



Epping Forest & Commons Committee

Date: MONDAY, 13 JANUARY 2014
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
Deputy Alex Deane
Alderman Jeffrey Evans
Alderman Ian Luder
Deputy Catherine McGuinness
Sylvia Moys
Barbara Newman
Virginia Rounding
Ian Seaton

For consideration of Business Relating to Epping Forest Only

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

Enquiries: Natasha Dogra
Natasha.Dogra@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Agenda

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and summary of the previous meeting.

For Decision
(Pages 1 - 14)

4. **WEST WICKHAM AND COMMONS CONSULTATIVE COMMITTEE MEETING DRAFT MINUTES**

To note the public minutes of the previous meeting of the West Wickham and Commons Consultative Committee meeting

For Information
(Pages 15 - 18)

5. **BURNHAM BEECHES CONSULTATION GROUP MINUTES OF 11TH DECEMBER 2013**

To note the Burnham Beeches Consultation Group Minutes of 11th December 2013

For Information
(Pages 19 - 24)

6. **TERMS OF REFERENCE UPDATE**

To receive the report of the Town Clerk

For Decision
(Pages 25 - 28)

Epping Forest

7. **SUPERINTENDENT'S UPDATE**

The Superintendent of Epping Forest to be heard.

**8. PROGRESS REPORT - BRANCHING OUT (HERITAGE LOTTERY PROJECT)
UPDATE NUMBER 10**

Report of the Superintendent of Epping Forest.

For Decision
(Pages 29 - 38)

9. EPPING FOREST VISITOR SERVICES ACTIVITIES

Report of the Superintendent.

For Information
(Pages 39 - 44)

10. PROPOSED EPPING FOREST LICENCE AND PRODUCE CHARGES 2014

Report of the Superintendent.

For Decision
(Pages 45 - 50)

11. EPPING FOREST DOG INCIDENTS 2013

Report of the Superintendent.

For Information
(Pages 51 - 56)

Burnham Beeches & Stoke Common

12. SUPERINTENDENT'S UPDATE

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

13. INTRODUCTION OF DOG CONTROL ORDERS AT BURNHAM BEECHES

Report of the Superintendent of Burnham Beeches.

For Decision
(Pages 57 - 82)

City Commons

14. SUPERINTENDENT'S UPDATE

The Superintendent of the City Commons to be heard.

15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Part 2 - Non-Public Agenda

17. **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.

18. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting.

For Decision
(Pages 83 - 86)

Epping Forest

19. **'VERBAL UPDATE BY THE CITY SURVEYOR & SUPERINTENDENT OF EPPING FOREST ON HIGHAMS PARK LAKE DAM PROPOSALS FOR PUBLIC CONSULTATION**

For Information

20. **OPTIONS APPRAISAL - JUBILEE RETREAT**

Report of the Superintendent.

For Decision
(Pages 87 - 98)

21. **PROPOSED HIGHWAYS DEDICATION OF FOREST LAND (HAWKSMOUTH)**

Report of the Superintendent.

For Decision
(Pages 99 - 104)

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

23. **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 **Wednesday, 13 November 2013**

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Room - 2nd Floor West Wing, Guildhall on Wednesday, 13 November
2013 at 11.00 am

Present

Members:

Alderman Gordon Haines (Chairman)
Deputy Stanley Ginsburg (Deputy Chairman)
George Abrahams
Deputy John Barker
Deputy Catherine McGuinness
Virginia Rounding
Ian Seaton
Verderer Peter Adams
Verderer Michael Chapman DL
Verderer Richard Morris
Verderer Dr. Joanna Thomas

In Attendance:

Adrian Liddle

Officers:

Natasha Dogra	- Town Clerk's Department
Sue Ireland	- Director of 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
Jo Hurst	- Open Spaces
John Park	- Public Relations Office

1. APOLOGIES

Apologies were received from Alderman Jeffrey Evans, Alderman Ian Luder, Deputy Alex Deane, Sylvia Moys and Barbara Newman.

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

Mr Ian Seaton made a declaration in a matter relating to the work of the Committee in respect of his membership to the City Bridge Trust. Deputy Catherine McGuinness declared an interest as a trustee of the Epping Forest Centenary Trust.

3. **MINUTES**

RESOLVED: That the minutes of the previous meeting be agreed as an accurate record.

Matters Arising:

Officers informed Members that a report regarding resourcing and costs of City of London Officers who responded to planning issues was considered by the Open Spaces Committee and an additional £25,000 had been approved for 2013/4 by the Policy and Resources Committee.

The Director had, at the request of the Committee, met with the Head of Keep Britain Tidy. She had been able to share concerns regarding the appointment of judges and the accuracy of reports and had been assured that any future concerns would be reviewed and actioned when appropriate.

4. **REVENUE & CAPITAL BUDGETS - EPPING FOREST - 2013/14 & 2014/15**

The Committee considered the report of the Chamberlain informing the Committee on Epping Forest's latest approved revenue Budget for 2013/14. The budgets had been prepared within the resources allocated. Overall the provisional Original budget for 2014/15 totals £4,788, an increase of £533,000 compared with the latest approved budget for 2013/14. The main reasons for this increase were an increase of £326,000 in Expenditure, the main contributing factor being an increase in the City Surveyor's Additional Works Programme of £337, and a reduction of £164,000 in income, most of which relate to a reduction in Grant income of £177,000 (HLF and CBT).

RESOLVED: That Members:

- Reviewed the provisional 2014/15 revenue budget to ensure that it reflected the Committee's objectives and approved the budget for submission to the Finance Committee;
- Reviewed and approved the draft Capital Budget; and
- Authorised the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, and Changes to the Additional Works Programme.

5. **REVENUE & CAPITAL BUDGETS - BURNHAM BEECHES, STOKE COMMON & CITY COMMONS - 2013/14 & 2014/15**

The Committee received the report of the Chamberlain informing the Committee on its latest approved revenue budget for 2013/14 and. The budgets had been prepared within the resources allocated to the Director and the table below summarises the position.

Overall the provisional Original budget for 2014/15 totals £2,446M, an increase of £263,000 compared with the latest approved budget for 2013/14. The main reason for this increase was an overall increase of £268,000 in Expenditure, the main contributing factor being an increase in the City Surveyor's Additional Works Programme of £253.

RESOLVED: That Members:

- Reviewed the provisional 2014/15 revenue budget to ensure that it reflected the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Authorised the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, and Changes to the Additional Works Programme.

6. **TERMS OF REFERENCE OF THE EPPING FOREST AND COMMONS COMMITTEE**

The Committee considered the report of the Town Clerk and were informed that as part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees should review their terms of reference annually. This would enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

In response to a query regarding the quorum of the Committee, the Town Clerk agreed to consult the Comptroller and City Solicitor to clarify which Members could form part of a quorum. An updated report would be considered by the Committee at their meeting in January 2014.

7. **SUPERINTENDENT'S UPDATE**

The Committee received a verbal update from the Superintendent of Epping Forest and noted the following:

Staff changes

There had been no staff changes during the September/October period.

St Jude's Day Storm

62mph gusts were recorded over the Forest with the western fringe and high ground recording the most damage. Over 200 fallen trees and large branches had been removed from roads; rides and adjacent properties following concerted work by Arborist and Forest Keeper teams. A Forest-wide survey of damage was still underway, with initial reports suggesting that the loss of veteran trees was low.

Fairmead Road Closure

Essex County Council completed the installation of the barrier gate on 5th September under a Traffic Regulation Order which would be the first stage in returning 1 km of Fairmead Road to the Forest.

Cattle Grids Installation Programme

Grids were working well but there were still some teething problems regarding design detail in relation to bypass gates; bypass surfaces and potential cattle

creeps on grid kerbing. Epping Forest Officers, Essex County Council and their contractors were working hard to address the issues.

Rough Sleepers

Following over 46 Rough Sleeper evictions across the summer, officers from the Police; Redbridge Housing and the East London Migrant Forum supported Forest Keepers in a sweep of Wanstead Flats to secure better outcomes for Rough Sleepers and a reduction in displacement across the Forest.

Great Gregories Out wintering Facility

Epping Forest District Council approved the planning application following extensive amendments to the original plan substituting straw for chip and exchanging the slurry lagoon for a farmyard manure spreading system. Procurement work was underway, but the project was now running behind schedule and temporary straw bale housing will be used to accommodate cattle during the winter.

Rural Payments Agency Compliance Inspection

Epping Forest had passed with commendation a challenging 2.5 week inspection on cross compliance by Rural Payments Agency staff. The Stewardship Officer was complimented for the finest set of Nitrate Vulnerable Zone records the inspector had ever seen.

Prosecutions

Forest Keepers had secured successful prosecutions for 2 quad bike riders (£435 each); Fly tipping on Fairmead Road (£410 fine); Dog not under control guilty with conditional discharge and order to pay compensation to injured dog. The Police also secured a muzzling order for an out of control dog at Chingford on 26th September.

Nathusius' Pipistrelle bat

Volunteers netted and recorded the Forest's first Nathusius bat, a nationally rare species, at Barn Hoppitt during trials of an electronic bat lure.

Jubilee Pond, Wanstead Flats

The final phase of access works was nearing completion with installation of the final phase of the easy access trail and surfacing of the Lake House Road Car Park.

Dog Control Orders

Forest Keepers completed the first complaint-led joint patrols with Epping Forest District Dog Wardens at Buckhurst Hill Cricket Ground and Connaught Water. More patrols were planned. The proposals for the London Borough of Waltham Forest revised Dog Control Orders would be considered by Cabinet this week.

Queen Elizabeth's Hunting Lodge

The first Corporate Hospitality Evening had been staged with a local firm of solicitor hiring the building. The Garden House had also been successfully hired on 2 occasions for Dinner Parties.

Panel Engineer's Visit – 16th October 2013

Atkins Global's Panel Engineer completed his second 2013 biannual inspection of 5 Large Raised Reservoir (LRRs) Dams and 3 further precautionary monitored LRRs. The Panel Engineer again complimented Epping Forest on improved vegetation management.

Planning Applications

Pressure on the Green Belt at Epping Forest continues to be felt by speculative applications including a resubmission for 105 dwellings at Knollys Nursery; a new application for 1,200 dwelling at Jack's Hatch (near Epping Long Green) and consultation for 2,000+ dwellings at Latton Priory. Despite protests, the Inspector for the London Borough of Waltham Forest's Core Strategy has struck out specific Epping Forest protection policies from the strategy.

Despite a series of objections by the Conservators in the past, a planning application has been lodged for a single house in the style of Sir George Gilbert Scott for the ruined former Infant Asylum Headmaster's House at Forest Lawn, Hollybush Hill as directed by the Planning Inspector in 2010.

EPIC Forest Promotion

Epping Forest became Epic Forest for a week when Fox Studios funded 3 days of guided walks; archery lessons and art workshops for former Discovering Epping Forest Schools to promote the release of the EPIC movie DVD and Blu-Ray.

Family Learning Events - Autumn Half term

600 participants attended Forest Learning Events on bats, pumpkin carving and gunpowder plot themes.

Highams Park

Royal Haskoning BHV won the tender for works at Highams Park Lake with the intention to commence major works subject to planning consent in April 2014. A new group including the three local residents groups and Walthamstow Scouts had been formed to campaign for a replacement shared use facility on the lakeside.

Fisheries

During October there was a major issue with oxygen depletion at Theydon Green Pond on 3 separate occasion we have re-oxygenated water using pumps and diffusers. Due to cuts this year, the Environment Agency (EA) is unable to provide the grant of £10,000 that they had been providing annually since 2010 to help implement our Fisheries Policy.

Horse Riding – Close Season

The Forest closed to free range riding on 4th November.

Visitor survey

The visitor survey had now finished for 2013 and 1,083 completed questionnaires were received, an increase on last year. Volunteers were gradually taking over more elements of the survey and this year they have mapped eight sites on the Forest, covering a whopping 120 miles over 60 hours of surveying, mapping 1,395 visitors.

Volunteers

Volunteer hours for August to September amounted to 1,271

Mast Year

There was widespread consensus that 2013 is another mast year, following the previous 2010 mast year, with a plentiful profusion of nuts and berries. The warm wet autumn had also seen a strong show of fungi in the Forest with excellent records of rarities and record amounts of foraging. Forest Keepers had 19 prosecutions pending for commercial levels of collecting.

London Borough of Newham Fireworks and Laser Display

The Sunday 3rd November event received record crowds, with 25,000 visitors within the compound, together with the entire length of the specially closed Centre Road.

In response to a query from Members, Officers informed the Committee that over the last two years covert cameras activated by heat or movement had been utilised to try and record fly tipping incidents and a sign had been erected alerting the public to its use. A new 'state-of-the-art' camera had just been purchased and is being tested ahead of siting at fly tipping 'hot spots'. The new camera also had the ability to read car registrations.. Members said that although fly tipping was a problem, Officers must remember that litter dropping across the forest was also an on-going issue.

Members queried whether there were sufficient resources available to support the current level of fungi picking prosecutions. Officers informed Members that prosecutions were necessary given the extensive and very high levels of fungi picking that were currently taking place..

In response to a Member query, Officers advised that the City of London can avail itself of a Common Law Power to help travellers move from a site. A tractor had been made available at Wanstead Flats to support the movement of a group of seven travellers.

8. EPPING FOREST WORK PROGRAMME OUT-TURN 2012-2013

The Committee received a report of the Director of Open Spaces which summarised the work completed as part of the access and habitat work programme for Epping Forest from April 2012 to March 2013. Members were informed that the work was completed against the backdrop of highly unusual weather conditions, beginning with drought and followed by one of the wettest spring and summer periods on record.

Amongst the highlights of the work by staff and contractors were:

- the re-surfacing of over 2.5km of surfaced rides;
 - the completion of work on 89 Keystone Beech trees in a revised Branching Out programme, modified due to the weather conditions;
 - the pollarding of more than 150 Hornbeams and “haloing” of many other ancient and veteran pollards in 15 Forest compartments (Appendix 1);
 - the completion of 10 years work in restoring the ancient wood-pasture and Oaks of Lords Bushes;
 - the harvesting of over 20 hectares of haylage from the Forest in addition to the crop taken from the Buffer Lands;
 - the start of the new grazing contract with Wildlife & Countryside Services
- And the introduction of Redpoll cattle to the Buffer Lands.

In addition, of the two main volunteers’ groups, the Epping Forest Conservation Volunteers (EFCV) and the Epping Forest Centenary Trust, carried out work on over 40 sites During the year, the EFCV agreed to consolidate its volunteering effort on 8 core sites across the Forest. The Scout Project 823 was a success, with the highlight being the construction of the walkway at Connaught Water.

The habitats work programme was supported by significant annual income from the agri-environment grants administered by the Rural Payments Agency and Natural England which this year amounted to £313,741.91 in total. In addition, further income was received from the Heritage Lottery Fund and The Tubney Charitable Trust for the trees and grazing management elements of the Branching Out Project.

9. **EPPING FOREST GRAZING MONITORING AUDIT**

The Committee received a report of the Director of Open Spaces describing the latest monitoring work on grazing and provides the second annual assessment by the Independent Grazing Assessor, Dr Peter Dennis of Aberystwyth University (Committee Member & Secretary of The Royal Society’s UK Biodiversity Science Committee (UK BSC)).

Members were informed that the Assessor was satisfied with the Grazing Strategy’s phased approach although he recognised that it had moved at a slower pace in 2013 than anticipated due to external and infrastructure constraints. He considered the current combination of monitoring methods provides “a suitable and effective monitoring programme”. He inspected the 8 additional transects and regarded their length and location as appropriate but suggests some additional techniques, including Centre-pole Fixed Point Photography as an economical way of garnering extra vegetation data.

