manage land to conserve or restore habitats by compartmentalising areas into various options, each of which has its own management prescription. In addition to this there are various capital projects which are designed to seed the programme and are funded for 3 years.

Ashtead Common was awarded a capital payment to implement the veteran oak pollard management programme. Approximately 150 trees were worked on during the autumn and winter months.

## ASHTEAD COMMON

### Trustee's Annual report for the year ended 31 March 2013

#### 4. Achievements and Performance (continued)

Volunteering across the Commons continues to flourish, with 6 directly supported groups undertaking work across all 7 open spaces; the Ashtead Common Volunteers, New Hillbillies (Farthing Downs and New Hill), Kenley Volunteers, Coulsdon Common Volunteers, Riddlesdown Volunteers and WWaSP's (West Wickham and Spring Park). These groups were helped by volunteers from the British Trust for Conservation Volunteers (BTCV), Croydon Conservation Volunteers and a number of corporate volunteers groups to achieve a total of over 11,000 volunteer hours. The division continues to support BTCV, and the Lower Mole and Downlands Countryside Management Projects to promote volunteering and champion local strategic partnerships.

The diversity of the Commons and extended catchment of 7 Open Spaces spread over a 30 mile area makes City Commons ideally placed to offer an exciting and varied programme of interpretative activities. During the year the Division provided over 100 walks, talks and events on subjects as varied as wildflower and grass identification, looking for glow worms, astronomy and the Roman villa on Ashtead Common. The division also facilitated a number of educational events during the course of the year, some of which were licensed activities and some that were directly led by the ranger team. Licences were issued on 18 occasions and there were 25 directly led educational events.

#### Key targets for 2012/13 and review of achievement

The key targets for 2012/13 together with their outcomes were:

- **Consultation Strategy** – Produce a policy and procedure for consultation about plans and projects to review the list of stakeholders and improve arrangements for local consultative committees. *This project has focussed on arrangements relating to consultative committees. Following a round of consultation at local level, elected Members of the City Corporation have resolved to restructure City Commons local consultative committees to achieve 3 objectives:*
  - *To establish a consultative committee for each of the 3 charities*
  - *To increase the number of local committees meetings from 4 to 6 a year*
  - *To establish new Terms of Reference for each committee*
- **Visitor Survey** – Continue the project aimed at establishing the size and diversity of our audience. *The survey has initially indicated that there are approximately 193,000 visits to Ashtead Common a year. Generally the demographic of visitors matches that of the surrounding area.*
- **Environmental Stewardship** – Continue to incorporate all aspects of the Environmental Stewardship Scheme into the annual work programme. *Environmental Stewardship is now embedded into the divisions' work.*
- **Marketing and Communication** – Develop and implement an improvement plan to share information more effectively. *A plan has been developed and is currently out to consultation.*

## ASHTEAD COMMON

### Trustee's Annual report for the year ended 31 March 2013

#### 4. Achievements and Performance (continued)

##### Key targets for 2012/13 and review of achievement (continued)

- **Education** – Develop an improvement plan to promote greater knowledge and understanding of the commons. *New procedures for delivering and facilitating educational activities have been implemented. These include an easing of the rules surrounding licensing to lessen the bureaucracy involved in planning educational visits to the commons.*

##### A review of other achievements:

- Retention of the Green Flag Award and Green Heritage Site Award status.
- Scrub management work by volunteers and contractors resulted in the restoration of a 50% scrub/ grassland mix in Pine Field and significant improvements to Willow Field and Thorn Field.
- Sussex cattle were purchased at auction to create the first dedicated Ashtead herd. These animals were over-wintered at a local farm.
- Successional vegetation was managed along rides, footpaths and firebreaks to establish open grassy edges.
- The Common hosted the annual Ashtead Common 10k run in September.
- Volunteers trained as leaders to enable them to co-lead practical projects or lead small, low risk tasks.

All of the above achievements enhanced the Open Space for the benefit of the public.

#### 5. Financial Review

##### Review of financial position

Income of £75,332 was received from grants (2011/12: £78,560), £2,868 from fees and charges (2011/12: £1,565), £265 from licences (2011/12: £265). No income was received from donations (2011/12: £792), from sale of goods, products and materials (2011/12: £32) and from the Barratt Bequest Trust in 2012/13 £nil (2011/12: £13,001). The Barratt Bequest Trust ceased to exist on 23 December 2011. The contribution towards running costs of the charity amounted to £485,384 (2011/12: £452,499). This cost was met by the City of London Corporation's City's Cash.

