



Hampstead Heath, Highgate Wood and Queen's Park Committee

Date: MONDAY, 20 JULY 2015

Time: 11.30 am

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Virginia Rounding (Chairman)	Alderman Ian Luder (Ex-Officio Member)
Jeremy Simons (Deputy Chairman)	Graeme Smith (Ex-Officio Member)
Deputy John Barker	Councillor Melvin Cohen (London Borough of Barnet)
Karina Dostalova	Martyn Foster (RSPB)
Revd Dr Martin Dudley	Councillor Sally Gimson (London Borough of Camden)
Ann Holmes	John Beyer (Heath & Hampstead Society)
Clare James	Maija Roberts (Ramblers Association/Open Spaces Society)
Edward Lord	Philip Wright (English Heritage)
Professor John Lumley	
Barbara Newman	

Enquiries: David Arnold
david.arnold@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at the rising of the Committee
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**
 - a) **Hampstead Heath, Highgate Wood and Queen's Park Committee (Pages 1 - 10)**
To agree the minutes of the last meeting held on 18 May 2015.
For Decision
 - b) **Queen's Park Joint Consultative Group (Pages 11 - 16)**
To note the draft minutes of the meeting held on 10 June 2015.
For Information
 - c) **Hampstead Heath Consultative Committee (TO FOLLOW)**
To note the draft minutes of the held on 6 July 2015.
For Information
4. **GRANT GIVING: REPORT OF CROSS-CUTTING SERVICE BASED REVIEW**
Report of the Town Clerk and to appoint up to three Members to the Review of Grants Working Party as per the Resolution of the Open Spaces and City Gardens Committee dated 8 June 2015.
For Decision
(Pages 17 - 42)
5. **REVENUE OUTTURN 2014/15**
Joint Report of the Chamberlain and the Director of Open Spaces.
For Information
(Pages 43 - 48)

Hampstead Heath
6. **SUPERINTENDENT'S UPDATE**
Report of the Superintendent of Hampstead Heath.
For Information
(Pages 49 - 52)
7. **HAMPSTEAD HEATH PONDS PROJECT - UPDATE REPORT**
Report of the Superintendent of Hampstead Heath.
For Information
(Pages 53 - 68)
8. **HAMPSTEAD HEATH PONDS PROJECT EDUCATION PROGRAMME UPDATE**
Report of the Superintendent of Hampstead Heath.
For Information
(Pages 69 - 76)

9. **REPTILES ON HAMPSTEAD HEATH**
Report of the Superintendent of Hampstead Heath.
For Information
(Pages 77 - 86)
10. **PARLIAMENT HILL VIEWPOINT INTERPRETATION**
Report of the Superintendent of Hampstead Heath.
For Information
(Pages 87 - 100)
11. **LOCATION OF AN OUTDOOR GYM AT PARLIAMENT HILL**
Report of the Director of Open Spaces/Superintendent of Hampstead Heath.
For Decision
(Pages 101 - 110)

Highgate Wood & Queen's Park

12. **SUPERINTENDENT'S UPDATE REPORT - QUEEN'S PARK**
Report of the Superintendent of Hampstead Heath.
For Information
(Pages 111 - 118)
13. **APPLICATION TO OPERATE MARRIAGE AND CIVIL PARTNERSHIP CEREMONIES AT THE QUEEN'S PARK BANDSTAND**
Report of the Superintendent of Hampstead Heath.
For Decision
(Pages 119 - 124)
14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

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HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE **Monday, 18 May 2015**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Committee Room 2 - 2nd Floor West Wing, Guildhall on Monday, 18 May 2015 at 11.30 am

Present

Members:

Deputy John Barker
Karina Dostalova
Ann Holmes
Clare James
Edward Lord
Professor John Lumley
Virginia Rounding
Jeremy Simons
Alderman Ian Luder (Ex-Officio Member)
Martyn Foster (Royal Society for the Protection of Birds)
Councillor Sally Gimson (London Borough of Camden)
John Beyer (Heath and Hampstead Society)
Maija Roberts (Open Spaces Society/Ramblers' Association)

Officers:

David Arnold	Town Clerk's Department
Alison Elam	Chamberlain's Department
Edward Wood	Comptroller & City Solicitor's Department
Paul Double	City Remembrancer
Nigel Lefton	Remembrancer's Department
Sam Cook	Remembrancer's Department
Sue Ireland	Director of Open Spaces
Bob Warnock	Superintendent of Hampstead Heath
Declan Gallagher	Open Spaces Department
Esther Sumner	Open Spaces Department
Paul Monaghan	Department of the Built Environment
John Park	Public Relations Office

1. APOLOGIES

Apologies for absence were received from Councillor Melvin Cohen, Deputy Alex Deane, Revd Dr Martin Dudley, Barbara Newman, Philip Wright (English Heritage).

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

Ann Holmes declared a non-pecuniary interest in any matters relating to the Highgate Wood café as she knew the owner personally.

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

RESOLVED – That the draft Order of the Court of Common Council, 23 April 2015, appointing the Committee and approving its terms of reference, be noted.

4. **ELECTION OF CHAIRMAN**

RESOLVED – That in accordance with Standing Order No 29, Virginia Rounding be elected Chairman for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

Is RESOLVED – That in accordance with Standing Order No 30 (3(a)), Jeremy Simons be appointed Deputy Chairman for the ensuing year.

It was **RESOLVED UNANIMOUSLY**: THAT at the conclusion of his term of office as their Chairman, the Members of this Committee wish to extend to

Jeremy Simons

their sincere thanks and appreciation for the extremely able and competent manner in which he has presided over their deliberations and the detailed interest he has shown in all aspects of the work of the Hampstead Heath, Highgate Wood & Queen's Park Committee.

Jeremy's tenure as Chairman has largely coincided with the planning and implementation of the Hampstead Heath Ponds Project. The Chairman's term started early on in the Project and he has skilfully steered the ship through these choppy waters, with skill, expertise and humour. Throughout the Project process, Jeremy has encouraged wide consultation and promoted extremely thorough community involvement in helping to design the scheme. His commitment to the project, which is now well underway, has been unerring.

Jeremy took up a monthly column called 'View from the Heath' for the Ham and High, for which he immediately started drafting passionate and accurate commentaries. He used the piece to full effect, keeping Heath users and local residents up to date with key milestones in the Ponds Project as well as including lighter and more informative observations on heritage and wildlife and on day to day operational issues such as the Heath Constabulary and the problems of litter.

Jeremy has given great support to Heath events, representing the City with great enthusiasm at the many events held across the Heath, Highgate Wood and Queen's Park. He took on the Mayor of Camden at table tennis – a true clash of the Titans – with gusto. He has keenly launched events such as the Give it a Go Festival and his support for sport has been particularly welcomed. He also made a very entertaining speech at the inaugural Night of the 10,000 Personal Bests, an event that brought an extremely high standard of athletics to

the Heath. He presided over a record breaking Conker Championships for which the Heath received a prestigious Guinness World Records award. Jeremy's interest and passion for the arts drove his persistence in helping to get Jake and Dinos Chapman's sculptures, 'The Good, the Bad, the Ugly', installed at Golders Hill Park.

An array of important projects have started or progressed during Jeremy's term as Chairman. He has shown great interest in the Roman Kiln Project to return a 2,000-year-old kiln to its original home in Highgate Wood, which has received much local support. Wild About Hampstead Heath, the innovative partnership with RSPB, has also blossomed and new education facilities have appeared across the Heath; GROW London and weddings and civil ceremonies hosted at the Pergola and Hill Garden have occurred for the first time. Jeremy has also overseen a period of success at Queen's Park, which was awarded the Green Flag in 2014, and at Golders Hill Park, which received a Gold Award and was named as category winner for London in Bloom 2014.

He represented the City at the Diamond Jubilee Festival at Golders Hill Park, attended by over 6000 party-goers and the splendid Shree Muktajeevan Pipe Band. Rain and high wind prevented the lighting of the Jubilee Beacon but Jeremy successfully unveiled the Diamond Jubilee weather-vane on top of the bandstand. In 2013, Jeremy welcomed both the Lord Mayor and the Mayor of Brent to Queen's Park, who both jointly planted an Oak Tree to mark the 125th year of the City's management of the Park.