The annual costs of continuing the monitoring programme, with some of the additions covered in this report, would come from local risk budgets and would amount to up to £12,000. In addition the work involved in the assessment is likely to cost between £3,000 - £3,500 in the next financial year.

In response to survey proposals by the Head of Conservation Dr Dennis concluded with some suggestions for future projects and survey work. He outlines the extra resources that might be required for these and suggests a phased timetable for survey work is required to match available resources. He recommended seeking public engagement with monitoring projects where possible.

In response to a query from Members, Officers said that the Red Poll cattle supplied by Wildlife and Countryside Services were grazing complementary sites alongside the Long Horns at Epping Forest. The partnership contract previously approved by your Committee makes provision for grazing by the Grazier's stock reducing the call on the City's capital. The cost of managing the Red Polls were covered by the owner of the cattle.

RESOLVED: That Members approved the production of a 3rd report by the Grazing Assessor to be provided to the Management Plan Steering Group for consideration prior to being submitted to Committee in November 2014

10. **SUPERINTENDENT'S UPDATE**

The Chairman of the Committee thanked the Superintendent for hosting the visit to Dorneywood and tour of Burnham Beeches. The Superintendent of Burnham Beeches and Stoke Common provided the following update to the Committee:

The Cattle at Burnham Beeches continued to graze within the Park Lane invisible fence until mid-September. They are now grazing land at Hedgerley and village 'Lookers' are carrying out daily checks and reporting issues to the BB Office as they arise.

The Exmoor Ponies continued to graze on Burnham Beeches following their recent dental and feet checks. They would move to land owned by the Teikyo School near Slough as food availability dictates.

The cattle at Stoke Common had now been taken from the site having completed 2750 grazing days on the site in 2013. This was within the agreed range to ensure an appropriate balance between the needs of conservation and farming.

Halo and clearance works had started at Burnham Beeches in preparation for the coming winter's pollard restoration programme.

Contractors recently cleared 1.25 Ha of secondary woodland at Stoke Common as part of year 6 of the restoration programme. Staff and volunteers would continue to carry out smaller scale works over the winter months.

Many events had recently been held on the sites including:

- A Rotary Club sponsored event, a week-long Halloween trail, an 'On location' walk and 5 'Simply Health' walks.
- 500 students ranging from primary age to MSc students made educational visits to the Beeches and Stoke Common.

- Volunteers contributed 1300 hours to work at the sites in September and October. A wide range of task was completed and the conservation and administration volunteers in particular are proving to be a growth area.

Several visits had also taken place at Burnham Beeches over the period including

- a visit by the City Commons Consultation Group to inspect the invisible fencing project.
- the pollarding of a tree by Sheriff Waddingham followed by lunch at Dorney Wood.
- A guided tour of the site for the Worshipful Company of Marketors.
- A work shadow day for staff from the Nene Park Trust.

In relation to the recent storm, Officers informed the Committee that Burnham Beeches suffered relatively lightly from the recent high winds. The site was closed during the worst of the weather and reopened and checked according to the site policy. 2 beech pollards are known to have been felled and around 20 maiden trees. Many limbs were lost and work to bring down hung up branches and tress completed in the high and medium priority areas and some issues remain in low risk areas and will be tackled as resources allow.

11. OUTCOME OF PHASE 2 TRIALS OF INVISIBLE FENCING AND VIRTUAL GRIDS AT BURNHAM BEECHES.

The Committee received the report of the Director of Open Spaces and noted the results of the final phased trials that took place in July to September.

In response to a query, Officers said they were working closely with the manufacturers to implement a series of recommendations to improve the current system.

RESOLVED: That Members agreed:

- To delay the final delivery of conservation grazing across Burnham Beeches by one year to allow:
- Equipment improvements and implications should be assessed.
- Two options to be considered as mechanisms for final delivery.
- That the Superintendent provides a final recommendation report to this committee in July 2014.

12. REVIEW OF PILOT STUDY - USE OF SECONDARY AUTHORITY POWERS TO INTRODUCE DOG CONTROL ORDERS AT BURNHAM BEECHES.

The Committee received the report of the Director of Open Spaces and noted the results of the final phased trials that took place in July to September.

In response to a query, Officers said they were working closely with the manufacturers to implement a series of recommendations to improve the current system.

RESOLVED: That Members agreed:

- To delay the final delivery of conservation grazing across Burnham Beeches by one year to allow:
- Equipment improvements and implications to be assessed.
- Two options to be considered as mechanisms for final delivery.
- That the Superintendent provides a final recommendation report to this committee in July 2014.

13. **SOUTH BUCKS DISTRICT COUNCIL - DEVELOPMENT MANAGEMENT LOCAL PLAN UPDATE.**

The Committee received the report of the Director of Open Spaces which informed Members of the proposal to introduce Dog Control Orders at Burnham Beeches National Nature Reserve using the recently acquired powers provided under Secondary Authority status.

Officers informed Members that there was a general interest in this topic, and they had been working with local authorities to tackle the issues posed by it. As each site was different it was difficult to implement a blanket policy, and so site assessments were a necessary and useful part of the process. The Director said she would be meeting with the Kennel Club next month to discuss the matter.

In response to a query from Members, Officers agreed to circulate information for dog owners which Members could hand out to offending parties. Officers also informed Members that they used local press to publicise information regarding dog control orders for the public.

14. **SUPERINTENDENT'S UPDATE**

The Superintendent of City Commons provided the following update to the Committee:

St Judes Storm

Very clear storm warnings were issued by the Met Office and the Commons Rangers responded very efficiently on the morning of the 28th October 2013 assessing the damage and clearing blocked paths. There was not much damage across the Coulsdon Commons and West Wickham Commons. At Ashted Common some pollards were lost and some veteran trees within the low risk zones sustained damage to large limbs and bows.

Rural Payments Agency

On the 13th November 2013 the Rural Payments Agency commenced a five day inspection of the City Commons ELS/HLS agreement. Initial feedback is expected on the 20th November 2013.

Byelaw Enforcement – Farthing Downs

Working with the Comptroller & City Solicitor a successful prosecution had been brought against a driver who drove his vehicle across Farthing Downs.

Lime Wood Project – Spring Park

The Small-leaved Lime Conservation Project at Spring Park has received £7,513.00 funding from the SITA Trust.

The Project aimed to conserve an area of ancient woodland at Spring Park which contains a regionally important and distinctive population of rare Small-leaved Lime trees. This species, once favoured as a source of material for rope-making, is now vulnerable due to its poor reproduction. The Project would promote its survival and regeneration through implementing a Species Management Plan drawn up by the Limewood Working Group, which was part of the Tree Council.

This plan would guide the Project and ensure that appropriate management is used. Site rangers, working with volunteers and contractors will re-coppice lapsed Small-leaved Lime stools, layer stems to encourage regeneration, coppice and pollard other trees nearby, 'halo release' the veteran Limes and remove timber using heavy horses.

Bridleway 38 – Ashtead Common

The Ashtead team had brought forward a surfacing project on Bridleway 38 between Craddocks Avenue and Lady Howards Crossing. The Head Ranger had secured £3,800 compensation from a Contractor working for Network Rail for damage to the bridleway surface resulting from works to the electricity sub station adjacent to the railway. The work was due to commence shortly and local horse riders had been informed.

Holmefield Road – Coulsdon Common

The Head Ranger reported to the summer Consultative Committee proposals to install posts to protect the Common along Holmefield Road. The Rangers were taking advantage of a temporary road closure to complete the work in late November.

Cattle

As part of our commitment to biosecurity 25 of our Sussex cattle were having 5 different blood tests on Thursday 21st November to ensure they were fit to enter the Epping Forest herd. Once the tests results were back the breeding herd will move to Great Gregories in late December. In addition, 5 cattle were going to be overwintered at Chessington Farm and 20 younger stock will be over wintered on the Coulsdon Commons.

Sheep

The decision was taken not to breed from our flock of Jacob's we have sufficient numbers for the planned grazing in 2014.

Volunteer numbers

Volunteers contributed 5611 hours between April and October 2013, now only 20 hours behind last year's position. This was boosted by 57 young people from the Big Challenge helping manage the firebreaks on Ashtead Common, a further task had been planned for Saturday 16th November.

Kenley Air show

The organisers of the Kenley Charity Air Show have agreed the terms the City was prepared to offer:-

- 14 acres of Kenley Common would be closed for 3 hours during the air show to provide a sterile area.
- The organisers are responsible for marking off the area.
- The Licensee was to pay reasonable costs incurred by the City of London for the supervision of the event.
- A peppercorn fee had been proposed as this is a charity event raising funds for the RAF Benevolent Fund.
- The organisers were responsible for risk assessments and the safety of the public attending the event.

Restructure

Informal consultation had been completed with very constructive feedback has been received from staff. The Superintendent will be presenting the revised structure to the Director and Corporate HR towards the end of November.

Kenley Revival Project – Kenley Common

The Superintendent was notified by the Heritage Lottery Fund that the Kenley Revival Project had achieved a round 1 pass on the 12th Sept. The Town Clerk informed the Committee by email.

The Project was then approved by the Projects Sub Committee on the 26th September 2013 allowing the Superintendent to progress the development phase of the project and submit a round 2 application in December 2014.

Pre-start documentation had been approved by the Heritage Lottery Fund and £28,000 was being released to the City of London, this would be used to employ a part time, fixed term contract Project Development Officer.

Work Programmes

The Head Rangers were starting to prepare their work programmes for 2014/15 ready to present to the three Consultative Committees in January & February 2014. These would then be presented to the Epping Forest & Commons Committee in March 2014.

15. COULSDON COMMONS CONSULTATIVE COMMITTEE MEETING MINUTES

RESOLVED: The Committee noted the minutes of the Consultative Committee.

16. ASHTEAD COMMONS CONSULTATIVE COMMITTEE MEETING MINUTES

RESOLVED: The Committee noted the minutes of the Consultative Committee, and the Town Clerk agreed to include the minutes of the West Wickham Consultative Committee meeting on the agenda for the next meeting in January.

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

In response to a query from Members, Officers said they would investigate the commercial potential of allowing ward clubs and livery committees to use the open spaces for events. The Director agreed to discuss this with the Marketing Officer. In response to a query from a Verderer, Officers said the work programme 2014/15 would be circulated before the January Committee meeting. Officers also clarified that the feeding and maintenance costs of livestock not owned by the City were met by the individual owners.

18. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Committee agreed to confirm a date via email for a meeting of the Epping Forest Land Registration Working Party in February after a visit had taken place.

19. EXCLUSION OF THE PUBLIC

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

Items 20 – 24 under Paragraph 3.

20. NON-PUBLIC MINUTES

RESOLVED: That the minutes of the previous meeting be agreed as an accurate record.

21. LEASE RENEWAL

The Committee considered a report of the Director of Open Spaces.

22. HIGH BEACH VISITOR CENTRE - FUTURE OPERATIONAL ARRANGEMENTS

The Committee considered a report of the Director of Open Spaces.

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

There was none.

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

There was none.

The meeting ended at 1.10 pm

Chairman

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

WEST WICKHAM COMMONS CONSULTATIVE COMMITTEE

Wednesday, 12 June 2013

Minutes of the meeting of the West Wickham Commons Consultative Committee held at Croydon Rugby Football Club, Kent Gate Way, 135 Addington Road, BR4 9BF on Wednesday 12 June at 7.00pm

Present

Members:

Barbara Newman (In the Chair)
Sylvia Moys
Gladys Edmonds
Avril Glover
Keith Harris

Bridget Hogan
John Matthews
Cllr Neil Reddin
Sam Wheatcroft

Officers:

Bob Warnock - Superintendent of City Commons
Paul Ritchie - Head Ranger
Barry Gutteridge - Senior Ranger
Alistair MacLellan - Town Clerk's Department

1. APOLOGIES

Apologies were received from Alderman Gordon Haines, Deputy Stanley Ginsburg and Deputy Catherine McGuinness.

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

There were no declarations.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10 October 2012 were agreed as an accurate record.

Matters Arising

Hartfield Crescent – In response to a question the Superintendent of City Commons informed the Committee that posts with reflectors had been installed but that these were limited by law to 50cm from the edge of the highway and therefore additional posts would not resolve the traffic issues adjacent to the junction with the Croydon Road. He noted that the existing kerbs would prevent encroachment of the verge from resurfacing works and staff would monitor the work carefully.

City Commons Consultative Committee Arrangements – In response to a request the Superintendent of City Commons said that minutes of each Consultative Committee meeting could be circulated to other Commons Consultative Committees.

Volunteer Improvement Group – The Superintendent of City Commons outlined progress on the creation of a Volunteer Improvement Group (VIG) for the Open Spaces Department. He noted that the Group had now been established with him as Chairman, and processes put in place to help evaluate feedback and create Improvement Plans. An Improvement Plan will come to the next Committee meeting in January 2014, alongside the report outlining the contribution of volunteers across Open Spaces that had been submitted to the Open Spaces and City Gardens Committee on 10 June 2013. He concluded by noting that further Volunteer Leadership Training had been provided to interested parties in November 2012 and May 2013, and this would be continued to help sustain the ideal staff/volunteer ratios.

Heritage Lottery Fund Bid – The Superintendent of City Commons briefed the Committee that the Heritage Lottery Fund Bid worth £850,000 had been submitted. Successful round one candidates will be notified in September 2013 and news on the Corporation's bid will be noted in the minutes of the Coulsdon Commons Consultative Committee.

4. **WEST WICKHAM COMMONS CONSULTATIVE COMMITTEE DRAFT TERMS OF REFERENCE**

The Chairman outlined her suggested amendments to the draft Terms of Reference and invited the Committee to provide feedback:-

- The Superintendent of City Commons said that he wished to put further thought into recreational users and schools representation on the Committee.
- The Girl Guides and the West Wickham Safer Neighbourhood Team would be approached as potential members of the Committee.
- The Superintendent agreed to consider the West Wickham South Residents' Association given their geographic proximity to the Commons.
- The Superintendent will work with the Consultative Committee to identify and maintain a list of stakeholders relating to Spring Park and West Wickham Common.

RESOLVED:

- That the suggested amendments and further consideration be incorporated into a further Draft Terms of Reference of the West Wickham Commons Consultative Committee.
- A further Draft Terms of Reference be submitted to the Committee for approval in January 2014.

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

The Superintendent of City Commons introduced the report on management priorities for 2013/14. He was then joined by the Head Ranger and Senior Ranger in explaining the background to the identified priorities. Overall the following comments were made:-

- Each of the three Commons – West Wickham, Coulsdon and Ashted – are recognised as having their own community, character and priorities.
- Key Performance Indicators (KPIs) are hard to apply to the nature of work that is carried out in the Commons but the management team have developed a range of indicators to help measure our performance.
- Spring Park had a Green Flag Inspection due on 26 June 2013.
- The Head Ranger was the lead member of the Sustainability Team, and the West Wickham Commons staff currently had a 5% reduction target across areas like fuel usage.
- The Senior Ranger noted that a bid for grant funding from SITA was due to be determined in the next fortnight. Subject to a successful application the Spring Park Limewood Project would take place during winter 2013/14. The project would seek to restore coppicing and lay branches to help promote regeneration of Limewood, and timber would be moved using heavy horses. The Committee will be updated on the application via E-News.
- The second 10-year coppicing cycle of hazel and sweet chestnut is due to begin in November 2013. It is scheduled to last a week and will involve local volunteers.
- Boundaries of Spring Park and West Wickham Commons continue to be patrolled so that they are kept clear of dumping and encroachment.
- Dependent on weather, the oak pollarding in West Wickham Commons would be monitored during the winter and surrounding foliage reduced to help keep the oak healthy.
- Efforts to extend heathland would continue by scraping down to and exposing mineral soil. Similarly, encroaching holly would be cut back during winter.
- TfL need to take into account timings of their surveys on the area of the proposed pedestrian crossing: it was noted that shortly there will be less children as they remain on study leave. Similarly, the area sees frequent use by horses and riders at the weekends.
- It was hoped that the proposed scheme did not involve a traffic island as it was felt the road was too narrow.

