



Hampstead Heath, Highgate Wood and Queen's Park Committee

Date: MONDAY, 15 SEPTEMBER 2014
Time: 1.45 pm
Venue: COMMITTEE ROOM 2, 2ND FLOOR, WEST WING, GUILDHALL

Members: Jeremy Simons (Chairman)
Virginia Rounding (Deputy Chairman)
Deputy John Barker
Karina Dostalova
Revd Dr Martin Dudley
Ann Holmes
Clare James
Edward Lord
Professor John Lumley
Barbara Newman
Deputy John Owen-Ward
Tom Sleigh
Alderman Ian Luder (Ex-Officio Member)
Deputy Alex Deane (Ex-Officio Member)
Councillor Melvin Cohen (London Borough of Barnet)
Martyn Foster (Royal Society for the Protection of Birds)
Councillor Sally Gimson (London Borough of Camden)
Tony Ghilchik (Heath and Hampstead Society)
Maija Roberts (Ramblers' Association/Open Spaces Society)
Philip Wright (English Heritage)

Enquiries: David Arnold
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020 7332 1174

Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on Monday 9 June 2014.

For Decision
(Pages 1 - 12)
4. **DECISION TAKEN UNDER DELEGATED AUTHORITY**
Report of the Town Clerk.

For Information
(Pages 13 - 14)
5. **REVENUE OUTTURN 2013/14 - HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK**
Joint report of the Chamberlain and the Director of Open Spaces.

For Information
(Pages 15 - 20)
6. **SUPERINTENDENT'S UPDATE**
Superintendent of Hampstead Heath to be heard on Hampstead Heath, Highgate Wood and Queen's Park matters.

For Information
7. **HAMPSTEAD HEATH TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014**
Report of the Chamberlain.

For Information
(Pages 21 - 58)
8. **HIGHGATE WOOD AND QUEEN'S PARK KILBURN TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014**
Report of the Chamberlain.

For Information
(Pages 59 - 86)
9. **MITIGATION OF CR11 - HAMPSTEAD HEATH PONDS PROJECT - RISK UPDATE**
Report of the Director of the Built Environment.

For Information
(Pages 87 - 96)

10. **PONDS PROJECT STAKEHOLDER GROUP**
Report of the Superintendent of Hampstead Heath.

For Decision
(Pages 97 - 122)
11. **HAMPSTEAD HEATH EDUCATION CHARGING REPORT**
Report of the Superintendent of Hampstead Heath.

For Information
(Pages 123 - 128)
12. **HAMPSTEAD HEATH EVENTS PROGRAMME, JANUARY - AUGUST 2014**
Report of the Superintendent of Hampstead Heath.

For Information
(Pages 129 - 132)
13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Part 2 - Non-Public Agenda

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

For Decision
16. **OPEN SPACES SERVICE BASED REVIEW**
Report of the Director of Open Spaces.

For Decision
(Pages 133 - 136)
17. **HAMPSTEAD HEATH PONDS PROJECT - FUNDING OF THE JUDICIAL REVIEW**
Report of the Director of the Built Environment.

For Decision
(Pages 137 - 142)
18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE **Monday, 9 June 2014**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Committee Room 2 - Committee Rooms on Monday, 9 June 2014 at 1.45 pm

Present

Members:

Jeremy Simons (Chairman)
Virginia Rounding (Deputy Chairman)
Karina Dostalova
Revd Dr Martin Dudley
Ann Holmes
Clare James
Edward Lord
Professor John Lumley
Deputy John Owen-Ward
Martyn Foster (Royal Society for the Protection of Birds)
Councillor Sally Gimson (London Borough of Camden)
Tony Ghilchik (Heath and Hampstead Society)
Maija Roberts (Ramblers Association/Open Spaces Society)

Officers:

David Arnold	Town Clerk's Department
Alistair MacLellan	Town Clerk's Department
Paul Double	City Remembrancer
Alison Elam	Chamberlain's Department
Michael Cogher	Comptroller & City Solicitor
Edward Wood	Comptroller & City Solicitor's Department
Sue Ireland	Director of Open Spaces
Bob Warnock	Superintendent of Hampstead Heath
Declan Gallagher	Operations Services Manager
Esther Sumner	Ponds Project & Management Support Officer
Philip Everett	Director of the Built Environment
Paul Monaghan	Department of the Built Environment

1. APOLOGIES

Apologies for absence were received from Deputy John Barker, Councillor Melvin Cohen, Deputy Alex Deane, Alderman Ian Luder, Barbara Newman, Tom Sleigh and Alex Sydney (English Heritage).

Chairman's Welcome

The Chairman welcomed Edward Lord as a returning Member to the Committee and thanked Dennis Cotgrove for his contribution to Hampstead Heath, Highgate Wood and Queen's Park during his 14 years on the Committee. The Chairman also congratulated Councillors Melvin Cohen and Sally Gimson for their re-election in May 2014 to the London Boroughs of Brent and Camden respectively and thanked Alistair MacLellan for his services as Clerk to the Committee during the past year.

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

Edward Lord declared a non-pecuniary interest in Hampstead Heath matters as he was the current Chairman of the Amateur Swimming Association.

3. ORDERS OF THE COURT OF COMMON COUNCIL, 1 MAY 2014

RESOLVED – That the draft Order of the Court of Common Council, 1 May 2014, appointing the Committee be received and its Terms of Reference approved.

4. ELECTION OF CHAIRMAN

RESOLVED - That in accordance with Standing Order No 29, Jeremy Simons be elected Chairman for the ensuing year.

5. ELECTION OF DEPUTY CHAIRMAN

RESOLVED – That in accordance with Standing Order No 30, Virginia Rounding be elected Deputy Chairman for the ensuing year.

6. MINUTES

6.1 Minutes of the Hampstead Heath, Highgate Wood and Queen's Park Management Committee

RESOLVED – That the public minutes of the meeting held on Monday 14 April 2014 be agreed, subject to a typing error in the third paragraph of item 7 being corrected.

Matters Arising

The Good, The Bad, The Ugly

The Chairman noted that the sculpture had been moved to Golders Hill Park on 27 May 2014.

6.2 Minutes of the Highgate Wood Joint Consultative Committee

RESOLVED – That the public minutes of the Highgate Wood Joint Consultative Committee meeting held on 30 April 2014, be noted.

6.3 Minutes of the Hampstead Heath Consultative Committee

RESOLVED – That the public minutes of the Hampstead Heath Consultative Committee meeting held on 2 June 2014, be noted.

6.4 Minutes of the Queens Park Joint Consultative Group - to follow

The Chairman noted that the minutes of the Queen's Park Joint Consultative Group meeting held on 4 June 2014 would be received at the next meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee.

6.5 Notes of the Ponds Project Stakeholder Group Seminar held on 13 April 2014

RESOLVED – That the notes of the Ponds Project Stakeholder Group Seminar held on 13 April 2014 be noted.

6.6 Notes of the Ponds Project Stakeholder Group Seminar held on 24 April 2014

RESOLVED – That the notes of the Ponds Project Stakeholder Group Seminar held on 24 April 2014 be noted.

6.7 Notes of the Ponds Project Stakeholder Group Seminar held on 10 May 2014

RESOLVED – That the notes of the Ponds Project Stakeholder Group Seminar held on 10 May 2014 be noted.

7. 2014/15 COMMITTEE APPOINTMENTS

The Committee considered a report of the Town Clerk regarding the Committee's annual appointments to the various Consultative Committees and a Joint Consultative Group.

RESOLVED: - That,

- a) the appointment and composition of the following bodies be endorsed as follows for the ensuing year:-
 - i) **Hampstead Heath Consultative Committee**
Jeremy Simons (Chairman)
Virginia Rounding (Deputy Chairman)
 - ii) **Highgate Wood Joint Consultative Committee**
Jeremy Simons (Chairman)
Virginia Rounding (Deputy Chairman)
Ann Holmes
Professor John Lumley
Barbara Newman
 - iii) **Queen's Park Joint Consultative Group**
Jeremy Simons (Chairman)
Virginia Rounding (Deputy Chairman)
Karina Dostalova
Ann Holmes
Barbara Newman
- b) Jeremy Simons be appointed as the representative to the Keats House Consultative Committee; and
- c) Tony Ghilchik be appointed as the local representative to the Open Spaces and City Gardens Committee.

8. **SUPERINTENDENT'S UPDATE ON HAMPSTEAD HEATH**

The Superintendent of Hampstead Heath reported that several meetings had been held to discuss the Hampstead Heath Ponds Project (HHPP) since the last meeting of the committee on 14 April 2014. These had included two Ponds Project Stakeholder Group seminars on a Saturday and Sunday – both followed by an additional session for anyone who could not attend the weekend sessions; a meeting with Brookfield Mansions residents; the Hampstead Heath Angling Society; the Kenwood Ladies Pond Association; Graham White (Senior Wetland Ecologist at the Royal Society for the Protection of Birds); a meeting between the London Borough of Camden, City of London and the Heath & Hampstead Society to discuss emergency planning measures; and a meeting with London Borough of Camden's former Green Councillor, Maya D'Souza.

The Superintendent added that BAM Nuttall had completed their initial ground investigations and surveys on 15 May 2014, a fortnight ahead of schedule. Work undertaken included 15 bore holes and 34 trial pits. Some work had been postponed due to the nesting season and this would be completed in August 2014. Members were informed that the Camden Development Management Forum held on 5 June 2014 focussed on legal issues and no new information was provided. It was anticipated that the planning application for the HHPP would be submitted on 4 July 2014, after a further Stakeholder Group meeting on 26 June 2014.

Planning

The Superintendent reported that the Water House application had not been formally progressed by the London Borough of Camden since April. He understood that Camden had possession of the basement impact assessment and were discussing this with the developer.

The Superintendent added that the Archway Tower application had not been considered by the April meeting of the London Borough of Islington's Planning Committee and therefore the developer had appealed in May and resubmitted an application that had been deferred to the next meeting in June.

Members were informed that the Garden House site was up for sale and that a revised application for a smaller basement at Athlone House had been presented. There was little change from the original application and the concerns expressed by the City of London Corporation had not been addressed; therefore the City of London would be objecting to the revised scheme. The application for mixed development at Swains Lane had been amended in response to comments and objections to the Council.

Parliament Hill Athletics Track

The Superintendent noted that the athletic track showers had been repaired and replaced in time for the 10,000m event on 10 May. He thanked the City Surveyor's Department for their assistance with these repairs.

Parliament Hill Lido

Members were informed that repairs to the Lido Café roof were currently under way. The Superintendent is continuing to work with the City Surveyor to complete the re-instatement of the boundary walls in the autumn.

Pergola Belvedere and Hill Garden

The Superintendent reported that the Belvedere staircase was expected to be open to the public in approximately two weeks following repairs. Members were informed that the Camden Listed Building Consent Officer had agreed that harder render could be used at the Hill Garden shelter. Tanking works to the stairs would have to be completed first and therefore it was estimated that work could start on site in March 2015. The wall would then need approximately six months to dry out before the older damaged render could be removed and the new hard render applied.

Network Rail

The Superintendent reported that Network Rail proposals for both a new electricity substation and the installation of new boundary fencing along the southern perimeter of the Heath had been considered by officers. Network Rail had been advised that the location of the new substation was considered inappropriate to the wider setting of the Heath and that the design of the proposed boundary fencing was similarly not in keeping with the character of the Heath's surrounding landscape. He advised that Network Rail had yet to respond to this feedback. In response to a member's question regarding the issue of litter by the boundary fence, the Superintendent advised that this had been raised with Network Rail and it had been suggested that the design of the new fence was important for the prevention of litter build up.

Staffing

The Superintendent commented that he was satisfied with staff performance for the year 2013/14 and that three Heath staff had been awarded a grade of "outstanding" in the City of London Corporation's internal annual appraisal process. All staff had now set their 2014/15 objectives in liaison with their managers. He added that a Senior Zoo Keeper and Engagement Officer had been recently recruited to the zoo at Golders Hill Park.

Events

The Superintendent reported on recent and forthcoming events on the Heath, highlighting the success of the 10,000m event on 10 May which saw over 75 personal bests set by those taking part. He added that the Leisure and Events Manager was now working with the Highgate Harriers to submit a bid to the London Marathon Trust to secure funding for a repeat of the event in 2015.

The Superintendent went on to note that construction had been completed on temporary structures for the Affordable Art Fair which would open on 11 June, and be followed by Grow London on 19 June.

He added that Cancer Research UK's Race for Life was scheduled for 5 July and had proved one of the most popular fundraising events on the Heath to date, given it had seen over £175,000 raised for charity in the last year.

Members were informed of other forthcoming events on the Heath, including the City Dip on 11-12 July, the City of London Festival on 13 July, and the Give it A Go festival on 20 July.

Conservation Work

The Superintendent advised that injection treatment had taken place to control the spread of Japanese knotweed and giant hogweed. He added that Poppy seeds were now emerging at Golders Hill Park. Members were also informed that clearance of storm damage from the period of bad weather between October 2013 and February 2014 had been completed.

Golders Hill Park Toilets

The Superintendent reported that the toilets near the play area in Golders Hill Park were still closed but that it was hoped new pumps would be installed soon in order for them to be repaired and reopened. In response to a Member's question, the Superintendent advised that the new pumps would provide a better service as they had sharper knives to cut through flushed waste.

In response to a further question from a Member, the Superintendent advised that it was a priority to reopen the toilets rather than install a temporary facility. The Chairman requested that the Superintendent kept Members of this Committee informed of the progress to the repairs.

To conclude, Members thanked the Superintendent for his comprehensive report and noted that at future meetings they receive a written as well as a verbal update on Hampstead Heath from the Superintendent.

9. GATEWAY 4C - DETAILED DESIGN: HAMPSTEAD HEATH PONDS PROJECT

The Committee considered a joint report of the Director of Open Spaces and the Director of the Built Environment regarding the Gateway 4c – Detailed Design of the HHPP.

The Director of the Built Environment noted that the report provided an overview of the current stage of the project. He added that, given no clear preference had been expressed for any of the options that had been presented during the non-statutory consultation and information giving stage, officers had based their recommendation for the detailed design stage on the fundamental principles of the project, such as the desire to minimise tree loss and reduce where possible the overall increase in height of the dams.

The Director of the Built Environment provided an update on the trees at risk in order to reflect the most up to date picture emerging from the detailed design work. He reported that the number of trees at risk at Highgate Number 1 Pond was likely to increase by 10 to 20. He added that the exact figures would be published in the coming weeks.

In response to a member's question, the Director of the Built Environment advised that a land survey was carried out around Brookfield Mansions which

indicated that water would not become high enough to reach these properties. He added that these results demonstrated an improvement on the current situation for Brookfield Mansions.

In response to a Member's question, the Director of the Built Environment explained that, subject to the parameters of this report being agreed by this Committee, a planning application would be submitted in July and a decision by the London Borough of Camden would be expected in late autumn 2014. He added that Gateway 5 – Authority to Start Work would be presented to this Committee in early 2015 but preliminary preparatory work may begin sooner. This schedule would be subject to change if a Judicial Review revealed any new information; if not, the City's application for planning permission would continue as planned.

A member of the Committee from the Heath and Hampstead Society expressed opposition to the recommendations laid out in the report, but it was:-

RESOLVED – That,

- a) the selection of Option 6 on the Highgate Chain (crest restoration works at Stock Pond and Ladies' Bathing; a 2.5m raising of the dam at Model Boating Pond; 1m raising of the dam at the Men's Bathing Pond; 1.25m raising of the dam at Highgate Number 1 Pond; and spillway works at all ponds and associated environmental mitigation measures), be approved;
- b) the selection of Option M on the Hampstead Chain (crest restoration and spillway works at the Vale of Health and Viaduct Ponds; a new 5.6m flood storage dam at the Catchpit; 1m dam raising at the Mixed Bathing Pond; installation of culvert spillways at Hampstead No. 2 Pond and Hampstead No. 1 Pond and associated environmental mitigation measures), be approved;
- c) the submission of a planning application to Camden Council for these works be approved;
- d) the current budget position of a provisional estimated outturn cost of £17.39M (which remains within the agreed budget of £15.2M +/- 20% at 2010 prices) and that a more accurate estimated outturn will be reported together with the approval of Agreed Maximum Price at Gateway 5 – Authority to Start Work, be noted;
- e) an increase in the fees budget of £428,500 be approved;
- f) delegated authority to the Director of the Built Environment to release up to £500,000 from the construction phase of the budget to fund enabling works prior to approval of Authority to Start Work by the relevant Committees, be approved;
- g) delegated authority to the Town Clerk in consultation with the Chairman and Deputy Chairman of the Committee to approve the option for the Ladies' Bathing Pond facility, be approved;
- h) delegated authority to the Town Clerk in consultation with the Chairman and Deputy Chairman of the Committee to approve any substantive changes to the scheme in advance of submission to the planning application, be approved; and

- i) delegated authority to the Director of the Built Environment to take such steps as may be necessary to give effect to the recommendations, be approved.

10. **ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014**

The Committee received a report of the Remembrancer on the Anti-social behaviour, Crime and Policing Act 2014.

The Remembrancer advised that the Act had completed its passage through Parliament and would introduce a broad range of methods to deal with anti-social behaviour at Hampstead Heath. Members were advised that the administration of fixed penalty notices was expected to start in autumn 2014.

Members were advised that a report regarding the introduction of Dog Control Orders at Burnham Beeches would be provided at the Committee meeting in November 2014.

RESOLVED – That the report be noted.

11. **LADIES' POND FATALITY REPORT**

The Committee received a report of the Superintendent of Hampstead Heath regarding the fatality that occurred in the Kenwood Ladies' Pond on 4 August 2013.

The Operations Services Manager of Hampstead Heath noted that it has been a difficult period for all those involved in the incident and he thanked the Director of Open Spaces and other senior officers from Guildhall for their support whilst the Superintendent was on annual leave. Members were advised that this accidental death was the first to occur in over 37 years at any of the swimming facilities on Hampstead Heath while Lifeguards had been on duty.

The health and safety report concluded that the City of London was doing all it could to limit the hazards faced by swimmers in a natural water setting, but that ultimately the responsibility in responding to those hazards was the individual swimmer's. In response to a member's question, the Superintendent advised that chalk boards had been introduced to reinforce the safety messages and share relevant information with bathers such as water quality and temperature.

RESOLVED – That the report be noted.

12. **WEDDINGS AND CIVIL PARTNERSHIPS AT THE HILL GARDEN AND PERGOLA**

The Committee considered a report of the Superintendent of Hampstead Heath outlining proposals to begin offering weddings and civil partnerships at the Hill Garden and Pergola.

The Superintendent reported that useful feedback had been provided at the Hampstead Heath Consultative Committee walk on 29 March 2014 and advised that officers intended to adopt a soft opening of the proposal to ensure its impact on the site and other visitors was kept to a minimum.

Members were informed that, under the Terms and Conditions of Booking, only two bookings per week would be taken, excluding bank holidays, with a limit of two Fridays and two weekend dates within any one month.

RESOLVED – That the proposals for the management of ceremonies and the charging structure, policy and terms and conditions for bookings, be approved.

13. OUTDOOR TRIPLES TABLE TENNIS TABLE

The Committee considered a report of the Superintendent of Hampstead Heath that sought approval to install an outdoor triples table tennis table on the Heath for a cost of £2,700, discounted from £3,600.

The Operations Services Manager explained that the proposal was inspired by comments from the public following the success of similar initiatives at Queen's Park and Golders Hill Park. He advised that the proposed location of the table would be adjacent to the tennis hut, in keeping with the current use of that area. He added that the table would be installed in time to be launched at the 2014 'Give It A Go' Festival on 20 July 2014.