##### Reserves Policy

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Ashtead Common out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is therefore inappropriate.

## ASHTHEAD COMMON

### Trustee's Annual report for the year ended 31 March 2013

#### 5. Financial Review (continued)

##### Investment Policy

The charity itself has no underlying supporting funds or investments and therefore there is no investment policy.

##### Going Concern

The Trustee considers the Common to be a going concern as detailed in note 1(b) of the accounting policies.

#### 6. Plans for Future Periods

The aims for 2013/14 are:

- ***Develop a meaningful Business Plan*** – change culture, structure and processes to achieve the City Commons vision
- ***Welcoming Site*** – Implement Ashtead's Entrance Audit to present a clear and consistent message to visitors
- ***Veteran trees*** – carry out halo release around veteran oak pollards and review crown reduction in light of condition assessment
- ***Bracken control*** – roll and mow areas restored as pasture and maintain routes designated as firebreaks
- ***Successional areas*** – continue scrub management to maintain favourable condition for breeding birds

#### 7. The Financial Statements

The financial statements consist of the following and include comparative figures for the previous year:

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charity.
- **Balance Sheet** setting out the assets and liabilities of the charity.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

## **ASHTHEAD COMMON**

### **Trustee's Annual report for the year ended 31 March 2013**

#### **8. Statement of Trustee's Responsibilities**

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and provisions of the charity's governing documents. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **9. Adopted and signed for on behalf of the Trustee.**

R.A.H. Chadwick  
Chairman of Finance Committee  
Guildhall, London

Raymond Michael Catt  
Deputy Chairman of  
Finance Committee  
Guildhall, London

# ASHTEAD COMMON

## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON

We have audited the financial statements of Ashtead Common for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related Notes 1 to 12. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's Trustee in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to the Trustee in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Trustee and auditor**

As explained more fully in the Trustee's Responsibilities Statement, the Trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2013, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## ASHTEAD COMMON

### INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON (CONTINUED)

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

#### **Deloitte LLP**

Chartered Accountants and Statutory Auditor  
London, UK

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.

## ASHTHEAD COMMON

### Statement of Financial Activities for the year ended 31 March 2013

		Unrestricted Fund	
	Notes	2012/13	2011/12
		£	£
<b>Incoming resources</b>			
Incoming resources from generated funds			
Voluntary income		77,537	92,353
Grant from City of London Corporation		485,384	452,499
Incoming resources from charitable activities		928	1,862
<b>Total incoming resources</b>	4	<b>563,849</b>	<b>546,714</b>
<b>Resources Expended</b>			
Charitable activities		518,729	501,943
Governance costs		45,120	44,771
<b>Total resources expended</b>	5	<b>563,849</b>	<b>546,714</b>
<b>Net movement in funds</b>		-	-
<b>Reconciliation of funds</b>			
Funds brought forward		-	-
<b>Funds carried forward</b>		<b>-</b>	<b>-</b>

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

**ASHTHEAD COMMON**  
**Balance Sheet as at 31 March 2013**

	Notes	2013 £	2012 £
<b>Current Assets</b>			
Debtors	9	39,563	30,096
Cash at bank and in hand		-	4,269
		<u>39,563</u>	<u>34,365</u>
<b>Creditors: Amounts falling due within one year</b>	10	<b>(39,563)</b>	<b>(34,365)</b>
		<u>-</u>	<u>-</u>
<b>Net Current Assets</b>			
		<u>-</u>	<u>-</u>
<b>The funds of the charity</b>			
Unrestricted income fund		-	-
<b>Total charity funds</b>		<u>-</u>	<u>-</u>

Approved and signed for an on behalf of the Trustee

Chris Bilisland  
Chamberlain of London

## ASHTEAD COMMON

### Notes to the Financial Statements for the year ended 31 March 2013

#### 1. Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

##### **(a) Basis of preparation**

The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules, and in accordance with applicable United Kingdom accounting standards.

##### **(b) Going Concern**

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast to the period 2016/17 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future.

##### **(c) Fixed assets**

###### *Heritage Land and Associated Buildings*

Ashtead Common comprises 200 hectares (500 acres) of land located in North East Surrey, together with associated buildings. The object of the charity is the preservation of the Common at Ashtead for the recreation and enjoyment of the public. Ashtead Common is considered to be inalienable (i.e. may not be disposed of without specific statutory powers). The land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

##### **(d) Incoming Resources**

###### *Recognition of incoming resources*

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are entitled to be received.