- It was agreed that the Committee await TfL proposals with an open mind given it was a complex junction.
- In response to a question, the Senior Ranger informed the Committee that 'Arisings' were the likes of wood chipping and wood that could not be left on the Commons. Instead these were sent to a local farm for recycling or burnt on scaffold burning platform during the winter volunteering season.
- In response to a question the Head Ranger said that there were statutory guidelines that determined how diseased wood was dealt with on the Commons.
- In response to a question, the Superintendent of City Commons committed to circulating to Members the events and news bulletin for West Wickham Commons as a single document.

6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE CONSULTATIVE COMMITTEE

Agenda Circulation

The Chairman noted that the Corporation of London was now making efforts to reduce the amount of paper used by placing an emphasis on circulating and viewing committee papers online, and invited Members to advise the Town Clerk's Department should they wish to receive papers electronically.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

8. DATE OF NEXT MEETING

The date of the next West Wickham Commons Consultative Committee is Wednesday 22 January 2014 at 7.00pm.

The meeting closed at 8.00pm

Chairman

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Agenda Item 5

Committee(s):	Date(s):	Item no.
Epping Forest and Commons Committee	13 January 2014	
Subject: Burnham Beeches Consultation Group Minutes of 11 th December 2013		Public
Report of: Superintendent of Burnham Beeches, Stoke Common and City Commons		For Information
<u>Summary</u>		
<p>This report provides your committee with the minutes of the December 11th 2013 meeting of the Burnham Beeches Consultation Group (BBCG).</p> <p>The main topic covered at the meeting was:</p> <ul style="list-style-type: none">• The introduction of Dog Control Orders (DCO's) at Burnham Beeches <p>The BBCG have considered the outcome of the recent Dog Control Order survey carried out at Burnham Beeches and made recommendations for each Schedule.</p> <p>Recommendations</p> <ul style="list-style-type: none">• To receive this report.		

Minutes of Burnham Beeches Consultation Group – 11th december 2013

1. **Welcome:**– By the Chairman Alderman Gordon Haines.
2. **New attendees:**
Sarah-Lynn Spruzen - The Avenue Resident's Association
Naomi Turner and Christina Gilchrist both of the Beeches Café.
3. **New members:** The following new members elected to the Consultation Group and will share attendance and voting rights:
Brian Bilgorri – Joggers and Wheelers
Vivien Ely – Joggers and Wheelers

3. **Apologies**

Virginia Rounding	City of London
Peter Cathcart	Farnham Royal Parish Council
Bill Lidgate	South Bucks District Council
Peter Adams	The Burnham Society
Martin Albertini	Local Invertebrate Representative
Simon Gray	South Bucks District Council
Mary Kohlhasse	The Avenue Residents Association
Peter Henry	The Avenue Residents Association
Kavan Harley	The Beeches Cafe

4. **Minutes of the last meeting** – reviewed and agreed with no issues outstanding.

Dog Control Orders

5. The Superintendent updated members as to the introduction of Dog Control Orders at Burnham Beeches.

6. Durwyn Lilley of Footprint Ecology presented the summary results of the recent DCO survey. He confirmed that the following headline findings are based on preliminary findings and that a final report will follow in January 2014:
 - 359 visitors interviews
 - 70 refusals – 49 people already interviewed.
 - 62% Interviewees had dogs with them (max 8 with one person)
 - 44% of the survey sample were dog walkers when group size was accounted for.
 - 81% visited by car
 - 14% on foot
 - 63% dog walkers are female
 - 2% of visitors came to the site to see the ancient trees or wildlife
 - There is a clear difference of opinion on the introduction of DCO's between dog and non dog walkers
 - Close proximity of the site to a home was particularly important to dog walkers
 - Some of the survey sample struggled to visualise the site in terms of percentage area when considering the coverage for each DCO.

The survey sample responses to each of the 5 DCO's were as follows:

Schedule 1. Failure to remove dog faeces. The large majority of interviewees supported the introduction of Schedule 1 across the whole site.

Schedule 2. Failure to keep a dog on a lead in an area so designated.

The introduction of Schedule 2 was supported by the majority of interviewees across 50% of the site or less.

Schedule 3. Failure to put and keep a dog on a lead when directed to do so by an authorised officer. The introduction of Schedule 3 was supported by a large majority of interviewees across 50% or more of the site.

Schedule 4. Permitting a dog to enter land from which dogs are excluded. This was supported by a minority (37%) of interviewees.

Schedule 5. Taking more than a specified number of dogs on to the land. This Schedule was supported by the large majority of interviewees with 3 being the favoured maximum number followed very closely by 4.

7. Durwyn Liley concluded that the duty to accommodate a balance between recreation and nature conservation remains a very challenging one.

8. The Chairman, Superintendent and Mr Liley took questions from the floor.

Q. Joggers and Wheelers: - Disappointment was expressed that not many joggers and wheelers were interviewed as they are an active group who are often on the site.

A. Mr Liley explained that if a group was on site then only one person for a particular group would have been interviewed which the norm with data collection. Joggers and cyclists are also a difficult to interview as they are often focussed on their activity and present a swiftly moving target.

Q. Joy Winyard: - People are put off by high volumes of dog walkers. She knows of many locals who now don't come to the site even as dog owners as so many poorly behaved dogs are present.

A. As with many sites trying to get the correct balance of visitors is very difficult, and it is very hard to keep everyone happy. DCO's can address some of the issues and it is hoped that behaviour will improve as time passes.

Q. Query of data? Was the data also collected at Black Park and were the timings similar.

A. The survey indicated that a mixture of sites is often used by all users including dog walkers. There are differences though as Black Park is not a conservation site and is a very different site to BB.

9. The Superintendent reported 220,000 dog visits per year to the Beeches.

10. The Superintendent then explained that the role of the BBCG is to help conclude the difficult issue of where each DCO should apply at Burnham Beeches.
11. Members then participated in an information display based on the findings of the recent site survey. Members were then asked to 'rate' the various options for each DCO. The ratings for each DCO were then calculated by the Superintendent and the results were announce as follows:

	Supported by Members Yes/No	Area Coverage (as a % of site)	Favoured Option
Schedule 1	Yes	100%	N/A
Schedule 2	Yes (+ max lead length = 5 metres)	41%	Map A
Schedule 3	Yes (+ max lead length = 5 metres)	59%	Map A
Schedule 4	Yes	0.001%	As exists around cafe
Schedule 5	Yes	100%	3 dogs max

12. The group accepted these results as a fair reflection of the proceedings and the Superintendent thanked members for bringing clarity to the situation. He then explained that there would now be a meeting with the Kennel Club to discuss the survey results and BBCG recommendations. This would be followed by a report to the Epping Forest and Commons Committee to seek approval on the way forward.
13. The Superintendent further explained that, should the EFCC give their approval, the matter would then move to the statutory consultation phase early in 2014.

Other Matters

14. The Superintendent updated members on the following additional issues:
 - Progress on the Local Development Plan currently being carried out in partnership with South Bucks District Council, Natural England and the Environment Agency.

- Progress on the expansion of conservation grazing across Burnham Beeches.

15. The above issues and Dog Control orders will form the main agenda for the April 2014 meeting of the BBCG.

AOB

16. No matters were raised.

Date of next meeting

17. To be confirmed as a Wednesday evening in April 2014. Superintendent to liaise with the Chairman

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Agenda Item 6

Committee: Epping Forest and Commons Committee	Date: January 2013
Subject: Terms of Reference of the Epping Forest and Commons Committee	Public
Report of: Town Clerk	For Decision

Summary

1. As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.
2. The terms of reference of the Epping Forest and Commons Committee are attached as an appendix to this report for your consideration.
3. It should be noted that further amendments might be required and therefore it is proposed that the approval of any further changes to the Committee's terms of reference is delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

Recommendations

4. That, subject to any comments, the terms of reference of the Committee be approved for submission to the Court as set out in the appendix.

Attachments:

Appendix 1 – Current Terms of Reference

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EPHING FOREST & COMMONS COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- 8 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Chairman and Deputy Chairman of the Open Spaces & City Gardens Committee (ex-officio)
- plus, for the consideration of business relating to Epping Forest only, four Verderers elected or appointed pursuant to the Epping Forest Act 1878.

2. **Quorum**

The quorum consists of any five Members.

For the purpose of non-Epping Forest related business the quorum must consist of five Members, of which five must be Members of the Court of Common Council

3. **Terms of Reference**

- (a) To be responsible, having regard to the overall policy laid down by the Open Spaces & City Gardens Committee, for:-
- (b) exercising of the powers and duties of the Court of Common Council as Conservators of Epping Forest (registered charity no. 232990) and the various additional lands which have been acquired to protect the Forest in accordance, where appropriate, with the Epping Forest Acts 1878 and 1880 (as amended) and all other relevant legislation.
- (c) the ownership and management of the following open spaces in accordance with the provisions of the Corporation of London Open Spaces Act 1878:-
Coulsdon and other Commons (registered charity no. 232989), the other Commons being Kenley Common, Farthing Downs and Riddlesdown
West Wickham Common and Spring Park (registered charity no. 232988)
Ashted Common (registered charity no. 1051510)
Burnham Beeches and Stoke Common (registered charity no. 232987)
- (d) appointing such Consultative Committees as are considered necessary for the better performance of its duties including:-
Ashted Common Consultative Committee
Burnham Beeches Consultative Committee
Coulsdon Commons Consultative Committee
Epping Forest Centre Joint Consultative Committee
West Wickham Commons Consultative Committee

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Agenda Item 8

Committee(s):	Date(s):	Item no.
Epping Forest and Commons Finance	13 January 2014 21 January 2014	SEF
Subject: Progress Report – Branching Out (Heritage Lottery project) update Number 10		Public
Report of: Superintendent of Epping Forest		For Decision
<p style="text-align: center;"><u>Summary</u></p> <p>The Branching Out projects are broadly on track, with capital elements largely complete: Jubilee Pond landscaping and car park works are finished and all four cattle grids have been installed with minor snags being addressed by Essex County Council. Three new apprentice arborists have been recruited for the final year of the scheme. The spend profile matches the programme.</p> <p>The focus for the next six months is on the design of Gateways and a standard approach to Forest furniture, now that the Open Spaces branding exercise is nearing completion. We are also continuing with the Volunteer Improvement Plan and progressing the evaluation and legacy for Branching Out projects.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • I recommend that the budget variances, which balance and therefore do not affect the overall budget total, be approved subject to Heritage Lottery approval. 		

Overview

1. Success Criteria	<p>Car Parks and Access - Creation of four visitor hubs and 20 gateways to the Forest. 1615m of accessible paths, six way-marked trails, and car park resurfacing at High Beach, Connaught Water, Chingford and Jubilee Pond. 12 interpretive panels and signage to the Forest from transport links. Forest Transport Strategy includes road closure, traffic calming, speed reduction and cattle grids.</p> <p>Grazing and Trees –implementing a long term grazing strategy to enhance wood pasture landscapes with 350 ha of additional grazing, an extended season and increase in herd size to 150 over 10 years. Conservation work on 1200 ancient trees with the help of apprentices and new equipment.</p> <p>Coach House - Redevelopment to provide an Interpretation Centre with new permanent exhibition, learning facilities and a shop. Delivery of: a three-year education programme, Discovering Epping Forest, to 2250 pupils. involving communities in the care, management and enjoyment of the Forest, with outreach events a minimum of 76 new volunteers, contributing £144,050 of hours in match funding. Cataloguing and conservation of the Epping Forest archives.</p> <p>Butler’s Retreat - Refurbishment to provide an improved restaurant facility with a display on the history of the Listed building.</p>
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<p>2. Project Scope and Exclusions</p>	<p>Branching Out is a series of projects in Epping Forest, designed to improve access to and interpretation of the historic landscape, as listed above.</p> <p>The project incorporates elements of the Forest Grazing Strategy and Epping Forest Transport Strategy.</p>
<p>3. Link to Strategic Aims</p>	<p>Volunteering and community involvement are included in the Open Spaces Business Plan 2012-2015. The proposals address “The City Together Strategy: The Heart of a World Class City” 2008-2014.</p>
<p>4. Category</p>	<p>4. Substantially reimbursable</p> <p>7.a) Asset enhancement/improvement (capital)</p>
<p>5. Priority</p>	<p>B- Advisable</p>
<p>6. Governance arrangements</p>	<p>Project board chaired by the Director of Open Spaces with representatives from Town Clerks, Chamberlains, City Surveyors and the Epping Forest division.</p> <p>Quarterly Monitoring meetings are held with the Heritage Lottery Fund (HLF) monitor(s) with representatives from the Epping Forest division.</p> <p>Progress reports are submitted to Epping Forest and Commons Committee and to Finance Committee on resourcing</p>
<p>7. Resources Expended To Date</p>	<p>Spend to the end of September 2013 for Stage 3 totals £5,204,598 (or £5,327,878 including sunk costs, and £5,638,878 including Stage 2 development costs of £311,000). This represents an HLF grant value of £3,870,501 (74.37%). Thus 81% of the budget has been spent at 80% of the way through the project. It is anticipated that the full project budget of £6,518,592 (or £6.8 million including development costs) for Stage 3 will be spent.</p> <p>See Appendix 1 below for more detail of funding and budgets. There will be no additional revenue costs upon completion of the project, as staff are on fixed term contracts.</p> <p>Funding from HLF is 74.37% of total spend at Stage 3 (excluding the Stage 1 sunk costs of £123,280). The remaining 25.63% of the total Stage 3 budget of £6,395,314 has been met by grants from our partners and the Local Risk budget. The Tubney Trust contributed £270,658, and Essex County Council £300,000 towards the Forest Transport Strategy. Development costs of £311,000 were spent and claimed at Stage 2.</p>