In response to a member's question, the Operations Services Manager advised that the colour of the triples table tennis table would be green.

RESOLVED – That the proposal to purchase and install the outdoor triples table tennis table as a permanent feature at Parliament Hill, be approved.

14. MANAGEMENT WORK PLAN FOR PREACHER'S HILL

The Committee considered a report of the Superintendent of Hampstead Heath that sought approval of the Management Work Plan for Preacher's Hill.

The Superintendent thanked the Hampstead Heath Ecologist and her team for producing the Management Work Plan. A member from the Heath and Hampstead Society expressed his support for the Plan.

RESOLVED – That the Management Work Plan for Preacher's Hill be approved.

15. SUPERINTENDENT'S UPDATE ON HIGHGATE WOOD

The Committee received a report of the Superintendent of Hampstead Heath regarding the Highgate Wood Update – April 2014.

Members were informed that the bark chipping in the playground would be replaced by Tiger Mulch to reduce the amount of time spent by staff on maintenance. The Superintendent advised that installation of the Tiger Mulch would begin shortly.

The Superintendent added that adjustments would be made to the timeline in the Heritage section of the Conservation Management Plan (CMP) summary document following feedback from the Highgate Wood Joint Consultative Committee.

RESOLVED – That the Highgate Wood Summary CMP be approved for adoption.

16. **SUPERINTENDENT'S UPDATE ON QUEEN'S PARK**

The Committee considered a report of the Superintendent of Hampstead Heath that provided an update on the management and operational activities of Queen's Park.

The Superintendent advised that the City Gardens team would visit Queen's Park next week to lay new turf in the playground. He added that funding was currently being secured for new equipment to be added to the playground as part of the Third Phase installation to ensure that a wide range of ages were catered for.

RESOLVED – That the report be approved.

17. **QUEEN'S PARK CONSERVATION MANAGEMENT PLAN**

The Committee considered a report of the Superintendent of Hampstead Heath that sought approval of the Queen's Park Conservation Management Plan (CMP).

The Superintendent reported that the CMP was broadly supported by the Queen's Park Joint Consultative Group in the last meeting held on 4 June 2014.

RESOLVED – That the Queen's Park CMP be approved for adoption.

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

Members requested that the dates of Committee meetings, visits, and events up to the end of 2015 be circulated by the Town Clerk.

Members of this Committee also requested that the Town Clerk and Remembrancer made all Members of the Court aware of upcoming events at Hampstead Heath.

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

There were no items of urgent business.

20. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Item No.
21 – 23

Paragraph No.
3

21. **GATEWAY 4C - DETAILED DESIGN: HAMPSTEAD HEATH PONDS PROJECT - APPENDIX 5: BUDGET**

The Committee considered the financial analysis of the joint report of the Director of Open Spaces and the Director of the Built Environment regarding the Gateway 4c – Detailed Design of the HHPP.

RESOLVED – That the report be approved.

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

There were none.

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

There were no items of urgent business.

The meeting ended at 3.05 pm

Chairman

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Committee:	Date:
Hampstead Heath, Highgate Wood and Queen's Park	15 September 2014
Subject:	Public
Decisions taken under delegated authority	
Report of:	For Information
Town Clerk	
<p><u>Summary</u></p> <p>This report provides details of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman of the Hampstead Heath, Highgate Wood and Queen's Park Committee, and the Chairman and Deputy Chairman of the Projects Sub (Policy and Resources) Committee in accordance with Standing Order Nos. 41 (a) and 41 (b).</p> <p>Recommendations:-</p> <p>That the action taken since the last meeting be noted.</p>	

Main Report

Background

1. Standing Order Nos. 41(a) and 41(b) provide mechanisms for decisions to be taken between scheduled meetings of the Committee, either where it is urgently necessary that a decision be made or where the Committee has delegated power for a decision to be taken.
2. At the Committee meeting on 9 June 2014 it was agreed to delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to approve the option for the Ladies' Bathing Pond facility at Hampstead Heath.
3. The decision was also made by the Town Clerk in consultation with the Chairman and Deputy Chairman of the Project Sub Committee under urgency procedures during June 2014.

Decisions Taken under Delegated Authority

4. The following action has therefore been taken under **delegated authority** (Standing Order No. 41(b)), since the last meeting of the Committee:-

- **Ponds Project: Gateway 4c – delegated decision in respect of the Ladies' Bathing Facility**

The Ladies' Bath Pond facilities are positioned on the dam crest and are impacted by the Ponds Project. It was established that it was no longer necessary to relocate the Ladies' Bathing Pond facility and concrete slab which rests upon the dam. Therefore, it was concluded that the facility can be rebuilt on the existing platform which would need to be slightly extended.

Having established that "do nothing" and refurbishment of the existing facility were not options, it was recommended that a new light-weight building be constructed on the existing slab, and that this be submitted as part of the Ponds Project planning application in July 2014.

Overall the delegated decision taken by the Town Clerk was as follows:

- Approval was given for the option to replace the Ladies' Bathing facility with a new building on the existing concrete slab, and that this be submitted as part of the Ponds Project planning application.

Conclusion

5. Members are asked to note the contents of this report.

Background Papers

- Ponds Project: Gateway 4c – delegated decision in respect of the Ladies Bathing Facility (*June 2014*)

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Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen’s Park Management Committee	15 September 2014
Subject: Revenue Outturn 2013/14 – Hampstead Heath, Highgate Wood and Queen’s Park	Public
Report of: The Chamberlain and the Director of Open Spaces	For Information

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2013/14 with the final agreed budget for the year. In total, there was a better than budget position of £208,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget £000	Revenue Outturn £000	Increase/ (Decrease) £000
Local Risk			
Director of Open Spaces Hampstead Heath, Highgate Wood and Queen’s Park.	5,995	5,978	(17)
City Surveyor	1,213	980	(233)
Total Local Risk	7,208	6,958	(250)
Central Risk	(1,758)	(1,764)	(6)
Recharges	1,163	1,211	48
Total	6,613	6,405	(208)

The Hampstead Heath, Highgate Wood and Queen’s Park underspend of £17,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees, which produces an overall better than budgeted position of £232,000 (Local Risk) across all Open Spaces. It is proposed to carry forward £217,000 of this underspend, with £30,000 for this Committee to be carried forward into the 2013/14 budgets. These requests will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

Underspends in The City Surveyor's Additional Works Programme will be available to spend in subsequent years of the scheme.

Recommendations

It is recommended that this revenue outturn report for 2013/14 and the proposed carry forward of underspends to 2014/15 are noted.

Main Report

Budget Position for 2013/14

1. Actual net expenditure for your Committee's services during 2013/14 totalled £6.405m, an underspend of £0.208m compared to the final approved budget of £6.613m. A summary comparison with the final agreed budget for the year is tabulated below. In this table, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

Summary Comparison of 2013/14 Revenue Outturn with Final Agreed Budget

	Final Agreed Budget	Revenue Outturn	Increase/ (Decrease)	Paragraph reference
	£000	£000	£000	
Local Risk				
Director of Open Spaces				
- Hampstead Heath	4,548	4,547	(1)	
- Hampstead Heath CBT	480	480	-	
- Queen's Park	540	526	(14)	
- Queen's Park CBT	31	30	(1)	
- Highgate Wood	346	345	(1)	
- Highgate Wood CBT	50	50	-	
Total Director of Open Spaces	5,995	5,978	(17)	
City Surveyor	192	257	65	2
Additional Works Programme	1,021	723	(298)	3
Total City Surveyor	1,213	980	(233)	
Total Local Risk	7,208	6,958	(250)	
Central Risk				
- Hampstead Heath	(1,192)	(1,198)	(6)	
- Hampstead Heath CBT	(480)	(480)	-	
- Queen's Park	-	-	-	
- Queen's Park CBT	(31)	(30)	1	
- Highgate Wood	(5)	(6)	(1)	
- Highgate Wood CBT	(50)	(50)	-	
Total Central Risk	(1,758)	(1,764)	(6)	
Recharges	1,163	1,211	48	4
Totals	6,613	6,405	(208)	

Reasons for Significant variations

2. The increase in City Surveyor's was due to some historical claims from the BRM contractor which had to be met, resulting in a repairs and maintenance overspend across the corporate estate.
3. The underspend in City Surveyor's Additional Works Programme was due to Lido fabric repairs not progressing as planned owing to a longer than anticipated Gateway process and the phased works on the pergola being postponed until 2014/15 as it was not possible to undertake them in 2013/14. Underspends in The City Surveyor's Additional Works Programme will be available to spend in subsequent years of the scheme. The phasing of these projects is reported to the Corporate Asset Sub Committee on a quarterly basis.
4. The increase in recharges is mainly due to an increase in City Surveyor's costs and I.S. Costs, due to the number of high value projects at Hampstead Heath that required input from various areas of the Surveyor's department and a higher level of I.T. support for the Open Spaces. In addition, there was an increase in charges from the Open Spaces Directorate, although these recharges have a corresponding contra entry in their own accounts and these charges have no overall impact on City's Cash net expenditure.

Local Risk Carry Forward to 2014/15

5. The Director's better than budget position of £17,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees which produce an overall better than budget position of £232,000 (Local Risk) of which £217,000 has been submitted for a carry forward as outlined below, of which £30,000 is for activities overseen by your Committee: -
 - Refurbishment of St Brides, St Dunstan's in the East, & St Paul's Cathedral Garden: **£44,000**
 - Vehicle purchase (£60,000) and installation of Photovoltaic cells (£29,000) at the Cemetery: **£89,000**
 - Great Gregories over-wintering facility at Epping Forest: **£44,000**
 - West Ham Park Nursery Business Plan: **£10,000**

- Parliament Hill feasibility study to identify possible future savings/income increases: **£10,000**
- Introduction of new Signage at Hampstead Heath: **£20,000**

Dr Peter Kane
Chamberlain

Sue Ireland
Director of Open Spaces

Contact:
Mark Jarvis
Mark.Jarvis@cityoflondon.gov.uk

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Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park	15 September 2014
Subject: Hampstead Heath Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2014	Public
Report of: The Chamberlain	For Information
<p>Summary</p> <p>The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2014 for Hampstead Heath are presented in the format required by the Charity Commission.</p> <p>Recommendation(s)</p> <ul style="list-style-type: none"> • It is recommended that the Trustee's Annual Report and Financial Statements be noted. 	

Main Report

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 24th May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. The consolidated report covers both the operations of Hampstead Heath and the Hampstead Heath Trust Fund which manages the investment of the £15m that was originally transferred from the London residuary Body to

help defray the management and maintenance costs of the Heath. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Appendix

- Appendix 1 – Hampstead Heath Report and consolidated Financial Statements for the year ended 31 March 2014

Alison Elam

Group Accountant, Chamberlain's Department

T: 020 7332 1081

E: Alison.elam@cityoflondon.gov.uk

HAMPSTEAD HEATH
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

Charity Number: 803392

HAMPSTEAD HEATH

Trustee's Annual Report and Financial Statements for the year ended 31 March 2014

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HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2014

1. Reference and Administration Details

Charity Name:	Hampstead Heath
Registered Charity Number:	803392
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor, Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure, Governance and Management

The governing document

The governing documents are the Hampstead Heath Act 1871 and the London Government Reorganisation (Hampstead Heath) Order 1989. The charity is constituted as a charitable trust.

Trustee Selection methods

The Mayor, Commonalty and Citizens of London, known as the City of London Corporation, is the trustee of Hampstead Heath. Elected Aldermen and Members of the City of London Corporation are appointed to the committee, together with six non City of London Corporation Members, one after consultation with the London Borough of Barnet, one after consultation with the London Borough of Camden, one after the consultation with the owners of the Kenwood lands and three after consultation with bodies representing local, archaeological, environmental or sporting interests, governing Hampstead Heath by the Court of Common Council of the City of London Corporation. The Finance Committee of the City of London Corporation administers the Trust on behalf of the Trustee.

Policies and procedures for the induction and training of trustee

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

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2014

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

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

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 17 of the Notes to the Financial Statements.

Risk identification

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

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

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

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

3. Objectives and Activities for the Public Benefit

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

The object of the charity is the preservation of Hampstead Heath for the recreation and enjoyment of the public.

This charity is operated as part of the City of London's City's Cash. The City of London is committed to funding the ongoing net operational costs of the charity in accordance with the purpose.

The Hampstead Heath Trust Fund is a subsidiary controlled by this charity. That charity was established by the London Residuary body with an endowment of £15m. Its purpose was to contribute towards the running costs of the Heath. Separate accounts are prepared for the subsidiary, which are consolidated with these accounts.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2014

4. Achievements and Performance

Key targets for 2013/14 and review of achievement

The key targets for 2013/14 together with their outcomes were:

- **Achieve budget reductions for 2013/14 in accordance with July 2011 Management Committee approval and update Members on progress.**
The bedding at Golders Hill Park Walled Garden has been re landscaped and sustainable planting has been introduced, which provides year round colour and interest within the garden. The Gardening team were involved in the research and design process and interpretation has also been included at the site to explain the changes and inform the public.
- **Continue to implement projects and services to promote education and biodiversity that supports communities across Greater London. Develop proposals for potential future funding opportunities.**
The Wild about Hampstead project in Partnership with the Royal Society for the Protection of Birds (RSPB) has enabled a great deal of work to take place with a wide range of visitors. The Heritage Lottery Fund (HLF) funded project, which is a joint venture with Heath Hands and English Heritage, will provide a lasting platform for volunteering and education. The Play and Education team continue to deliver a wide range of sessions to schools across London, giving them an opportunity to learn in a different way in a different environment. This year the team has have reached a record number of people exceeding 10,000 people attending organised sessions.
- **Continue to support the Hampstead Heath Ponds Project; key stages to success include development of the design options, detailed design and successful public consultation and engagement, procurement and implementation.**
The project continues with significant steps made which include Public Consultation, which took place between 11 December 2013 and 17 February 2014, with two public displays located at Parliament Hill and East Heath respectively. The Construction Contractor BAM Nuttall was appointed on the 14th March 2014, and early contractor involvement is proving a great asset to the project. BAM Nuttall started the ground investigation on the 24th March 2014. Expenditure incurred on the scheme in 2013/14 amounted to £1,058,232.
- **Liaise with City Surveyor to implement the agreed programme for additional work for Hampstead Heath.**
The works to the Hill Garden boundary wall have now been completed. Further works to the Pergola structure and pathways have taken place, along with pathways across the Heath. Significant work has also been carried out at the Lido with respect to repairs and decorations.
- **Irish Celebration as part of the City of London Festival, at Parliament Hill in June 2013, along with the Legacy and Heritage Festivals. Affordable Art Fair and other third party events, including Race for Life, the London Jewish Literary Festival at Golders Hill Park.**
The Irish Roots festival brought together the themes of a celebration of Irish Culture and ancient trees. A wide range of activities including woodland crafts, storytelling and dancing were enjoyed by visitors. The affordable Art Fair saw an increase in attendance as the event becomes one which is anticipated by visitors. Tree stumps from the Stumpery which has been introduced at Golders Hill Park were brought across to the event site to create interest in the new addition to the park. The Race for Life was again extremely well supported and the staff worked with the event to ensure success.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2014

4. Achievements and Performance (continued)

- **East Heath Car Park – Implementation of the car park and South End Green landscape improvements and enhancements.**

Works to the car park were completed in April 2013, along with the further landscape improvements and enhancements which are now significantly completed. These included the planting of hedges along the edges of the car park, improvement of adjacent paths and the entrance to East Heath.

- **Investigate, develop and manage the use of social/new media communication mediums, such as Facebook for North London Open Spaces (NLOS), to engage with a range of customers.**

There is a Hampstead Heath Twitter account and a Facebook page. These have both provided a very effective means of communicating with visitors and gaining feedback. In particular site closures resulting from the St Jude's Day Storm were communicated via Twitter with this information being retweeted a number of times.

- **Work with Heath Hands to further develop their role, empowering them to take ownership of projects, such as Whitestone Gardens. Develop in partnership a broader range of volunteering opportunities, such as the RSPB/HLF "Wild about the Heath" project.**

Work continues to take place with developing Heath Hands role, working towards the legacy which will result from the wild about Hampstead project.

- **Develop the tree risk management system in line with best practice and continue to monitor tree health to manage risks, for example Messaria on London Planes.**

A great deal of work has taken place with respect to tree management and a system has been developed to assist with the process. Risks are managed carefully, with initiatives such as a range of staff having been through training to raise awareness for visual tree inspections, and thereby early warning of potential issues.

- **Develop a strategy for the Play, Education and Engagement services to maximise use of resources and delivery of the highest possible standards of environmental education and play.**

A strategy has been developed which will enable the services to be aligned. Cross team working is taking place to make the best use of resources and deliver a programme which is relevant and provides a high standard of environmental education. However it is important that the City's Education strategy, which is currently being developed, is taken into consideration with respect to the Hampstead Heath strategy, and this will be reviewed upon the publication of the City's strategy.

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

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2014

5. Financial Review

Review of financial position

Investment income of £1,349,228 (2012/13 £1,146,583) was earned during the year. Other income received included £482,983 from donations and other external contributions (2012/13 £483,064), £972,690 from sales, fees and charges (2012/13 £1,049,453) and £198,543 from rents (2012/13 £186,390). The contribution towards the running costs of the charity amounted to £6,366,234 (2012/13 £5,570,726). This net cost was met by the City of London Corporation's City's Cash. An annual sum of £5,000 was transferred from the restricted fund for maintenance of land transferred to the Heath, from the Athlone House development agreement. The restricted fund is now £15,000 at the end of the year.

The Barratt Bequest Trust Fund (Charity number 1064114) ceased to exist on 23 December 2011 and the Trust's assets and liabilities were transferred to Hampstead Heath (£570,769) in 2011/12.

Additions to land and capital expenditure on buildings are included in the financial statements as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured. The impact on the financial statements is that the charity's balance sheet reflects its ownership of these fixed asset additions net of depreciation, represented by a designated income fund.

Reserves Policy

The contribution towards the running costs of Hampstead Heath is determined in accordance with a formula set out in the governing document. Reserves therefore represent the accumulated net income that cannot be distributed under the existing governance arrangements. However the higher level of reserves provides the potential for increased annual contributions in future years (calculated in accordance with the formula).

Investment Policy

The investment policy is driven by the concept of total return over the long term. The purpose of this policy is to provide for real increases in annual expenditure whilst preserving the capital base of the Trust in real terms.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2014

5. Financial Review (continued)

Spending Policy

The reserves policy of the Trust is that the original endowment of £15 million (now worth £28.4m) should produce income to cover a proportion of the running costs of Hampstead Heath. The maximum contribution (£1,171,000) is set out in the Transfer order and is subject to a triennial review. 2013/14 was year one of three and therefore the contribution is equal to the actual investment income earned in 2012/13 (£1,127,754) multiplied by the change in the Average Earnings Index between April 2012 and April 2013 (1.039). A contribution was also made of £21,992 in 2013/14 representing the income arising from the former T.J. Barratt Trust which was transferred to the Hampstead Heath Trust in November 2011. The market value of the capital endowment of the T.J. Barratt Trust increased to £310,643 in 2013/14 (2012/13: £289,426).

Should the actual income added to the surpluses from previous years in a specific year be less than the maximum contribution as per the Transfer Order, then the lower sum is attributed, unless the Finance Committee decides that an allocation from the capital reserves of the Trust Fund is desirable. This is within the terms of the Transfer Order. The maximum permissible contribution was met and allocated towards the running costs in 2013/14.