###### *Voluntary income*

Voluntary income comprises government grants and contributions and is included in the Statement of Financial Activities when receivable.

## ASHTEAD COMMON

### Notes to the Financial Statements for the year ended 31 March 2013

#### 1. Accounting policies (continued)

##### **(d) Incoming Resources (continued)**

###### *Volunteers*

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

###### *Grants received*

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

###### *Contribution from City's Cash*

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

###### *Rental income*

Rental income is included in the Charity's incoming resources for the year.

##### **(e) Resources expended**

###### *Allocation of costs between different activities*

The City of London Corporation charges staff costs to the charitable activity and governance costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

##### **(f) Pension costs**

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership in the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates). As the charity is unable to identify its share of the Pension Scheme assets and liabilities, this scheme is accounted for as a defined contribution scheme in the accounts.

##### **(g) Cash flow statement**

The Trust has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that it is a small entity.

##### **(h) Governance costs**

The nature of costs allocated to Governance is detailed in note 5.

#### 2. Tax Status of the Charity

Ashtead Common is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

**ASHTHEAD COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**3. Indemnity Insurance**

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charity does not contribute to the cost of that insurance.

**4. Incoming Resources**

Incoming resources are comprised as follows:

	<b>2012/13</b> £	2011/12 £
<b>Incoming Resources from generated Funds</b>		
Grants	75,332	78,560
Contributions	-	-
Public Donations	-	792
Contribution from Barratt Bequest	-	13,001
Grant from City of London Corporation	485,384	452,499
	<b>560,716</b>	544,852
<b>Incoming resources from charitable activities</b>		
Sale of goods, products and materials	-	32
Fees and charges	2,868	1,565
Licences income	265	265
	<b>3,133</b>	1,862
<b>Total incoming resources</b>	<b>563,849</b>	546,714

**Grants**

Grants were received from the Rural Payments Agency and Natural England.

**Grant from City of London Corporation**

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity.

## ASHTEAD COMMON

### Notes to the Financial Statements for the year ended 31 March 2013

#### 5. Resources Expended

Resources expended are analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2012/13 £	2011/12 £
Charitable activity				
Preservation of Ashtead Common	485,877	32,852	<b>518,729</b>	501,943
Governance costs	-	45,120	<b>45,120</b>	44,771
<b>Total resources expended</b>	<b>485,877</b>	<b>77,972</b>	<b>563,849</b>	546,714

No resources are expended by third parties to undertake charitable work on behalf of the charity.

#### **Charitable activity**

Expenditure on the charitable activity includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Ashtead Common.

#### **Governance costs**

##### ***General***

Governance costs relating to the general running of the charity, rather than specific activities within the charity including strategic planning and costs associated with Trustee meetings. These costs are initially borne by the City of London Corporation and then charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

##### ***Auditor's remuneration and fees for external financial services***

The City of London's external auditor audits this charity as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external professional services were provided for the Charity during the year or in the previous year.

##### ***Trustee's expenses***

Members of the City of London Corporation are all unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2012/13 (2011/12: £Nil).

## ASHTEAD COMMON

### Notes to the Financial Statements for the year ended 31 March 2013

#### 6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative, technical staff and external consultants who work on a number of the City of London Corporation's activities. Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities £	Governance £	<b>2012/13</b> £	2011/12 £
<b>Department</b>				
Chamberlain	-	12,446	<b>12,446</b>	13,652
Comptroller & City Solicitor	-	8,042	<b>8,042</b>	9,097
Open Spaces Directorate	18,733	-	<b>18,733</b>	18,871
Town Clerk	-	12,822	<b>12,822</b>	13,005
City Surveyor	1,709	9,579	<b>11,288</b>	11,498
Information Systems	9,766	-	<b>9,766</b>	7,355
Other governance and support costs	2,644	2,231	<b>4,875</b>	6,768
<b>Total support costs</b>	<b>32,852</b>	<b>45,120</b>	<b>77,972</b>	<b>80,246</b>

The main support services provided by the City of London Corporation are:

<b>Chamberlain</b>	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
<b>Comptroller and City Solicitor</b>	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
<b>Open Spaces Directorate</b>	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Spaces charity.
<b>Town Clerk</b>	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.
<b>City Surveyor</b>	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.