Progress

<p>8. Reporting Period</p>	<p>The Epping Forest and Commons Committee received, and approved, the ninth Branching Out project update report at its meeting of 8 July 2013.</p>
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<p>9. Summary of progress since last report</p>	<p>Landscaping</p> <p>The majority of landscaping works have been completed apart from the design and installation of Gateways and signage. The defects periods have expired and the snags been resolved on all sites apart from the recently completed Jubilee Pond. Some minor alterations may be required at Connaught Water. Additional tree works and grounds maintenance have been undertaken to complement the landscaping and reduce anti-social behaviour in liaison with the Forest keeper team and the local community.</p> <p><u>Gateways.</u> The install is now due to commence in spring 2014. The design process restarted in mid November, informed by progress with the Open Spaces identity project.</p> <p><u>Forest Transport Strategy.</u> The installation of cattle grids and associated timber fencing has been completed. We are liaising with Transport for London over Legible London signage to/from the Forest.</p> <p><u>Volunteers.</u> The match funding target of £153,000 worth of volunteer hours was exceeded by the equivalent of £14,280 hours at the end of September 2013. Volunteers have constructed an accessible fishing platform at Earl's Path Pond and a pond dipping platform as part of the Jubilee Pond improvements, along with planting. The 25th anniversary of the annual Scout Project included installing infrastructure at Gifford Wood. New volunteer roles comprise cattle warden and publication assistant, alongside a renewed recruitment drive for the Forest Centres. A drop-in volunteering day was held in October specifically for young people.</p> <p><u>Community Liaison.</u> We are continuing to exceed our targets for introducing new groups to the Forest, alongside repeat visits by organisations such as Kids Co. and career talks. Additional way marked trails have been installed at Lord's Bushes and Gifford Wood. The 2013 Visitor Survey has been completed by volunteers, who have walked 120 miles to survey 1395 visitors, as well as receiving 1,083 completed questionnaires.</p> <p>The View (Coach House)</p> <p><u>Redevelopment.</u> The final snags are in the process of being resolved by the City Surveyor in liaison with the contractor. A user survey has been undertaken, the results of which will be included in the forthcoming Outturn report.</p> <p><u>Learning.</u> The learning web resources are online at www.cityoflondon.gov.uk/epping-forest/Learning-activities-material and have received good feedback. A learning strategy for Epping Forest is being progressed.</p> <p>Butler's Retreat</p> <p>The business is a very well used local facility and has settled in quickly, exceeding all expectations including income. The estimated turnover in the first year was some 21% higher than expected,</p>
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	<p>resulting in additional rental income to the City. Further detail will be included in the Outturn report.</p> <p>Grazing and Trees</p> <p><u>Grazing.</u> The grazier's Red Poll cattle are currently using the invisible fence system on the Forest. Cattle have been grazing at seven locations in Epping Forest this summer and a second report by the Independent Grazing Assessor has been received. The design for cattle out-wintering facilities at Great Gregories has been revised as part of the planning process, with works likely to span this financial year and next. A contractor has been appointed for site clearance and the main stage of the works is out to tender.</p> <p><u>Keystone Trees.</u> 52 trees were completed this summer, bringing the total to conservation work on 780 trees. This is 65% of the original target of 1200 Keystone trees, due to poor tree health meaning that no trees were worked on last summer. An additional season may therefore be required at the end of the Branching Out project – winter 2014/15 – and HLF have provided contingency funding to extend the hire of a second mobile elevated working platform.</p> <p><u>Apprentices.</u> Three new apprentices have been appointed. Two of the apprentices completed the full programme in 2012/13 but one was asked to leave, although he may complete the Capel Manor course.</p>
10. Programme	All projects are on track to complete in November 2014. The next progress report is due in July 2014.
11. Budget	<p>The total budget for the project is £6.83 million over five years, supported by a grant of £4.76 million from Heritage Lottery Fund (HLF). Budget variances must be approved by HLF in addition to your Committee.</p> <p>Variances between capital and revenue budgets are listed in Tables 2 and 3 of Appendix 1. The figures mainly reflect a contingency claim from HLF to cover £22,747 increase in budget against the original estimate for Arborist team leader salary and apprentice arborist salaries and training. The training element includes the NPTC Assessments, now paid by CoL rather than the college and so not originally budgeted for.</p> <p>Other changes are minimal or reflect transfers of miscoded items from revenue to capital, which balance out. There is no change to the overall budget allocation, which includes a contingency sum.</p>
12. Risk	Risk registers are maintained for all aspects of the project and are regularly reviewed to mitigate their impact. Where costs are incurred, these are met from HLF contingency or budget transfers.
13. Communications	Regular updates provided online and as articles and press releases.
14. Benefits	Completion of car park and access trail with planting at Jubilee Pond.

achievement	Introduction of new audiences to Epping Forest. Free learning resources available from Epping Forest website. Network of cattle grids and fencing in place to expand the scope of grazing from summer 2014.
15.Lessons	To be reported in the Outturn reports. Feedback and lessons learned are being gathered throughout the project and will be included in the Outturn and HLF reports, as well as Evaluation Workshop results.

Appendix 1	Funding and Budgets
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Appendix 1 Funding and Budgets

Table 1 Funding Sources

Funding Sources Table	£	Claims to Sept 2013	Status
Heritage Lottery Fund Stage 3	4,756,000	3,870,501	Claimed six monthly in arrears
Heritage Lottery Fund Development Grant	231,500	231,500	Claimed
Essex County Council (cattle grids & FTS)	300,000	290,981	Evidence to be provided quarterly
City Contribution All Stages*	1,251,436	1,146,525	See breakdown below
London Borough of Waltham Forest	20,000	20,000	Expended on highways works
Tubney Trust	270,658	270,658	Fully paid in 2012
Total	6,829,594	5,850,165	
*analysis of City Contribution	£	Claims to Sept 2013	Status
Stg 1 bid prep (sunk cost)	123,280	123,280	Expended
City Contribution Development Stage 2	79,500	79,500	Expended
Local Risk	780,436	695,415	Allocated annually
Sub-Total Local Risk	983,216	898,195	
Payments in-kind (volunteers, etc)	268,220	248,330	Claimed with evidence
Total	1,251,436	1,146,525	

Table 2 Budget variations since last progress report

Item	Budget July 2013	Budget Nov 13 & HLF ddn9	Variance (£)	significant variation & transfer details
COACH HOUSE			0	
Capital Costs	1,761,574	1,761,574	0	
Staff: Community Liaison	176,620	176,673	53	To arb team leader in Trees below - balancing budget
Staff – Archivist	40,374	40,374	0	
Conservation work	11,032	11,032	0	
Recruitment (+int expenses)	4,427	4,427	0	
Measuring Project Success	20,000	20,638	638	Balancing budget. Switch with Car Parks & Access
Education Programme	297,530	297,530	0	
Materials, Equipment, Travel for CLO & PM	11,904	11,904	0	
Volunteer equipment + travel + events	48,781	48,781	0	
Events – catering, launches	5,000	5,000	0	

Item	Budget July 2013	Budget Nov 13 & HLF ddn9	Variance (£)	significant variation & transfer details
Revenue Costs	615,668	616,359	691	
Coach House	2,377,242	2,377,933	691	
BUTLER'S RETREAT			0	
Refurbishment	546,137	547,289	1,152	crossover is works not fees – transfer from hlf d cs constr; QS; Surveys; planning fees + CS staff costs
HLF Bid preparation Stage 1	19,403	19,403	0	
Professional fees	73,498	72,346	-1,152	transfer to crossover works: hlf 5 cs wks butlers
Capital Costs	639,038	639,038	0	
Revenue Costs	0	0	0	
Butler's Retreat	639,038	639,038	0	
CAR PARKS & ACCESS			0	
Barn Hoppit Car Park	110,949	110,949	0	
Coach House Forecourt	89,096	89,096	0	
Connaught Water Easy Access Trail	173,372	174,126	754	From hlf 14 ef wks jub pnd
Connaught Water Car Park	109,249	109,419	170	From hlf 14 ef wks jub pnd
Pillow Mounds Car Park	236,371	236,371	0	
Jubilee Pond Access Trail	175,599	170,675	-4,924	Transfer £924 to hlf8 ef wp conn ea t and hlf 9 ef wks conn cp and £4000 to Fees: HLF d Indscp dsgn
Bury Road Car Park	145,699	145,699	0	
Cattle grids (forest grazing strategy)	625,367	625,367	0	
New interpretation panels & signs for trails	53,000	53,000	0	
Small Plant and tools	10,000	10,000	0	
Materials for Gateways	203,176	203,176	0	
HLF Bid preparation Stage 1	44,633	44,633	0	
Professional fees for landscaping	106,468	110,468	4,000	From hlf 14 ef wks jub pnd
Capital Costs	2,082,979	2,082,979	0	
Project Manager	152,229	150,828	-1,401	Switch to Grazing & Trees below to balance
Recruitment	3,000	3,000	0	
Item	Budget July 2013	Budget Nov 13 &	Variance (£)	significant variation & transfer details

		HLF ddn9		
Measuring Project Success	638	0	-638	Switch with Coach House to balance
Office set up - PM & CLO	1,292	1,292	0	
Materials, Equipment, Travel for CLO & PM	18,364	18,364	0	
ADAS	8,000	8,000	0	
Revenue Costs	183,523	181,484	-2,039	
Car Parks and Access	2,266,501	2,264,463	-2,039	
GRAZING & TREES				
Capital Costs	331,509	331,509	0	
Project Manager - 50%	149,427	150,828	1,401.00	Switch to car parks above
Arborist team leader	159,954	165,729	5,775.00	From contingency and CLO salary
Apprenticeship placements	235,733	248,848	13,115.00	From contingency – add course fees
Recruitment	6,000	6,000	0.00	
Training	41,759	45,563	3,804.00	From contingency – add apprentice course fees
Accomm (lodges x2)	99,460	99,460	0.00	
Revenue Costs	692,333	716,428	24,095.00	
Grazing and Trees	1,023,842	1,047,937	24,095.00	
Volunteer Hours	153,150	153,150	0	
Contingency	58,819	36,072	-22,747	transfer to salary and training in Grazing & Trees revenue
<i>Develpmt Cost (D-E)</i>	<i>311,000</i>	<i>311,000</i>	<i>0</i>	
Non project specific	522,969	500,222	-22,747	
ALL PROJECTS	6,829,592*	6,829,592	0	
<i>All projects minus devt costs</i>	<i>6,518,592</i>	<i>6,518,592</i>	<i>0</i>	
HLF Bid preparation Stage 1	123,280.00	123,280	0	
HLF App cost (less sunk & devt costs)	6,395,312	6,395,312	0	
HLF payment 74.36695%	4,755,998	4,755,998	0	

Table 3 Capital and Expenditure Summary Budgets

a) Capital/Expenditure approved July 2013

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

b) Capital/Expenditure updated November 2013

Project	Capital costs Phases F-L (£)	Revenue costs (£)	Other costs (£)	Total All Years (£)
1. Coach House	1,761,574	616,359	0	2,377,933
2. Butler's Retreat	639,038	0	0	639,038
3. Car Parks and Access	2,082,978	181,484	0	2,264,462
4. Grazing and Trees	331,509	716,428	0	1,047,937
Volunteer Hours	0	0	153,150	153,150
Contingency	0	0	36,072	36,072
TOTAL	4,815,099	1,514,271	189,222	6,518,592
Development Cost	0	0	311,000	311,000
Total inc Development	4,815,099	1,514,271	500,222	6,829,592

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Agenda Item 9

Committee(s):	Date(s):
Epping Forest and Commons Committee	13 January 2014
Subject: Epping Forest Visitor Services Activities	Public
Report of: Superintendent of Epping Forest	For Information
<u>Summary</u>	
<p>The Visitor Services Department uses this document to set out its objectives and operational priorities for the coming financial year and demonstrates its current staffing structure.</p>	
Recommendations	
<ul style="list-style-type: none">• That this report be received	

Main Report

Background

1. Following a decision in May 2012 by your Committee, this report is now presented to both your Committee and the Epping Forest Joint Consultative Committee as an operational programme for the forthcoming 12 months, setting out the aims and activities for the Epping Forest Division's Visitor Services Team.

Current Position

2. There are seven areas the Visitor Services Department focus on and they are as follows –

- i) Delivering an information service to Epping Forest visitors primarily through the flagship Visitor Centre at The View and Queen Elizabeth Hunting Lodge and also at The Temple and High Beach Visitor Centre.
- ii) Providing memorable visits and income through complimentary retail activity
- iii) Delivering Life Long Learning sessions concentrating on Tudor History and provide support to three external Learning Partners that provide ecological learning sessions.
- iv) Entertaining visitors to Epping Forest through the management and hosting of Forest Events

- v) Interpreting the significance of Epping Forest through exhibitions and publications such as Forest Focus and the Events Diary.
- vi) Developing a communications presence for Epping Forest through publications, the City of London Website, Press statements and social networking platforms such as Twitter.
- vii) Developing wider public participation in formal sport, especially football at Wanstead Flats and golf at Chingford.

2.1 In delivering the above, Visitor Services Priorities are as follows -

- i) Health and Safety of all
- ii) Visitor Experience
- iii) Heritage, Education and Learning
- iv) High Quality Events
- v) Positive P.R. (both internal and external)
- vi) Income Generation
- vii) Sustainability

3. Operating the Forest Centres

The Visitor Services Team currently delivers an information service for Epping Forest visitors from four buildings: The View, 6 Rangers Road which opened in July 2012, Queen Elizabeth Hunting Lodge (QEHL), situated right next door to The View, built in 1543, specifically protected under the Epping Forest Act 1878 and managed as a visitor attraction since 2001. There is also the Epping Forest Visitor Centre, a purpose built building located at High Beach which opened in 1991, and The Temple at Wanstead Park, built in 1765, and opened as a Visitor Attraction in 2006. The Temple has been open on weekends and Bank Holidays only since 2006 and this is planned to continue in 2014. The High Beach Visitor Centre is closing in late December 2013 with a scheduled re-launch planned for April 2014. Due to staffing budget issues, the plan is to train volunteers, mainly from the Friends of Epping Forest group, to man the High Beach Visitor Centre for at least two days per week. The View and QEHL are open seven days per week.

3.1 The 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 3,675) the Visitor Centre at High Beach received 17,310 visits and the Temple received 11,734 visits.

3.2 The Visitor Centres all received the Visitor Attraction Quality Assurance Scheme (VAQAS) Award which is run by Visit Britain. Several mystery visitors

phone, go on line and visit the centres and we then receive a comprehensive report on the service we provide including information availability, customer care, cleanliness and accessibility.

3.3 The Visitor Centres are also responsible for income generation from retail activity and income has grown in the last four years. 2012/13 has been our most successful year with income breaking £80,000 for the first time ever.

The 2013/14 target is an ambitious £100,000 – as at end of November 2013 with 4 months left in the financial year, this target is on track with revenue currently banked at £81,099

Visitor Centre Income (£k)

Year	Visitor Centre	Hunting Lodge	The Temple	Total
2008/09	43,346	9,445	5,480	58,271
2009/10	46,397	12,396	7,280	66,073
2010/11	54,022	12,095	7,508	73,625
2011/12	58,012	13,054	7,492	78,558
2012/13	40,077	41,406	5,185	86,668

4. Delivering Life Long Learning Sessions

4.1 Learning sessions are on an upward curve and two Information Assistants were recruited in 2012 that have a specific responsibility for delivering Learning Sessions. These staff report directly into Jo Price (Forest Centre Officer – Lifelong Learning).

Learning sessions have been as follows –

Year (April – March)	2008	2009	2010	2011	2012	2013
Sessions	97	123	118	132	141	166

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

4.2 These figures include all learning sessions, such as the Discovering Epping Forest Modules, Gun Powder Sessions and Sensory Sessions.

4.3 The Lifelong Learning Officer also hosts a Teachers Forum where approximately 20 local teachers meet on a quarterly basis to discuss educational issues.

5. Public Events

Visitor Services leads on numerous events each year that include 3 outdoor theatre events, 9 family learning events, weekly guided walks, cycle rides and exhibitions. Visitor Services also play a supporting role in advertising and

promoting many further events led by our close partners such as the Forest Keepers, Friends of Epping Forest, Field Studies Centre and others.

Since The View opened we have experimented with some evening events and these have proved to be very popular. 2014 will see Visitor Services continue with 5 Past Time and Tipple Events (£10 per ticket that includes a glass of wine on arrival) which have a capacity of 60 people and with 4 Craft Events such as bead and jewellery making. These events also cost £10 to cover the cost of equipment and due to the need for participants to enjoy 1:1 coaching the capacity for these events is limited to 12 people.

Wanstead Park will continue to host the very popular Outdoor Theatre events where capacity is 495 and The View will continue with a full programme of Temporary Exhibitions, held in the dedicated Temporary Exhibition space.