Finally, Jeremy Simons will be remembered as a Chairman possessing a sharp, analytical mind, being hugely supportive of officers, with an excellent ability to lead Committees and meetings with skill and sensitivity. Officers in the Open Spaces Department with whom Jeremy has worked so closely will miss the regular sight of him cycling to and from the Heath and Highgate Wood, particularly in one of his many panama hats! Staff are also extremely grateful for the essential support and care for staff welfare provided by Jeremy during difficult times such as severe storm events and the tragic deaths in 2013 and 2015.

The Committee now wishes to place on record its recognition of his distinguished contribution to Hampstead Heath, Highgate Wood and Queen's Park during the past three years, and look forward to his continued contribution to the Committee during the years to come.

6. **COMMITTEE APPOINTMENTS 2015/16**

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

RESOLVED – That:-

- a) the appointment and composition of the following bodies be approved as follows for the ensuing year:-
 - i) **Hampstead Heath Consultative Committee**
Virginia Rounding (Chairman)

Jeremy Simons (Deputy Chairman)
ii) **Highgate Wood Joint Consultative Committee**

Virginia Rounding (Chairman)
Jeremy Simons (Deputy Chairman)
Ann Holmes
Professor John Lumley
Barbara Newman

iii) **Queen's Park Joint Consultative Group**

Virginia Rounding (Chairman)
Jeremy Simons (Deputy Chairman)
Karina Dostalova
Ann Holmes
Barbara Newman

- b) Jeremy Simons be appointed as the representative to the Keats House Consultative Committee; and
c) The appointment of an officially nominated representative from Barnet Mencap to the Hampstead Heath Consultative Committee be approved.

7. MINUTES

7.1 **Hampstead Heath, Highgate Wood and Queen's Park Committee**
RESOLVED – That the public minutes of the meeting held on 23 March 2015 be approved.

Matters Arising

The Superintendent of Hampstead Heath updated the Committee regarding the following matters:

East Heath Car Park

Quotations for the works were currently being obtained. The car park would remain closed for two to three weeks once the works were expected to start after summer 2015.

Parliament Hill Outdoor Gym Proposal

The London Borough of Camden were currently shortlisting contractors to install equipment and a report would be submitted to this and the Hampstead Heath Consultative Committee in July 2015. The Town Clerk added that a Camden Outdoor Gyms Evaluation document would be circulated to Members after the meeting.

Kite Hill

The phased landscape improvement works were progressing and the QR code for the strategic view would be available on the Hampstead Heath website shortly. A meeting would be taking place soon to discuss the new sign with the Heath and Hampstead Society.

Filming

In response to the Chairman's question, the Superintendent advised that the filming company who asked permission to film on the Heath during April 2015 were allowed to do so and a good fee was received.

7.2 Highgate Wood Joint Consultative Committee

RESOLVED – That the draft public minutes of the meeting held on 22 April 2015 be noted.

The Superintendent advised that he would arrange a meeting with members of the Joint Consultative Committee who were also Councillors to appoint a Highgate Wood Park Champion. The outcome would be reported to this Committee in July 2015.

8. **RESOLUTION OF THE OPEN SPACES AND CITY GARDENS COMMITTEE**
RESOLVED – That the resolution of the Open Spaces and City Gardens Committee on 20 April 2015, regarding Equipment Funding Offers, be noted.

9. **PROMOTION OF A CITY OF LONDON CORPORATION (OPEN SPACES) BILL**

The Committee considered a report of the Remembrancer that sought approval for the promotion of a City of London Corporation (Open Spaces) Bill to clarify and expand the management powers available to the Corporation, to increase opportunities to generate revenue for the benefit of the Open Spaces, and to strengthen enforcement powers.

The Remembrancer advised that this would go through Parliament as a Private Bill where it would be examined by a Committee in each House. The Director of Open Spaces added that some of the management powers proposed for inclusion in the Bill were already reflected in the running of other open spaces such as the Royal Parks.

In response to Members' questions, the Remembrancer advised that lease extensions would be subject to rate reviews and that powers would be increased to deal with anti-social behaviour. He added that the Hampstead Heath Consultative Committee would be consulted further on the proposals in July 2015.

RESOLVED – That the recommendation, subject to the concurrence of the Policy and Resources Committee and the Court of Common Council, that a City of London Corporation (Open Spaces) Bill be promoted to seek legislative changes, be approved.

10. **DEPARTMENT OF OPEN SPACES BUSINESS PLAN 2015-18**

The Committee considered a report of the Director of Open Spaces that sought approval for the Open Spaces Business Plan 2015-18. Members were advised that the Business Plan focussed on delivering charitable objectives and four departmental objectives:

- Protect and conserve the ecology, biodiversity and heritage of sites
- Embed financial sustainability across activities by delivering identified programmes and projects
- Enrich the lives of Londoners by providing a high quality and engaging learning and volunteering offer
- Improve the health and wellbeing of local communities through access to green space and recreation

RESOLVED – That the Open Spaces Business Plan 2015-18 be approved.

11. WAYLEAVES REVIEW

The Committee considered a joint report of the Superintendents of Epping Forest, Burnham Beeches and Stoke and City Commons, and Hampstead Heath that sought approval to put in place a more structured and uniform approach to charges and management of Wayleave agreements.

The Deputy Chairman noted that additional Council Tax bandings could be calculated based on the current charge for a band D property.

RESOLVED – That Option 2 which links the charging of Motorgates to Council Tax bandings, and increases Handgates from £5 per annum to £10 per annum, be approved.

12. SUPERINTENDENT'S UPDATE

The Committee received a report of the Superintendent of Hampstead Heath that provided an update on management and operational activities across Hampstead Heath, Highgate Wood and Queen's Park since the Committee's last meeting in March 2015.

Firstly, the Committee expressed their thanks to all Heath staff for dealing with the recent tragic death at the Men's Pond with care and consideration.

Members were then provided with updates on the following matters:

Lido

Scaffolding would be removed from the Café roof on 27 May and works were due to be completed on 29 May. A non-slip safety surface was to be installed at the paddling pool also on 29 May.

Events

1,200 spectators were present at a successful Night of the 10,000 metre Personal Bests on 16 May. The winning time of the Men's event was just 28 minutes and 40 seconds.

In response to a Member's question, the Public Relations Officer would look into the possibility of a Members update so all Members of the Court of Common Council were aware of upcoming events at the Heath, Highgate Wood and Queen's Park.

In response to another Member's question, the Superintendent advised that the events diaries had generated a good amount of donations during the Easter fairs and at the tennis hut but that better facilities for people to put their donations were required elsewhere.

Heath Hands

The 2014/15 data for Heath Hands' volunteer hours would be circulated by the Superintendent after the meeting.

Conservation and Ecology

The wildflower meadows on Dukes Field, the Heath Extension and the Old Hockey Pitch had struggled due to the cold and dry weather in April 2015.

Parliament Hill

Refurbishment of the tennis courts had been completed and they would re-open to the public on 25 May.

In response to a Member's question, the Superintendent advised that the strategic view area at Kite Hill had not yet been marked but this would be discussed in the upcoming meeting with the Heath and Hampstead Society, who were providing a capital contribution for a new sign at the site. Work on the site would start in autumn 2015, after the busy summer period.

Ranger Team

A sink hole appeared near the Vale of Health on 24 April and investigations were currently being completed in consultation with the City Surveyor's Department.

Swimming

The recent underwater survey at the Men's Pond diving board indicated that the jetty was strong enough but plates needed to be fitted and a frame installed. It was hoped that the Men's Pond diving board would be back in use by the time of the next Swimming Forum in June 2015.

Queen's Park

A Member noted the success of the newly installed donations box in the Children's Farm. The Superintendent added that similar boxes would be installed at the Golders Hill Park Zoo, as well as the Lido paddling pool. Members noted that there was already a donations box in the Butterfly House at Golders Hill Park.

RESOLVED – That the Superintendent's update report be noted.

13. **HAMPSTEAD HEATH PONDS PROJECT UPDATE**

The Committee considered a report of the Superintendent of Hampstead Heath that provided Members with the update on the Hampstead Heath Ponds Project.

The Superintendent advised that the Community Working Group had met three times already and discussions had been useful. The Section 106 Agreement with the London Borough of Camden also required three apprentices to be employed, final selection for which would take place shortly. However, one of the apprenticeships was being re-advertised due to an initial lack of interest.