Going Concern

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

6. Plans for Future Periods

The plans for 2014/15 are:

- Continue to support the Hampstead Heath Ponds Project through the completion of outline design to enable the planning application to be submitted on 4 July 2014. The City will present the project to the Development Management Forum arranged by Camden Council in June 2014. The City will continue to consult the Ponds Project Stakeholder Group and in September the emphasis will be to consult on the palette of materials that will enable the completion of the detailed design in the autumn.
Taking account of the feedback from the Public Consultation the Designers, Atkins prepared the preferred solutions report which will be submitted to the Hampstead Heath Consultative Committee on 2 June 2014 and the Hampstead Heath, Highgate Wood & Queens Park Committee on 9 June 2014.
- Liaise with City Surveyor to implement the agreed programme for additional works for Hampstead Heath
- Work with Heath Hands to further develop their role, empowering them to take ownership of projects, such as Whitestone Gardens. Develop in partnership a broader range of volunteering opportunities, such as the RSPB/HLF "Wild about the Heath" project.
- Develop plans for a creation of a visitor hub at Parliament Hill, using existing buildings; which will provide a One Stop Shop for information and visitors.
- Review budgets and ways of working in line with the City's Service Based Review programme.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2014

7. The Financial Statements

The Financial statements are prepared on a consolidated basis for Hampstead Heath and the Trust Fund. Separate financial statements are prepared for the Hampstead Heath Trust Fund which is a subsidiary of Hampstead Heath.

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

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

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

8. Statement of Trustee's Responsibilities

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

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

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

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

HAMPSTEAD HEATH
Trustee's report for the year ended 31 March 2014

9. Adopted and signed for and on behalf of the Trustee on 23 July 2014.

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

J. P. Mayhew
Deputy Chairman of
Finance Committee
Guildhall, London

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HAMPSTEAD HEATH

We have audited the financial statements of Hampstead Heath for the year ended 31 March 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes 1 to 18. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 8, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HAMPSTEAD HEATH
(CONTINUED)**

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

150 Aldersgate Street
London
EC1A 4AB

HAMPSTEAD HEATH

Consolidated Statement of Financial Activities for the year ended 31 March 2014

	Notes	Unrestricted Funds		Restricted Fund	Endowment Fund	2013/14	2012/13
		General Fund	Designated Fund				
		£	£				
Incoming resources							
Incoming resources from generated funds							
Investment Income		1,349,228	-	-	-	1,349,228	1,146,583
Voluntary Income		3,058	-	479,925	-	482,983	483,064
Grant from City of London Corporation		5,308,002	1,058,232	-	-	6,366,234	5,570,726
Incoming resources from charitable activities		<u>1,171,233</u>	<u>-</u>	<u>-</u>	<u>-</u>	1,171,233	1,235,843
Total incoming resources	4	<u>7,831,521</u>	<u>1,058,232</u>	<u>479,925</u>	<u>-</u>	9,369,678	8,436,216
Resources expended							
Costs of generating funds							
Managed investment							
Expenses	5	179,332	-	-	-	179,332	150,146
Performance measurement service	5	4,592	-	-	-	4,592	4,594
Interest Payable		4,538	-	-	-	4,538	2,496
Charitable activities	5	7,250,713	87,929	470,691	-	7,809,333	8,076,096
Governance costs	5,6	<u>424,572</u>	<u>-</u>	<u>-</u>	<u>-</u>	424,572	376,518
Total resources expended		<u>7,863,747</u>	<u>87,929</u>	<u>470,691</u>	<u>-</u>	8,422,367	8,609,850
Net (outgoing)/ incoming resources		<u>(32,226)</u>	<u>970,303</u>	<u>9,234</u>	<u>-</u>	947,311	(173,634)
Net movement in funds before other recognised gains		<u>(32,226)</u>	<u>970,303</u>	<u>9,234</u>	<u>-</u>	947,311	(173,634)
Other recognised gains							
Net gain on investment assets	10	<u>13,010</u>	<u>-</u>	<u>-</u>	<u>2,031,364</u>	2,044,374	3,447,270
Net movement in funds		<u>(19,216)</u>	<u>970,303</u>	<u>9,234</u>	<u>2,031,364</u>	2,991,685	3,273,636
Reconciliation of funds							
Total funds brought forward	14	64,402	1,031,666	20,000	26,842,916	27,958,984	24,685,348
Total funds carried forward	14	<u>45,186</u>	<u>2,001,969</u>	<u>29,234</u>	<u>28,874,280</u>	30,950,669	27,958,984

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

All incoming resources and resources expended derive from continuing activities.

HAMPSTEAD HEATH

Consolidated Balance Sheet as at 31 March 2014

	Notes	2014	2013
		£	£
Fixed Assets			
Tangible Fixed Assets	9	2,001,969	1,031,666
Fixed Asset Investments	10	28,319,785	28,076,857
		30,321,754	29,108,523
Current Assets			
Debtors	11	238,384	268,745
Investments	10	752,071	74,517
Cash at bank and in hand		259,550	585,530
		1,250,005	928,792
Creditors: amounts falling due within one year	12	(621,090)	(2,078,331)
Net Current Assets (Liabilities)		628,915	(1,149,539)
Total Assets Less Current Liabilities		30,950,669	27,958,984
The funds of the charity:			
Unrestricted Funds			
General Fund	13 & 14	45,186	64,402
Designated Fund	13 & 14	2,001,969	1,031,666
Restricted Funds	13 & 14	29,234	20,000
Endowment Funds	13 & 14	28,874,280	26,842,916
Total charity funds		30,950,669	27,958,984

Approved and signed for and on behalf of the Trustee.

The notes at pages 17 to 33 form part of these accounts.

Dr Peter Kane
Chamberlain of London
23rd July 2014

HAMPSTEAD HEATH
Balance Sheet as at 31 March 2014

	Notes	2014	2013
		£	£
Fixed Assets			
Tangible Fixed Assets	9	<u>2,001,969</u>	<u>1,031,666</u>
Current Assets			
Debtors	11	79,731	114,039
Cash at bank and in hand		<u>259,550</u>	<u>585,530</u>
		339,281	699,569
Creditors: Amounts falling due within one year	12	(310,047)	(679,569)
Net Current Assets		<u>29,234</u>	<u>20,000</u>
Total Assets less Current Liabilities		<u>2,031,203</u>	<u>1,051,666</u>
The funds of the charity			
<i>Unrestricted Funds</i>			
Designated Fund	13 & 14	2,001,969	1,031,666
<i>Restricted Funds</i>	13 & 14	<u>29,234</u>	<u>20,000</u>
Total charity funds		<u>2,031,203</u>	<u>1,051,666</u>

Approved and signed for an on behalf of the Trustee

Dr Peter Kane
Chamberlain of London
23rd July 2014

HAMPSTEAD HEATH

Consolidated Cash Flow Statement for the year ended 31 March 2014

	Notes	2013/14	2012/13
		£	£
Net cash inflow/(outflow) from operating activities	1	1,181,291	(3,179,216)
Returns on investments and servicing of finance	2	1,349,228	1,146,583
Capital expenditure		(1,058,232)	(215,274)
Net cash inflow/(outflow) before management of liquid resources		1,472,287	(2,247,907)
Management of liquid resources	3	(677,554)	1,681,679
Increase/(decrease) in cash in the year		794,733	(566,228)

Notes to the Cash Flow Statement

Note 1: Reconciliation of net outgoing resources to net cash outflow from operating activities

	£	£
Net incoming (outgoing) resources before other recognised gains	947,311	(173,634)
Depreciation	87,929	87,929
Investment income	(1,349,228)	(1,146,583)
Decrease in debtors	1,153,929	4,156
Increase/ (decrease) in creditors	341,026	(1,949,225)
Provisions	324	(1,859)
Net cash inflow/(outflow) from operating activities	1,181,291	(3,179,216)

Note 2: Returns on investments and servicing of finance

Investment income received	1,349,228	1,146,583
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Note 3: Management of liquid resources

(Increase)/decrease in short term investments	(677,554)	1,681,679
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HAMPSTEAD HEATH

Consolidated Cash Flow Statement for the year ended 31 March 2014 (continued)

	1 April 2013	Cash Flow	31 March 2014
	£	£	£
Note 4: Analysis of changes in net funds			
Cash at bank and in hand	585,530	(325,980)	259,550
Bank overdraft	(1,357,450)	1,120,713	(236,737)
Short term investments	74,517	677,554	752,071
Change in net funds	(697,403)	1,472,287	774,884

	2013/14	2012/13
	£	£
Note 5: Reconciliation of net cash flow to movement in net funds		
(Decrease)/increase in cash in the year	(325,980)	(334,895)
Decrease/(increase) in Bank overdraft	1,120,713	(231,333)
Short term investments	677,554	(1,681,679)
Change in net funds	1,472,287	(2,247,907)
Net funds balance brought forward	(697,403)	1,550,504
Net funds balance carried forward	774,884	(697,403)

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2014

1. Accounting Policies

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

(a) Basis of Preparation

These are the Consolidated Financial Statements for the Hampstead Heath Group comprising Hampstead Heath and Hampstead Heath Trust. Separate statements are also produced for the Hampstead Heath Trust which is a subsidiary of Hampstead Heath. The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules (except for investments recorded at valuation), and in accordance with applicable United Kingdom accounting standards.

Activity is accounted for in the year that it takes place on an accruals basis, not simply when cash payments are made or received. In particular, where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

(b) Group Financial Statements

These financial statements consolidate the results of the Charity and its subsidiary undertaking, Hampstead Heath Trust, on a line by line basis. A separate statement of financial activities for the Charity itself is not presented because the Charity has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006 and paragraph 397 of the SORP.

The Hampstead Heath Trust Fund is a subsidiary controlled by this charity. That was established by the London Residuary body with an endowment of £15m. Its purpose was to contribute towards the running costs of the Heath. Separate accounts are prepared for the subsidiary which are consolidated with these accounts.

(c) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is updated from City's Cash. The latest forecast to the period 2017/18 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee consider the Trust to be a going concern for the foreseeable future, therefore has prepared the financial statements on the going concern basis.

(d) Fixed Assets

Heritage Land and Associated Buildings

Hampstead Heath comprises 275 hectares (680 acres) of land located in the London Boroughs of Camden and Barnet, together with associated buildings. The objectives of the charity are the preservation of the Heath at Hampstead for the recreation and enjoyment of the public. Hampstead Heath is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2014

1. Accounting Policies (continued)

(d) Fixed Assets (continued)

Tangible Fixed Assets

Land and associated buildings acquired prior to 1 April 2009 are considered to be heritage assets. In respect of the original land and buildings, cost or valuation are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

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

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

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 10
Infrastructure	20

(e) *Recognition*

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

(f) *Incoming Resources*

Recognition of incoming resources

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

Voluntary income

Voluntary income comprises a transfer from the Barratt Bequest Fund, public donations and government grants.

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2014

1. Accounting Policies (continued)

(f) Incoming Resources (continued)

Recognition of incoming resources

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

Voluntary income

Voluntary income comprises a transfer from the Barratt Bequest Fund, public donations and government grants.

Volunteers

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

Grants received

Grants are included in the Statement of Financial Activities in the financial year in which they are receivable.

Contribution from City's Cash

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

Rental income

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

(g) Resources Expended

Allocation of costs between different activities

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

(h) Pension Costs

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership of the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates).

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2014

1. Accounting Policies (continued)

(i) Investments

The investments are all managed by Artemis Investment Management.

All of the securities within the Trust are listed on a stock exchange and are valued at The Stock Exchange trading System price at 31 March 2014.

Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The net gain on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1 April 2013 and 31 March 2014 after taking account of any purchases and sales which were made during 2013/14. Both realized and unrealized gains on investments at the balance sheet date are included in the funds of the Hampstead Heath Trust Fund.

(j) Foreign Currencies

Transactions in foreign currencies are recorded using the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated using the rate of exchange ruling at the balance sheet date and the gains or losses on translation are included in the capital fund. There were no gains or losses on foreign currency transactions in the year.

(k) Fund Accounting

The charity has three funds – an unrestricted income fund which comprises a general fund representing the net income of the Trust distributed annually towards the running costs of the Heath and a designated fund consisting of fixed assets at historic cost less accumulated depreciation; a restricted income fund in respect of Athlone House (see Note 18) and a permanent endowment fund which represents the original endowment invested shown at current market value.

(l) Governance Costs

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

2. Tax Status of the Charity

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

3. Indemnity Insurance

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

4. Incoming Resources

Incoming resources are comprised as follows:

	Unrestricted Funds		Restricted Funds		2013/14 £	2012/13 £
	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £		
Incoming resources from generated funds						
Investment Income	1,349,228	-	-	-	1,349,228	1,146,583
Voluntary Income	3,058	-	479,925	-	482,983	483,064
Grant from City of London Corporation	5,308,002	1,058,232	-	-	6,366,234	5,570,726
	6,660,288	1,058,232	479,925	-	8,198,445	7,200,373
Incoming resources from charitable activities						
Fees and charges	937,341	-	-	-	937,341	1,017,355
Sales	35,349	-	-	-	35,349	32,098
Rental income	198,543	-	-	-	198,543	186,390
	1,171,233	-	-	-	1,171,233	1,235,843
Total incoming resources	7,831,521	1,058,232	479,925	-	9,369,678	8,436,216

Investment Income

Incoming resources from generated funds consist of investment income and interest received on average cash balances for the year. Income for the year amounted to £1,349,228 (2012/13 £1,146,583).

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

4. Incoming Resources (continued)

Voluntary Income

The voluntary income relates to donations and sponsorship income of £3,058 (2012/13 £3,139) and grant funding from the City Bridge Trust of £479,925 (2012/13 £479,925) to provide educational and biodiversity projects that support communities across Greater London.

Deficit funding Contribution from City's Cash

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

Charges for the use of facilities

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

5. Resources Expended

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

	Activities undertaken directly £	Support costs £	2013/14 £	2012/13 £
Charitable activities	7,285,276	712,519	7,997,795	8,233,332
Governance costs	-	424,572	424,572	376,518
Total resources expended	7,285,276	1,137,091	8,422,367	8,609,850

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

Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Hampstead Heath.

Costs of generating funds

Consists of Fund managers fees of £179,332 (2012/13 £150,146), performance measurement fees of £4,592 (2012/13 £4,594) and interest payable of £4,538 (2012/13 £2,496).

Governance costs

General

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

5. Resources Expended (continued)

Auditor's remuneration and fees for external financial services

Moore Stephens are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the charity during the year or in the previous year.

Trustee's expenses

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

6. Support Costs

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

	Charitable Activities £	Governance £	2013/14 £	2012/13 £
Department				
Chamberlain	-	116,652	116,652	95,946
Comptroller & City Solicitor	-	64,507	64,507	51,886
Open Spaces Directorate	288,201	-	288,201	245,432
Town Clerk	-	120,743	120,743	122,293
City Surveyor	221,303	101,185	322,488	315,758
Information Systems	118,707	-	118,707	93,588
Other governance and support costs	84,308	21,485	105,793	109,051
Total support costs	712,519	424,572	1,137,091	1,033,954

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

6. Support Costs (continued)

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

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Hampstead Heath in 2013/14 is 127 (2012/13 119) at a cost of £4,921,167 (2012/13 £4,776,536). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2013/14 Charitable activities	127	4,044,846	328,788	547,533	4,921,167
2012/13 Charitable activities	119	3,935,845	317,571	523,120	4,776,536

No employees earned more than £60,000 during the year (2012/13 nil).

8. Heritage Assets

Since 1880 the primary purpose of the Charity has been the preservation of Hampstead Heath for the recreation and enjoyment of the public. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Hampstead Heath are contained in the Hampstead Heath Management Plan 2011. Records of heritage assets owned and maintained by Hampstead Heath are held by the Director of Open Spaces.

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

9. Tangible Fixed Assets

At 31 March 2014 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £2,001,969 (31 March 2013: £1,031,666) as set out below. All tangible fixed assets are held by Hampstead Heath.

	Land and Buildings £	Infrastructure £	Infrastructure (WIP) £	Equipment £	Total £
<u>Cost</u>					
At 1 April 2013	169,101	743,984	540,202	197,810	1,651,097
Additions	-	-	1,058,232	-	1,058,232
At 31 March 2014	169,101	743,984	1,598,434	197,810	2,709,329
<u>Accumulated depreciation</u>					
At 1 April 2013	47,431	492,741	-	79,259	619,431
Charge for year	6,759	67,998	-	13,172	87,929
At 31 March 2014	54,190	560,739	-	92,431	707,360
<u>Net book values</u>					
At 31 March 2014	114,911	183,245	1,598,434	105,379	2,001,969
At 31 March 2013	121,670	251,243	540,202	118,551	1,031,666

HAMPSTEAD HEATH
Notes to the Financial Statements for the year ended 31 March 2014

10. Investments

The value and cost of investments comprises:

	Endowment Fund	
	2013/14	2012/13
	£	£
Market Value at 1 April	28,076,857	22,970,843
Add: Additions to investments at cost	11,036,845	7,684,584
Less: Disposals at market value	(12,838,291)	(6,025,840)
Add: Net Gain on Revaluation	2,044,374	3,447,270
Market Value at 31 March	28,319,785	28,076,857
Cash held by Fund Managers	752,071	74,517
Total investments at 31 March	29,071,856	28,151,374
Cost at 31 March	26,150,103	25,315,264

Total investments as at 31 March are analysed between long term and short term investments as follows:

	2014	2013
	£	£
Long term	28,319,785	28,076,857
Short term	752,071	74,517
Total	29,071,856	28,151,374

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

10. Investments (continued)

The Geographical Spread of Investments at 31 March 2014

	2014 £	2013 £
Fixed Interest Securities - UK	591,298	1,748,500
Unit Trusts - UK	388,519	297,274
Equities -UK	21,771,829	21,555,502
-European	5,540,573	3,336,041
-United States	-	1,117,353
-Pacific Basin	27,565	22,187
	27,339,967	26,031,083
Cash held by Fund Managers	752,071	74,517
Market Value 31 March	29,071,855	28,151,374

11. Debtors

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

Hampstead Heath Consolidated

	2014 £	2013 £
Rental Debtors	(1,727)	25,447
Other Debtors	177,415	161,525
Payments in Advance	38,187	37,126
Recoverable VAT	24,509	44,647
Total	238,384	268,745

Hampstead Heath

	2014 £	2013 £
Rental Debtors	(1,727)	25,447
Other Debtors	18,762	6,819
Payments in Advance	38,187	37,126
Recoverable VAT	24,509	44,647
Total	79,731	114,039

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

12. Creditors

Creditors consist of amounts due within one year.

Hampstead Heath Consolidated

	2014 £	2013 £
Bank Overdraft	236,737	1,357,451
Trade Creditors	46,130	83,621
Accruals	202,418	533,821
Other Creditors	135,805	103,438
Total	621,090	2,078,331

Hampstead Heath

	2014 £	2013 £
Trade Creditors	46,130	83,621
Accruals	132,840	502,620
Other Creditors	13,762	28,390
Other Deposits	47,737	33,737
Receipts In Advance	69,578	31,201
Total	310,047	679,569

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

13. Analysis of Consolidated Net Assets by Fund at 31 March 2014

	Unrestricted Funds		Restricted Fund	Endowment Fund	2014	2013
	General Fund	Designated Fund				
	£	£	£	£	£	£
Fixed Assets						
Tangible Fixed Assets	-	2,001,969	-	-	2,001,969	1,031,666
Investments	197,576	-	-	28,122,209	28,319,785	28,076,857
Total Fixed Assets	197,576	2,001,969	-	28,122,209	30,321,754	29,108,523
Current Assets	-	-	29,234	752,071	1,250,005	928,792
Current Liabilities	468,700	-	-	-	(621,090)	(2,078,331)
Total Net Assets	45,186	2,001,969	29,234	28,874,280	30,950,669	27,958,984

Capital Fund – Permanent Endowment

This represents the investment of the endowment of £15 million received from the London Residual Body.