## ASHTEAD COMMON

### Notes to the Financial Statements for the year ended 31 March 2013

#### 6. Support Costs (continued)

<b>Information Systems</b>	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
<b>Other Support and Governance Costs</b>	Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

#### 7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Ashtead Common Trust in 2012/13 is 8 (2011/12:8) at a cost of £282,160 (2011/12: £267,506). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2012/13 Charitable activities	8	229,653	16,729	35,778	<b>282,160</b>
2011/12 Charitable activities	8	216,709	16,753	34,044	<b>267,506</b>

No employees earned more than £60,000 during the year (2011/12: Nil).

#### 8. Heritage Assets

Since 1995 the primary purpose of the Charity has been the preservation of Ashtead Common for the recreation and enjoyment of the public. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Ashtead Common are contained in the Ashtead Common Heritage Conservation Plan 2010. Records of heritage assets owned and maintained by Ashtead Common can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

## ASHTEAD COMMON

### Notes to the Financial Statements for the year ended 31 March 2013

#### 9. Debtors

The debtors figure consists of:

	2013 £	2012 £
Recoverable VAT	4,551	3,160
Prepayments	656	1,366
Other Debtors	34,356	25,570
<b>Total</b>	<b>39,563</b>	<b>30,096</b>

#### 10. Creditors

The creditors figure consists of:

	2013 £	2012 £
Trade Creditors	1,925	2,000
Accruals	10,111	28,232
Other Creditors	5,679	1,000
Receipts In Advance	133	133
Sundry Deposits	3,000	3,000
Bank overdraft	18,715	-
<b>Total</b>	<b>39,563</b>	<b>34,365</b>

#### 11. Pensions

The triennial valuation undertaken as at 31 March 2010 revealed a reduced funding level of 86% (from 87% in 2007). Following this valuation, the contribution rates to be applied for 2011/12, 2012/13 and 2013/14 are 17.5%.

In 2012/13, the total employer's contributions to the pension fund for staff employed on City's Cash activities (including Ashtead Common) were £6.1m amounting to 17.5% of pensionable pay. The figures for 2011/12 were £6.0m and 17.5% of pensionable pay.

Although the Pension Fund is a defined benefit scheme, for the purpose of FRS 17 City's Cash (and therefore Ashtead Common) is unable to identify its share of the underlying assets and liabilities. Consequently the pension arrangements are treated as a defined contributions scheme in the City's Cash and these accounts. The deficit of the scheme calculated in accordance with FRS 17 by independent consulting actuaries at 31 March 2013 is £342m (2011/12: £351m).

## ASHTEAD COMMON

### Notes to the Financial Statements for the year ended 31 March 2013

#### 12. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources Expended" and an explanation of these services is set out in Note 6 for support costs of £77,972. The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £485,384 (2011/12: £452,499) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts. These Trusts do not undertake transactions with Ashtead Common. A full list of other charitable Trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

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***WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER  
COMMONS***

***REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013  
Charity Numbers 232988 and 232989***

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON  
AND OTHER COMMONS**

**Trustee's Annual Report and Financial Statements for the year ended 31 March  
2013**

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# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 1. Reference and Administration Details

Charity Name:	West Wickham Common And Spring Park Wood Coulsdon and Other Commons
Registered Charity Numbers:	232988 and 232989
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor, Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Deloitte LLP Chartered Accountants and Statutory Auditor 2 New Street Square London EC4A 3BZ

### 2. Structure, Governance and Management

#### **The Governing Document and constitution of the charities**

The governing document is the Corporation of London (Open Spaces) Act 1878. The charities are constituted as charitable trusts.

#### **Trustee Selection methods**

The Mayor, Commonalty and Citizens of London known as the City of London Corporation is the Trustee of West Wickham Common and Spring Park Wood Coulsdon and Other Commons. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing West Wickham Common and Spring Park Wood Coulsdon and Other Commons by the Court of Common Council of the City of London Corporation.

#### **Policies and procedures for the induction and training of trustees**

The City of London Corporation makes available to its Members, seminars and briefings on various aspects of the City's activities, including those concerning West Wickham Common and Spring Park Wood Coulsdon and Other Commons, as it considers necessary to enable the Members to efficiently carry out their duties.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 2. Structure, Governance and Management (continued)

#### Organisational structure and decision making process

The committee governing the charities' activities is noted above. The Committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities.

The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

#### Details of related parties and wider networks

Details of any related party transactions are disclosed in note 12 of the Notes to the Financial Statements.

#### Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charities' assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for the charities and has been reviewed by the Committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

### 3. Objectives and Activities for the Public Benefit

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The objectives of the two charities are the preservation of the Open Spaces known collectively as West Wickham Common and Spring Park Wood, and Coulsdon and Other Commons for the recreation and enjoyment of the public. The charities have identical objects and are managed and accounted for as one unit. It is therefore not possible to produce separate reports and financial statements relating to the individual charities.

These charities are operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charities in accordance with the purpose which is the preservation of the Open Spaces known collectively as West Wickham Common and Spring Park Wood, and Coulsdon and Other Commons for the recreation and enjoyment of the public.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 4. Achievements and Performance

#### **Significant developments for 2012/13:**

The West Wickham and Coulsdon Commons are managed as part of the City Commons Division of the Open Spaces Department. In addition to managing the West Wickham and Coulsdon Common charities, the City Commons Division is also responsible for the Ashtead Common charity. Financial reporting arrangements reflect the fact that these charities are separate and distinct entities, with separate Sundry Trust reports produced for the Ashtead and the West Wickham and Coulsdon Commons charities. However, practical site management and service delivery considerations dictate that the division is managed as a single unit, and the individual charities benefit from the efficiencies that this economy of scale provides.

A Divisional Plan sets strategy and management objectives for the division as a whole, which are then cascaded to individual management plans for the Commons. At the heart of the plans is the recognition that 3 core elements of the divisions' work; namely service provision, site protection and efficient service delivery; need to be fully integrated. The management plans reflect the requirement of the Corporation of London (Open Spaces) Act 1878 (the Governing Document) to protect the open spaces in perpetuity for the public to enjoy.

The introduction of a combined Entry Level and Higher Level Stewardship Scheme has significantly advanced the capacity of the City Commons Division to deliver an effective and sustainable programme of conservation management projects across the 7 commons. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 for implementation from April 2011 onwards and covering a period of 10 years. ESS provides incentive payments to manage land to protect or restore habitats by compartmentalising areas into various options, each of which has its own management prescription. In addition to this there are various capital projects which are designed to seed the programme and are funded for 3 years.

The West Wickham and Coulsdon Commons were awarded capital payments to restore grassland on Riddlesdown and 3.5 acres of over mature scrub were treated this year.

Volunteering across the City Commons continues to flourish, with 6 directly supported groups undertaking work across all 7 Open Spaces; the Ashtead Common Volunteers, New Hillbillies (Farthing Downs and New Hill), Kenley Volunteers, Coulsdon Common Volunteers, Riddlesdown Volunteers and WWaSP's (West Wickham and Spring Park). These groups were helped by volunteers from the British Trust for Conservation Volunteers (BTCV), Croydon Conservation Volunteers and a number of corporate volunteers groups to achieve a total of over 11,000 volunteer hours. The division continues to support the Lower Mole and Downlands Countryside Management Projects to promote volunteering and champion local strategic partnerships.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 4. Achievements and Performance (continued)

#### Key targets for 2012/13 and review of achievement

The key targets for 2012/13 together with their outcomes were:

- **Consultation Strategy** – Produce a policy and procedure for consultation about plans and projects to review the list of stakeholders and improve arrangements for local consultative committees. *This project has focussed on arrangements relating to consultative committees. Following a round of consultation at local level, elected Members of the City Corporation have resolved to restructure City Commons local consultative committees to achieve 3 objectives:*
  - *To establish a consultative committee for each of the 3 charities*
  - *To increase the number of local committees meetings from 4 to 6 a year*
  - *To establish new Terms of Reference for each committee*
- **Visitor Survey** – Continue the project aimed at establishing the size and diversity of our audience. *The survey has initially indicated that there are approximately 193,000 visits to Ashted Common a year. Generally the demographic of visitors matches that of the surrounding area.*
- **Environmental Stewardship** – Continue to incorporate all aspects of the Environmental Stewardship Scheme into the annual work programme. *Environmental Stewardship is now embedded into the divisions' work.*
- **Marketing and Communication** – Develop and implement an improvement plan to share information more effectively. *A plan has been developed and is currently out to consultation.*
- **Education** – Develop an improvement plan to promote greater knowledge and understanding of the commons. *New procedures for delivering and facilitating educational activities have been implemented. These include an easing of the rules surrounding licensing to lessen the bureaucracy involved in planning educational visits to the commons.*

#### A review of other achievements:

- Green Flag Awards retained for all sites
- Kenley Common achieved Green Heritage Award status
- Significant areas of New Hill and Farthing Downs treated to create the right conditions for the restoration of chalk downland
- Volunteers managed woody vegetation to protect the historically important WWII structures on Kenley Common
- Completion of the annual coppice cycle at Spring Park
- Volunteers trained as leaders to enable them to co-lead practical projects or lead small, low risk tasks.