The Superintendent also advised that an area by the Viaduct Pond had been closed since 14 May and that there had been a slower rate of stone and sheet pile deliveries than planned because the small lorries appropriate for the Heath were difficult to procure. Sheet piles needed to be installed soon but only half of the necessary equipment had been delivered due to the slower rate. This had,

however, allowed regular Heath users to become slowly accustomed to the Project works.

In response to a Member's question regarding the Serpentine Swimming Club, the Superintendent added that a shared dialogue at the next Swimming Forum would be welcomed.

In response to Members' questions regarding the Education Project, the Superintendent advised that a good debating exercise had been carried out amongst local secondary school students but it had been difficult to get schools involved in science and engineering based learning opportunities. He added that an Education Project report would be submitted to the next Committee meeting in July 2015.

RESOLVED – That:-

- a) authority be delegated to the Director of Open Spaces in consultation with the Chamberlain to agree the release of the remaining specific risk provisions identified within the Risk Register and the provisional sum identified;
- b) authority be delegated to the Director of Open Spaces in consultation with the Chamberlain to authorise the transfer of the budget for some reinstatement activities to Hampstead Heath to enable some of the smaller scale reinstatement works such as planting, to be undertaken in-house if felt to be appropriate and cost effective as the Project progresses; and
- c) these changes in delegated authority be effective from 1 August 2015.

14. CYCLING IN HIGHGATE WOOD

The Committee considered a report of the Superintendent of Hampstead Heath regarding the enforcement of the Highgate Wood Byelaw that currently imposed a ban on cycling in the Wood. Members were advised that this was Byelaw 11, not 10 as stated in the report.

RESOLVED – That:-

- a) The recommendations of the Highgate Wood Joint Consultative Committee meeting held on 22 April 2015 regarding the cycling ban within Highgate Wood be noted; and
- b) Byelaw 11 be maintained and enforced but children under the age of 12 be allowed to ride a bicycle under close supervision.

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

In response to a Member's question, the Town Clerk advised that the next meeting of the Queen's Park Joint Consultative Group was to be held on Wednesday 10 June 2015.

16. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Chairman advised that the Hampstead Heath, Highgate Wood and Queen's Park Committee dinner would be held at Trinity House on Monday 12 October 2015. Invitations would be circulated to all Members in due course.

17. **HAMPSTEAD HEATH PONDS PROJECT FINANCE UPDATE
RESOLVED** – That the Hampstead Heath Ponds Project finance update be noted.
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were none.
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was none.

The meeting ended at 12.40 pm

Chairman

**Contact Officer: David Arnold
david.arnold@cityoflondon.gov.uk**

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QUEEN'S PARK JOINT CONSULTATIVE GROUP Wednesday, 10 June 2015

Minutes of the meeting of the Queen's Park Joint Consultative Group held at Committee Room, St Anne's & St Andrew's Church, 125 Salusbury Road, London, NW6 6RG on Wednesday, 10 June 2015 at 12.00 pm

Present

Members:

Virginia Rounding (Chairman)
Jeremy Simons (Deputy Chairman)
Karina Dostalova
Ann Holmes
Barbara Newman
John Blandy (Queen's Park Area Residents' Association)
Cllr James Denselow (London Borough of Brent)
Helen Durnford (Queen's Park Area Residents' Association)

Officers:

David Arnold	Town Clerk's Department
Bob Warnock	Superintendent of Hampstead Heath
Richard Gentry	Constabulary and Queen's Park Manager

1. APOLOGIES

Apologies for absence were received from Councillor Neil Nerva (London Borough of Brent), Councillor Eleanor Southwood (London Borough of Brent), and Paul Stratton (Local Schools Liaison).

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

Ann Holmes declared a non-pecuniary interest in any discussions relating to the Queen's Park Café as she knew the owner personally.

3. MINUTES

RESOLVED – That the public minutes of the previous meeting be agreed as a correct record, subject to the following addition:-

A Member noted that Committee lunches at Guildhall Club were not paid for through the City of London Corporation's operational budget and that this should be specified in the minutes.

Matters Arising

Additional Group Membership

The Queen's Park Manager advised local Residents' Associations and the Transition Town Kensal to Kilburn group had been invited to attend the last two Group meetings but they were unable to attend, possibly due to the timing of

the meetings in the middle of the week. It was agreed that the Park Manager would circulate the minutes of each meeting once they had been published and the local groups could contact him or the Town Clerk with any enquiries arising.

Events

In response to a Member's question, the Park Manager advised that he and a representative from the Queen's Park Residents' Association recently visited a local brewery that were keen to support a Beer and Pie festival held at the Park. He added that external companies did exist to organise events such as these but employing one would reduce income generation.

Members expressed their concern that the festival should be family and food oriented and were mindful that external companies did not cause damage or mess in the Park. The Park Manager advised that an external company would be charged to set up a base area and would have to pay security deposit to hold against any necessary maintenance following the festival. The Park Manager would carry out a benchmarking exercise and quotes would be obtained shortly.

4. **SUPERINTENDENT'S UPDATE REPORT**

The Group received a report of the Superintendent of Hampstead Heath that provided an update on operational and management activities and the achievements of the Queen's Park Team since the last meeting in November 2014. The Park Manager provided updates on the following matters:

Budget

£332,000 of savings had been identified across Hampstead Heath, Highgate Wood and Queen's Park in 2015/16, as part of the Service Based Review proposals. Savings were being addressed through eleven programmes that focussed on specific areas. At Queen's Park, income generation at the Children's Farm would be reviewed as part of the Learning and Development programme and an online tennis court booking system would be considered as part of the Sports programme. A further update would be provided at the next Group meeting.

Café

The current three year Café lease was due to expire later this year. A meeting to discuss the procedure for tendering would take place shortly but there was already plenty of interest from several parties. The Park Manager would be advertising the tender in local and specialist media after consultation with the City of London Procurement Service.

Licensed Events

The Nomad outdoor cinema would be returning for four film screenings across August and September, which would provide useful additional income.

In response to a Member's question, the Park Manager advised that a template had been produced by the Comptroller and City Solicitor's Department for the introduction of charges to commercial activities. The regular football coach had been made aware that a charge would be imposed from July or August 2015.

Ecology and Environment

The London Borough of Brent (LBB) was no longer in a position to remove green waste from Queen's Park, having reduced the number of vehicles in their fleet that managed this operation. The Park Supervisor was working with colleagues to review the removal of green waste from Queen's Park. Consideration would be given to the most environmentally sustainable, cost-effective and efficient process to achieve this.

Sports and Recreation

The hedge to the north of the tennis courts had recently been reduced by one metre by Queen's Park staff. During the autumn/winter of 2015, a contractor would be used to reduce the height of the hedges on the remaining three sides of the tennis courts. Tennis court no. six was currently in a poor condition and therefore out of use. The Lawn Tennis Association would be contacted to discuss future possible funding opportunities to improve court conditions.

The Park Manager had recently met with a representative from the LBB to consider the possibility of installing outdoor gym equipment in Queen's Park, a proposal that would be dependent upon available funding. Consideration was also given to the maintenance and upkeep of this equipment. At its meeting on 18 May 2015 the Hampstead Heath, Highgate Wood and Queen's Park Committee noted the resolution of the Open Spaces and City Gardens Committee that decisions on equipment funding offers should be made by the respective Management Committee, based on the principle that any offer should be self-funding for the lifetime of the equipment.

Members were not supportive of an outdoor gym but agreed for improved equipment to be added to the Trim Trail. The member representing the LBB agreed to discuss the possible funding opportunities for this with his colleagues at the LBB.

Children's Play Area

New equipment had been installed recently which had been funded in part by a £2,000 donation from a local resident and £3,000 from the LBB. The new equipment would be opening soon.

Operational Management

The Bandstand continued to be used for children's parties, available at a rate of £55 for a two hour period in the morning or afternoon. This charge would be reviewed with a view to increase income generation.

A meeting was scheduled to take place shortly to discuss the 2015/16 Additional Works Programme (AWP) with the City Surveyor's Department. It was hoped that repairs to the paddling pool would be included in this AWP.

Visitors and Community

Queen's Park Day would be taking place on Sunday 13 September 2015. A small fairground that took place over the Whitsun weekend provided some income supporting the Hampstead Education team delivering a learning programme at Queen's Park in August 2015. In response to a Member's

question, the Park Manager advised that Temporary Event Notices were applied for for alcohol to be sold at events such as Queen's Park Day.

RESOLVED – That the Superintendent's update report be noted.