Hampstead Heath Analysis of Net Assets by Fund at 31 March 2014

	Unrestricted Funds		Restricted Fund	2014	2013
	General Fund	Designated Fund			
	£	£	£	£	£
Fixed Assets					
Tangible Fixed Assets	-	2,001,969	-	2,001,969	1,031,666
Total Fixed Assets	-	-	-	2,001,969	1,031,666
Current Assets	310,047	-	29,234	339,281	699,569
Current Liabilities	(310,047)	-	-	(310,047)	(679,569)
Total Net Assets	-	2,001,969	29,234	2,031,203	1,051,666

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

14. Consolidated Movement of Funds during the year to 31 March 2014

	Balance at 1 April 2013	Net (outgoing)/ incoming resources	Revaluation of Investments	Balance at 31 March 2014
	£	£	£	£
Unrestricted Funds				
General Fund	64,402	(32,226)	13,010	45,186
<i>Designated Funds</i>				
Tangible Fixed Assets	1,031,666	970,303	-	2,001,969
Restricted Fund (Note 18)	20,000	9,234	-	29,234
Permanent Endowment (Note 13)	26,842,916	-	2,031,364	28,874,280
Total Funds	27,958,984	947,311	2,044,374	30,950,669

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

Hampstead Heath Movement of Funds during the year to 31 March 2014

	Balance at 1 April 2013	Net incoming /(outgoing) resources	Transfers /Adjustments	Balance at 31 March 2014
	£	£	£	£
Unrestricted Funds				
General Fund	-	(5,000)	5,000	-
Designated Funds				
Tangible Fixed Assets	1,031,666	970,303	-	2,001,969
Restricted Funds (Note 18)	20,000	14,234	(5,000)	29,234
Total Funds	1,051,666	979,537	-	2,031,203

Designated funds

Designated funds consist of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (c).

Restricted Fund

• *Athlone House*

The sum of £50,000 was received in 2006/07 from a property company for the ongoing maintenance of one hectare of land transferred to the Heath as part of an agreement for the development of Athlone House, Highgate Lane, N6. The receipt is being applied in equal instalments over ten years towards the maintenance costs of the transferred land. This balance of £15,000 is held as cash.

15. Pensions

Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17.

In 2013/14, employer's contributions to the scheme for staff engaged on City's Cash activities was £8.6m (2012/13 £8.5m). There are no outstanding or pre-paid contributions at the balance sheet date.

The deficit of the scheme at 31 March 2014 is £401m (2012/13 £342m) as calculated in accordance with FRS17 disclosures.

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

16. Contingent Liabilities

No disclosable contingent liabilities have been identified.

17. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions. The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources expended" and an explanation of these services is set out in Note 6 for support costs of £1,137,091 (2012/13: £1,033,954). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £6,366,234 (2012/13: £5,570,726) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable Trusts. These Trusts do not undertake transactions with Hampstead Heath, with the exception of the Hampstead Heath Trust and the City Bridge Trust (charity number 1035628). Hampstead Heath benefits from the income from the Hampstead Heath Trust (charity 803392-1). By virtue of the London Government Reorganisation (Hampstead Heath) Order 1989, the City of London Corporation acquired responsibility for the management of Hampstead Heath with effect from 31 March 1989. At the same time the London Residuary Body transferred £15 million to the City of London Corporation for the establishment of the Hampstead Heath Trust Fund, the purpose of which is to meet a proportion of the maintenance cost of the Heath. Contributions are assessed on a triennial basis and increased annually in accordance with the average earnings index. This income is shown as income in the statement of financial activities. A full list of other charitable trusts of which the City of London Corporation is trustee is available on application to the Chamberlain of the City of London.

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances. Investment income of £1,349,228 was earned during the year (2012/13: £1,146,583).

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

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

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2014

18. Restricted Fund

- *Athlone House*

The sum of £50,000 was received in 2006/07 from a property company for the ongoing maintenance of one hectare of land transferred to the Heath as part of an agreement for the development of Athlone House, Highgate Lane, N6. The receipt is being applied in equal instalments over ten years towards the maintenance costs of the transferred land. This balance of £15,000 is held as cash.

- *City Bridge Trust*

Three years grant funding was given by the City Bridge Trust to provide educational and biodiversity services to support communities within the Greater London area. 2013/14 is the third year of three with funding of £479,925 being given each year.

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Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park Management Committee	15 September 2014
Subject: Highgate Wood and Queen's Park Kilburn Trustee's Annual report and Financial Statements for the Year Ended 31 March 2014	Public
Report of: The Chamberlain	For Information

Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2014 for Highgate Wood and Queen's Park Kilburn are presented in the format required by the Charity Commission.

Recommendations

- It is recommended that the Trustee's Annual Report and Financial Statements be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 24th May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Appendix

- Appendix 1 – Highgate Wood and Queen’s Park Kilburn Report and Consolidated Financial Statements for the year ended 31 March 2014

Contact:

Alison Elam / alison.elam@cityoflondon.gov.uk / 020 7332 1081

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014***

Charity Number: 232986

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual Report and Financial Statements for the year ended 31 March 2014

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HIGHGATE WOOD AND QUEEN'S PARK KILBURN Trustee's Annual report for the year ended 31 March 2014

1. Reference and Administration Details

Charity Name:	Highgate Wood and Queen's Park Kilburn
Registered Charity Number:	232986
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor, Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure, Governance and Management

The governing document

The governing document is the Highgate and Kilburn Open Spaces Act 1886. The charity is constituted as a charitable trust.

Trustee Selection methods

The Mayor, Commonalty and Citizens of London, known as the City of London Corporation, is the trustee of Highgate Wood and Queen's Park Kilburn. Elected Aldermen and Members of the City of London Corporation are appointed to the committee governing Highgate Wood and Queen's Park Kilburn by the Court of Common Council of the City of London Corporation.

Policies and procedures for the induction and training of trustee

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

Organisational structure and decision making process

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2014

Details of related parties and wider networks

Details of any related party transactions are disclosed in note 15 of the Notes to the Financial Statements.

Risk identification

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

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

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

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

3. Objectives and Activities for the Public Benefit

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

Lands were transferred to the City of London Corporation under the powers conferred by the Highgate and Kilburn Open Spaces Act 1886. The purpose of the charity is the preservation in perpetuity by the City of London Corporation of the open spaces known as Highgate Wood, Highgate and Queen's Park Kilburn as Public Parks or Open Spaces, for the use by the public for exercise and recreation.

This charity is operated as a separate legal entity consolidated into the City of London Corporation's City's Cash. The City of London Corporation is committed to funding the ongoing net operational costs of the charity in accordance with the purpose, which is the preservation in perpetuity by the City of London Corporation of the open spaces known as Highgate Wood, Highgate and Queen's Park Kilburn as Public Parks or Open Spaces, for the use by the public for exercise and recreation.

4. Achievements and Performance

Key Targets for 2013/14 and review of achievement were:

Highgate Wood:

- **Reorganise Highgate Wood operational structure to accommodate the necessary budgetary reductions.**

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2014

Achievements and Performance (continued)

Key Targets for 2013/14 and review of achievement (continued).

Staffing structures have been revised to provide a team which are able to meet the needs of the service within the available resources available; this has taken place following staff consultation and will continue to be monitored.

- **Finalise the Conservation Management Plan and make it widely available to the public via a variety of appropriate mediums.**

This has been completed and will provide a firm foundation for the continued management of the site. A summary document has been drafted and the final version will be put forward for committee approval in April.

- **Continue to monitor long term management of woodland, detailing the current issues with regard to ecology and compaction.**

A database of survey work has been developed and will continue to be maintained and added to on an on-going basis.

- **Implement projects and develop services identified in obtaining grant funding to provide educational and biodiversity projects that support communities across Greater London. Develop proposals for potential future funding.**

The Highgate Wood Management team are currently assembling a Heritage Lottery Fund application for the housing and display of a Roman Kiln that was discovered within the wood in the late 1960's. This project is being supported by the Museum of London and London Borough of Haringey.

- **Investigate the opportunities for the installation of photo voltaic cells, on the roof of the Machine Shed, to generate electricity for the site.**

Photo voltaic cells have been installed, following investigations and the granting of the necessary planning permission. The outputs and savings generated will be monitored and this will provide a model for further initiatives across the division.

Queen's Park:

- **Reorganise Queen's Park operational structure to accommodate the necessary budgetary reductions.**

The reorganised staffing structures have been prepared and will be implemented in the coming year. Plans to ensure that the site is managed within the financial limits are in place, with the final structure following.

- **Undertake wide public consultation on the draft plan and seek committee views before adopting Conservation Management Plan.**

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2014

Achievements and Performance (continued)

Key Targets for 2013/14 and review of achievement (continued).

Consultation has taken place with respect to the CMP which has provided valuable input to the document. The CMP will be adopted the summer of 2014.

- **Review the Joint Consultative Committee structure and composition and implement approved changes.**

Local user groups have been identified. Further consultation will be carried out to pursue the issue of greater representation on the Committee. One local organisation that the group are keen to involve is the Kensal to Kilburn Transition Town, given they maintain a vegetable plot in the Park.

- **Hold at least four outdoor cinema events during 2013 and raise additional income. Host The Queen's Park Day event.**

Where is the Nomad 'outdoor cinema' has again had a successful season at Queen's Park, showing 4 films, with 1,600 visitors attending.

The Queen's Park Day was a successful and positive community event, which provided an opportunity to work in partnership with the Queen's Park Area Residents Association. 7,000 people attended this popular day in the calendar on wet September day, where wide range of events are were provided including Musical Entertainment, a Dog Show and Birds of Prey.

- **Continue to develop the Fund-Raising Group with the community and hold 3 events/meetings. Strive to implement construction of 2 further items of play equipment in Phase 2A of the play area development.**

The development of phase 2a the playground is almost complete and a cradle nest swing, hexagonal tyre swing and a rotating disc will be installed. The facility will be open for Easter and a launch event in conjunction with the Hampstead Heath education team will be held. Support in kind has been offered by the Queen's Park Area Residents Association and members of the local community who will offer volunteer time to assist with the planting out of plants and trees in the play area. Regular meetings take place with representatives from the Area Residents Association.

- **Implement projects and develop services identified in obtaining grant funding to provide educational and biodiversity projects that support communities across Greater London. Develop proposals for potential future funding.**

The Animal Attendant has been working with the Hampstead Heath Education Officer and has developed a number of lessons plans to be used in the Children's Farm. Local schools are already invited to use the park. It is planned that formal lessons are delivered by Park staff. An expression of interest has been made via the Rethinking Parks project with a view of increasing event income from events in the park.

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2014

5. Financial Review

Review of financial position

Investment income received through interest of £5,712 (2012/13 £4,850), income from other grants, involuntary income and contributions was £79,750 (2012/13 £105,850), income received through fees, charges and interest was £63,350 (2012/13 £61,817), sales nil (2012/13 £1,220) and rental income was £75,988 (2012/13 £78,012). The contribution towards the running costs of the charity amounted to £1,195,823 (2012/13 £1,092,654). This net cost was met by the City of London Corporation's City's Cash.

The land and original buildings integral to the operation of the charity are deemed to have been historically held in trust by this charity and the financial statements reflect this. These original assets of this open space are treated as heritage assets.

Additions to land and capital expenditure on buildings are included in the financial statements as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured. The charity's balance sheet reflects its ownership of these fixed asset additions net of depreciation, represented by a designated income fund.

Reserves Policy

The charity is wholly supported by the City of London Corporation which is committed to maintaining and preserving Highgate Wood and Queen's Park Kilburn out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. The charity has a designated fund and a restricted fund the details are set out in note 13 of the Notes to the financial statements.

Investment Policy

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

The majority of the surplus funds are invested with the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust. The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager which was mainly due to favourable asset allocation within the portfolio. The investments are managed by Artemis Investment Management LLP and in the year ended 31 December 2013 achieved a total return of 24.2%, which was a relative outperformance of 6.9% compared to its benchmark, the WM Unconstrained Charity Universe.

Going Concern

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2014

6. Plans for Future Periods

The aims for 2014/15 for Highgate Wood are:

- Installation of a low maintenance safety surface in the Highgate Wood Playground.
- Development of the Information Hut and partnership working with respect to the HLF bid for the relocation of the Roman Kiln to Highgate Wood from Bruce Castle Museum.

The aims for 2014/15 for Queen's Park are:

- Continue to develop the Fund-Raising Group with the community and hold 3 events/meetings. Strive to implement construction of 1 further item of play equipment in Phase 3 of the play area development.
- Continue to hold outdoor cinema events in the park and consider other event opportunities.
- Develop and implement an Annual Work Programme for the Park and its facilities.
- Continue to work with the local community and develop a volunteering programme in the park to support the on-going maintenance.

7. The Financial Statements

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

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

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

8 Statement of Trustee's Responsibilities

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;

**HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Trustee's Annual report for the year ended 31 March 2014**

Statement of Trustee's Responsibilities (continued).

- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

9 Adopted and signed for on behalf of the Trustee on 23 July 2014.

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

Jeremy Mayhew
Deputy Chairman of
Finance Committee
Guildhall, London

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HIGHGATE WOOD AND QUEEN'S PARK KILBURN

We have audited the financial statements of Highgate Wood and Queen's Park Kilburn for the year ended 31 March 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes 1 to 15. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on pages 7 and 8, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HIGHGATE WOOD AND QUEEN'S PARK KILBURN (CONTINUED).

Opinion on financial statements (continued)

- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

150 Aldersgate Street
London
EC1A 4AB

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Statement of Financial Activities for the year ended 31 March 2014

	Notes	Unrestricted Funds			2013/14	2012/13
		General Fund	Designated Fund	Restricted Fund		
		£	£	£		
Incoming Resources						
Incoming resources from generated funds						
Voluntary Income		5,782	-	79,750	85,532	110,700
Grant from City of London Corporation		1,195,823	-	-	1,195,823	1,092,654
Incoming resources from charitable activities		139,338	-	-	139,338	141,049
Total incoming resources	4	<u>1,340,943</u>	<u>-</u>	<u>79,750</u>	<u>1,420,693</u>	<u>1,344,403</u>
Resources Expended						
Charitable activities		1,263,887	16,488	56,353	1,336,728	1,299,163
Governance costs		77,056	-	-	77,056	67,639
Total resources expended	5	<u>1,340,943</u>	<u>16,488</u>	<u>56,353</u>	<u>1,413,784</u>	<u>1,366,802</u>
Net incoming/(outgoing) resources before other recognised gains		-	(16,488)	23,397	6,909	(22,399)
Other recognised gains						
Net gain on investments	10	9,921	-	-	9,921	16,846
Net movement in funds		9,921	(16,488)	23,397	16,830	(5,553)
Reconciliation of funds						
Funds brought forward	13	135,331	284,934	992	421,257	426,810
Funds carried forward	13	<u>145,252</u>	<u>268,446</u>	<u>24,389</u>	<u>438,087</u>	<u>421,257</u>

All operations are continuing.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2014

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Balance Sheet as at 31 March 2014

	Notes	2014	2013
		£	£
Fixed Assets			
Tangible Fixed Assets	9	268,446	284,934
Investments – 18,718 Charities Pool Units	10	145,252	135,331
		413,698	420,265
Current Assets			
Debtors	11	43,302	52,480
Cash		213,979	139,205
		257,281	191,685
Creditors: Amounts falling due within one year	12	(232,892)	(190,693)
Net Current Assets		24,389	992
Total Assets less Current Liabilities		438,087	421,257
The Funds of the Charity			
<i>Unrestricted Income Funds</i>			
General Fund	13	145,252	135,331
Designated Funds	13	268,446	284,934
Restricted Income Fund	13	24,389	992
Total Charity Funds		438,087	421,257

Approved and signed for and on behalf of the Trustee

The notes at pages 13-24 form part of these accounts.

Dr Peter Kane
Chamberlain of London
23rd July 2014

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2014

1. Accounting Policies

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

(a) Basis of Preparation

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

Activity is accounted for in the year that it takes place on an accruals basis, not simply when cash payments are made or received. In particular, where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

(b) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is updated from City's Cash. The latest forecast for the period to 2017/18 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future, therefore has prepared the financial statements on the going concern basis.

(c) Fixed Assets

Heritage Land and Associated Buildings

Highgate Wood and Queen's Park Kilburn comprise 315 hectares (780 acres) of land, together with associated buildings, located in the North London boroughs of Haringey and Brent respectively. The objectives of the charity are the preservation of Highgate Wood and Queen's Park Kilburn for the recreation and enjoyment of the public. Highgate Wood and Queen's Park Kilburn are considered to be inalienable (i.e. may not be disposed of without specific statutory powers). Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2014

1. Accounting Policies (continued)

(c) Fixed Assets (continued)

Tangible Fixed Assets

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

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 15
Infrastructure	up to 20
Heavy vehicles and plant	up to 7
Computer systems	3 to 7
Cars and light vans	up to 5

(d) Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

(e) Managed Investments

Investments are pooled with those from other City of London charities. Underlying Listed Company investments are valued at The Stock Exchange Trading System price at 31 March 2014. Other investments are valued annually at the middle market price at the close of business on 31 March 2014. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

The unrealised gain on investments at the balance sheet date is included in the Trust's funds.

The net gain on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1 April 2013 and 31 March 2014.

(f) Incoming Resources

Recognition of incoming resources

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

Voluntary income

Voluntary income comprises of a contribution from investments and other grants.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2014

1. Accounting Policies (continued).

(f) Incoming Resources (continued)

Volunteers

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

Grants received

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

Grant from City of London Corporation

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

Rental income

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

(g) Resources Expended

Allocation of costs between different activities

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

(h) Fund Accounting

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 13 to the accounts. Restricted funds are those received by Highgate Wood and Queen's Park Kilburn to be used only for the purpose set out in the conditions of the grant.

(i) Pension Costs

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

(j) Cash flow Statement

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

(k) Governance Costs

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2014

2. Tax Status of the Charity

Highgate Wood and Queen's Park Kilburn is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

3. Indemnity Insurance

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

4. Incoming Resources

Incoming resources are comprised as follows:

	2013/14 £	2012/13 £
Incoming resources from generated funds		
Other Grants, Voluntary Income and Contributions	79,750	105,850
Donations	70	-
Interest	5,712	4,850
Grant from City of London Corporation	1,195,823	1,092,654
	1,281,355	1,203,354
Incoming resources from charitable activities		
Sales of products or materials	-	1,220
Fees and charges	63,350	61,817
Rental income	75,988	78,012
	139,338	141,049
Total incoming resources	1,420,693	1,344,403

Other Grants, Voluntary Income and Contributions

The Funding from the City Bridge Trust of £79,750 to provide educational and biodiversity services to support communities within the Greater London area.

Fees and charges

The fees and charges income relates to income received for use of sports facilities, sports tuition fees and charges for filming within the open spaces.

Grant from City of London Corporation

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2014

5. Resources Expended

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

	Activities undertaken directly £	Support costs £	2013/14 £	2012/13 £
Charitable activities	1,244,949	91,779	1,336,728	1,299,163
Governance costs	-	77,056	77,056	67,639
Total resources expended	1,244,949	168,835	1,413,784	1,366,802

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

Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Highgate Wood and Queen's Park Kilburn.