All of the above achievements enhanced the Open Space for the benefit of the public.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 5. Financial Review

#### Review of financial position

Income of £76,124 (2011/12 £92,425) was received from grants, donations, fees and charges and sales and £28,393 (2011/12 £28,431) from rents. The contribution towards the running costs of the charity amounted to £1,251,258 (2011/12 £1,206,174). This cost was met by the City of London Corporation's City's Cash grant income.

#### Reserves Policy

The charities are wholly supported by the City of London Corporation which is committed to maintain and preserve West Wickham Common and Spring Park Wood Coulsdon and Other Commons out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, these charities have no free reserves and a reserves policy is therefore not required.

#### Investment Policy

The charities themselves have no underlying supporting funds or investments and therefore an investment policy is not required.

#### Going Concern

The Trustee considers the Commons to be going concerns. Please see note 1(b) to the Financial Statements.

### 6. Plans for Future Periods

The key targets for 2013/14 are:

- ***Develop a meaningful Business Plan*** – change culture, structure and processes to achieve the City Commons vision
- ***Kenley Revival*** – apply for Heritage Lottery funding to conserve and interpret the wartime features on Kenley Common
- ***Limewood Project*** – plan, fund and deliver a project to regenerate Small-Leaved Lime coppice at Spring Park
- ***Grassland Restoration*** – continue scrub management work to create the right environment for the restoration of grassland on Farthing Downs and New Hill, Kenley Common and Riddlesdown

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 7. The Financial Statements

The financial statements consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charities.
- **Balance Sheet** setting out the assets and liabilities of the charities.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

### 8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charities and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charities' governing documents. It is also responsible for safeguarding the assets of the charities and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### 9. Adopted and signed for on behalf of the Trustee

R.A.H. Chadwick  
Chairman of Finance Committee  
Guildhall, London

Raymond Michael Catt  
Deputy Chairman of  
Finance Committee

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS**

We have audited the financial statements of West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes 1 to 12. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charities' Trustee in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charities' Trustee those matters we are required to state to the Trustee in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Trustee and auditor**

As explained more fully in the Trustee's Responsibilities Statement, the Trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charities' circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charities' affairs as at 31 March 2013, and of their incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM  
COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS  
CHARITIES (CONTINUED)**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Deloitte LLP**

Chartered Accountants and Statutory Auditor  
London, UK

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Statement of Financial Activities for the year ended 31 March 2013

	Notes	Unrestricted Fund	
		2012/13	2011/12
		£	£
<b>Incoming Resources</b>			
Incoming resources from generated funds			
Voluntary income		61,306	57,507
Grant from City of London Corporation		1,251,258	1,206,174
Incoming resources from charitable activities		43,211	63,349
<b>Total incoming resources</b>	4	<b>1,355,775</b>	<b>1,327,030</b>
<b>Resources Expended</b>			
Charitable activities		1,278,465	1,244,657
Governance costs		77,310	82,373
<b>Total resources expended</b>	5	<b>1,355,775</b>	<b>1,327,030</b>
<b>Net movement in funds</b>		-	-
<b>Reconciliation of funds</b>			
Funds brought forward		-	-
<b>Funds carried forward</b>		-	-

All operations are continuing.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON  
AND OTHER COMMONS**

**Balance Sheet as at 31 March 2013**

	Notes	2013 £	2012 £
<b>Current Assets</b>			
Debtors	9	53,986	42,636
Cash at bank and in hand		<u>62,981</u>	<u>67,831</u>
		<b>116,967</b>	110,467
<b>Creditors: Amounts falling due within one year</b>	10	<u>(116,967)</u>	<u>(110,467)</u>
<b>Net Current Assets</b>		<u>-</u>	<u>-</u>
<b>The funds of the charity</b>			
Unrestricted income fund		<u>-</u>	<u>-</u>
<b>Total charity funds</b>		<u>-</u>	<u>-</u>

Approved and signed for an on behalf of the Trustee

The notes at pages 12 to 19 form part of these accounts.

\_\_\_\_\_  
Chris Bilisland  
Chamberlain of London

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2013

### 1. Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charities financial statements.

#### **(a) Basis of preparation**

The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules, and in accordance with applicable accounting standards.