Visitor Services will also continue to manage the weekly Health Walk held every Thursday and the weekly 5km Park Run which is located at Wanstead Flats.

2014 sees the 100 year anniversary of World War I and there are two events scheduled that will tell this story and in particular the impact on Epping Forest.

6. Producing Forest Interpretation

Each year Visitor Services produces;

- i) Three editions of the 'Forest Focus' visitor publication with a total print run of 21,000. (7k per edition)
- ii) One annual Events Diary highlighting events run by all the main Epping Forest organisations. Print run of 15,000.
- iii) Subject specific leaflets.
- iv) Forest Signs including stock signs such as 'Beware Cattle' seasonal signs for dog control during ground nesting bird season; fungi picking etc. and site specific signage.
- v) Football Season Handbook.

Epping Forest's website continues to be the most popular page for the Open Spaces Department with circa 30,000 visits per month. We are also on the Social Networking site 'Twitter' that gives us the opportunity to post short messages on key news and subjects and we produce our own Press Releases. We update our Website on at least a weekly basis and have just over 1,200 'followers' on Twitter.

7. Developing Football and other sports

There are 40 football pitches and 3 separate changing rooms within the Wanstead Flats site of Epping Forest. The Grounds Staff (4) report into the Head of Visitor Services as does the Football Development Officer (FDO).

The FDO has a Football Services Assistant that reports into the FDO to assist with running Summer Events and being Caretaker of the Harrow Road site.

The Football Development Officer works towards achieving all targets in the Football Development Plan and has set goals including ensuring full usage of the football pitches, development of female football, increasing the amount of qualified coaches and referees through formal training and examinations and assisting any disability groups through formal and informal football.

2014 should also see investment in the region of 220k being spent on Capel Road Pavilion. This money should be provided by the City Surveyor's Department and an update will be given as and when appropriate.

8. Volunteers

8.1 All Visitor Services staff recognises the value that suitable Volunteers bring to the Department. We have active volunteering taking place in the following Visitor Services areas –

- * Retired teachers that assist with the planning and implementation of the Family Learning and Outdoor Theatre Events.
- * Volunteers that assist us with our Heritage work with the London Metropolitan Archive.
- * Volunteers that provide cost saving operational cover at our four Visitor Centres.
- * Volunteers that provide additional sport support at Wanstead Flats and Chingford Golf Course.
- * Volunteers that assist with the weekly Health Walks that are provided on a Thursday morning from Bury Road Car Park.

Visitor Services remain committed to providing roles for volunteers and providing the necessary infra-structure such as relevant training, communication and desk space to allow the volunteers to develop their skills.

9. Proposals

9.1 As well as continuing to deliver the areas set out above the following changes will take place in 2013/14

- * The re-launch of the Visitor Centre in April 2014 using volunteers to run this building at least two days per week.

9.2 Visitor Services are also continuing to play an integral role in assisting Epping Forest District Council with the launch and support of www.visiteppingforest.org. This is a piece of partnership working between 15 local businesses such as the Royal Gun Powder Mills, Lee Valley Regional Park, Epping Forest District Museum (EFDC) and others to try to drive tourism to the Epping Forest district. With the Tour de France visiting the area in July 2014, this is an important piece of collaborative work between similar minded

organisations and has been welcomed by all. The Head of Visitor Services attends a bi-monthly meeting, hosted by EFDC.

10. Developing Sport

2014 will also see the launch of the formal golf recovery plan where Chingford Golf Course (CGC) income losses are reduced with the target being CGC breaks even by the end of summer 2016. The Football Development Officer will continue to increase participation at Wanstead Flats by putting summer events on and working with clubs to ensure they continue in this difficult economic climate by pursuing grant applications.

Corporate & Strategic Implications

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

- A Vibrant and Culturally Rich City

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

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

Recommendation

That this report is received and Visitor Services proceed with the plan for 2014 to provide a safe, memorable visit to its four Visitor Centres that generate income through complimentary retail activity. Visitor Services should also continue to providing Life Long Learning sessions, host Forest Events and interpret the significance of Epping Forest through exhibitions and publications such as Forest Focus and the Events Diary.

Visitor Services will also continue to develop a communications presence for Epping Forest through other publications, the City of London Website, Press statements and social networking platforms such as Twitter.

Finally, Visitor Services will be tasked with developing wider public participation in formal sport, especially football at Wanstead Flats and golf at Chingford Golf Course.

Committee(s):	Date(s):
Epping Forest and Commons	13 January 2014
Subject:	Public
Epping Forest Licence and Produce Charges	
Report of:	For Decision
Superintendent of Epping Forest	

Summary

This report updates your Committee on the charges levied for the management of various Forest licences and produce sales at Epping Forest and seeks approval for the proposed charges for 2014/15.

The licencing of activity on Forest Land has raised a total so far in 2013/14 of £9,898. Produce sales have generated £1,132 and Horse Riding Licences a further £10,524. Charges for licences have been raised by a figure of 3% with the exception of Horse Licences charges, which have remained fixed since their introduction in 2003,

Recommendation(s)

Members are asked to:

- Approve the proposed charges for 2014/15
- Approve the delegation to the Superintendent of discretionary powers to set terms and conditions and impose deposit arrangements for licences, and to set charges in the case of unusual licence requests.

Main Report

Background

1. Requests are received for various services requiring the temporary use of Forest Land from the many properties that border, or are enclosed by, the Forest. These properties often have no direct access to the rear of their curtilages or space to place skips; site scaffolding or temporarily store building materials during repair or development works. The Conservators normally levy a charge on activities. When a request is received an inspection is carried out by a Forest Keeper to ascertain if a licence should be granted for use of Forest Land.
2. Consideration is always taken as to the Conservators' duties under the Epping Forest Act 1878 and whether any damage to Forest Land may occur and if that is the case; either a refundable deposit or bond is taken to cover any repairs to damage of Forest Land, or in some cases the licence request is refused.

3. Land Management activities at Epping Forest have traditionally generated a range of timber arisings including logs, poles, brush and chippings. In recent years a significant proportion of the material has been left on the Forest floor to support wood rotting fungi and invertebrates with most surplus chippings being disposed of through compost and land improvement schemes. The new Management and Operational Plans will seek to minimise the 'production of arisings and market only surplus. In the meantime, in line with previous custom and practice, staff are able to purchase both cord wood and logs at discount price.
4. As a result of the necessity to cull deer on the Forest, the Buffer Lands and in the Deer Sanctuary, venison is available for wholesale. Most of the venison produced is sold as carcasses direct to game dealers, with a small amount being processed and made available for sale to staff.
5. Charges for the use of Forest Land have been benchmarked by comparison with charges levied by surrounding local authorities. The charges are shown on the Epping Forest website.

Current Position

6. The additional byelaws for the regulation of Horse Riding were introduced at Epping Forest on 20 June 2003. The fees that can be charged for horse-riding licences are set out in the byelaws, and are the only charges that have remained static since introduction. Prices for licences are set having regard to matters set out in the byelaws, can be reviewed from time to time, and can only rise by the Retail Price Index from the period that the prices were last reviewed. Based on the Bank of England inflation calculator a full year Riding School licence would now cost in the £54.73 £56.32 range (based on the precise RPI indexation).
7. The charges levied under Horse Riding licence scheme were designed to realise 50% of the costs of maintaining surfaced and posted rides which are the only available access for horses during the closed riding season. The future level of Horse Riding licence fee will be discussed in the forthcoming Management Plan consultation.
8. Logs and cord wood are sold at approximately 50% of the cost that the general public can purchase it for at local outlets.
9. Venison joints, sausages and burgers are sold to staff at average whole sale prices. Whole larder dressed carcasses (skin on) can also be purchased at the current game dealer price. 10. The income generated from log sales, venison sales and miscellaneous charges provides a regular, steady income for very little outlay or risk. At the time of writing this has amounted to £760 for logs, £372 for venison, £9,898 for local licences (excluding filming and photography) and £10,524 for horse riding licences, a total of £21,554 so far in 2013/14. The total raised by licenced activity in Epping Forest in 2012/13 was £17,398.22 (excluding filming). Horse riding licences generated £14,255.22 while income from local licences I was £3,143 + VAT.

Proposals

11. It is proposed that the charges for 2013/14 are increased by 3%. This reflects the current rate of inflation (RPI 2.6% Oct 2013).
12. A list of proposed charges for 2014/15 is shown in Table 1 below.

Table 1

ITEM		PROPOSED CHARGES 2014/15 Inc. 20% VAT unless otherwise stated	CHARGES FOR 2013/14 Inc. 20% VAT unless otherwise stated
<u>Horse Riding Licences</u>	Public		
	Full Registration Year	£40.00	£40.00
	Weekly Registration	£5.00	£5.00
	Riding School Full Registration Year	£50-00	£50-00
<u>Skips</u>	1-4 weeks	£51.50 (VAT exempt) per week	£50.00 (VAT exempt) per week
	4-12 weeks	£41.50 (VAT exempt) per week	£40.00 (VAT exempt) per week
	12 weeks +	£36-00 (VAT exempt) per week	£35-00 (VAT exempt) per week
<u>Hire of car parks for events or contractor compounds</u>	Large (i.e. Bury Rd)	£515.00 per day	£500.00 per day
	Medium (i.e. Fairmead Oak)	£310.00 per day	£300.00 per day
	Small (i.e. Earls Path)	£103.00 per day	£100.00 per day
	Compounds/storage on Forest land	£0.42 per M ² per day	£0.40 per M ² per day

<u>Events and Activities</u>	Fitness Training Running, walking & cycling events Horse Riding Events	£10.50 per session (VAT exempt) +£51.50 Administration Fee £77.50 event fee +£1.55 per entrant £77.50 event fee + Horse Licence	£10 per session (VAT exempt) +£50 Administration Fee £75 event fee plus £1.50 per entrant £75 event fee plus Horse Licence
<u>Scaffolding</u>		£0.42 per M ² per day	£0.40 per M ² per day
<u>Logs (for fuel)</u>		£26.00 per M ³ + 5% VAT (£1.30)	£25.00 per M ³ Inc. VAT @ 5%
<u>Cord wood (for fuel)</u>		£41.50 per tonne + 5% VAT (£2)	£40.00 per tonne Inc. VAT @ 5%
<u>Venison</u>	Burgers Sausages Diced Haunch Saddle	£0.95 each (VAT exempt) £6.20 per bag (9) £7.25 per kilo £12.40 per kilo £16.50 per kilo	£0.90 each (VAT exempt) £6.00 per bag (9) £7.00 per kilo £12.00 per kilo £16.00 per kilo

Corporate & Strategic Implications

12. The issuing of licences for the use of Forest land supports the City Together Strategy theme 'A World Class City which protects, promotes and enhances our environment. This is linked to the associated Open Spaces Strategic Aim "Provide safe, secure and accessible Open Spaces and services for the benefit of London and the Nation".
13. The sale of wood and venison supports the City Together Strategy theme 'A World Class City which protects, promotes and enhances our environment. **This is linked to the associated Open Spaces Departmental Objective "Ensure that measures to promote sustainability, biodiversity and heritage are embedded in the Department's work"**

Implications

14. **Finance:** The City's Financial Regulations require all departments to recover full costs when setting charges to persons or external organisations, or submit reason to the appropriate service Committee when that objective is not met. It is, therefore, at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services that provide, after taking into account local considerations and priorities.
15. The total raised by licenced activity in Epping Forest so far in 2013/14 is £21,555 (excluding filming). Horse riding licences generated £10,524 while income from local licences was £9,898 + VAT.

16. The income from the sale of produce for 2013/14 is to date £1,132 comprising £760 through the sale of firewood and £372 through the sale of venison to staff.
17. Licence Charges and fees have been raised by 3%. This reflects the current rate of inflation (RPI 2.6% Oct 2013). The licensing of filming and photography are the subject of a separate corporate report made to the Open Spaces Committee.
18. **Property:** Licensing various 3rd party temporary activities that the City is willing to permit upon the Forest should ensure that the City retains full and proper control of the Forest and able to prevent misuse.

Conclusion

19. The licensing of activities on Forest land is necessary to ensure no possessory rights are conceded and that the use of Forest Land is properly regulated and recognised through a standard charge wherever possible.

Appendices

- None

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Committee(s):	Date(s):
Epping Forest and Commons	13 January 2014
Subject: Annual update of dog incidents within Epping Forest and the Buffer lands, 1 January to 30 November 2013	Public
Report of: The Superintendent of Epping Forest	For Information
<p>Summary</p> <p>This report informs your Committee of the level of dog-related incidents, which occurred on Epping Forest and the Buffer lands, that have been reported to the Conservators from January to November 2013 and the number of prosecutions for dog related offences. The report shows that there is a varied degree of increase or decline in the figures shown for the five types of incidents monitored and that further monitoring is necessary to pick up any trends.</p> <p>There have been 482 reported incidents from 1 January 2013 to 31 November 2013 compared with 396 for the same period in 2012, an overall increase of 21.7%. The report also updates your Committee on the progress of the introduction of revised Dog Control Orders (DCOs) to be launched in January 2014 by the London Borough of Waltham Forest and plans to work with London Borough of Redbridge on the enforcement of their DCOs.</p> <p>Recommendation(s)</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Receive the report 	

Main Report

Background

1. Sections 7(1) and 9 of the Epping Forest Act 1878 extend a clear statutory right for the public to use Epping Forest as an open space for recreation and enjoyment. Dogs are generally accepted in law as a 'natural accompaniment' to walkers, provided they are kept under control. While the Epping Forest Act 1878 does not refer specifically to dogs, byelaws can (and have) been made under section 36 to control dogs on Forest Land.
2. The Epping Forest Visitor Surveys for 2010 and 2011 calculate that Epping Forest receives 860,000 or 20% of all visits by dog walkers each year, compared to overall visits totalling 4.3 million per year. This is lower than the

national average for dog walking visits to Open Spaces which accounts for 51% of all walks in open spaces (Forestry Commission 2012). This difference may reflect the general survey difficulties of intercepting visitors on such a large site and in particular the timings of the current Epping Forest survey work which may undercount early morning and late evening dog walking.