Governance costs

General

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

Auditor's remuneration and fees for external financial services

Moore Stephens are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the Trust during the year or in the previous year.

Trustee's expenses

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2014

6. Support Costs

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

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

	Charitable activities £	Governance £	2013/14 £	2012/13 £
Department		-		
Chamberlain	-	21,919	21,919	17,236
Comptroller & City Solicitor	-	11,551	11,551	9,321
Open Spaces Directorate	51,061	-	51,061	43,901
Town Clerk	-	21,621	21,621	21,969
City Surveyor	7,582	18,118	25,700	21,408
Information Systems	22,562	-	22,562	17,798
Other governance and support costs	10,574	3,847	14,421	16,000
Total support costs	91,779	77,056	168,835	147,633

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

Chamberlain Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.

Comptroller and City Solicitor Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.

Open Spaces Directorate Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each open space charity.

Town Clerk Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2014

6. Support Costs (Continued)

City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
Other governance costs	Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Highgate Wood and Queen's Park Kilburn in 2013/14 is 18 (2012/13 19) at a cost of £711,421 (2012/13 £712,135). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employer's National Insurance £	Employer's Pension Contribution £	Total £
2013/14 Charitable activities	18	576,845	43,812	90,764	711,421
2012/13 Charitable activities	19	584,295	43,306	84,534	712,135

No staff earned more than £60,000 during the year (2012/13 Nil).

8. Heritage Assets

Since 1886 the primary purpose of the Charity has been the preservation of Highgate Wood and Queen's Park Kilburn for the recreation and enjoyment of the public. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Highgate Wood and Queen's Park Kilburn are contained in the Highgate Wood and Queen's Park Kilburn Management Plan 2010. Records of heritage assets owned and maintained by Highgate Wood and Queen's Park Kilburn can be obtained from the Director of Open Spaces.

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2014

9. Tangible Fixed Assets

At 31 March 2014 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £268,446 (31 March 2013 £284,935) as set out below.

	Land and Buildings £	Infrastructure £	Total £
<u>Cost</u>			
Balance at 31 March 2013	166,388	257,130	423,518
Additions	-	-	-
At 31 March 2014	166,388	257,130	423,518
<u>Accumulated depreciation</u>			
Balance at 31 March 2013	26,065	112,519	138,584
Charge for year	3,341	13,147	16,488
At 31 March 2014	29,406	125,666	155,072
<u>Net book values</u>			
Balance at 31/03/2013	140,323	144,612	284,935
At 31 March 2014	136,982	131,464	268,446

10. Fixed Asset Investments

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

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

	General Fund £	2014 £	2013 £
Market Value 1 April	135,331	135,331	118,485
Acquisitions	-	-	-
Gain for the year	9,921	9,921	16,846
Market Value 31 March	145,252	145,252	135,331
Cost 31 March	107,254	107,254	107,254
Units in Charities Pool	18,718	18,718	18,718

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2014

10. Fixed Asset Investments (continued)

The majority of the surplus funds are invested with the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust. The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager which was mainly due to favourable asset allocation within the portfolio.

The Charities Pool is a UK registered unit trust.

The geographical spread of listed investments at 31 March was as follows:

	2014	2013
	£	£
Equities		
UK	108,068	105,558
Overseas	27,888	21,247
Bonds - UK	4,067	4,872
Pooled Units - UK	1,888	1,353
Cash held by Fund Manager	3,341	2,301
Total Funds	145,252	135,331

11. Debtors

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

	2014	2013
	£	£
Rental Debtors	28,800	26,148
Other Debtors	1,506	4,829
Payments in Advance	4,992	5,039
Recoverable VAT	8,004	16,464
Total	43,302	52,480

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2014

12. Creditors

Creditors consist of amounts owing by the charity due within one year.

	2014 £	2013 £
Trade Creditors	14,308	14,954
Accruals	158,017	121,983
Other Creditors	7,121	300
Sundry Deposits	47,194	47,194
Receipts In Advance	6,252	6,262
Total	232,892	190,693

13. Movement of Funds during the year to 31 March 2014

	Balance at 1 April 2013 £	Incoming Resources £	Outgoing Resources £	Net incoming/ (outgoing) resources £	Balance at 31 March 2014 £
Unrestricted Funds					
<i>General Funds</i>					
Investments	135,331	9,921	-	9,921	145,252
	135,331	9,921	-	9,921	145,252
<i>Designated Funds</i>					
Capital Adjustment Account	284,934	-	(16,488)	(16,488)	268,446
	284,934	-	(16,488)	(16,488)	268,446
Total Unrestricted Funds	420,265	9,921	(16,488)	(6,567)	413,698
Restricted Funds					
City Bridge Trust funding	992	79,750	(56,353)	23,397	24,389
Total Restricted Funds	992	79,750	(56,353)	23,397	24,389
Total Funds	421,257	89,671	(72,841)	16,830	438,087

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2014

Notes to the funds

Unrestricted funds

1) *General funds*

Consisting of Charities Pool units following the transfer of the assets from the Ward's People's Recreation Ground Fund to Highgate Wood and Queen's Park Kilburn on 10 August 2011.

2) *Designated funds*

Designated funds consist of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (c).

Restricted funds

3) *City Bridge Trust*

Funding from the City Bridge Trust to provide educational and biodiversity services to support communities within the Greater London area. 2013/14 is the third year of a three year grant.

14. Pensions

Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17.

In 2013/14, employer's contributions to the scheme for staff engaged on City's Cash activities was £8.6m (2012/13 £8.5m). There are no outstanding or pre-paid contributions at the balance sheet date.

The deficit of the scheme at 31 March 2014 is £401m (2012/13 £342m) as calculated in accordance with FRS17 disclosures.

15. Related Party Transactions

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

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources expended" and an explanation of these services is set out in note 6 for support costs of £168,835 (2012/13: £147,633). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £1,195,823 (2012/13: £1,092,654) as shown in note 4 to the financial statements.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2014

15. Related Party Transactions (continued)

The City of London Corporation is also the Trustee of a number of other charitable Trusts. These Trusts do not undertake transactions with Highgate Wood and Queen's Park Kilburn with the exception of the City Bridge Trust (Charity number 1035628). A full list of other charitable Trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances. Investment income of £5,718 was earned during the year (2012/13: £4,850).

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

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

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

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

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Committees:		Dates:
Audit & Risk Committee	- For information	9 September 2015
Hampstead Heath, Highgate	- For information	15 September 2015
Wood & Queen's Park Committee		
Subject:		Public
Mitigation of CR11 - Hampstead Heath Ponds Project – risk update		
Report of:		For Information
Director of the Built Environment		
Summary		
<p>Officers are continuing to progress the Ponds Project – the ultimate mitigation identified for Corporate Risk 11. The Heath and Hampstead Society have signalled their intention to apply for a judicial review by submitting a pre-action protocol letter. It is not yet known what impact this and the determination of the planning application may have on the programme but officers are continuing to progress detailed design and are taking all steps possible to ensure the project remains on program.</p>		
Recommendations		
Members are asked to receive this report for information.		

Main Report

Background

1. The Ponds Project was initiated following hydrological studies that revealed that in the event of a severe storm, there was a risk that the reservoirs on Hampstead Heath could overtop, potentially leading to erosion and dam failure. The risk of a dam failure has been monitored as a strategic (now corporate) risk since July 2011.
2. As reported to your Committee previously, all possible mitigating actions apart from the completion of the Hampstead Heath ponds project have been undertaken. These include the development of an on-site emergency action plan, monitoring of the dams, an emergency response contractor and a telemetry system which monitors weather and water levels.

Current Position

3. The Gateway 4c Report for the Ponds Project was approved in July 2014. This report agreed the proposed solution for both chains of ponds and approved the submission of planning application to Camden. The Hampstead Heath Ponds Project is currently on track but there are a number of risks to the programme. The most significant of these are planning permission and the judicial review.

Planning permission

4. The City submitted its planning application on 4 July 2004, and under the terms of the planning performance agreement between the City and Camden, the application should be considered in October. Camden has not yet managed to appoint an independent engineer to undertake a review of the project. They would like to use the findings of this proposed review in their determination of the application. The City considers that this is a “nice to have” rather than essential to determining the planning application and will continue to reiterate this to Camden. Officers are continuing to monitor progress of this appointment and other deliverables within the planning performance agreement.

Judicial review

5. The Heath & Hampstead Society submitted a pre-action protocol letter to the City in July and the City responded. The City now expects the Society to submit their claim to the Court by the end of September. The City and the Society have both agreed to request that the case be expedited and are hoping that the case can be heard by the Court in the autumn. A report is being submitted to the relevant Committees and the Court of Common Council to secure the necessary additional funding.

Impact on construction program

6. The City will only be able to start works once it has planning permission. The current programme assumes that planning permission will be granted in October, and tree clearance works begin in January 2015, allowing the main works to start in April 2015. The concern for the programme is that if the January 2015 tree works are delayed too long it will not be possible to complete them prior to the bird nesting season, and so these works would need to be delayed until August 2015. At worst case, this would lead to the loss of a season and a significant delay to the programme and possibly also the loss of the current constructor team who have built up knowledge of the Heath.
7. To mitigate this consideration is starting to be given to alternative programs that would move around the programme in response to requirements of the bird nesting season; for example, starting major works at areas where no tree clearance is required should the tree clearance window be missed.

Ladies Pond Facilities

8. It was anticipated at the start of the project that it would be necessary to replace both the Ladies Bathing facilities and the concrete slab on which they stand. However as designs progressed the spillway was moved into the western corner of the pond, allowing the concrete slab to be retained. It is still necessary to replace the building due to the operational issues associated with the new spillway. The constructor and the design team are currently commissioning further surveys to confirm the condition of the slab which will feed into buildability considerations and design. The outcome of these surveys will confirm the suitability of the existing slab to be retained, and whether additional piling or a cantilever will be necessary. This requirement will feed into the Agreed Maximum Price for construction.

Other issues included with the CR11 supporting statement

9. The supporting statement for CR11 notes the risk of cost increases. It has been necessary to request additional money be allocated to the cost of judicial review because this is an increase in project scope. The project board continues to monitor spend against budget and is working towards agreeing the “Agreed Maximum Price” with the constructor in December 2011.
10. Officers continue to progress the issue of landownership, and are not currently concerned that this will impact on programme.

Corporate & Strategic Implications

11. The Ponds Project supports Key Policy Priority 5: Increasing the impact of the City’s cultural and heritage offer on the life on London and the nation by supporting the provision of “safe, secure and accessible Open Spaces”. The Ponds Project will ensure compliance with the current and anticipated requirements of the Reservoirs Act 1975 and deliver the concluding mitigation of Strategic Risk 11. The project also supports the City Together Strategy – “supports our communities”, “protects, promotes and enhances our environment” and “is vibrant and culturally rich”.

Conclusion

12. The project risk of judicial review has materialised but it is not yet known what impact this will have on the project programme, and therefore the impact of the judicial review on the final mitigation of Corporate Risk 11 is not yet known. Officers continued to monitor progress with Camden on the planning performance agreement. The controls set out in the risk supporting statement remain relevant and active.

Appendices

- Appendix 1 – Risk Supporting Statement: CR11

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Risk	#REF!	Current Risk	R
	Links to: Strategic Aim SA3 and Key Policy Priority KPP4	Likelihood	Impact
		Unlikely	Extreme

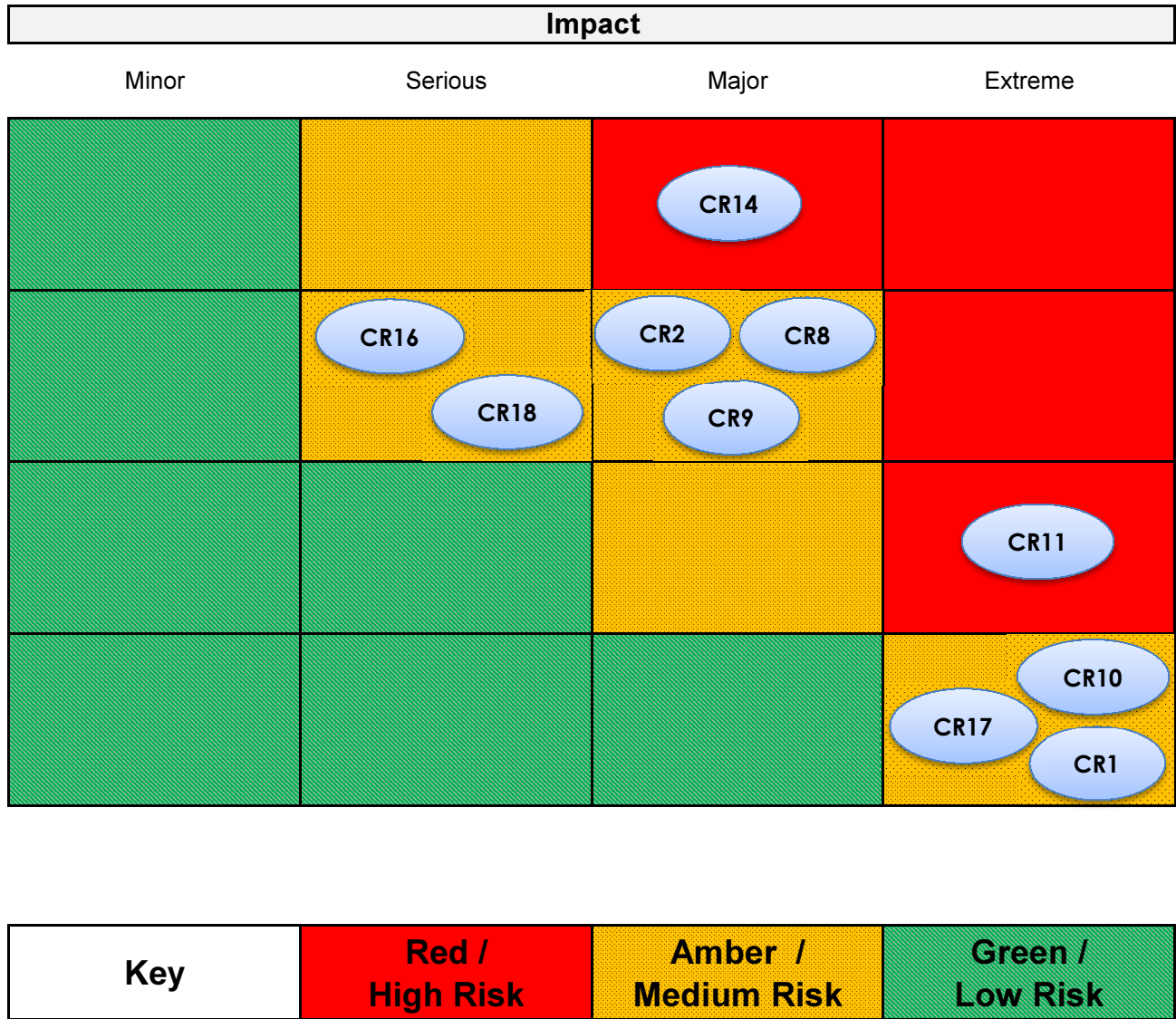
Detail	<p>There are two chains of ponds at Hampstead Heath. Three of the ponds are "large raised reservoirs" under the Reservoirs Act 1975 and are categorised as "A" because in the event of breach they would pose a risk to the community downstream. They are therefore supervised by a Panel Engineer under the provisions of the Reservoirs Act. Amendments to the Reservoirs Act by the Flood & Water Management Act 2010 are expected to bring the entire chain of ponds into the category of "high risk". A number of hydrological studies have indicated that there is insufficient spillway capacity and that in a flood event this could result in overtopping which could result in dam erosion and breach. The Ponds Project was initiated in July 2011 to resolve this risk. The City has also undertaken other interim mitigation measures (telemetry, weather monitoring and an on-site plan) but these fall short of the ultimate mitigation of the Ponds Project as they do not address dam breach which could arise from overtopping.</p>
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Issues	Controls
<ul style="list-style-type: none"> * Legal challenge results in delays to the project * Planning application determination period extended. Any delay in determination beyond * Cost increases * Landownership issues delay the project 	<ul style="list-style-type: none"> * Planning permission sought and Planning Performance Agreements signed - this includes an * Planning Performance Agreements in place with LB Camden (Director of Built Environment) * Budget controlled by the Project Boart (Director of the Built Environment) * Communication with landowners affected (City Surveyor)

Summary	Target Risk	A
	Likelihood	Impact
	Rare	Extreme
<p>Due to the need to prevent dam breach which arises from insufficient spillway capacity, this risk can only be mitigated by the completion of the Ponds Project. It is worth noting that the City owns a number of other water bodies, some of which are currently categorised as "large raised reservoirs" while others maybe brought into the inspection and safety regime of the 1975 Act by the 2010 Act. The appropriate supervision of these water bodies is monitored as a business risk, for which the Director of Open Spaces is responsible.</p>		

Corporate Risk Profile

Likelihood



- Risks**
- CR1: Resilience Risk
 - CR2: Supporting the Business City
 - CR8: Reputational Risk
 - CR9: Health and Safety Risk
 - CR10: Adverse Political Developments
 - CR11: Pond Embankment Failures
 - CR14: Financial Viability
 - CR16: Information Governance
 - CR17: Safeguarding
 - CR18: Workforce Planning

Guidance Notes

Risk Register Headings	Description
Risk No.	Unique reference for the risk.
Risk Details	Description of the risk.
Risk Owner	Officer responsible for the overall management of specific risks
Control Owner	Officer responsible for coordinating the activity to control the risk
Existing Controls	Controls in place to mitigate the risk.
Current Risk	The assessed level of risk taking in to account the existing controls.
Target Risk	The level at which the risk will be deemed as acceptable.
Risk Status	Overall status of Red, Amber or Green calculated in accordance with the assessment of Likelihood and Impact, having applied the risk assessment matrix.
Direction	An indicator to highlight the change in Current Risk since last reported
Planned Action	Details of further action required to mitigate the risk to an acceptable level.

Ratings	Risk Status
R	High risk, requiring regular monitoring and deployment of robust control measures.
A	Medium risk, requiring at least quarterly monitoring, further mitigation should be considered.
G	Low risk, less frequent monitoring, consideration may be given to applying less stringent control measures for efficiency gains.

Guidance Notes

Likelihood Scores	Brief Description
1 Rare	Robust mitigating controls in place, the risk may occur only in exceptional circumstances, (e.g. not likely to occur within a 10 year period or no more than once across the current portfolio of projects).
2 Unlikely	Adequate mitigating controls in place, the risk may occur in remote circumstances (e.g. risk may occur once within a 7-10 year period or once across a range of similar projects).
3 Possible	Reasonable mitigating controls in place, but may still require improvement. External factors may result in an inability to influence likelihood of occurrence (e.g. risk event could occur at least once over a 4-6 year period or several times across the current portfolio of projects).
4 Likely	Mitigating controls are inadequate to prevent risk from occurring, the risk may have occurred in the past (e.g. risk event could occur at least once over a 2-3 year period or several times across a range of similar projects).