5. **APPLICATION TO OPERATE MARRIAGE AND CIVIL PARTNERSHIP CEREMONIES AT THE QUEEN'S PARK BANDSTAND**

The Group considered a report of the Superintendent of Hampstead Heath that sought Member's views regarding the opportunity to generate future income by permitting the use of the Queen's Park Bandstand for Marriage and Civil Partnership ceremonies, subject to the approval of the LBB.

The Group were widely supportive of the proposals to introduce Marriage and Civil Ceremonies at the Bandstand. Members noted the success since the introduction of ceremonies at the Hill Garden and Pergola at Hampstead Heath. In addition, it was advocated that ceremonies should not be limited to 25 attendees; members suggested that 40-50 guests could be seated within the fenced area surrounding the Bandstand. The Superintendent added that the number of guests would be discussed with couples on a case by case basis. The trial period would also enable staff to gauge an appropriate maximum number of attendees in due course.

In response to members' questions, the Park Manager advised that other activities available in the Park, such as Pitch and Putt and tennis, would continue whilst ceremonies took place and amplified music would not be permitted. In response to a further question from the Chairman, he added that a track-way for disabled guests to access the Bandstand would be installed on the day of each ceremony if necessary.

RESOLVED – That the proposal to apply for a Marriage Licence, subject to the approval of the LBB, to use the Queen's Park Bandstand as a venue for weddings and civil ceremonies, presenting a new opportunity to generate future income, be noted and endorsed by the Queen's Park Joint Consultative Group.

6. **UPDATE ON TREE SAFETY MANAGEMENT AT THE NORTH LONDON OPEN SPACES DIVISION**

The Group received a report of the Superintendent of Hampstead Heath that provided an update on Tree Safety Management across the North London Open Spaces Division, including Queen's Park.

RESOLVED – That the report be noted.

7. **THE STATE OF UK PUBLIC PARKS 2014**

The Group received a report of the Director of Open Spaces regarding the issues relevant to the Division in managing and supporting green spaces across London.

Members were advised that the Hampstead Heath, Highgate Wood and Queen's Park Committee were in favour of appointing from amongst those

members of the Queen's Park Joint Consultative Group who were elected local Ward Councillors as Park Champion(s).

RESOLVED – That Councillor James Denselow (London Borough of Brent) be appointed as the Park Champion for Queen's Park.

8. **QUESTIONS**

Members congratulated all staff for the impressive condition and cleanliness of the Park.

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

The Chairman advised the Group that Paul Stratton (Local Schools Liaison) was no longer a Governor at Malorees School and would therefore be standing down from the Group. Members thanked Paul Stratton for his valued contribution to the Queen's Park Joint Consultative Group during his many years as a member.

10. **DATE OF NEXT MEETING**

RESOLVED – That the date of the next meeting, to be held on Wednesday 18 November 2015, be noted.

The meeting ended at 1.10 pm

Chairman

**Contact Officer: David Arnold
David.Arnold@cityoflondon.gov.uk**

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Agenda Item 4

Committee(s)		Dated
Resource Allocation Sub Committee	For decision	28 May
Policy and Resources	For decision	28 May
Open Spaces	For decision	8 June
Finance	For decision	9 June
Establishment	For decision	11 June
Epping Forest and Commons	For decision	6 July
Port Health & Environmental Services	For decision	7 July
General Purposes Committee of Aldermen	For information	8 July
City Bridge Trust	For information	9 July
Community and Children's Services	For decision	10 July
Culture, Heritage and Libraries	For decision	13 July
Hampstead Heath, Highgate Wood and Queen's Park	For decision	20 July
Education Board	For information	23 July
West Ham Park	For decision	27 July
<i>(Policy & Resources – if necessary)</i>	<i>(For decision)</i>	<i>(24 September)</i>
<i>(Court of Common Council – if necessary)</i>	<i>(For decision)</i>	<i>(15 October)</i>
Subject		
GRANT GIVING: Report of cross-cutting Service Based Review		Public
Report of:		For Decision / For Information
Deputy Town Clerk (on behalf of Chief Officers Group)		

Summary

A cross-cutting review of the grant giving activities of the City Corporation was commissioned as part of the Service Based Review programme. The objectives of the review were to identify the grants programmes which are offered by the City Corporation, to suggest how to improve value for money and drive up impact.

The review was undertaken from November 2014-January 2015, with a final report cleared by Chief Officers Group in April 2015. Summaries of the review report and its recommendations are attached at Appendices 1 and 2.

The review identified approximately £13.2m awarded in 2013/14 by the City Corporation across 15 different grants programmes, although by far the largest programme was the City Bridge Trust (these are listed in Appendix 3). The review concluded that there is no consistent approach across the City Corporation to governing or managing disbursements. This potentially exposes the City Corporation to financial, organisational and reputational risks.

Accordingly, a set of core principles have been identified to drive a more consistent, coherent and co-ordinated approach to grant giving across the City Corporation and several high level changes of direction are proposed:

1. Strategic allocation of resources

- Resource Allocation Sub Committee to set the annual quantum for City's Cash and City Fund grants programmes prior to the start of each financial year according to their relative priority, taking advice from the relevant grant-giving committees and Finance Committee.

2. Streamlined governance

- Finance Committee to adopt the more strategic role of performance managing and benchmarking all City Corporation grants programmes, rather than directly allocating a sub-set of programmes.
- The City Corporation's grants programmes to be consolidated under a smaller number of distinct themes which reflect the City Corporation's priorities (for example: Education; Social Inclusion; Employment Support; Open Spaces and Culture/Arts).
- Smaller charities (controlled by the City Corporation) sharing similar purposes to be merged (e.g. the five separate funds aimed at poverty relief, numbered 9 to 13 in Appendix 3).
- Where a grants programme relates specifically to the remit of a particular committee, that committee to have responsibility for the policy and operation of the programme in order to ensure alignment between policy and investment. Committees to avoid allocating funds to initiatives which cut across the remit of other committees.
- A more structured approach to be taken to the ad hoc (City's Cash funded) grants awarded by the various Open Spaces Committees – a formalised grants programme to be jointly governed by all Open Spaces committees and managed / publicised as one of the City Corporation's suite of grants programmes.

3. Consistent and proportionate customer experience

- All City Corporation grants programmes to be managed in a consistent way in relation to their spending, outcomes and risks.
- Monitoring and evaluation of individual grants to be consistently proportionate to the scale of individual awards.
- The spirit of the Government's Transparency Code and the Charity Commission's best practice guidelines to be followed in relation to public information, even where there is no legal requirement to do so for City's Cash grants: stakeholder expectations will be set by practice elsewhere.

4. Efficient and effective management

- Administrative and professional expertise on grants to be consolidated within the organisation to improve consistency of approach, drive economies of scale and promote best practice.
- Staff and other costs (e.g. legal, finance and audit) to be recharged to individual grant programmes to avoid unintended subsidy.

The benefits from adopting a more consistent, coherent and co-ordinated approach to grant giving across the City Corporation will include:

- Improved corporate grasp and transparency of the City Corporation's range of grant giving activities;
- Grants from City's Cash and City Fund better strategically aligned with the City Corporation's corporate objectives and policy priorities;
- Best practice identified and spread in terms of the prioritisation, assessment and governance of grants;
- Consolidation of expertise within the City Corporation to administer and manage grants, especially where these involve handling charitable grants;
- Reduction in operating costs resulting from the rationalisation of administrative services managing grants.

Recommendations

Resource Allocation Sub Committee

Members are asked to

- Consider the proposed change of approach to grant giving as outlined above and as set out in detail at Appendix 2.
- Make appropriate recommendations to the Policy and Resources Committee.

Policy and Resources Committee

Members are asked to

- Agree the proposed change of approach to grant giving as outlined above and as set out in detail at Appendix 2, subject to the comments of the Resource Allocation Sub Committee.
- Agree that Resource Allocation Sub Committee sets the annual quantum for each City's Cash and City Fund grants programme (including for City's Cash funded open spaces grants).
- Agree that Resource Allocation Sub Committee considers annual performance reports for all grants programmes from the Finance Committee.

Finance Committee

Members are asked to

- Agree that Finance Committee adopt a strategic oversight / performance management role in respect of all City Corporation grants programmes and relinquish its direct grant giving role.

Establishment Committee

Members are asked to

- Agree to take over responsibility from the Finance Grants Sub Committee for prioritising the (City's Cash) funds to support welfare initiatives (e.g. staff annual lunch and Guildhall Sports Club).