3. A number of surveys have also recognised that dog walking can have physical, psychological and social benefits for dog walkers and indeed dogs. There has been little companion research around the impact of the fear of harassment by uncontrolled dogs that may restrict public enjoyment of open spaces. Dogs were regularly cited in the 8% of nuisance related concerns raised by Epping Forest Visitor Survey questions, this figure is markedly lower than the 2010 figure of 20%
4. Dog walking can also conflict with Epping Forest's conservation management responsibilities. Epping Forest's conservation designation as a Site of Special Scientific Interest (4268.16 acres – 70%), and Special Area of Conservation (3964.35 acres – 65%) place responsibilities on the Conservators to positively manage the Forest for species and the habitat interest. Conversely, uncontrolled dog walking can disturb ground nesting birds; disturb wildlife especially deer, sometimes resulting in Deer Vehicle Collisions, while dog faeces and urine are a major source of nutrient enrichment in soils.
5. Your Committee of 10 May 2004 approved the Epping Forest Management Plan 2004 – 2010. That document sets out broad principles by which the Conservators intend to manage the sometimes contradictory pressures arising from its six statutory responsibilities and the conflicts that inevitably arise from shared public use of open spaces. Greater emphasis will be placed on the management of dog-related matters in the new Management Plan.
6. The continuing popularity of Epping Forest with dog walkers provides a real challenge in managing the impacts of dogs on Forest Land. In 2009 and following consultation with visitors, the site introduced a 'PAWS in the Forest' education-based scheme designed to promote responsible dog ownership in Epping Forest and a dedicated forum for dog walkers. More recently the Open Spaces Committee Dog Policy and Kennel Club Agreement, adopted by your Committee on 9 May 2011, has strengthened the City's overall commitment to healthy exercise and good behaviour for dogs and their owners.
7. The Clean Neighbourhoods and Environment Act 2005 introduced powers for Primary Authorities to make Dog Control Orders (DCOs). The Common Council of the City of London was designated as a Secondary Authority from 31st May 2012 in its open spaces outside the City. This enables it to make DCOs where the relevant Primary Authority has not already made an Order in respect of the same offence on the same land.
8. As outlined in Appendix 2 of a report to your Committee of 10 September 2012, a number of Primary Authorities have implemented DCOs affecting

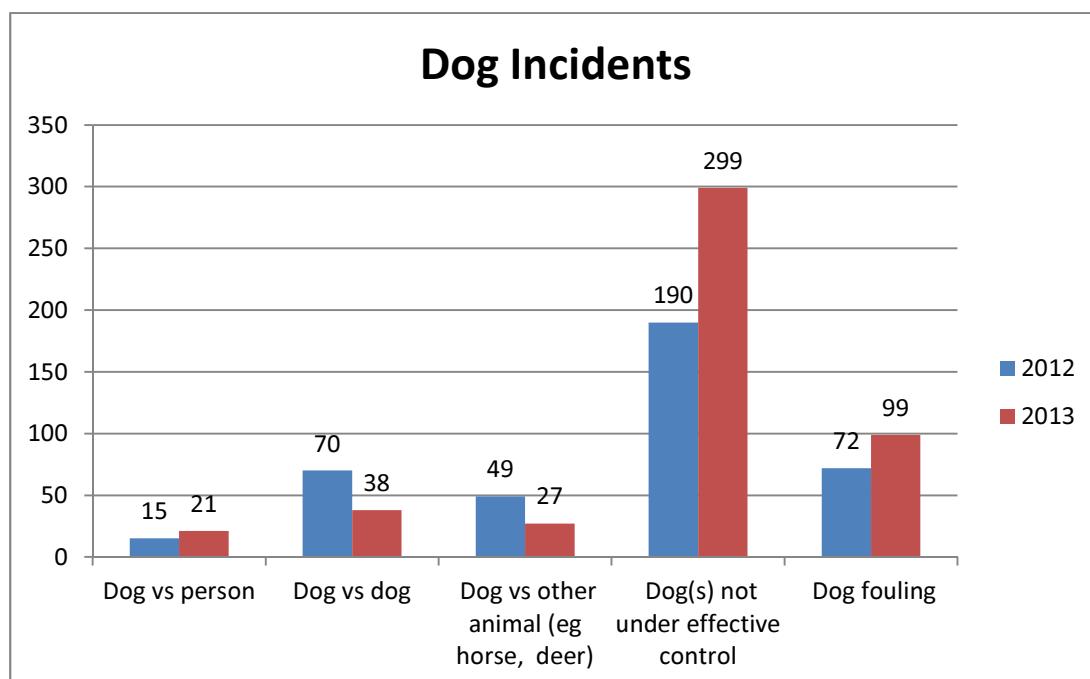
Forest Land. The London Boroughs of Newham (LBN), Redbridge (LBR) and Waltham Forest (LBWF) have all introduced DCOs for public open space in their jurisdiction. The LBN 2010 and 2011 DCOs cover Forest Land at Manor and Wanstead Flats, while the LBR 2010 DCOs include all Forest Land from Wanstead Flats to Woodford Green. The LBWF 2006 DCOs have traditionally interpreted their extent as not applying to Forest Land, even though their core 'public open space' description appears to include Epping Forest land.

9. In 2012 Epping Forest District Council (EFDC), after consultation with the Public and the City of London, introduced three DCOs to cover all land open to the public within the whole of the District including land owned by the City of London, as reported in the above mentioned report to your Committee. Agreement was also made for Epping Forest Keepers to be authorised to record breaches of the said DCOs and to carry out joint enforcement operations with EFDC officers.

Current Position

10. There have been 482 dog-related incidents reported to the Epping Forest Conservators during the period 1 January to 30 November 2013 compared to 396 during the same period in 2012, an increase of 21.7%. This included 21 dog attacks on members of the public (up by 6 or 40%); 38 dog attacks on other dogs (down by 32 or 45.7%); 27 dog attacks on other animals, principally horses, together with a further 299 incidents of dogs not being under effective control (up 109 or 57.4%). See Table 1 below.

Table 1



11. There have been 4 successful prosecutions for dog-related offences. Forest Keepers have successfully prosecuted two dog owners for breaching the Byelaws during 2013 for not having their dog(s) under effective control. The Crown Prosecution Service (CPS) successfully prosecuted a dog owner under the "Dangerous Dogs Act 1991" for having a dog dangerously out of control on Forest land in the area of Lippets Hill. Officers from LBWF also prosecuted a dog owner under "section 2 of the Dogs Act 1871", their dog attacked a woman walking her dog, this resulted in a fine plus an order that the dog must wear a harness and a muzzle at all times when in a public place or be destroyed. In 2012 there were no dog related prosecutions by Forest Keepers or by the CPS within the bounds of the Forest. LBWF officers carried out one successful prosecution for an incident on Forest Land.
12. Forest Keepers have carried out two joint operations with Enforcement Officers from EFDC, one in the Buckhurst Hill cricket pitch area and the other at Connaught Water. No Fixed Penalty Notices (FPNs) were issued on this occasion as the emphasis was on great public relations around the new orders. The operation was well received by the general public.
13. Following the 2013 Epping Forest Visitor Survey, dog numbers on the Forest can now be roughly estimated as we increase the level of data available on this subject year on year. Using the observation data for the three years of the survey so far, we can calculate that 18% of visits are by dog walkers. The large majority of dog walkers only take one dog, with a very small minority taking upwards of three dogs. Using the current overall visitor estimate of 4.2 million, we can estimate just over 1 million dog visits to Epping Forest each year.
14. The London Borough of Waltham Forest made a decision to review their DCOs and have undertaken a consultation with the Public and the City of London. The Superintendent of Epping Forest gained your agreement to respond to the consultation in favour of the inclusion of Forest land in their DCOs at your Committee meeting of 9 September 2013. LBWF Officers decided, after the consultation, not to amend their order specifying the maximum number of dogs a person may have under their control at any one time, it remains at six, but this can be enforced on Forest land within their boundary. The orders that will apply to Forest land within LBWF are:-
 - 14.1. failing to remove dog faeces;
 - 14.2. not putting, and keeping, a dog on a lead when directed to do so by an authorised officer;
 - 14.3. taking more than 6 dogs onto land (6).
15. LBWF members approved the revised DCOs on 12 November 2013 and also agreed that Epping Forest Keepers be authorised to record breaches of the

said DCOs and to carry out joint enforcement operations with LBWF Members. The DCOs will be launched on 6 January 2014.

16. Forest Keepers are currently in discussion with Officers from the London Borough of Redbridge in an effort to form a working partnership with them to carry out joint enforcement of their DCOs that include Forest land as outlined in 8. Above.

Corporate & Strategic Implications

Financial and Risk Implications

17. There are no immediate costs associated with the support of EFDC and LBWF DCOs. Epping Forest would expect to meet the costs of any training required to enable Forest Keepers to support LBWF Officers with enforcing their DCOs once they are launched. The income from FPNs would be received by the relevant local authority.

Legal Implications

18. The Clean Neighbourhoods and Environment Act 2005 and associated regulations (Dog Control Orders (Prescribed Offences and Penalties, etc.) Regulations 2006 and the Dog Control Orders (Procedures) Regulations 2006) allow local authorities, parish councils and some other bodies to introduce DCOs. They provide for five offences to be prescribed in a Dog Control Order:
 - 18.2. failing to remove dog faeces;
 - 18.3. not keeping a dog on a lead;
 - 18.4. not putting, and keeping, a dog on a lead when directed to do so by an authorised officer;
 - 18.5. permitting a dog to enter land from which dogs are excluded;
 - 18.6. taking more than a specified number of dogs onto land.
19. Under regulation 3 of the Dog Control Orders (Procedures) Regulations 2006, LBWF is required to consult the City as a Secondary Authority for the area before making any DCOs. It must also publish a notice of its proposals in a local newspaper; this is scheduled for 16 December 2013.

HR Implications

20. The Forest Keepers at Epping Forest currently issue summonses in the magistrates' court for offences under the Epping Forest byelaws and the Environmental Protection Act 1990. It is proposed that they will also enforce the DCOs through the issue of FPNs alongside Local Authority Enforcement Officers, Local Authority Dog Wardens and Local Neighbourhood Policing

Teams Police Community Support Officers. Training has already been given by EFDC and will also be given by LBWF once their DCOs are launched.

Conclusion

21. Dog walking is undoubtedly an important pursuit for a substantial number of visitors to Epping Forest. While the benefits of dog walking to individual visitors are very clear, a lack of effective dog control and responsibility by owners can have a detrimental impact for other Forest visitors; their dogs; wildlife and the wider environment.
22. The introduction of DCOs with growing consistency across all public open space in Epping Forest District, including City of London Epping Forest land, is a good example of inter-Authority cooperation and offers a real opportunity to encourage consistent and responsible dog ownership which should benefit all visitors to Epping Forest and its wider environment.

Appendices

- Appendix 1 - None

Background Papers:

Epping Forest and Commons Committee 10 September 2012
SEF 25/12

Consultation by Epping Forest District Council on the introduction of three Dog Control Orders on public open space, currently including Epping Forest Land

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Committee(s):	Date(s):
Epping Forest and Commons Committee Open Spaces Committee	13/1/2014 04/02/14
Subject: Introduction of Dog Control Orders at Burnham Beeches	Public
Report of: The Superintendent of Burnham Beeches and City Commons	For Decision

Summary

This report seeks member approval to proceed to the statutory consultation phase for the introduction of Dog Control Orders (DCO's) at Burnham Beeches National Nature Reserve, using the powers provided under Secondary Authority status.

Recommendations

- Members note the outcome of the recently completed informal consultation process.
- Members give their approval to commence the statutory DCO consultation process early in 2014 based on the proposals contained within this report.
- That the Superintendent provides a final report to this committee in May 2014 for Members to consider the representations received and to decide whether or not to make the proposed Dog Control Orders.

Main Report

Background

1. Burnham Beeches is designated as a Site of Special Scientific Interest, National Nature Reserve and Special Area of Conservation. In recent years it has become an increasingly popular area for dog walking due to its convenient location and because it remains one of the very few open spaces in the area that provides free car parking Monday to Friday each week (excluding bank holidays).
2. In 2010 Members of the Epping Forest and Commons Committee approved the Burnham Beeches management plan 2010 – 2020. That document sets out the detail by which the City intends to achieve a

balance between the needs of recreation, including dog walking and conservation whilst meeting its legal obligations.

3. The growing attraction of the site to dog walkers and the associated challenges this presents has been managed in a variety of ways. In 2004 and following extensive consultation with visitors, a 'Dog Behaviour Code' was introduced to set out the standards of dog behaviour expected of owners when visiting the site. More recently the Open Spaces Dog Policy and associated agreement with the Kennel Club have restated the City's commitment to healthy exercise and good behaviour for dogs and their owners.
4. The Common Council of the City of London was designated as a Secondary Authority for the purposes of Chapter 1 of Part 6 of the Clean Neighbourhoods and Environment Act 2005 from 31st May 2012. This enables the Common Council to make Dog Control Orders (DCO's) in its open spaces outside the City where the relevant Primary Authority has not already made an Order in respect of the same offence on the same land.
5. South Bucks District Council (SBDC) is the Primary Authority for Burnham Beeches and has confirmed that it does not intend to exercise these powers in the foreseeable future.
6. Given the sensitivity of Burnham Beeches and its national conservation designations it was agreed that Burnham Beeches should pilot on behalf of the Open Spaces Department, the approach to implementation of DCO's.
7. Dog Control Orders will be among those abolished by the relevant provisions of the Anti-social Behaviour, Crime and Policing Bill currently before Parliament.
8. Discussions are taking place with officials about the extent to which the Corporation could be permitted to make use of the new powers for the protection of public spaces in respect of its open spaces outside of the City.
9. The new powers will replace an array of existing powers, including anti-social behaviour orders and injunctions, drinking banning orders, individual support orders, litter clearing notices, defacement removal notices, 'Section 30' dispersal orders, premises closure orders, gating orders and dog control orders.

10. The new powers are likely to be introduced in autumn 2014 and whilst they will alter the detail of how dog control issues are managed it is sensible to assume that the principle of greater control over dog behaviour on public open spaces will remain. In addition the preparation for the introduction of the new powers is likely to require a similar approach to that of DCO's particularly in terms of informing the visiting public, consulting on their implementation and achieving improvements through enforcement.
11. On that basis it remains appropriate for Burnham Beeches to continue to pilot the introduction of DCO's to 'live test' the broad challenges presented by the use of enforcement tools to improve dog behaviour. This learning can then be applied across the Open Spaces as required albeit this will need to be adapted to the legislations in force at the time.
12. Information provided by the Remembrancer on this issue also encourages this approach

Current Position

The Site Survey

13. Since the Superintendent's report of November 2013 the informal public consultation process, conducted by Footprint Ecology, has concluded. A total of 359 visitors were interviewed. The survey results are shown in Appendix 1. The 'headline' results are that:

Schedule 1. Failure to remove dog faeces. The large majority of interviewees supported the introduction of Schedule 1 across the whole site.

Schedule 2. Failure to keep a dog on a lead in an area so designated. The introduction of Schedule 2 was supported by the majority of interviewees across 50% of the site or less.

Schedule 3. Failure to put and keep a dog on a lead when directed to do so by an authorised officer. The introduction of Schedule 3 was supported by a large majority of interviewees across 50% or more of the site.

Schedule 4. Permitting a dog to enter land from which dogs are excluded. This was supported by a minority (37%) of interviewees.

Schedule 5. Taking more than a specified number of dogs on to the land. This Schedule was supported by the large majority of interviewees with 3 being the favoured maximum number followed very closely by 4.

The Burnham Beeches Consultation Group (BBCG).

14. The full survey results were presented to the BBCG on December 11th 2013. Members were given the opportunity to recommend one of several options regarding the implementation of Dog Control Orders at Burnham Beeches. That recommendation is shown in paragraph 20 below.

The Kennel Club

15. The consultation results were presented to the Kennel Club on 16th December 2013. Their formal comments are awaited but from the meeting it was clear they are likely to request that:
 - a. The City reduces the size of the area for Schedule 2 with a consequent increase in the size of the area covered by Schedule 3. This request may be based upon the literal outcome of the informal survey and with less weighting on the wider issues presented in paragraph 22.
 - b. The City increased the maximum number of dogs per owner from three to four. This is based upon similar decisions at other sites. It also matches this committees initial view on the matter.

Natural England

16. The Superintendent has ensured that Natural England (NE) is aware of the complexity, extent and nature of the issues at Burnham Beeches. NE do not have a policy covering the impact of dog walking and wildlife on Sites of Scientific Interest (SSSI), nor is it felt that there is currently sufficient evidence to support such a policy. This ‘evidence gap’ remains a fundamental issue for the owners and managers of SSSI’s and it may be many years before research is sufficient for their needs.
17. On that basis, NE have made the following comments with regard to the introduction of DCO’s at Burnham Beeches:

Based on the information supplied, Natural England cannot find sufficient evidence to support dog control orders being necessary to protect the features for which the SSSI is designated. However, NE recognises that the City has consulted widely on the matter of DCO’s at Burnham Beeches and that this information has been used to inform the final recommendation (Option/Map A).
18. NE has also confirmed that they are content for the City of London, as owners and managers of the NNR, to formulate a local policy and reflect this via the introduction of DCO’s.