Impact Scores	Brief Description
1 Minor	Isolated service user/stakeholder complaints, Minor incident or failure to achieve team plan objectives
2 Serious	Adverse local media coverage/multiple service user/stakeholder complaints, Significant injury or failure to achieve service plan objectives
4 Major	Adverse national media coverage 1-3 days, Major injury or failure to achieve strategic plan objective
8 Extreme	National publicity more than 3 days, Fatality or life threatening illness / disease, failure to achieve a major corporate objective

	Rare	Unlikely	Possible	Likely
	1	2	3	4
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

	Minor	Serious	Major	Extreme
	1	2	4	8
Service Delivery / Performance	Minor impact on service, typically up to 1 Day	Service Disruption 2-5 Days	Service Disruption > 1 week to 4 weeks	Service Disruption > 4 weeks
Financial	Financial loss up to 5% of Budget	Financial loss up to 10% of Budget	Financial loss up to 20% of Budget	Financial loss up to 35% of Budget
Reputation	Isolated service user/stakeholder complaints contained within business unit/division	Adverse local media coverage/multiple service user/stakeholder complaints	Adverse national media coverage 1-3 days	National publicity more than 3 days. Possible resignation of leading Member or Chief Officer.
Legal / Statutory	Litigation claim or fine less than £5,000	Litigation claim or fine between £5,000 and £50,000	Litigation claim or fine between £50,000 and £500,000	Multiple civil or criminal suits. Litigation claim or fine in excess of £500,000
Safety / Health	Minor incident including injury to one or more individuals	Significant Injury or illness causing short term disability to one or more person	Major injury or illness/disease causing long term disability to one or more person.	Fatality or life threatening illness / disease (e.g. Mesothelioma) to one or more persons
Objectives	Failure to achieve Team plan objectives	Failure to achieve one or more service plan objective	Failure to achieve a Strategic plan objective	Failure to achieve a major corporate objective

Committee(s):	Date(s):
Ponds Project Stakeholder Group - For information	Issued by email
Hampstead Heath Consultative Committee - For information	Issued by email
Hampstead Heath, Highgate Wood & Queen's Park Committee - For decision	15 September 2014
Subject: Ponds Project Stakeholder Group – update and way forward	Public
Report of: Superintendent of Hampstead Heath	For Decision
Summary	
<p>The role of the Ponds Project Stakeholder Group (PPSG) will change as detailed design is concluded on the Ponds Project. To date the PPSG has been a consultative group and in this role have shaped the design. However as the project moves to construction there will be less opportunity for consultation because detailed design will have been concluded, and therefore there will be a greater focus on information giving and the receiving of feedback. This is because the design will be locked by planning and a variety of issues such as the construction management plan and the materials pallet are likely to be conditions of planning and therefore cannot be subject to further amendment.</p> <p>Since the Committee last met, Ian Harrison, the Chairman of the PPSG has sadly passed away. The Committee is therefore asked to recognise the contribution that Ian has made not only to the Ponds Project but the Heath more widely through the Consultative Committee.</p> <p>It is also recommended that the Committee appoint the acting Chairman, Karen Beare as Chairman, thus formalising the role she has undertaken since Ian's illness.</p>	
Recommendations	
Members are asked to:	
<ul style="list-style-type: none"> • Note the contribution made by Ian Harrison to both the Ponds Project Stakeholder Group and the Hampstead Heath Consultative Committee • Appoint Karen Beare as Chairman of the Ponds Project Stakeholder Group • Approve the shift in emphasis of the Ponds Project Stakeholder Group towards information sharing, including the introduction of hard hat tours, quarterly PPSG information meetings and increased use of the website and newsletters to engage wider Heath users. 	

Main Report

Background

1. Since its inception in July 2012, the Ponds Project Stakeholder Group has provided valuable input into the development of designs for the Ponds Project. The group started by considering the problem definition and by feeding into the development of the design principles and then moved to commenting on particular options and proposals.
2. While there has rarely been consensus amongst the different constituents, the design team have been able to listen the wide range of views emerging from the group and consider where these can be incorporated into the design. As the project has started to move from outline to detailed design on the chosen options, this dialogue between the stakeholders and the design team has been reflected in the "You said, we did" document which is attached at Appendix 1.

Current Position

3. Now that detailed design is concluding in October and the project is moving (planning permission and legal proceedings permitting) into the implementation phase, continued engagement with stakeholders needs to be considered. Whilst previously the project has consulted the PPSG and the wider public on a range of issues as well as sharing information, it is now moving into an information giving phase.
4. Having engaged with the Ponds Project Stakeholder Group for two years, officers and the design team recognise the important of face-to-face interaction but also are cognisant of the need to ensure that information is distributed more widely into the local community and to heath users as the project starts on site.

Chairmanship

5. As Members will be aware, Ian Harrison who was originally appointed Chairman by the Management Committee has sadly passed away. Ian contributed to the Consultative Committee for 25 years and guided the PPSG from its inception until his illness forced him to take a step back. The design team have been grateful for his knowledge of the Heath which enabled him to make considered, clear and specific comments on the design as well as representing the Vale of Heath. It is therefore recommended that Members acknowledge the outstandingly knowledgeable and helpful contributions that Ian Harrison made to both the Stakeholder Group and the Hampstead Heath Consultative Committee.
6. It will also be necessary for a new Chairman to be formally appointed by the Management Committee. Since Ian's ill health, Karen Beare has been acting Chairman, and it is therefore recommended that this position be formalised and that Karen be appointed as Chairman.

Options and Proposals

Ponds Project Stakeholder Group

7. It had been originally intended that the Ponds Project Stakeholder Group meet early in September to round off the discussions about detailed design. However currently the outcome of both the planning application and the Heath & Hampstead Society's application for judicial review is still unknown. Officers are aware that some stakeholders have been frustrated by the fact the judicial review has not yet taken place and therefore its potential impact on the project is not clear. It was therefore thought that it would be more productive to circulate the remaining detailed design information by email and allow stakeholders to consult with their groups and respond on the remaining design issues. A further meeting of the group will be arranged when there is further information on the outcome of planning and the judicial review.
8. During the design phase, the PPSG met approximately monthly. As the project move towards construction it is proposed that the format of the meetings is changed so that the focus is on the hard hat tours as discussed below. However it is recognised that a regular formal face-to-face catch up is likely to be useful in terms of keeping stakeholders informed, answering questions and in receiving feedback about the project on site.
9. It is therefore proposed that the frequency of the formal meetings be reduced, and that Members note that this is likely to be approximately quarterly in the first instance. The frequency of the meetings can then be considered by the PPSG as the project moves forward.

Hard Hat Tours

10. Officers and the design team have found site visits with the stakeholders invaluable in developing the design as the immediacy of the location prompts very practical considerations and circumvents any difficulties had in interpreting plans. Officers understand that stakeholders have also found site visits useful.
11. As the project moves on site, it is proposed that the site visits continue and become the main focus of the PPSG. It is anticipated that these will move to focus on one or two ponds with a visit before works start on site to explain what will be happening, potentially a visit during the construction phase (this may be more difficult on those ponds with a short programme) and another visit once reinstatement has been completed.

Website

12. Officers have already conducted a review of the current project web pages and started to refocus the content so that it explains the scheme more clearly and succinctly to the wider public. This was necessary because parts of the web pages have been used to host very detailed information which has been requested by a number of enthusiastic individuals, and officers wanted to ensure that information was sufficiently clear and accessible for users less familiar with the project.
13. Information is available on the project's website which is hosted on the city's website – www.cityoflondon.gov.uk/pondsproject This has some limitations but can be provided at no cost to the project or North London Open Spaces

and retains the site within the 'corporate umbrella', which is a consideration for potentially controversial projects.

14. Consideration could also be given to the development of a specific project website, of the sort developed for :
 - Temple Bar in 2001 - <http://www.thetemplebar.info/>
 - Monument refurbishment project in 2007 - <http://www.themonument.info/>
 - Southwark Bridge in 2009 - <http://www.southwarkbridge.co.uk/>
 - St Lawrence Jury Fountain in 2009 - <http://www.stlawrencefountain.co.uk/>
15. These websites allowed the project team to provide high profile updates on progress including blogs, images and videos. Although these webpages are relatively simplistic in terms of today's possibilities, they are perhaps more user-friendly than the project's current website. A separate website could also be useful in supporting the Ponds Project education work. Consideration would need to be given to retaining a sense of City ownership of both the Pond Project and the education project if a separate website were established. It would also be necessary to consider the costs and benefits of such an approach.
16. The project board will be giving further consideration to how websites should be used in the new phase

Newsletters

17. It is proposed that a regular email be sent to the PPSG updating them on activities and project progress. This will be particularly important in the period up until works start on site when there will be fewer opportunities for face-to-face interaction as outlined above. Additionally, it is proposed that a regular e-news update be produced to chart the progress of the project, note any interesting activity and inform the public about work programme and alternative routes for the wider public. These will be made available on the website
18. A number of publications on the project, such as "Why work is needed" and "Keeping North London Safe" have been produced over the course of the project. These remain available online and as the project progresses, further consideration will be given to the production of additional information materials.

Broadening engagement

19. The Ponds Project Stakeholder Group includes representatives from local residents' associates, local amenity groups, the swimming ponds and the Hampstead Heath Angling Society. In considering the PPSG, officers note that representation on the group from youth and families, staff, specialists groups such as the RSPB, particular localities such as Gospel Oak and more casual users such as dog walkers and joggers could be improved.

Way finding and information during construction

20. Officers have started to consider information provision and signage during construction. Although the Open Spaces department has just launched a new

identity, it has been agreed that the Ponds Project should continue to utilise its established identity. A series of sign and information plaques will be developed to direct people away from the works and to keep them informed of progress.

21. Consideration is being given to the establishment of a information hub for the duration of the project which could become a focus for queries and more detailed information.
22. The project will continue to make use of social media such as twitter to keep people updated on the project. This will be particularly important when works at the ponds are relatively brief and so Heath users need to be kept apprised of a continually evolving position. Officers are also investigating the possibility of using QR codes to allow people to access a greater level of information via their smart phones.

Corporate & Strategic Implications

23. The Ponds Project supports Key Policy Priority 5: Increasing the impact of the City's cultural and heritage offer on the life on London and the nation by supporting the provision of "safe, secure and accessible Open Spaces". The Ponds Project will ensure compliance with the current and anticipated requirements of the Reservoirs Act 1975 and deliver the concluding mitigation of Strategic Risk 11. The project also supports the City Together Strategy – "supports our communities", "protects, promotes and enhances our environment" and "is vibrant and culturally rich".

Conclusion

24. Stakeholder engagement has shaped the project from its inception, and it is important as the project move to a delivery phase that engagement with Heath users continues. Stakeholders freely give up their time and so it important that the engagement with them is clear and honest about the influence they can have on the project going forward to ensure maximum impact for their efforts, and that design team are able to use the stakeholders and the groups they represent to both gain valuable feedback but also to effectively disseminate information.

Appendices

- Appendix 1 – You said, we did
- Appendix 2 – Terms of Reference for the Ponds Project Stakeholder Group

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Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

	YOU SAID	WE DID	FUTURE WORK
1.0	GENERAL POINTS		
1.1	Contours must be consistent on all maps.	All contours are at 0.25m on engineering drawings (currently 1m intervals on existing site plans and Environmental Masterplans). Proposed contours have been differentiated from existing on the Environmental Masterplans.	
1.2	Contour information of Brookfield and West Hill Court requested.	A survey has taken place. City received draft results on 9 May.	Contours will be generated and shown on drawings once scope agreed by CoL. The results will feed into detailed design.
1.3	Plans are difficult to read when ponds are spread over several pages.	Each pond has now been reformatted to appear on one sheet for PPSG consultation – benefit printing at A3 sheet.	
1.4	PPSG request to see engineering drawings	Engineering drawings were made available for review on May 10.	Cross sections will be made available on 26 th June. Further Engineering details will made be available during detail design.
1.5	Request for a cross section of entire chain to scale.	Noted.	Atkins is preparing cross sections to submit with the planning application – these will be submitted with the planning documents.
1.6	Show water level heights on drawings.	Top water level heights have been shown on drawings.	
1.7	Contours need to be more visible (ok on our prints not on Stakeholder copies).	Thickness / darkness of contours and levels have been adjusted on the Environmental Masterplans.	
1.8	Cross sections – different scales on sketch development sections.	Accepted. Existing and proposed cross sections have been prepared at same scale to enable comparison.	
1.9	Design Development Document requested for Lower Ponds	Atkins have issued.	
1.10	Can a catchment be proposed for each pond	Noted.	Atkins to review
1.11	Footpath finishes to retain Heath character	Accepted. Atkins have considered in relation to usage and	

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	avoiding black asphalt and 'civic' appearance where possible.	location.	
1.12	Electronic version of Materials Palette requested.	Atkins have issued.	
1.13	Abbreviations should be clarified on drawings g TWL, EGL and AOD.	Accepted.	
2.0	DETAILED INFORMATION		
2.1	Tree removal information must be given in more detail for clarification.	A table listing tree loss at each pond distributed – 9 May	Version of tree protection plans issued 15 May with information on trees on the dams, with trees to be removed marked with red crosses and listed in tables. Tree walk with PPSG took place on June 9.
2.2	Spillway dimensions must be made available.	A table with this information was distributed – 7 May.	
2.3	In addition to detail comments identified by pond below by H&HS in relation to the palette H&HS have also suggested: No black asphalt should be used anywhere as a finished surface, path edges should not be defined and should be hidden by encroaching grass, additional fencing should be kept to a minimum, adopting a minimalist approach ' <i>if it is not essential don't do it</i> '.	Noted. Atkins are considering as part of the design development.	
2.4	Highgate CAAC concur with H&HS above and have advised ' <i>the project affects ALL users of the Heath and ALL local residents we feel strongly that the opinion of one particular group should have no more weight than that of any other and that the best solution is for the majority view to prevail</i> '.	Noted. Atkins are considering as part of the design development.	
3.0	HAMPSTEAD CHAIN		
3.1	VALE OF HEALTH		

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

3.1.1	Spillway would be better in a straight diagonal line rather than a sweeping curve. Vale of Health Society keen to see spillway starting at existing low point of dog washing area to run at a slight angle across the path and then as close to the redwood as is possible without risking the health tree.	Accepted.	
3.1.2	Vale of Health Society are interested to see suggestions for more attractive fencing beside the path, but reserve the option to leave it as is. Also considered that the fence on the pond side of the path needs to be dog-proof (this is currently achieved with wire mesh), but the fence on the down side does not. H&HS suggest fencing style should be similar to existing and if existing fencing not used then the fencing should be in lower hardwood stanchions.	Accepted.	Palette of finishes / styles of fencing to be reviewed as part of detail design fencing will need replacing due to level change.
3.1.3	Consensus that path surfacing to remain similar to as it is now (no asphalt).	Accepted. Proposed finishes have been indicated on the Environmental Masterplans - footpaths will be reinstated to match existing.	
3.1.4	Crest restoration - 0.25m raising and 0.25m raised edge (with vegetation allowed to grow over) generally supported Vale of Health Society noted path to be raised (at the South end) by 250mm with a further 250mm upstand/kerb on the down side, where they would expect it to be quickly concealed by the natural vegetation.	Accepted. The design has been amended to show a simple raised edge. The height of the raised edge has been reduced from 250mm to 150mm.	The planting design along the raised edging will be carefully considered as part of the detail design.
3.1.5	Options requested on 0.25m raised kerb to achieve dam raising.	Atkins provided options in their Upstream Ponds Design Development Booklet.	
3.1.6	Footpath is occasionally used for emergency vehicle access.	CoL have confirmed that the dam crest footpath is not a designated route for emergency access.	

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

3.1.7	Footpath used by several buggies and wheelchairs. Need gentle gradient.	Accepted.	Current proposed spillway side slope gradient of 1:12 to be reviewed as part of detail design.
3.1.8	Would like slope of spillway closer to Sequoia and to include natural dip.	The spillway is designed to avoid the natural dip which is a gully formed by erosion and could lead to further erosion of the dam fill. The general concept of this spillway is to carry water safely around the dam.	
3.1.9	Lighting to be retained.	Accepted.	
3.2	VIADUCT		
3.2.1	Clarity requested on alignment of spillway as it was considered that the spillway could take the water down the current path avoiding existing trees and shrubs.	The spillway should avoid the natural dip where the path sits as it could lead to further erosion of the dam fill. The general concept of this spillway is to carry water safely around the dam.	
3.2.2	Broken cladding to be repaired with similar timber. Review location of log piles. Behind fenced area would be ok.	Accepted.	
3.2.3	Mis-matching fencing to be retained.	Accepted.	
3.2.4	Self-draining path desirable as current path gets muddy. Split opinion on footpath finish - leave as it is or change to a bound gravel?	Noted.	May require further discussion with stakeholders and review of feedback during detailed design phase. General policy is to reinstate footpaths with the same finish as existing.
3.2.5	Wood piles should be located away from paths and ponds	Accepted and adjusted on Environmental Masterplans.	
3.2.6	Additional marginal planting should not encroach too far into the water.	Noted. Planting extents reviewed by Atkins Aquatic Ecologist and not considered to be an issue. Encroachment will be limited by either planting shelf width or tolerance of species to water depth. Species selection will ensure that encroachment is limited on ponds where plants are not constrained by geotextiles, as they will be established in constructed planting	

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

		shelves.	
3.2.7	Comments were made regarding the use of the pond for fishing, the potential for four pegs and extending the pegs into the pond away from path Vale of Health Society considered no fishing pegs should be included.	Noted - Viaduct is an existing fishing pond. The quantity of silt and water quality currently prevents its use for fishing.	CoL considering requirement for fishing pegs to reduce conflict with walkers using the footpath across the dam. Discussions with the Hampstead Angling Society are continuing.
3.2.8	Concern that works might interfere with Kingfisher bank.	Atkins confirmed not affected by design.	
3.2.9	Proposed brick cladding at Highgate No.1 and Men's Bathing could be similar brick to that of Viaduct Bridge.	Noted.	Material selection will form part of the detailed design.
3.2.10	Meaning of the thicker black line was questioned.	Atkins has clarified on Environmental Masterplans.	
3.3	CATCHPIT		
3.3.1	Fencing around old Catchpit should be removed and possibly reused elsewhere on site. H&HS have suggested that if a fence is required that a low rail or even fencing is preferable to railing.	The fence will be removed as part of the dam construction, as the existing Catchpit will be filled in. As a design principle Atkins are trying to minimise new fences and may be able to avoid a new fence around the proposed inlet screen. The suggestion of reuse elsewhere on the Heath is noted.	
3.3.2	Boardwalk south of new dam could help access across wet area/ potential opened channel – not everyone agrees. H&HS suggest that the existing valley should be retained and not converted to wetland.	Noted.	Atkins will consider design of wetland area downstream of Catchpit in the context of the feedback from PPSG. The boardwalk will be replaced by a "crossing point", design to be developed.
3.3.3	Could the dam be made steeper to have smaller footprint.	Atkins advised that maximum slopes of 1:3 are desirable for maintenance (currently 1:3 north slope and 1:4 south slope).	
3.3.4	Previous concerns about loss of mature trees.	Atkins have addressed by moving the dam further north. This also results in less material required from the borrow pits.	
3.3.5	Could there be access across the dam.	Atkins confirmed there would be public access but informal	

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

		only, so there would only be a reinforced grass surface on the dam crest.	
3.3.6	Will the dam be seen from Pryors Field?	Atkins confirmed there would be views initially but views could be screened by new vegetation once established.	
3.3.7	Request for tree planting to plug gaps around Catchpit dam.	Small tree and shrub planting is planned for the upstream face of the proposed dam and for surrounding area.	Planting proposals to be developed as part of detail design. Species which are suitable for coppicing will be selected.
3.3.8	Could there be replacement planting on the dam.	See above. Atkins advise only on the north slope and this would be smaller trees/shrubs such as Hawthorn/Blackthorn/Elder/Goat Willow.	
3.3.9	Planting required on both sides of dam.	See above but south side must be grass similar to current dam at Men's Pond to ensure PMF can pass safely.	
3.4	MIXED BATHING POND		
3.4.1	Concerns regarding proposals to reduce overhanging trees and impacts on nesting water birds.	Accepted.	CoL to review as part of Management Plan.
3.4.2	Ensure that planting palette results in only low growing marginal fringe so that views from dam are not obstructed.	Accepted.	
3.4.3	Cladding of wall to be finalised.	The proposal is to raise the dam by 0.5m with a bank, and 0.5 m wall which will be covered by marginal planting.	
3.4.4	Details of the proposed fence at the pond edge needs confirming.	The fence should be the minimum required to prevent people from unauthorised swimming from the dam.	
3.4.5	Retain the existing wooden post and steel rail on the Hampstead No 2 side of the dam although it was noted that the type may vary.	CoL to review requirement to retain this fence.	
3.4.6	Railing should match those on both sides. Discussion around railings which are safe but do not look imposing - fence should be the absolute minimum required for safety and also to prevent swimming from causeway.	See above.	