#### **(b) Going concern**

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast for the period to 2016/17, anticipates that adequate funds will be available to enable the City's Cash to continue to fulfil their obligations. On this basis, the Trustee considers the Commons to be going concerns for the foreseeable future.

#### **(c) Fixed assets**

##### *Heritage Assets and Associated Buildings*

West Wickham Common and Spring Park Wood Coulsdon and Other Commons comprise 277 hectares (685 acres) of land located in the London Boroughs of Bromley and Croydon, together with associated buildings. The objects of the charities are the preservation of the Commons at West Wickham and Coulsdon for the recreation and enjoyment of the public. West Wickham Common and Spring Park Wood Coulsdon and Other Commons are considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

#### **(d) Incoming resources**

##### *Recognition of incoming resources*

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are due.

##### *Voluntary income*

Voluntary income comprises public donations and government grants.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2013

### 1. Accounting policies (continued)

#### *Volunteers*

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

#### *Grants received*

Grants are included in the Statement of Financial Activities in the financial year in which they are receivable.

#### *Contribution from City's Cash*

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works.

#### *Rental income*

Rental income is included in the Charities' incoming resources for the year and amounts due but not received at the year end are included in debtors.

#### **(e) Resources expended**

##### *Allocation of costs between different activities*

The City of London Corporation charges staff costs to the charitable activity and governance costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

#### **(f) Pension costs**

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership of the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates). As the charities are unable to identify their share of the Pension Scheme assets and liabilities, this scheme is accounted for as a defined contribution scheme in the accounts.

#### **(g) Cash flow statement**

The Commons have taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that they are small entities.

#### **(h) Governance costs**

The nature of costs allocated to Governance is detailed in Note 6.

### 2. Tax Status of the Charities

West Wickham Common and Spring Park Wood Coulsdon and Other commons are registered charities and as such their income and gains are exempt from income tax to the extent that they are applied to their charitable objectives.

### 3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charities do not contribute to the cost of that insurance.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON  
AND OTHER COMMONS**

**Notes to the Financial Statements for the year ended 31 March 2013**

**4. Incoming Resources**

Incoming resources are comprised as follows:

	<b>2012/13</b> £	2011/12 £
<b>Incoming resources from generated funds</b>		
Grants	57,224	49,496
Donations	4,082	8,011
Grant from City of London Corporation	1,251,258	1,206,174
	<b>1,312,564</b>	1,263,681
<b>Incoming resources from charitable activities</b>		
Sale of goods, products and materials	13,792	11,712
Fees and charges	1,026	23,206
Rents	28,393	28,431
	<b>43,211</b>	63,349
<b>Total incoming resources</b>	<b>1,355,775</b>	1,327,030

**Grants**

Grants were received from the Rural Payments Agency and Natural England.

**Grant from City of London Corporation**

The City of London Corporation's City's Cash meets the deficit on running expenses of the charities.

**Fees and Charges**

Charges are made to the public in respect of admission charges and licenses granted.

**5. Resources Expended**

Resources expended are analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	<b>2012/13</b> £	2011/12 £
Charitable activities	1,150,027	128,438	<b>1,278,465</b>	1,244,657
Governance costs	-	77,310	<b>77,310</b>	82,373
<b>Total resources expended</b>	1,150,027	205,748	<b>1,355,775</b>	1,327,030

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2013

### 5. Resources Expended (continued)

No resources are expended by third parties to undertake charitable work on behalf of the charities.

#### **Charitable activities**

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of West Wickham Common and Spring Park Wood Coulsdon and Other Commons.

#### **Governance costs**

##### ***General***

Governance costs relating to the general running of the charities, rather than specific activities within the charities, include strategic planning and costs associated with Trustee meetings. These costs are initially borne by the City of London Corporation and then charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

##### ***Auditor's remuneration and fees for external financial services***

The City of London's external auditor audits these charities as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external financial services were provided for the Commons during the year or in the previous year.

##### ***Trustee's expenses***

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2012/13 (2011/12: £Nil).