Proposals – Map A.

19. The following proposal is based on the informal public consultation exercise and recommendation of the BBCG.
- Schedule 1.** This schedule will be applied across the whole site.
- Schedule 2.** To be applied to approximately 59% of the site.
- Schedule 3.** To be applied to approximately 41% of the site.
- Schedule 4.** No new dog exclusion zones will be created. Dogs will continue to be excluded from a small area around the café, as existing.
- Schedule 5.** The proposed maximum is 3 dogs per owner.
20. It should be noted that the areas covered by Schedules 2 and 3 do not exactly match the findings from the visitor survey, albeit they are as close as practicable (within 10% (40acres) to that ideal.
21. Other considerations not included in the survey include the City’s duty under the NERC Act, 2006 to conserve biodiversity and DEFRA’s requirement to ensure that DCO’s are easily understood by visitors and can be reasonably and proportionately enforced on site. When all matters are considered ‘in the round’ the chosen proposal was favoured by the BBCG on the grounds that it:
- a. Provides a workable compromise in terms of a balance between recreation and nature conservation.
 - b. Ensures that all main access points either by car or foot are within Schedule 3. This greatly reduces the need for dog owners to have their pets on a lead as soon as they jump from the car or otherwise enter the site and thus greatly reduces enforcement difficulties.
 - c. Provides a very large area (222 acres) of the NNR for dogs to run free whilst remaining under effective control (definition previously agreed with the dog walking community).
 - d. Enhances the enjoyment and protection of children and other visitors to the site by including a large part of the most popular recreation area, including the easy access path network, within Schedule 2 i.e. ‘the dogs on leads at all times’ area.
 - e. Makes logical use of the internal roads to create a visible and easily understood boundary between Schedules 2 and 3. This will greatly facilitate visitor compliance and reduce the need for enforcement by Rangers.
 - f. The area for Schedule 3 is largely open in nature and owners whose dogs are not under effective control will be easily identified and approached.

- g. Will deter regular dog walkers who park on the roadsides to the north of the site to avoid weekend car park charges.
22. The next step, should members agree, is to proceed to the statutory consultation stage. The timetable for this stage is set out in Appendix 2. It is at this point that the City must advertise its proposal to introduce DCO's in a local newspaper. The date of implementation must also be advertised in local newspapers. The consultation period will last for 28 days to allow members of the public and any interested body to comment on the detail of the proposals. Once the consultation is completed the DCO's may be made as advertised or amended if deemed appropriate. However, if the proposals are significantly amended the process must be started again.
 23. The Superintendent will seek guidance from the Comptroller and City Solicitor to ensure that the statutory elements of this exercise are met.

Corporate & Strategic Implications

24. The proposals support the Strategic aims of the City and Open Spaces Department by:
 1. **Quality.** Providing, safe, secure and accessible Open Spaces and services on behalf of London and the nation.
 2. **Inclusion.** Involving communities and partners in developing a sense of place through the care and management of our sites.
 3. **Environment.** Delivering sustainable working practices to promote the variety of life and protect the Open Spaces for the enjoyment of future generations.
 4. **Promotion.** Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living
 5. **People.** Manage, develop and empower a capable and motivated work force to achieve high standards of safety and performance.

Financial and Risk Implications

25. The cost of the DCO consultation and enforcement design process is estimated at £21,000 including officer time, training, consultation costs and the provision of appropriate signage and other materials. These costs are being met from local risk budgets and are set out in Table 1 below:

Table 1

Activity	Cost
Research and informal Consultation (Footprint Ecology)	£7000

Management time (estimated at 30 days)	£7500
Staff Training (est)	£2000
Administration (set up)	£4500
Total estimated costs	£21,000

26. An income of around £2,000/annum is anticipated from Fixed Penalty Notice payments. It is estimated that the on-going cost to administer the scheme (staff time) of approximately £2000/annum. Given the anticipated income the overall cost of the scheme should be cost neutral.
27. The development of appropriate administration procedures is key to the success of the proposals. The Superintendent is considering this matter with the City Solicitor and District Enforcement who currently oversee the site's Parking Charge Notice administration.
28. Dog Control Orders will be among those abolished by the relevant provisions of the Anti-social Behaviour, Crime and Policing Bill (ABCP) currently before Parliament and greater clarity on the implications of this is desirable. The Remembrancer will continue to monitor progress of the ABCP through parliament and advise officers of its implications.

HR Implications

29. Staff at Burnham Beeches have been consulted throughout this process and are aware of the implications on their roles. Minor adjustments to the staff structure have also been made.
30. The Rangers at Burnham Beeches currently issue parking tickets for failure to 'pay and display'. They will also enforce the DCO's (perhaps with the assistance of local PCSO's) and issue the FPN's. This will require additional 'appropriate training'.

Conclusion

31. Dog walking at Burnham Beeches has grown in popularity over recent years. Incidents related to dog walking are recorded by staff and remain high despite proactive management such as the site's Dog Behaviour Code, waste removal and other 'dog friendly' services.
32. The site's byelaws have not been effective in reducing repetitive, nuisance behaviour as set out in the previous report to this committee and the use of DCO's at Burnham Beeches is proposed as a complementary enforcement mechanism.

33. DCO's offer additional controls and a more flexible approach to enforcement compared to the byelaws. This provides a rare opportunity to establish a proper balance between the needs of the many site users and the statutory requirement to enhance biodiversity (NERC, 2006).
34. The Kennel Club may request that changes are made to the proposals in this report with regard to Schedules 2, 3 and 5. Their final comments will be circulated shortly before the meeting of this committee.
35. The Superintendent proposes to commence the statutory consultation process early in February 2014 based on the proposals contained within this report. Appendix 2.
36. The Superintendent further proposes that, on satisfactory conclusion of that consultation process, he provides a final report to this committee in May 2014 to confirm the outcome.
37. The cost of implementation of DCO's at Burnham Beeches is currently estimated at £21,000.

Appendices

- Appendix 1 – Summary results of the 2013 DCO informal consultation exercise.
- Appendix 2 – Delivery Timetable
- Map A – Specifying areas covered by each DCO.

Background Papers:

1. Report to EFCC of Sept 2012. Use of Secondary Authority Powers to introduce Dog Control Orders at Burnham Beeches.
2. Report to EFCC and Open Spaces Committee – November 2013. Review of Pilot Study - Use of Secondary Authority Powers to introduce Dog Control Orders at Burnham Beeches.

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Burnham Beeches Visitor Survey Interim Results

Durwyn Liley

Today

- Focus on Dog Walking elements and DCOs
- Preliminary results: (survey work completed in November, report finalised in January)
- Final report will include:
 - Full analysis of questionnaire data
 - Maps showing distribution of people within the site;
 - Analysis of postcode data
- Approach; Key results (Dog Walking); Interpretation

Logistics



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- 23 July – 16th November
- 17 different dates (8 weekend, 9 weekday) (134 person hours survey work)
- Split between main Car-park (8 days); Stag (3 days); Dell (4 days); Moat (2 days).
- Pre-school holidays; school holidays; autumn half term; mid November
- On each date 8 hours survey work spread from early am to near dusk



Approach

- Single surveyors; selecting interviewees at random
- Survey day broken into 2 hour sessions
- Questionnaire involved two discrete sections,.
- Visitors also counted
- Data collected using ipads

Questionnaire

- Visitor type (e.g.. a local resident or a holiday maker)
- Visit seasonality, duration, timing and frequency
- Transport mode used to access site
- Activity undertaken during visit and motivation for visiting
- The route taken by the visitor and whether this was reflective of their normal route
- Visitor demographics (age and gender)
- Home postcode
- The number of dogs observed with a visitor and whether these were seen on or off the lead
- The names of other local sites visited by interviewed group
- Questions were also incorporated into the question to gauge visitor opinion on the potential introduction of Dog Control Orders.

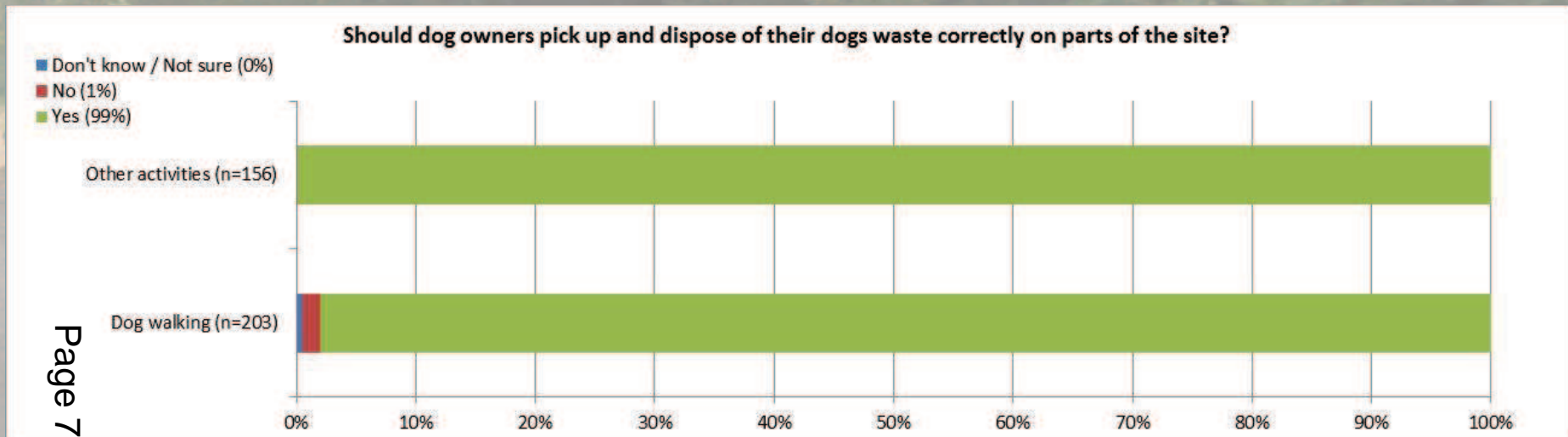
An overview

- 359 interviews (data relating to 702 people)
- 70 refusals and 49 people already interviewed
- 61% of interviews conducted at main CP
- 44% visit 3x a week or more – dog walkers and joggers primarily
- 15% visit less than once a month - those visiting for walking, a family outing or 'other' activities
- 85% of all visitors arrived by car, 14% on foot
- For 43% of all visitors, main factor behind choice of BB is it's close to home
- Just 3% of people choose to visit BB because of the trees and 2% visit because of the wildlife interest

Dog Walking

- 62% of interviewees had dogs with them (max 8 dogs)
- 57% interviewees were dog walking; 44% once accounting for group size
- A higher proportion of interviewed dog walkers were female (63%)
- 52% of all dogs were seen off-lead
- 88% of dog walkers interviewed had travelled to the site by car (81% non dog walkers)
- For 74% of dog walkers, visit is an hour or less
- For 50% of dog walkers, the main reason they choose to visit BB is because it is close to home (whereas 33% of non-dog walkers visit because close to home)
- No dog walkers interviewed stated that the trees or wildlife interest were a reason for visiting
- 94% of dog walkers were aware of the importance of Burnham Beeches for nature conservation

Schedule 1: Pick up



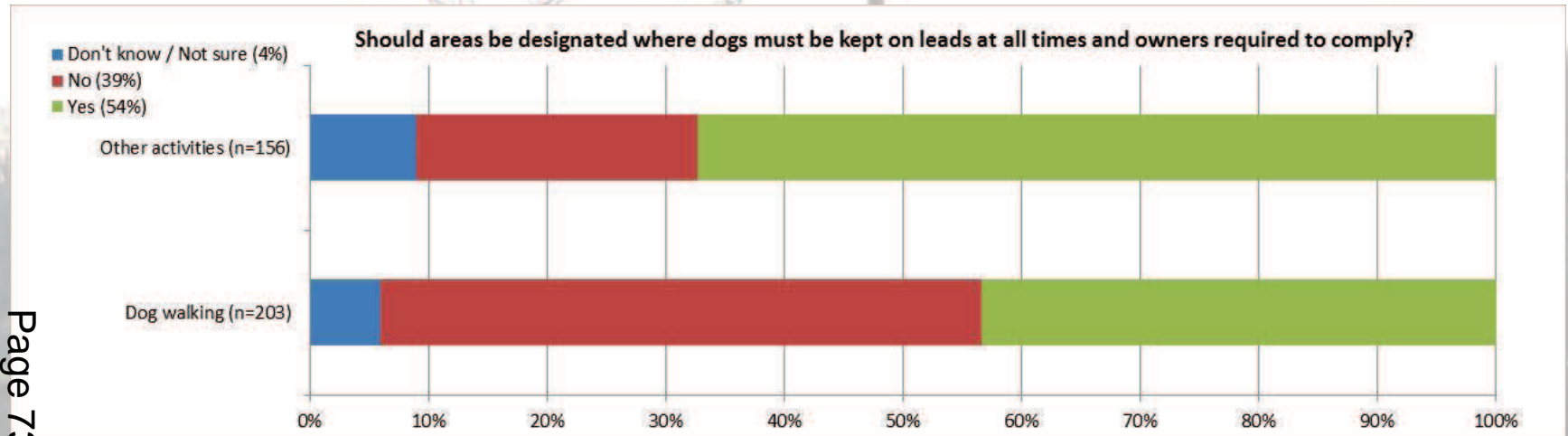
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For those that said yes:

- All of site: 88%; (81% of dog walkers; 96% non dog walkers)
- Part of the site: 12%

Comments included the suggestion 'around main paths' and not in 'deep woods'

Schedule 2: Dogs on leads at all times

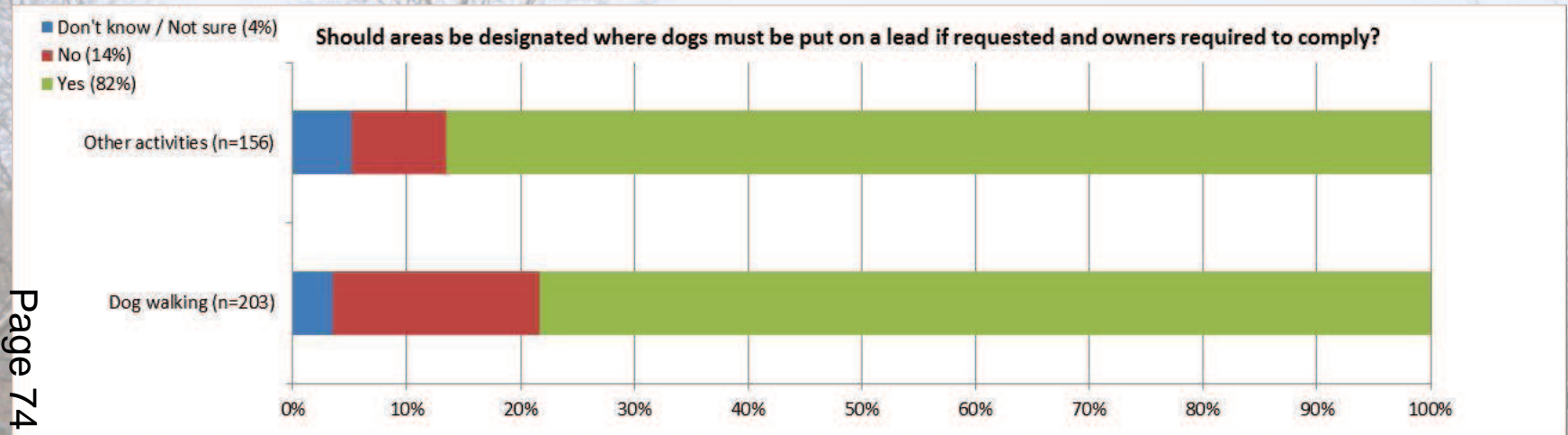


For those that said yes:

- All of site: 12%; (8% of dog walkers; 15% non dog walkers)
- Part of the site: 82%

Variations in % of site (less than 25% most common, then 50-74%); comments related to around café; where livestock; where wildlife interest (e.g. ponds); where 'valid reason'

Schedule 3: Dogs on leads if requested

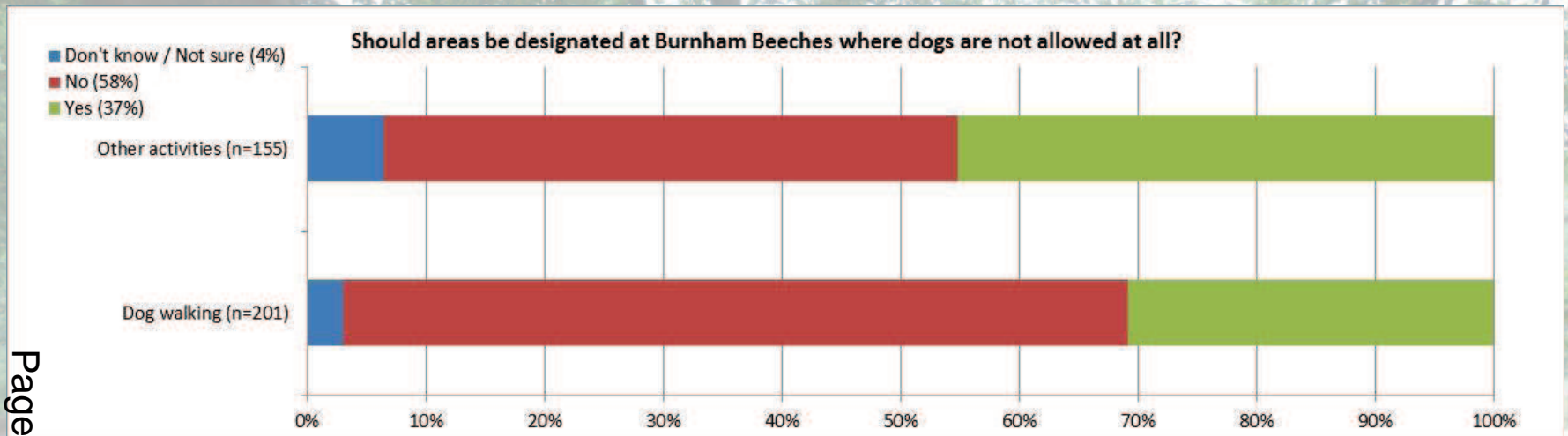


For those that said yes:

- All of site: 43%; (36% of dog walkers; 52% non dog walkers)
- Part of the site: 52%

Variation in %s where given: 25-49% most commonly given range. Many responses related to livestock, children, café, ponds, where lots other dogs

Schedule 4: Areas with no dogs



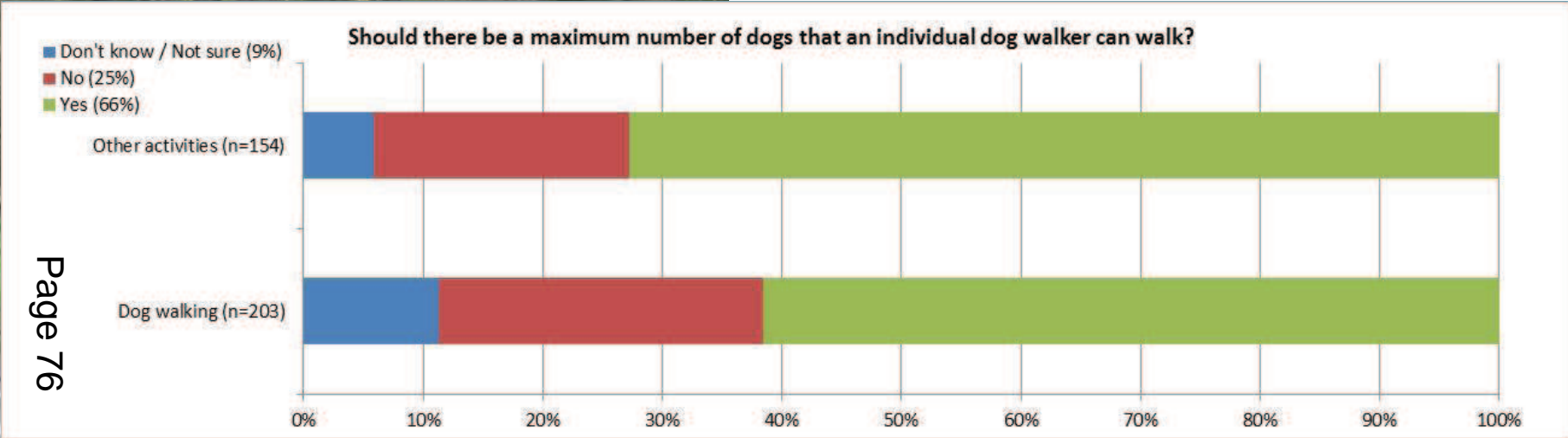
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For those that said yes:

- All of site: 4%; (2% of dog walkers; 6% non dog walkers)
- Part of the site: 89%

Clear preference for small part of site. Picnics, café and eating areas. Comments included the wetland areas, livestock and bird breeding season

Schedule 5: Maximum number of dogs an individual can walk

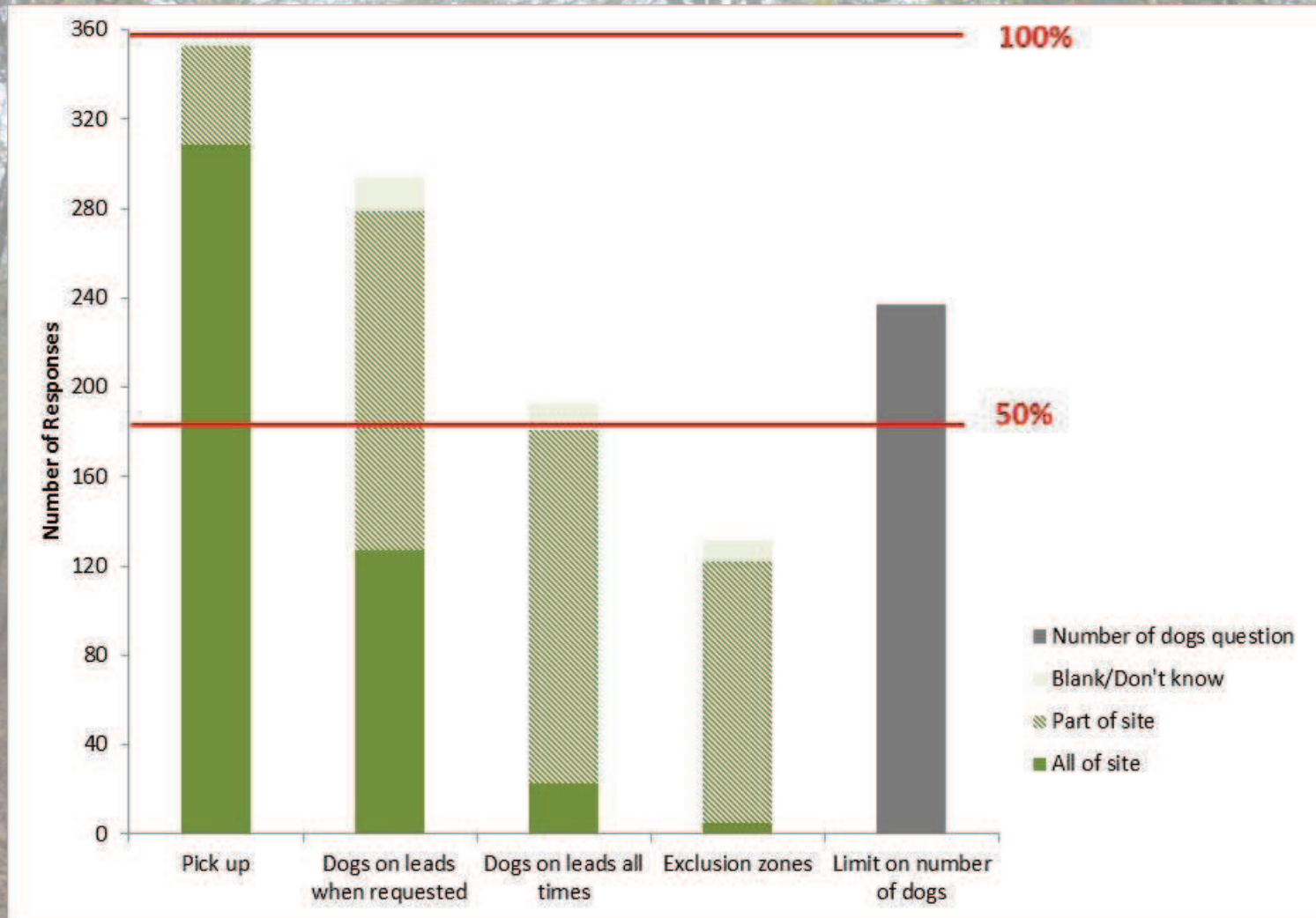


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- 2 dogs: 16%
- 3 dogs: 39%
- 4 dogs: 37%
- 5 dogs: 8%

Overview



Taking forward

- Clear split between dog walkers and non-dog walkers
- Proximity to home particularly important for dog walkers
- Dog walkers higher than expected visitor volume – increasing?
- Few people visit because of wildlife or the trees
- Some challenges with the survey: clearly contentious and wide range of views
- People struggled with the %s and these need to be considered cautiously

Appendix 2 - Delivery Timetable

1. Formal written consultation with SBDC	February 2014
2. Formal written consultation – PC's	February 2014
3. Arrange public notice of the proposal	March 2014
4. Make the orders i.e. agree wording and introduction date	April 2014
5. Final report to EFCC	May 2014
6 Publicise enforcement date and deliver marketing campaign	May 2014
7. Erect signage	June 2014
8. Enforcement commences	July 2014

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Burnham Beeches



Volunteers play a vital role



Autumn in the Beeches



Mallards at Upper Pond

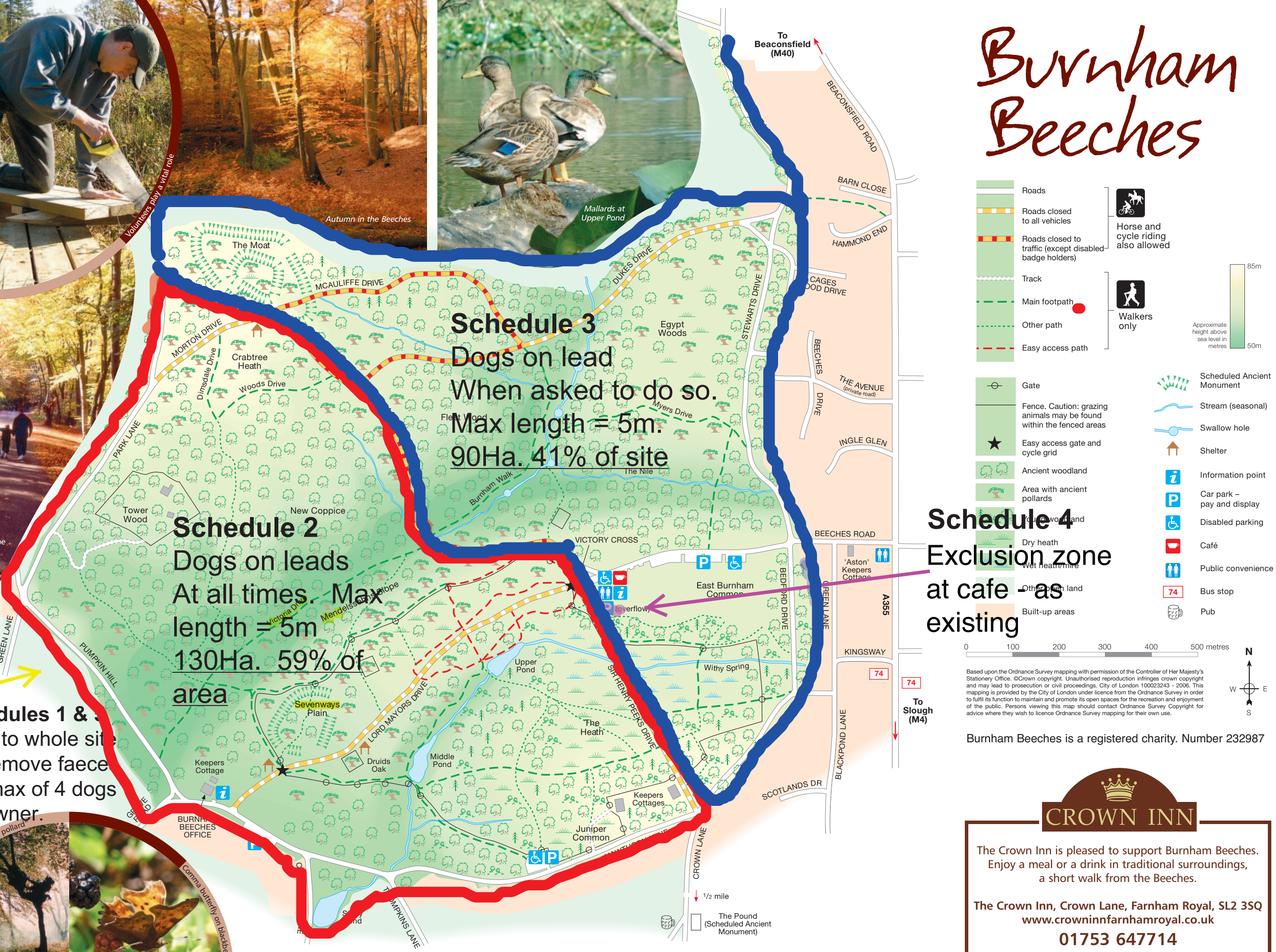


Walking in the car-free zone



The Ballerina pollard

Comma butterfly on blackberries



Schedule 3
 Dogs on lead
 When asked to do so.
 Max length = 5m.
 90Ha. 41% of site

Schedule 2
 Dogs on leads
 At all times. Max
 length = 5m
 130Ha. 59% of
 area

Schedule 4
 Exclusion zone
 at cafe - as
 existing

- Roads
- Roads closed to all vehicles
- Roads closed to traffic (except disabled badge holders)
- Track
- Main footpath
- Other path
- Easy access path
- Horse and cycle riding also allowed
- Walkers only
- Approximate height above sea level in metres
- Scheduled Ancient Monument
- Stream (seasonal)
- Swallow hole
- Shelter
- Information point
- Car park - pay and display
- Disabled parking
- Café
- Public convenience
- Bus stop
- Pub
- Gate
- Fence. Caution: grazing animals may be found within the fenced areas
- Easy access gate and cycle grid
- Ancient woodland
- Area with ancient pollards
- Other woodland
- Dry heath
- Wet heath/mire
- Other open land
- Built-up areas

0 100 200 300 400 500 metres

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Agenda Item 18

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Agenda Item 20

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Agenda Item 21

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