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

3.4.7	Request for details of the low growing marginal flowering plants.	Accepted.	Detailed design phase, but note will be added to drawing regarding species, typical heights etc.).
3.4.8	More specific details of the northern end of the pond scrub clearance and reed bed construction.	Accepted.	More information provided at detail design regarding form of species, typical heights etc.).
3.4.9	Query if a speed bump should be included in access to slow people on bikes.	The existing speed bumps would be retained as these are higher up the slope than the proposed works.	
3.4.10	Path surface should match existing i.e. tar and chip but strong enough for vehicles – H&HS have suggested no black asphalt.	Accepted. Design principle is to reinstate footpaths with the same finish as existing.	
3.4.11	Trees – request for the term ‘self-seeding’ to be dropped as all trees on the Heath are this. Need to be aware that even category C trees are important parts of the landscape.	Self-seeding is an ecological term.	
3.4.12	How will the proposals at Mixed Bathing affect trees?	Atkins consider that five category C hawthorn and blackthorns within surveyed groups G27 and G1136 will be affected at east end of dam.	
3.4.13	Replanting of clump of hawthorn and blackthorn at south east corner where removed as they screen off an open bit of land and are a nice feature.	Noted.	
3.4.14	This is the only pond on this chain with wheelchair access for anglers. If there is to be no angling here, is there to be provision elsewhere?	There is a plan to provide disabled access at Hampstead No. 2 and at Model Boating Pond.	
3.4.15	Support for causeway solution (with 0.5m raising and 0.5m bund) proposed by Atkins is good and will improve the area as it is now.	Noted. This has been included on Environmental Masterplans.	
3.5	HAMPSTEAD No 2		
3.5.1	Culvert dimensions need to be included on the Environmental Masterplans.	Accepted.	These will be included on Environmental Masterplans.

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

3.5.2	Why can't a mole be used to save both trees? Can the culvert move further west?	The Panel Engineer does not want to bore/ pipejack through the dam since this procedure has been known to cause leakage paths in the dam around the outside of new pipes (see the example of Warmwithens dam failure of 1970). A large tunnel boring machine would be required for this size of culvert. The residual risk of impact of trees would still exist. Engineers did consider alternative construction methods but they were unfeasible.	
3.5.3	Can the culvert be more curved to reduce impact on trees? H&HS have also suggested that the curve should be widened to avoid the plane trees.	The curve will remain the same but looking at pollarding the tree to potentially save the London Plane tree (No 0177).	
3.5.4	Consider ways to reduce erosion to the banks. Install fishing pegs on the west bank.	To be considered.	Discussions on fishing provision are on-going.
3.5.5	Install cladding to cover existing sheet piling. Cladding detail to be finalised.	Cladding to match culvert finish.	
3.5.6	Details of the 0.2m edging need to be provided.	Noted.	Details to be included with the planning application will provide information on the 0.2m edging. Exact shape and material can be discussed at detailed design.
3.5.7	Request for details of screening the inlet drop shaft as this will be visible from the Mixed Bathing Pond dam.	Noted.	Details to be included with the planning application on the inlet drop shaft - cover type and material to be discussed at detailed design.
3.5.8	Retain the existing style of fence.	Accepted.	
3.5.9	Request for an additional tree at east end of causeway to screen buildings.	There are landownership and utilities issues which mean it will be difficult to plant trees at eastern end of dam.	
3.5.10	Support for proposed tree planting – request for other species than just London Plane. Suggested existing stump good location.	Noted. Atkins have proposed semi mature tree planting on Environmental Masterplan.	

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3.5.11	Incorporate planted areas on east bank with fishing pegs. Concern that location in south east corner would be too limiting for disabled anglers.	Noted.	Discussions on fishing provision are on-going.
3.5.12	Dredge south-east corner where platform for disabled fishing access was proposed. Point made about wider issues through loss of disabled fishing access at Mixed Bathing and Model Boating Ponds.	Noted.	Discussions on fishing provision are on-going.
3.5.13	15 th May group did not like idea of wooden decking over the inlet dropshaft, preferred to extend a slab over the shaft, with the same surface to match the existing footpath. Conversely, H&HS have suggested that asphalt should not be used and that timber decking should only be used for fishing platforms.	The aim is to provide disabled fishing access from this location – an appropriate surface will be selected to enable this.	
3.5.14	Details of platform/cover over culvert outlet to next pond.	Noted.	Details to be included with the planning application Atkins to develop further as part of detail design.
3.5.15	On 15th May concern was expressed about possible “dog diving” if a platform is introduced over the culvert entrance. Pond dipping was not supported either.	Noted.	
3.6	HAMPSTEAD No 1		
3.6.1	Return periods for proposed design for Hampstead No1 and HG1.	The return period is at least 1 in 1000 years at both these ponds.	
3.6.2	Show the effect of the coppicing in the working area.	Accepted. Environmental Masterplan has been amended to show this.	
3.6.3	Plans to show the dimensions of the box culvert	Accepted. Environmental Masterplan has been revised to show all culvert / spillway widths.	
3.6.4	Request for detail on the screening of the box	Accepted. Environmental Masterplan has been revised to	

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

	culvert inlet on the pond side.	show screening details including reed planting will be developed for the planning application drawings.	
3.6.5	Request for detail or the screening of the existing dam as this will be more obvious as a result of tree works.	Accepted. Proposed planting has been included on the Environmental Masterplan between the fence and the outlet - tree and shrub planting cannot be implemented on the crest or grassed downstream slope.	
3.6.6	Agreement in relation to creation of more reed edge planting.	Accepted.	
3.6.7	H&HS have advised no black asphalt should be used in any footpath surfacing.	Noted. The footpaths on or near the dam are not affected by the works for this pond.	
4.0	HIGHGATE CHAIN		
4.1	STOCK POND		
4.1.1	Similar fencing to be retained and dogs kept out of water	Accepted. This has been included on the Environmental Masterplan.	
4.1.2	Similar path surface to be retained as this is an important vehicular access route from Kenwood Yard - preference not black asphalt and reiterated by H&HS in their comments.	Accepted. This has been indicated on the Environmental Masterplan.	
4.1.3	Aerator would be too noisy at this tranquil spot.	Atkins advised a mobile aerator could be used if necessary.	Atkins will review during detail design.
4.1.4	No interpretation boards wanted.	Noted.	
4.1.5	Approval of suggestion to move footpath south (downstream) and save more trees.	Footpath has been repositioned to protect veteran Oak.	
4.1.6	Unhappy at level of tree loss at spillway and would like more information on why the spillway is sweeping around the side.	The general concept of this spillway is to carry water safely around the dam. If spillway is put on middle of dam, which is steeper then the flows will potentially be much faster. The location of the scour pipe (in the middle) is also an issue. Atkins has looked at alternative options with CoL but found that moving the spillway to the middle of the dam was not possible due the steep slope on the south side.	
4.2	KENWOOD LADIES' BATHING POND		
4.2.1	Existing building outline shown	Noted.	Atkins will amend on environmental plan to show

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			proposed layout option.
4.2.2	Sight lines into Ladies' Pond must be checked.	Tree removal will not affect view into Ladies' Pond as majority of tree loss is on north side of the path way. A site meeting with KLPA confirmed this.	
4.2.3	Trees at risk of removal should be marked.	Trees have been marked on a detailed map. A site meeting has also been provided.	
4.2.4	Consider bridging the spillway.	This has been discussed with the Kenwood Ladies' Pond Association (KLPA). The current option, however, is to minimise work at the spillway by not building over it.	
4.2.5	Use tree and shrub planting to plug gaps and provide additional screening.	Accepted.	Planting options to be discussed with the KLPA. Provides opportunity to enhance ecological value of existing planting.
4.2.6	Need to protect trees on boundary.	Accepted. This has been taken into account when locating the spillway on the dam. This avoids the trees which screen the pond from other parts of the Heath.	
4.2.7	Incorporate feed from Kenwood into valley.	Atkins have proposed some improvement works/check dams.	
4.2.8	Could the West path be made wider?	This path will be maintained as it is now.	
4.2.9	Path currently gets very wet – could a causeway help here?	Atkins consider that this is currently due a leak which adds to this problem. It is hoped this will be fixed after the work has taken place.	
4.2.10	Enclosure and privacy important.	Accepted	Environmental Masterplan – New planting along western edge to include shade tolerant, native evergreen species such as Holly or Yew. Provides opportunity to enhance ecological value of existing planting.
4.3	BIRD SANCTUARY		
4.3.1	Could fenced area be extended to stop people cutting around back and making route muddy	Noted.	To be discussed and agreed with CoL as part of the future

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	it was noted that some people in group like the muddy route.		management plan for this pond.
4.3.2	Show pipe location.	Accepted.	To be shown on the Environmental Masterplan.
4.3.3	Could we provide a bridge over north western boggy area connecting to Ladies' pond?	CoL's aim is to maintain a wet meadow and not to formalise this area in line with the Management Plan.	
4.3.4	General support.	Noted.	
4.4	MODEL BOATING POND		
4.4.1	Will the increased steepness of the west bank affect slope stability?	No. Safe slopes and adequate drainage are a fundamental part of the design.	
4.4.2	Slope gradient queried – will it be too steep to walk up plus concern expressed over appearance of hill - will it look like a quarry. Need to provide a better comparison between the existing east bank and the proposed west bank slopes. H&HS have suggested in their detail comments that the reprofiled west bank is no steeper than the landform on the east bank.	Noted.	Cross sections will be submitted as part of the planning application.
4.4.3	H&HS have suggested in their detail comments that an island is not required and an L shaped peninsula would be better as the channel would become silted up over time.	Accepted. Access to the island will be provided by a causeway as discussed with PPSG.	
4.4.4	Majority opinion that access should be provided to the proposed island e.g. to allow safe access to retrieve model boats. The island and pond should not become a nature reserve – concerned noted re litter. Not agreed exact details of this, could be bridge, boardwalk or a wet causeway to the island. Possibly include fencing on island.	Accepted. See above.	

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4.4.5	Varying opinions on whether or not to use board walk around planted areas on island to prevent heavy foot passage.	Boardwalk considered too formal for the Heath's natural aspect.	CoL advised this is not required.
4.4.6	Ensure the parallel paths on the west bank aren't too close together.	Noted. The upper path accommodates maintenance vehicles while the lower path is for pedestrians only.	
4.4.7	Ensure there is sufficient access to the water around the pond for model boats and fishing. Model Boating is the only pond with access all the way round. Is fishing from the island to be permitted? If so, from platforms?	A balance between hard and soft edging is being proposed to provide access for fishing and model boating.	
4.4.8	Are we having pegs on southern dam or just gaps in proposed planting, or no planting at all?	In consultation with HHAS, the proposal is to maintain fishing access and include disabled access.	
4.4.9	Requirement for fishing pegs on the east bank need to be discussed. Consensus that fishing pegs not required as currently no conflict between users and anglers.	Conflicts do exist and pegs/platforms are a means to help resolve these issues.	
4.4.10	Some stakeholders do not want softened edges to excavated banks or the raised dam, others do. Eg, concern over the safety of people in relation to the 1:3 slope into the water and the use of the planting platforms for access to the water.	The excavated bank will need to have a hard edge in some places so a channel can be of the correct depth. The hard edges will be softened with planting. Other areas on the western edge will have softened edges, as will the new raised dam. The new design will be safer for the public than the existing situation.	
4.4.11	Edge sections requested with planting details re to assess access issues. H&HS have suggested in their detail comments that at least 80% of the bank should be accessible and that the extent of marginal planting should be reduced.	Noted.	Typical details and cross sections will be provided for meeting on 26 June.
4.4.12	Request for timber cladding on the existing east bank sheet piling and concrete. 13 th April	East bank to remain in current state.	

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

	and 10 th May groups preferred to continue cladding around entire pond perimeter. H&HS have reiterated this in their comments.		
4.4.13	Types of path surface including path across the dam should be reviewed. Tar and chip preferred on busier routes. H&HS suggested black asphalt should not be used.	Accepted.	Environmental Masterplan. Materials will form part of the detailed design.
4.4.14	Group on 15th May not supportive of fishing platforms. They do not think there is any conflict between anglers and walkers.	Conflicts do exist and pegs/platforms are a means to help resolve these issues.	.
4.4.15	Will forming a channel around the island affect the trees on the island – can they take extra saturation?	No.	
4.4.16	In regards to the Bronze Age landscape at the top of the Tumulus hill, a request for locations of trial pits and methodology of MOLAS when examining.	MOLAS have now prepared a watching brief. Nothing of archaeological interest was found.	
4.4.17	Would like clarity over what the proposal will look like.	Noted.	Atkins will submit verified photomontage views with the planning application as requested by LBC.
4.4.18	Request for access path to be moved further up the west bank and looped around the willow so the tree can be retained.	Accepted. Path to be repositioned to save tree.	
4.5	HIGHGATE MEN'S BATHING POND		
4.5.1	Supt needs to review the requirement for the "Pond Hut", could this be removed completely as a bund is having to be installed to protect it.	Upon review CoL have decided there is no requirement for a bund. Pond hut will be sacrificed in PMF event.	
4.5.2	Options for cladding the existing sheet piling. Timber or Brick - preference from West Hill Court and Millfield Cottage is a brick wall. H&HS have suggested in their detailed	Noted.	Materials will form part of the detail design.

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

	comments that <i>'the wall should be faced on both sides with oak picket fencing, slightly higher than the wall, and no higher than the existing fence. This should be further hidden by low growing plants, or climbers such as honeysuckle, which would not need to be pruned continuously to keep it from growing above the fence.'</i>		
4.5.3	Options for preventing unauthorised access to the pond from the spillway should be reviewed.	Accepted.	CoL have asked Atkins to consider a collapsible fence.
4.5.4	Maintaining fishing access to the dam needs to be discussed. Can there be pegs or gaps in proposed planting on southern dam face for angling?	Noted. CoL aiming to retain fishing access from dam.	Further discussions with HHAS required.
4.5.5	Issue of safety and distance between new sheet piled wall and existing sheet piled wall.	Noted.	
4.5.6	Timber spillway deflecting wall to utilise corten steel posts and oak boards – need to avoid tropical hard woods. Designed to follow the profile of the slope.	Accepted.	Atkins to consider further as part of detail design.
4.5.7	Comments regarding both opening up views of the pond and avoiding disturbance to the habitat were recorded. H&HS suggested in their detailed comments that 2-3 windows should be opened up.	Noted.	CoL to review as management issue.
4.5.8	Concern expressed with regards cutting back trees that overhang ponds.	Noted.	CoL to review as part of Management Plan.
4.5.9	Can the guelder rose tree on the proposed spillway location be saved, as it rare on the Heath?	Arboriculturists have concluded that the tree in question is not a guelder rose but a non-native Cockspur Hawthorn.	
4.5.10	Can the path along top be widened – it is	This is a maintenance issue.	

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

	encroached upon by trees.		
4.5.11	H&HS have suggested that black asphalt should not be used.	Accepted.	
4.5.12	Could there be a storage area created to the west of the Men's Pond where the ground is flat.	This would require a deeper spillway and a lot of excavation in an area where works are otherwise limited. Consequently this is out with the scope of the project as it would impact on the natural aspect of the Heath and would not be in line with the objectives of the Ponds Project and the management of the Heath.	Not to be taken forward.
4.6	HIGHGATE No 1		
4.6.1	Return periods for proposed design for Hampstead No 1 and Highgate No. 1.	The return period is at least 1 in 1000 years at both these ponds.	
4.6.2	Existing landscape to extend west, south and east of Highgate No. 1. (Significance of the area shaded light green needs clarification), to show direction and depth of flow of water beyond spillway.	Topographical survey has been undertaken.	The area downstream of the spillway will be modelled using the survey data.
4.6.3	Consideration of additional overflow at Highgate No. 1. (This is noted on your summary table of spillway details as tbc at DD stage) but is also part of our feedback.	City have reviewed design and spoken with Camden and Thames Water. An additional pipe to the sewer system will increase the flows off the Heath and is therefore would not be in line with the objectives of the project.	Not to be taken forward.
4.6.4	Crucial question from downstream residents is, 'how much safer will we be after the work has taken place?' These answers are needed now - the 1:2000 and the 1:5000 need to modelled. We are trying to be supportive but it is very difficult without this information.	The key points are that, 1) the risk of flooding due to dam failure will be virtually eliminated and 2) the frequency of flooding will be the same downstream of Hampstead Chain and improved from 1:100 to over 1:1,000 on the Highgate Chain.	Modelling after detailed design will demonstrate standard of protection.
4.6.5	Depth of gas lines.	Query relates to additional storage. This is out with the proposed scheme. Creating storage on or within the hillside would impact on the natural aspect of the Heath and would not be in line with the objectives of the Ponds Project and the management of the Heath.	

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

4.6.6	Consider arrangement of reed bed extensions and views into the pond.	Noted.	This will be picked up in the Management Plan.
4.6.7	Proposals to increase habitat complexity were agreed.	Noted.	
4.6.8	Plans need to show where trees on the dam will be coppiced. H&HS have suggested in their detail comments that the pond side of the wall should be screened with coppiced trees and low shrubs on the dam crest.	Noted. This has been indicated on the Environmental Masterplans.	
4.6.9	Concern regarding tree loss – on dam and in spillway. Details on the dam need sharing with neighbours.	Accepted. A meeting on site with residents took place on 4 June.	
4.6.10	Wall cladding – brick facing was requested for consideration. H&HS have suggested in their detail comments that yellow brick or an oak picket fence should be used on the pond side and as preferred by residents on the other.	Noted.	Material selection will form part of the detailed design.
4.6.11	West Hill Court RA have suggested that horizontal wood cladding would be a more attractive alternative to picket style fence.	Noted.	Atkins to consider further as part of detail design
4.6.12	H&HS have suggested in their detail comments that black asphalt should not be used for surfacing footpaths.	Accepted.	Material selection will form part of the detailed design.
4.6.13	West Hill Court RA have suggested that the footpath finish should not add sediment to the pond or lead to a deterioration in water quality.	Path surfaces will be chosen so they are appropriate for their location. Atkins has incorporated measures in the design to capture this sediment along the inflow stream.	
4.6.14	Tawny owls live here and are missed off the bird survey. They are important as they help control the rat population.	Information passed onto ecologist.	
4.6.15	Query on 15 th May if additional storage area for water could be created to the west of Highgate No 1.	This is outside the scope of the proposed scheme. Creating storage on or within the hillside would impact on the natural aspect of the Heath and would not be in line with the	

Summary table of PPSG feedback from Seminars on 13 April, 10 May, 15 May and 9 June 2014 and how this has been/will be addressed

		objectives of the Ponds Project and the management of the Heath.	
4.6.16	Request to save the lime tree on the dam with sheet piling or a bund.	Engineers have consulted with arboriculturalists but the location of this tree at the front of the spillway means this is not feasible.	