Community and Children's Services Committee

Members are asked to

- Agree to take on governance of the Combined Relief of Poverty charity (from Finance Grants Sub Committee) and of the various 'poverty relief' charities proposed for merger.
- Agree to review with the Education Board the most appropriate governance arrangements for the Combined Education Charity and City Educational Trust Fund (proposed for transfer from Finance Grants Sub Committee) in relation to the role of both Committees.

Education Board

Members are asked to

- Review with the Community and Children's Services Committee the most appropriate governance arrangements for the Combined Education Charity and City Educational Trust Fund (proposed for transfer from Finance Grants Sub Committee) in relation to the role of both Committees.

Open Spaces Committee

Epping Forest and Commons Committee

Hampstead Heath, Highgate Wood and Queen's Park Committee

West Ham Park Committee

Members are asked to

- Agree to adopt a more structured approach to grant giving which is jointly governed by all Open Spaces committees and which is publicised and managed as part of the City Corporation's suite of grants programmes.

Culture, Heritage and Libraries Committee

Members are asked to

- Agree to take on governance of a formal grants programme encompassing the current range of cultural / arts awards currently made by other committees (such as Finance Grants Sub Committee) provided the proposed overall change in direction is agreed by Policy and Resources, Resource Allocation Sub and Finance Committees.

City Bridge Trust Committee

Members are asked to

- Note that administrative management of the City Corporation's various programmes be consolidated under the Chief Grants Officer to improve consistency of approach, drive economies of scale and promote best practice.

Port Health and Environmental Services Committee

Members are asked to

- Consider the future of Signor Pasquale Favale's Marriage Portion Charity in the light of Recommendations 1.6 and 3.1 of the Review to consolidate small similar charities to create a single, larger and more flexible fund and to streamline and align governance arrangements.

Main Report

Background and Scope of Review

1. As part of the Service Based Review exercise it was identified that there was potential to improve the many different grant-giving functions across the City Corporation to achieve better transparency and accountability, improved value for money, greater traction and administrative efficiencies. In September 2014, the Policy and Resources Committee approved a proposal for a cross-cutting review of grant giving.
2. The review covered grants programmes funded from City's Cash, City Fund and the charitable grant-giving trusts which are either wholly or majority-controlled by the City Corporation. This excluded charitable grant-giving trusts with which the City Corporation is involved (e.g. via nomination rights to the governing board of trustees) but which the City Corporation does not control via majority control of the board – except for cases in which the City Corporation finances the activities of the trust from City's Cash.
3. The definition of a 'grant' for the purposes of the review was "*an award to an external organisation or individual to undertake an activity or produce an outcome which the City Corporation is not required to do under statutory obligation – or which furthers the charitable objects of the charity from which the payment is made - and which has been (or should be) awarded as a result of an openly publicised and transparent process of prioritisation against clearly pre-defined objectives.*" This definition excludes internal transfers between different parts of the City Corporation, commissioned services, discretionary donations, subscriptions, sponsorship, ongoing legal commitments and unallocated Community Infrastructure Levy.

Current Position

4. Applying the definition in paragraph 3 above to expenditure in 2013/14, the City Corporation awarded approximately £13.23m from 15 different grants programmes, under nearly 20 different themes. These are listed in Appendix 3. Around 90% of that figure was given out through City Bridge Trust (the grant giving arm of the Bridge House Estates charity). Also shown in Appendix 3 is the distribution of grants by theme from the City Bridge Trust and the other grant programmes for 2013/14. (Figures for 2013/14 for City Bridge Trust grants were untypically low.)
5. A further £7.8m was paid to external organisations as discretionary donations and strategic initiatives (including strategic initiatives funded by City Bridge Trust and the Policy Initiatives Fund). In addition, more than £0.5m was paid out as regular, ongoing payments (but not from grants programmes or via contracts or procurements) although the figure could be considerably higher. These payments are excluded from this review.

Key Findings – The Case for Change

6. A high level summary of the review report: *A More Strategic Approach to Grant Giving*, is attached as Appendix 1.
7. The review noted that the bulk of the City Corporation's grants are disbursed through the City Bridge Trust which has sound systems and processes in place for managing disbursements. However, there is no consistent approach to governing or directing the *totality* of the City Corporation's grants programmes in relation to each other. This gives rise to a number of challenges, which are discussed in section 3 of Appendix 1.
8. The review also identified financial, organisational and reputational risks and opportunities in not taking this opportunity to reform the City Corporation's grant giving activities. The financial risks centre on the unnecessary costs arising from a failure to achieve value for money, economies of scale, and drive appropriate due diligence. The organisational risks centre on the missed opportunities to set common purpose, achieve greater corporate coherence, and drive professional best practice.
9. The reputational opportunities arise from the potential for the City Corporation to:
 - Offer a strong and complementary suite of grants programmes which reflect its priorities;
 - Communicate clearly what grants can be applied for, how to apply and manage City Corporation grants;
 - Manage the grant applications and monitoring process in a consistent way;
 - Conform consistently to expectations of transparency and best practice (e.g. as set by the Charity Commission);
 - Publish a strong story about the difference made by City of London grants, and
 - Make a strategic impact on London.
10. The review concluded that in an environment in which public sector grants are coming under tighter pressure and closer scrutiny, the City Corporation has an opportunity to set a benchmark of good practice by channelling and directing its substantial grants offer in a more focussed way.

Core Principles – Seven Steps to Success

11. The review identified seven core principles, detailed in section 6 of Appendix 1, which would form the basis for a more consistent, coherent and co-ordinated approach to grant giving across the City Corporation. These were to:
 - 1) Set out a clear, corporate offer
 - 2) Allocate resources strategically
 - 3) Streamline governance
 - 4) Establish a common identity and branding for City Corporation grants
 - 5) Provide a consistent 'City of London' customer experience

- 6) Review all City Corporation grants programmes in a consistent and proportionate way
- 7) Manage City Corporation grants more efficiently and more effectively

13. These core principles were supported by a set of more detailed systemic and procedural changes and recommendations, which are summarised in Appendix 2. These were approved by the Chief Officers Group following a presentation on the review at their meeting in April 2015. The majority of these are operational changes, which will be implemented as part of the revised overall approach to grant giving, for which the approval of the Policy and Resources Committee is being sought.

14. However, there are a number of recommendations which require Member approval as they have an impact on the roles and remits of certain Committees. These are as follows:

- Resource Allocation Sub to gain setting of the annual quantum for each City Fund and City's Cash funded grants programme.
- Finance to gain strategic oversight / performance management of all City Corporation grants programmes but relinquish direct grant awarding functions.
- Community and Children's Services to gain Combined Relief of Poverty charity (from Finance Grants Sub) and the 'poverty relief' charities proposed for merger. To retain Combined Education charity and gain City Educational Trust Fund (from Finance Grants Sub Committee) but to explore the potential to transfer these to the Education Board.
- Education Board to explore with Community and Children's Services the potential to take on Combined Education charity and City Educational Trust Fund.
- Open Spaces committees to establish a formal grants programme which is jointly governed and accessible to all (based on levels of current payments made to external organisations).
- Culture, Heritage & Libraries *potentially* to establish a formal grants programme encompassing the current range of cultural / arts awards made by other committees (incl. Finance Grants Sub and the Policy Initiatives Fund).
- Establishment to take control over funds from Finance Grants Sub Grants Programme for payments made to staff (and former staff) to support welfare initiatives (e.g. staff annual lunch and Guildhall Sports Club).

Implementation

15. Assuming implementation starts once all relevant Committees have agreed the recommended changes (i.e. summer 2015), it should be possible for the new arrangements to commence from **1 April 2016**. (Merging the smaller charities will take 6-9 months.) A full implementation plan will be developed with appropriate resourcing to meet this this start date.

Corporate & Strategic Implications

16. The review was commissioned as part of the cross-cutting Service Based Review exercise, with the primary aim of improving service delivery. Proposals to streamline the City Corporation's grants offer in line with the stated priorities of the organisation are consistent with the Corporate Plan.