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON  
AND OTHER COMMONS**

**Notes to the Financial Statements for the year ended 31 March 2013**

**6. Support Costs**

The cost of administration, which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including these charities, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities. Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities £	Governance £	2012/13 £	2011/12 £
<b>Department</b>				
Chamberlain	-	21,325	<b>21,325</b>	25,047
Comptroller & City Solicitor	-	13,779	<b>13,779</b>	16,923
Open Spaces Directorate	32,097	-	<b>32,097</b>	34,624
Town Clerk	-	21,970	<b>21,970</b>	23,859
City Surveyor	71,244	16,413	<b>87,657</b>	71,067
Information Systems	14,340	-	<b>14,340</b>	10,792
Other governance and support costs	10,757	3,823	<b>14,580</b>	20,798
<b>Total support costs</b>	128,438	77,310	<b>205,748</b>	203,110

The main support services provided by the City of London Corporation are:

<b>Chamberlain</b>	Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
<b>Comptroller and City Solicitor</b>	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
<b>Open Spaces Directorate</b>	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
<b>Town Clerk</b>	Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.
<b>City Surveyor</b>	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
<b>Information Systems</b>	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
<b>Other governance costs</b>	Contribution towards various costs including publishing the annual report and financial statements, central training, occupational health, union costs and the environmental and sustainability section.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON  
AND OTHER COMMONS**

**Notes to the Financial Statements for the year ended 31 March 2013**

**7. Staff Numbers and Costs**

The full time equivalent number of staff employed by the City of London Corporation charged to West Wickham Common and Spring Park Wood Coulsdon and Other Commons in 2012/13 is 15 (2011/12 15) at a cost of £476,752 (2011/12 £475,305). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charities.

	No of employees	Gross Pay	Employers' National Insurance	Employers' Pension Contribution	Total
		£	£	£	£
2012/13 Charitable activities	15	378,647	29,650	68,455	<b>476,752</b>
2011/12 Charitable activities	15	381,606	28,040	65,659	<b>475,305</b>

No employees earned more than £60,000 during the year (2011/12 Nil).

**8. Heritage Assets**

Since 1892 the primary purpose of the Charity has been the preservation of the commons at West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the recreation and enjoyment of the public. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of West Wickham Common and Spring Park Wood Coulsdon and Other Commons are contained in the West Wickham Common and Spring Park Wood Coulsdon and Other Commons Heritage Conservation Plan 2010. Records of heritage assets owned and maintained by West Wickham Common and Spring Park Wood Coulsdon and Other Commons can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

**9. Debtors**

The debtors figure consists of:

	2013 £	2012 £
Rental Debtors	1,538	7,247
Recoverable VAT	15,153	19,089
Other Debtors	37,295	16,300
<b>Total</b>	<b>53,986</b>	42,636

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2013

### 10. Creditors

The creditors figure consists of:

	2013 £	2012 £
Trade Creditors	6,368	8,289
Accruals	75,408	67,825
Other Creditors	839	-
Sundry Deposits	26,820	26,820
Receipts In Advance	7,532	7,533
<b>Total</b>	<b>116,967</b>	<b>110,467</b>

### 11. Pensions

The triennial valuation undertaken as at 31 March 2010 revealed a reduced funding level of 86% (from 87% in 2007). Following this valuation, the contribution rates to be applied for 2011/12, 2012/13 and 2013/14 are 17.5%.

In 2012/13, the total employer's contributions to the pension fund for staff employed on City's Cash activities (including West Wickham Common and Spring Park Wood Coulsdon and Other Commons) were £6.1m amounting to 17.5% of pensionable pay. The figures for 2011/12 were £6.0m and 17.5% of pensionable pay.

Although the Pension Fund is a defined benefit scheme, for the purpose of FRS 17 City's Cash (and therefore West Wickham Common and Spring Park Wood Coulsdon and Other Commons) is unable to identify its share of the underlying assets and liabilities. Consequently the pension arrangements are treated as a defined contributions scheme in the City's Cash and these accounts. The deficit of the scheme calculated in accordance with FRS 17 by independent consulting actuaries at 31 March 2013 is £342m (2011/12 £351m).

### 12. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charities. The costs incurred by the City of London Corporation in providing these services are charged to the charities. The City of London Corporation also provides banking services, allocating all transactions to the charities at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources Expended" and an explanation of these services is set out in Note 6 for support costs of £205,748. The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £1,251,258 as shown in Note 4 to the financial statements.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2013

## 12. Related Party Transactions (continued)

The City of London Corporation is also the Trustee of a number of other charitable Trusts. These Trusts do not undertake transactions with West Wickham Common and Spring Park Wood Coulsdon and Other Commons. A full list of other charitable trusts of which the City of London Corporation is trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Commons are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City Corporation ensures that members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of members and officers interests which require separate reporting. Transactions are undertaken by the Commons on a normal commercial basis.

# Agenda Item 16

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

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