Work in Progress

HAMPSTEAD HEATH

Water Management Stakeholder Group

Draft Terms of Reference

Overall Aim

The Water Management Stakeholder Group is a body of people with knowledge and interest in Hampstead Heath established as a group to provide views and advice to the Hampstead Heath Consultative Committee in relation to the Flood and Water Management Project within the context of the Hampstead Heath Act 1871 and relevant reservoirs legislation.

Constitution

The Group shall consist of representatives of invited organisations, with no more than one named representative per organisation. A second named “alternate” may be nominated by an organisation, to attend in the absence of the first named representative.

The Chairman of the Group shall be appointed by the Hampstead Heath, Highgate Wood and Queen’s Park Management Committee. There will be two Deputy Chairmen: the Chairman of the Hampstead Heath, Highgate Wood and Queen’s Park Management Committee and one appointed by the Chairman of the Water Management Stakeholder Group.

Secretarial support will be provided by the City of London Corporation and a summary of each meetings will be forwarded to the Hampstead Heath Consultative Committee (and will also be publicly available).

Objectives

The Group will be a source of advice and influence to the City of London Corporation, Strategic Landscape Architect and the Design Team. (The Hampstead Heath Consultative Committee remains the committee that advises the Hampstead Heath, Highgate Wood and Queen’s Park Management Committee)

To inform and assist the Hampstead Heath Consultative Committee:

- i. in developing a Vision and Principles for the Flood Management and Water Quality Project;
- ii. by providing views on the technical details and proposed designs and their long term impact on the landscape, use and management of the Heath ponds and environs effected by the Flood Management and Water Quality Project works including the impact of the construction work on the surrounding community; and
- iii. by providing views on the construction planning, timetable, logistics, communication strategy and implementation of the Flood Management and Water Quality Project works.

To spread information out to the groups represented by its members and as appropriate to the wider community on all aspects of the emerging designs and implications arising from the Flood Management and Water Quality works.

To hold regular (typically monthly) meetings. Additional meetings of the whole group may be called as necessary. These may need to be at short notice and it is recognised that not everyone will be able to, or need to be able to, attend.

The Hampstead Heath, Highgate Wood and Queen's Park Management Committee will keep under review the constitution of the Group as from time to time may be required.

The City of London Corporation as the owner of the Heath are ultimately responsible as the competent authority for the implementation of the Project and decisions in relation to the ultimate design and construction.

10th July 2012

Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park Committee - For Decision	15 September 2014
Hampstead Heath Consultative Committee - For Information	3 November 2014
Subject:	Public
Hampstead Heath Education charging report	
Report of:	For Decision
Superintendent of Hampstead Heath	
Summary	
<p>Run by the Education and Play Teams, the Hampstead Heath Schools Programme has continuously grown in popularity, and now reaches approximately 9,000 students per year. However, the charging structure for these sessions has remained constant since the Programme started in 2006, with the result that the current charges do not cover the associated teaching costs. This Report proposes adopting a new 'per session' charging structure, designed to cover the costs of the teaching, for implementation from September 2014.</p>	
Recommendation	
Members are asked to:	
<ul style="list-style-type: none"> • It is recommended that the Hampstead Heath, Highgate Wood and Queen's Park Committee reviews the current charging structure for the Hampstead Heath Schools Programme and agrees the proposed new charging structure, as outline in this Report. 	

Main Report

Background

1. The Hampstead Heath Education Service has operated as a dedicated Education Facility since 2006, when a classroom was opened at Parliament Hill. Since 2006, the service has educated over 36,000 students from the local community, including the Barnet, Camden, Islington and Brent areas. In addition, a range of informal education events helps to engage with families and adults in the area and spread important conservation messages to them.
2. The Play Team on Hampstead Heath focuses on informal learning activities, such as the facilitated play sessions that have formed an important part of the Heath community for more than 40 years. The Play Team currently manages a One O'clock Club for under-5s and their carers, in partnership with Queen's Crescent Community Centre, together with a full range of play opportunities at the Adventure Playground. Along with these activities, the Play Team also provides formal learning sessions to schools, as well as learning events based on the Heath or at the formal play-facilities.

3. The Hampstead Heath Education Centre provides low-cost, high-quality education sessions to schools. The cost of these sessions has remained constant since 2006, when a graduated pricing structure was adopted. The existing pricing structure is shown in Figure 1.

	Half day (2 hours)	Full day (4 hours)
Camden and Barnet state schools	£2.00 per student	£4.00 per student
Out of Borough state schools	£2.50 per student	£5.00 per student
Independent schools	£3.50 per student	£7.00 per student

Figure 1: The current pricing structure for school sessions at the Education Centre.

**NB all prices given in this Report include VAT.*

4. The Adventure Playground Schools Programme implemented a charging structure in 2010, having formerly been a free Programme. The pricing structure is shown in Figure 2.

	Art sessions (2 hours)	Full day (4 hours)	Organised play
Camden and Barnet state schools	£2.00 per student	£3.00 per student	£1.00 per student
Out of Borough state schools	£2.50 per student	£3.50 per student	£1.50 per student
Independent schools	£3.50 per student	£4.50 per student	£2.50 per student

Figure 2: The current pricing structure for school sessions at the Adventure Playground.

5. Both the Play and Education Teams have progressed working with schools steadily since 2006 and have seen significant growth during this time. Figure 3 illustrates the growth across the past seven years.

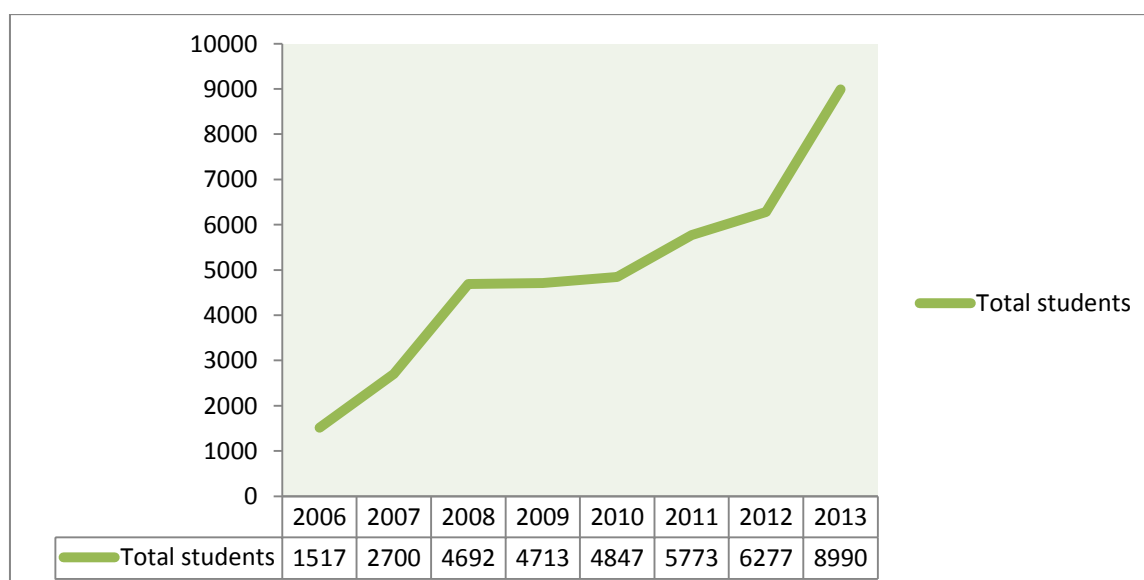


Figure 3: Annual growth in school sessions from 2006-2013 (based on calendar years)

Current Position

6. In 2013, the Hampstead Heath Education Centre educated 6,548 students and generated £15,396.50 income through this work. The Adventure Playground educated an additional 2,290 students in 2013. The income from these sessions goes towards paying for the casual teachers working on the sessions. The model is relatively successful, covering the majority of the casual teaching costs associated with the Schools Programme.
7. While the income generated at the Education Centre covers the costs directly associated with the Schools Programme, it does not cover the additional costs such as training, development, management, and other work.
8. Furthermore, the income from a session for a Camden or Barnet state school does not cover the cost of the casual teachers needed for that session. As a result, the income from independent school sessions is extremely important for the model, in order to cover teaching costs over the year. Figure 4 shows a breakdown of these costs.

	Cost of Field Teachers for a 2 hour session	Income from 2 hour session (based on average of 30 children)	Profit / Deficit
Camden/Barnet state school	£81.00	£2.00 x 30 = £60	-£21.00
Out of Borough state school	£81.00	£2.50 x 30 = £75	-£6.00
Independent school	£81.00	£3.50 x 30 = £105	+£24.00

Figure 4: Breakdown of cost, income and profit/deficit of the current pricing structure of school sessions

9. This model also assumes an average class size of 30 students for our current system of charging 'per student' for the sessions. When schools have smaller groups (for example, of 25 students), it becomes even more difficult for us to derive adequate income from the sessions.
10. Figure 5 illustrates the income generated at the Education Centre through our various pricing structures during the 2013-14 financial year. It highlights our dependence on income from independent schools to cover the costs of the Camden/Barnet state schools.

	Number of Students	Income generated
Camden and Barnet state schools	3,573	£6663.00
Out of Borough state schools	1,398	£3318.50
Independent schools	1,577	£5415.00

Figure 5: Income generated by the different bands of our pricing structure

Options

11. The Schools Programme has grown in success and developed a loyal customer base of schools. However, the pricing structure has remained constant for seven years. Figure 6 illustrates the costs of similar programmes run at other London-based Environmental Education Centres.

Provider	Pricing structure	Other notes
Lee Valley Regional Park	£4.90 per child (2 hr) £7.60 per child (4 hr)	Minimum class – 20 children
Isis Education - Hyde Park	£99 (2 hr) £186 (4 hr)	Maximum class – 30 children. Up to 2 classes at one time
Welsh Harp Education Centre	£4 per child (2 hr) £6 per child (up to 4 hr)	
WWT London Wetland Centre	£6.30 per child (1 hr) £7.10 per child (2 hr)	Includes admission prices
Epping Forest Field Studies Centre	(KS1) £195 (per day) (KS2) £215 (per day)	Maximum group – 30 children
Suntrap Forest Education Centre - Epping	In borough schools £205 (2.5 hr) Out of borough schools £213 (2.5 hr) In borough schools £386 (5 hr) Out of borough schools £401 (5 hr)	Maximum group – 30 children KS1, 2, 3 and 4.

Figure 6: Prices at similar providers as of 2nd September 2014.

12. Hampstead Heath is the only open space which charges for formal school sessions. Epping Forest operates a 'suggested donation' model with a base donation of £4 per child per session.
13. It is suggested that the Hampstead Heath Education Services adopts the following 'per session' pricing structure for the next three years. Based on the number of students in 2013, this pricing structure would have brought in approximately £22,000 (almost £7,000 more than our actual 2013 income).

Proposals

14. The proposed pricing structure in Figure 7 moves away from the 'per student' pricing structure, and to a 'per session' structure. This new pricing structure will allow the Education and Play Teams to cover the costs of teaching sessions, regardless of the size of the group. The incremental prices given for classes over 30 students cover the costs of additional teachers to maintain the staff to child ratio.
15. The new pricing structure of a flat rate per session will also decrease the administration burden of the Schools Programme, by making the invoicing process more streamlined.

	State schools (all)	Independent schools
Standard 2 hour session	<p>Minimum price: £90 per 2 hour session (max 30 children).</p> <p>Incremental prices above 30 children: £45 fixed price for up to 15 additional students.</p>	<p>Minimum price: £120 per 2 hour session (max 30 children).</p> <p>Incremental prices above 30 children: £60 fixed price for up to 15 additional students.</p>
Full-day Play and Education session (only at Adventure Playground)	<p>Minimum price: £120 per session (max 30 children).</p> <p>Incremental prices above 30 children: £60 fixed price for up to 15 additional students.</p>	<p>Minimum price: £150 per session (max 30 children).</p> <p>Incremental prices above 30 children: £75 fixed price for up to 15 additional students.</p>
Organised Play session (only at Adventure Playground)	<p>Minimum price: £60 per session (max 30 children).</p> <p>Incremental prices above 30 children: £30 fixed price for up to 15 additional students.</p>	<p>Minimum price: £60 per session (max 30 children).</p> <p>Incremental prices above 30 children: £30 fixed price for up to 15 additional students.</p>

Figure 7: Proposed pricing structure for September 2014

16. Changing the pricing structure may result in a decrease in the number of schools over the short term as they adjust to a higher rate. Evaluations suggest that our customers think we are currently exceptional value, with 100% of evaluations rating us 'high value for money'. As a result, we predict any drop in customer numbers would be limited, and only expected to last for the first year of the new system.

Corporate & Strategic Implications

17. This proposal is aimed at achieving the Departmental Business Plan strategic objective of *'Improving our use of resources through increased income generation and improved procurement'*.

Implications

18. While the main risk of this proposal is a brief reduction in the number of schools attending sessions, the overall implications will result in more income generation for both the Education and Play Teams.

Conclusion

19. Education continues to be a main priority for Hampstead Heath and the Open Spaces Department as a whole. However, the cost of Schools Programmes must be covered by the pricing structure, in order to maintain a successful and financially sustainable service. Consequently, we propose changing the charging structure to a 'per session' basis to cover our costs more adequately.

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Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park Committee - For Information	15 September 2014
Hampstead Heath Consultative Committee - For Information	3 November 2014
Subject:	Public
Hampstead Heath Events Programme, January – September 2014	
Report of:	For Information
Superintendent of Hampstead Heath	
Summary	
<p>The following report details the success of the Hampstead Heath Events Programme from January to September 2014.</p> <p>The events programme (January to September 2014) consisted of 93 sports, wellbeing and cultural events which engaged with over 80,000 members of the public. The programme allowed Hampstead Heath to showcase its facilities and highlight the charitable contributions of the City of London Corporation to a regional, national and international audience. These events allowed us to reach new audiences and to increase our partnership working with local councils and community organisations.</p>	
Recommendation	
Members are asked to:	
<ul style="list-style-type: none"> Note the success of the Hampstead Heath events programme in engaging audiences on the Heath through sports, wellbeing and culture. 	

Main Report

Background

- Hampstead Heath has a long-standing reputation for providing large scale and bespoke events as well as traditional games and music.

Current Position

- The 2014 Hampstead Heath Events Programme consists of over 110 sports, wellbeing and cultural events, 93 of which have already taken place, and will culminate with the Christmas Day swim at the Men's Pond.
- Of the 93 events that have taken place, 53 related to Culture, 29 related to sports and 11 focussed on wellbeing.

4. As of September 2014, the Hampstead Heath events programme has engaged with over 80,000 members of the public. June and July have been the busiest months for event participation with over 30,000 members of the public engaged in June and just over 23,000 engaged in July.

Review

5. Highlights of the events programme so far have included a record number of participants at three major sports competitions: the Southern Counties Cross Country Championship, the Night of the 10,000m Personal Bests and the 16th Heath Duathlon.
6. The Southern Counties Cross Country Championship, the first major event of 2014, was a great success with over 2,500 participants and many spectators. It was particularly encouraging that entry numbers were up for the younger age groups and the final race, the Men's seniors attracted over 1,000 competitors on the tough 9 mile course, a distance unique to championship racing. Next year sees the English National Cross Country Championships return to the Heath for the 15th time since the Women's Championship was first held at Parliament Hill in 1950 and the Men's in 1957.
7. The Highgate Harriers Night of the 10,000m Personal Bests (figure 1) has quickly established itself as an innovative, exciting and much talked-about Athletics Event. UK Athletics have identified this event as the missing link in the national racing calendar. This year the event incorporated the British Nationals Championships, with multiple Olympians racing each other to obtain the qualification time for the 2014 European Athletic Championships held in Zurich. The men's winner, Andy Vernon, and the ladies winner, Jo Pavey, went on to achieve Silver and Gold medals respectively in Zurich. The event also included a Camden Council community children's relay. There is great scope to involve other London Boroughs in 2015 and encourage further community development.



Figure 1: Night of the 10,000m Personal Bests

8. The popularity of the Heath Duathlon continues to grow. It offers something unique to the London sporting calendar, combining running and swimming in all four of Hampstead Heath's swimming facilities and attracting international-class athletes.

9. The Affordable Art Fair (AAF) welcomed 16,000 visitors over 4.5 days, and £2.7 million of artwork was purchased. The AAF worked with local partners such as Hampstead School of Art and the charity beneficiary for 2014 was the Terence Higgins Trust, who received in the region of £15,000.



Figure 3: Affordable Art Fair exhibitions

10. The inaugural GROW London event has been hailed within the industry as 'breaking the mould' and 'refreshing'. The fair welcomed 8,000 visitors and the charity beneficiary, The Garden Museum, was very successful in raising its profile to a new audience and in raising funds.
11. This year's music programme for Golders Hill Park and Parliament Hill bandstands on Sunday afternoons and weekday evenings has featured an eclectic group of musicians and diverse multi-national music with 42 bands booked to play throughout the summer.
12. Over 170 people participated in the Wimbledon Festival Week which offered free tennis lessons to adults, young people and children. It finished on the Saturday after Wimbledon with a mixed doubles competition and additional free coaching.
13. The City of London Festival was welcomed onto the Heath for the seventh time, with the theme of 'Alternative Commonwealth Games'. This inclusive and fun family day attracted over 3,000 people. Audiences were entertained by the Melodians Steel Orchestra, and children and adults had the opportunity to join in with Welly-wanging, Shinty, Juskei (horse shoe pitching) and Jamaican Dodge Ball.
14. This year's Give it a Go! Festival was run in partnership with COO-L (Choice and Opportunity Online, a Camden Council initiative), the Metropolitan Police Service, the RSPB, and other local partners. While still very supportive of the event, unfortunately Camden Council could only provide limited support this year, owing to a clash with the opening of their new sports centre in Kings Cross. Give it a Go! was attended by around 8,000 people who tried their hand at sessions of rock climbing, tennis, orienteering, athletics, rugby, BMX biking, Zumba, and much more. The world's first T3 Triples table tennis table (figure 2), an initiative designed to engage with younger audiences, was launched by the Mayor of Camden and the Chairman of the Hampstead Heath, Highgate

Wood and Queen's Park Committee. Music and children's activities added to this overwhelmingly popular family even.



Figure 2: T3 Triples table tennis table

15. The Parliament Hill Lido jointly hosted the City Dip with the Golden Lane pool for the third time in 2014. The event, on two consecutive days in July, and the number of participants was significantly higher than 2013, with over 200 swimmers taking the plunge and raising well over £2,000 for the Lord Mayor's appeal.
16. In addition to the sports, wellbeing and cultural events detailed in this report, there are many other organised activities which make up the full Hampstead Heath activities programme advertised in the Hampstead Heath Diary; these include guided walks, wildlife clubs, fairs, workshops, children's activities, dog days and zoo events.

Corporate & Strategic Implications

17. The 2014 events programme directly supports the Open Spaces Business Plan Strategy Aim 4: *'Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living'* and also contributes to the Improvement Objective 4: *'Market our services and provide events and opportunities to learn for all within our communities'*.

Conclusion

18. The Hampstead Heath 2014 summer events programme has been an overwhelming success. New audiences have been reached and key partnerships with local councils and organisations have been strengthened, as well as the continuing promotion of the charitable work of the City of London Corporation to a national and international audience.

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