Appendices:

- Appendix 1: SBR Grants 2015: Summary of Final Report
- Appendix 2: SBR Grants 2015: Summary of Recommendations
- Appendix 3: Pie charts of grants expenditure 2013/14 and list of grants programmes

Sue Baxter

Partnership Advisor, Town Clerk's Department

T: 020 7332 3148

E: sue.baxter@cityoflondon.gov.uk

A MORE STRATEGIC APPROACH TO GRANT-GIVING

SUMMARY OF SBR GRANTS 2015: FINAL REPORT

1. GRANTS, PROFILE AND INFLUENCE

- 1.1 The City of London's grant-giving and charitable heritage is one to be proud of. The quirky stories behind some of the centuries' old legacies which have helped countless Londoners over the years embody the Square Mile's rich and fascinating history. The resulting spectrum of grants which is on offer today from the City of London Corporation is distinguished by its size, its provenance, its London-wide reach and its stable base, which is not subject to party political control. This is a powerful asset, which if purposefully deployed, has the potential to build the profile, reputation and influence of the City Corporation as a major contributor to the maintenance of London – and in particular the City of London – as a globally attractive place to invest, work, live and play. This is achieved to an extent through the substantial funds distributed by the City Bridge Trust (CBT). However there is also an opportunity for the City Corporation to reap further dividends by strategically harnessing and managing the totality of its grants programmes as an overall package, rather than simply presiding over its constituent parts. This review sets out how to achieve that, whilst also ensuring that the purposes of the various charitable trusts which form part of the City Corporation's grants offer are faithfully met and that the distinctiveness of the City Corporation's interests are best showcased.
- 1.2 Such an exercise must be undertaken with due regard to the external environment in which the City Corporation makes grants. Grant-giving, by its nature, reaches out to form relationships with stakeholders to catalyse changes. The types of changes, stakeholders and relationships which are developed as a result of the City Corporation's interventions reflect back onto the profile and reputation of the City Corporation as a whole. That external environment is one in which the framework for grant-giving is changing and this changing landscape plays a large role in defining how the City Corporation's grant-giving activities are received and the impact they are seen to make.

2. THE BIG SQUEEZE

- 2.1 There is now a much more widely held and explicit consensus around best practice in making grants - partly driven by the Government's Transparency Code and partly driven by the Charity Commission's guidelines – in which grant giving bodies are expected to operate in an open, responsive and timely way. (The Government's Transparency Code requires local authorities to publish the amount, purpose and date the grant was awarded, its duration, the awarding department and the type of organisation in receipt of the grant for all grants awarded over £500). Whilst the Code does not apply to the bulk of the City Corporation's grants, it is worth noting that the Code is having the effect of normalising stakeholder expectations and benchmarks of good practice in grant-giving. This needs to inform how the City Corporation manages its grants programmes overall – whether public, private or charitable.
- 2.2 Another determinant of the grant-giving environment is the level of public funding available for grants across London, which is set to drop sharply, with many existing grants budgets being cut completely or transformed into commissioning contracts for service delivery or a combination of the two. Local authority budgets for non-statutory services are projected to drop by a further 43% over the next five years (based on Dec 2014 Autumn Statement figures) which will accelerate and intensify the extreme financial pressures on activities such as employment support, community development, extracurricular education, access to culture and the arts and enjoyment of open spaces, as well as grant giving itself. These are also typically the activities through which the City Corporation has reached out in partnership across London and it will continue to do so, being less reliant on local authority financing from Government than the 32 boroughs. This will put the City

Corporation in an increasingly prominent position as a champion of non-statutory but nonetheless very important social, environmental, educational, cultural and artistic initiatives by organisations and individuals from all walks of life.

- 2.2 Whilst there are huge reputational dividends to be reaped in this scenario, greater prominence will also invite greater scrutiny. The size of the City Corporation's grants regime provides an opportunity to showcase leadership, creativity and best practice. It also means that the City Corporation, more than ever, will need to avoid any potential perceptions that precious resources are spent in a way which is out of touch with the challenging environment. The City Corporation's overall grants package will be judged on the extent to which the corporate offer is clear, coherent and well-targeted, administered in an exemplary way, easy to navigate, customer-focussed and recognisably branded.

3. CITY OF LONDON CORPORATION GRANTS CHALLENGES

- 3.1 The vast majority of the City Corporation's grants are disbursed through the City Bridge Trust, which has clear and open systems and processes in place for managing disbursements. However, if a broader corporate perspective is taken in which the CBT is viewed as only one of a wider suite of grants programmes offered by the City Corporation, the following challenges become apparent:
- i. **Lack of clarity on what constitutes a grant:** there is confusion about what constitutes a grant within the City Corporation, which arises partly because of the flexibility to finance such a wide range of initiatives from the City Fund. The term 'grant' has been applied to cover all payments (including a few contractual payments) – whether requested from or initiated by the City Corporation - as well as some internal budgetary transfers resulting from an internal bidding process (e.g. from the Policy Initiatives Fund). On other occasions, the term is much more restrictively used. Consequently there is no overview of the City Corporation's grants activities and no clear narrative which can be communicated.
 - ii. **A large number of small, loosely focussed grants programmes:** an idiosyncrasy resulting from the incremental accumulation of funds over a long period of time. Even though applying a standardised definition of a grant (e.g. as also used in the Government's Transparency Code) significantly reduces the range of payments which might fall under a loose 'catch-all' category, there remains a proliferation of grants programmes, many sharing overlapping and/or obsolete objectives, giving an overall impression of a lack of focus.
 - iii. **Lack of a consistent 'City of London' identity for City Corporation grants:** the City Corporation's grants programmes appear disconnected from each other, with little unifying public presentation or articulation of common purpose.
 - iv. **Variable customer experience of the same service:** a consequence of the fragmentation of grants programmes is that applicants do not have a consistent 'City of London' experience when engaging with the organisation on grants. For instance, only 5 out of a potential 15 City Corporation grant programmes (including wholly controlled City Corporation charitable programmes) are highlighted on the City Corporation website.
 - v. **Variable management practice for the same functions:** City Corporation's grant programmes are not managed in a consistent way and there is no overall benchmarking or standard setting for this function across the various programmes. The City Corporation has yet to comply with the Government's Transparency Code requirements for City Fund grants

and the Charity Commission's best practice guidelines in respect of City Corporation-controlled charitable trusts are not consistently followed.

- vi. **No overall performance review:** another consequence of the lack of coherence between the City Corporation's grants programmes is that they are not assessed for performance or impact in relation to each other, which would facilitate the spreading of best practice, drive better value for money and more effective targeting, as well as enable stronger communication with stakeholders about the difference made by the City Corporation's grants.
- vii. **Unintended duplication:** The City Corporation's grants programmes are largely managed separately from each other, which means management functions are replicated across the organisation to varying degrees of rigour, best practice is generally not shared and potential efficiencies are not realised.
- viii. **Untested subsidy:** the staff costs of managing grants (e.g. administrative, accounting, audit and legal) are not attributed to or reclaimed from the relevant programmes. This is the case for both City Corporation corporate grants programmes and City Corporation-controlled charities, despite each of the latter having additional funds available for immediate disbursement.
- ix. **Funding decisions which potentially cut across relevant service committee priorities:** the lack of co-ordination between the City Corporation's various grants programmes results in some grants being made without due reference to the priorities of the appropriate service committee charged with setting a policy and investment framework for the activities covered by the grant. This occurs in grants made in relation to poverty relief, education and culture.
- x. **Non-strategic resource allocation:** the organic way in which the City Corporation's grants has evolved over the years has meant that no direction has ever been set either for the overall or relative levels of grant funding to be made available for specific themes. There is scope to set City's Cash and City Fund grant programmes in relation to the given amounts available for disbursement through the City Corporation's trusts to improve targeting of resources.

4. RISKS

- 4.1 The scenario outlined above throws up potential risks and missed opportunities for the City Corporation. The risks are mainly reputational – for example, stakeholder uncertainty over what grants can be applied for, how to deal with the City Corporation on grants and inconsistent treatment by the City Corporation across its various grants programmes. But there are also missed opportunities to proffer a powerful set of grants programmes which work strategically for the City Corporation as much as for the specific purposes of each programme, to achieve economies of scale, to share best practice and to publish a coherent narrative about the impact made across London by the City Corporation's extensive range of grants.

5. A MORE COHERENT FRAMEWORK?

- 5.1 If "establishing a clear and well-run set of grants programmes which speaks to the needs of Londoners and represents the priorities and heritage of the City Corporation" is the aspiration of the City Corporation, then a more consistent approach to managing grants is required. This

would drive greater value from the City Corporation's extensive spending in this area, both in terms of reputation and material impact.

5.2 By reorganising how grants are managed into a more coherent policy framework, the City Corporation would be in a position to offer a more clearly defined and complementary suite of grants programmes, which reflects both the areas in which grants will be under acute pressure across London and the areas of investment in which City Corporation distinguishes itself from all others. Possible themes under which the City Corporation's grants could be brigaded might include:

- Social inclusion and poverty relief
- Educational and employment support
- Enjoying open spaces and the natural environment
- Community development
- Accessing culture and the arts

5.3 Steps towards achieving a more consistent approach to grant making would involve adopting a number of core principles, would then lead to a set of more detailed choices and operational changes.

6. CORE PRINCIPLES : 7 STEPS TO SUCCESS

- i. **Set out a clear, corporate offer:** The City Corporation's grants programmes should be clearly differentiated and complementary, easy to communicate, easy to understand and easy to engage with.
- ii. **Allocate resources strategically:** Resource Allocation Sub Committee should set the annual quantum for all City's Cash and City Fund grants programmes prior to the start of each financial year according to their relative priority, taking advice from the relevant grant-giving committees and Finance Grants Sub Committee.
- iii. **Streamline governance:** Where a grants programme relates specifically to the remit of a particular committee, that committee should have responsibility for the policy and operation of the grants programme in order to ensure alignment between relevant policies and other investments. Other committees should avoid allocating funds to initiatives which cut across the remit of those grant giving committees. Finance Grants Sub Committee takes on a performance management role for all City Corporation grants programmes
- iv. **Establish a common identity and branding for City Corporation grants:** All grants programmes which are controlled by City Corporation should share a common corporate 'Identity', with consistent branding which identifies them as belonging to the City of London Corporation family of grants – whether publicly, privately or charitably funded.
- v. **Provide a consistent 'City of London' customer experience:** All grants programmes should comply with the spirit of the Government's Transparency Code even where not legally required to do so, and charitable trusts should comply with the Charity Commissions' best practise guidelines. The handling of applications and the monitoring of spend should be consistent for all grants programmes and proportionate to the size of the award.
- vi. **Review all City Corporation grants programmes in a consistent and proportionate way** in relation to their spending, outcomes and risks, on the basis of a twice-yearly report to Finance Grants Sub Committee, Resource Allocation Sub Committee and appropriate Committees and boards of trustees.
- vii. **Manage City Corporation grants more effectively and more efficiently:** Administrative and professional expertise should be consolidated wherever possible to provide economies of scale and assist the sharing of best practice. Staff costs (e.g. legal, finance and audit) should be recharged to grant programmes to avoid the City Corporation having to subsidise operations.

6.1 **Timing: Implement agreed changes on 1 April 2016**

The organisational adjustments which would flow from adopting the above recommendations would require approximately 9-12 months to put in place, assuming implementation starts as soon as the recommendations are agreed. For example, negotiation of changes to City Corporation charitable trusts with the Charity Commission would require 6 – 9 months.

6.2 **Process: Draw up an action plan and task a project manager to drive progress**

Once decisions have been taken about the preferred way forward, it is recommended that an implementation plan is drawn up, staff resource be made available to pursue it and progress reported to Members on a quarterly basis to maintain momentum.

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SBR GRANTS 2015: FINAL REPORT

SUMMARY OF RECOMMENDATIONS

Core Principles: 7 Steps to Success	Detailed Recommendations: Principles into Practice
<p>1. Set out a clear corporate offer: City Corporation’s grants programmes should be clearly differentiated and complementary, easy to communicate, easy to understand and easy to engage with.</p>	<p>1.1 Be explicit about what is meant by a “grant” and adopt this single definition throughout the City Corporation.</p> <p>1.2 Classify payments as “grants” only if they are awards to external organisations or individuals to undertake an activity or produce an outcome which City Corporation is not required to do under statutory obligation or if they further the charitable objects of the charity from which the payment is made and if they are awarded as a result of an openly publicised and transparent process of prioritisation against clearly pre-defined objectives.</p> <p>1.3 Maintain accounting discipline for the coding and treatment of grants.</p> <p>1.4 Ensure that any ongoing discretionary City Fund payments to external bodies which have not been made as grants, or which do not arise from a legal obligation or which have not been formally commissioned or procured are compliant with procurement best practice and EU legislation</p> <p>1.5 Streamline the City of London Grants programming into consolidated themes which reflect the priorities of the City Corporation (for example: Education; Social Inclusion; Employment Support; Open Spaces and Culture/Arts)</p> <p>1.6 Merge smaller charities sharing similar purposes and consolidate other programmes as far as possible</p> <p>1.7 Formalise the de facto Open Spaces (City’s Cash) programme so that the available funding becomes more clearly identifiable and accessible.</p>
<p>2. Allocate resources strategically: Resource Allocation Sub Committee should set the annual quantum for all City’s Cash and City Fund grants programmes prior to the start of each financial year according to their relative priority, taking advice from relevant grant-giving committees and Finance Grants Sub Committee.</p>	<p>2.1 Ensure Resource Allocation Sub Committee is able to consider a comprehensive report on performance across the full range of City Corporation Grants Programmes (i.e. publicly, privately and charitably funded) via Finance Grants Sub Committee early in Q4 of each financial year in order for it to take well informed decisions about setting City’s Cash and City Fund allocations to corporate grants programmes for the following year.</p>

SBR GRANTS 2015: FINAL REPORT

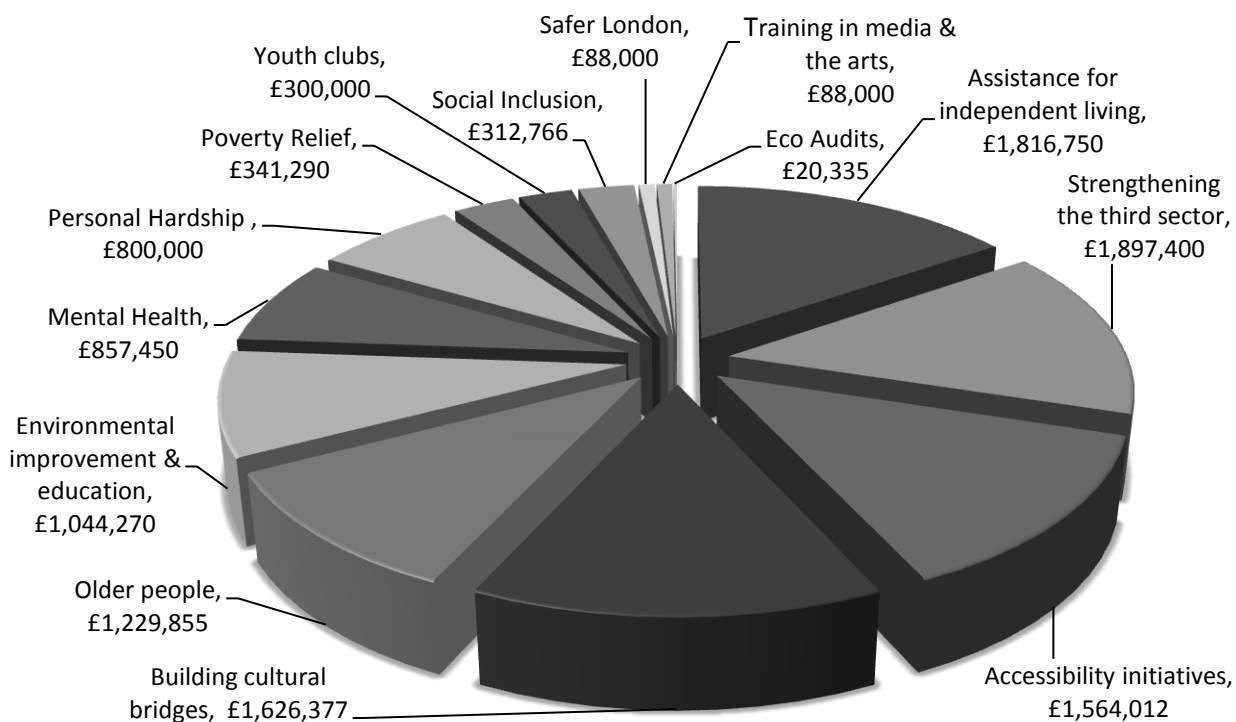
<p>3.Streamline governance: Where a grants programme relates specifically to the remit a particular committee, that committee should have responsibility for the policy and operation of the grants programme in order to ensure alignment between relevant policies and investments. Other committees should avoid allocating funds to initiatives which cut across the remit of those grant giving committees. Finance Grants Sub Committee should perform a more strategic performance management role for all City Corporation grants programmes and move away from a direct grant-giving function.</p>	<p>3.1 Agree that the proposed streamlined single poverty relief charity (if agreed) be accountable to the Community & Children’s Services (CCS) Committee to maximise synergies with wider City Corporation investment in poverty relief arising from professionally identified social needs - moving away from a range of different governance arrangements for each of the 5 trusts.</p> <p>3.2 Agree that the proposed new Open Spaces Grants programme (if agreed) be accountable to a new joint sub-committee of the various open spaces grand committees, rather than agreed on a request-by-request basis by each committee.</p> <p>3.3 Assign Finance Grants Sub Committee Grants Programme a more strategic performance management role, reviewing progress, outcomes and risks for all City Corporation grants programmes on a twice yearly basis and making recommendations to the relevant grants committees on relative performance issues.</p> <p>3.4 Reallocate the current Finance Grants Sub Committee Grants Programme to a specific theme or themes, to be governed by whichever committee sets the appropriate policy and funding framework for that area.</p> <p>3.5 Transfer the City Educational Trust Fund from Finance Grants Sub Committee to either CCS Committee or the Education Board for allocation consistent with the most appropriate policy framework. Explore longer term merger with the Combined Education Charity.</p> <p>3.6 Explore transferring the Combined Education Charity from CCS Committee to the Education Board for allocation consistent with the most appropriate policy framework. Explore longer term merger with the City Educational Trust Fund.</p> <p>3.7 Transfer the current annual value of continuing payments from the Finance Grants Sub Committee grants programme to staff-related initiatives to the Establishment Committee for allocation in accordance with HR priorities.</p>
<p>4.Establish a common identity and branding for City Corporation grants: All grants programmes which are controlled by City Corporation should share a common corporate ‘identity’, with a common branding which identifies them as belonging to the City Corporation family of grants – whether public, private or charitably funded.</p>	<p>4.1 Require all City Corporation grant recipients to carry City Corporation branding on any publicity relating to the funded activities as a condition of their grant.</p> <p>4.2 Include branding assurance as part of the City Corporation grants monitoring process.</p>

SBR GRANTS 2015: FINAL REPORT

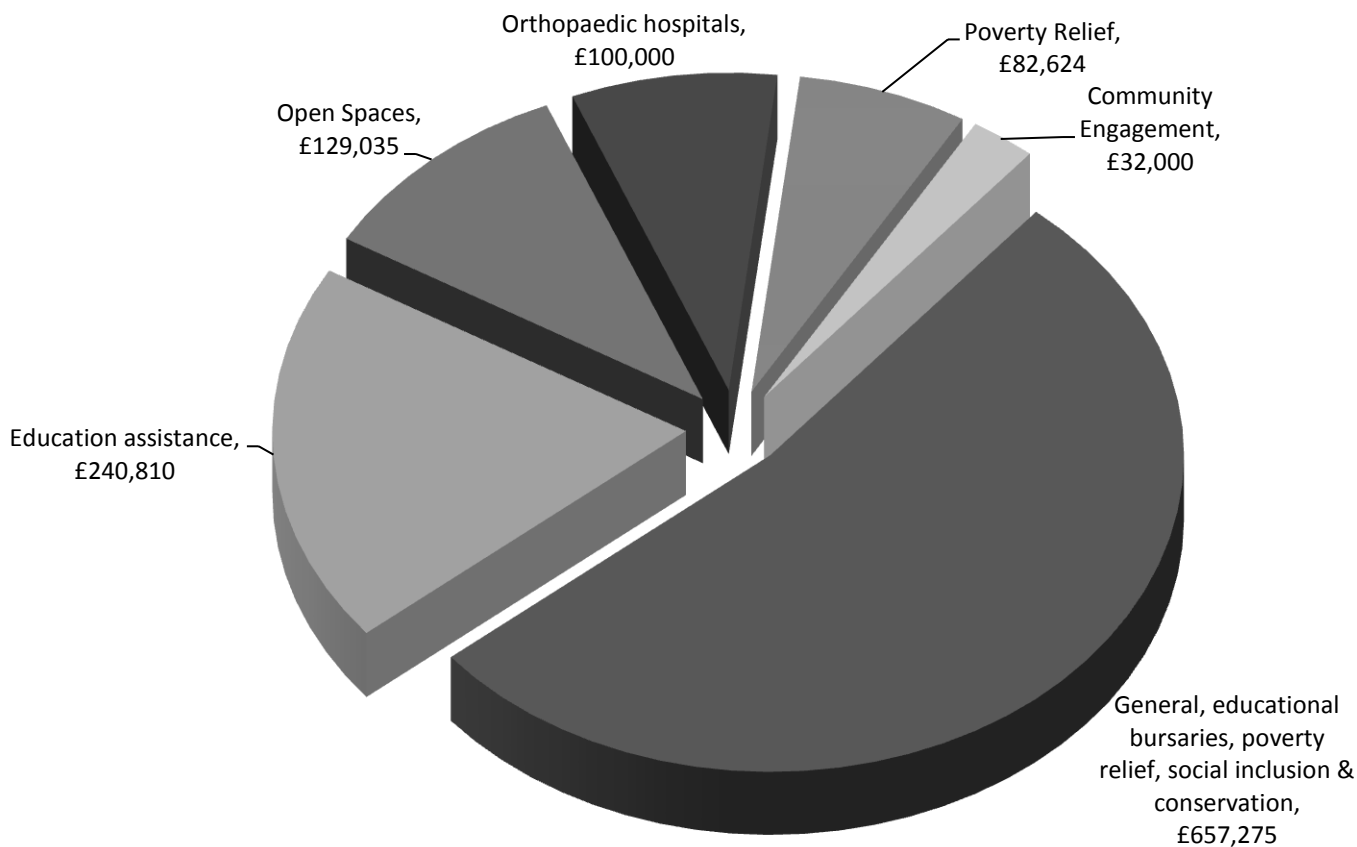
<p>5. Provide a consistent 'City of London' customer experience: All grants programmes should comply with the spirit of the Government's Transparency Code, even where not legally required to do so, and charitable trusts should comply with the Charity Commission's best practice guidelines. The handling of applications and the monitoring of spend should be consistent for all grants programmes and proportionate to the size of the award.</p>	<p>5.1 Publish on the City Corporation's website the information for all grants programmes required in the Government's Transparency Code for grant-giving and Charity Commission's best practice guidelines.</p> <p>5.2 Publish on the City Corporation's website a summary of all City Corporation grants programmes and a link to key funding criteria and approvals process for each grants programme, key common assurance criteria against which grants will be monitored, key common service standards which grant applicants can expect from the Corporation, an on-line, interactive "expression of interest form" covering all programmes and an advice-line number / availability times for assistance.</p> <p>5.3 Agree a set of common criteria for prioritisation of applications, due diligence assurance and monitoring procedures to be applied to small, medium sized and large grants (through City Bridge Trust and Finance Grants Sub Committees) following a cross-departmental officer-led initiative to harmonise and calibrate standards and operational practice.</p>
<p>6. Review all City Corporation grants programmes in a consistent and proportionate way: All on the basis of a twice yearly report to Finance Grants Sub Committee, Resource Allocation Sub Committee and appropriate service committees and boards of trustees.</p>	<p>6.1 Ensure twice yearly performance review includes an assessment of compliance with any obligations under the Government's Transparency Code and Equality Act 2010 (legally required for City Fund grants budgeting and management) and assesses the performance of charitable trusts against Charity Commission best practice guidelines.</p>
<p>7. Manage City Corporation grants more efficiently and more effectively: Administrative and professional expertise should be consolidated wherever possible to provide economies of scale and enable the sharing of best practice. Staff costs (such as legal, finance and audit) should be recharged to relevant programmes to avoid the City Corporation having to subsidise operations.</p>	<p>7.1 Agree that grants administrators for all City Corporation grants programmes (except in the case of Community & Children's Services grants) be co-located with the City Bridge Trust grants team, whilst remaining financed from and accountable to their sponsoring grants programmes and relevant committees.</p> <p>7.2 Agree that the Chief Grants Officer maintain an overview of all City Corporation grants programmes in order to prepare a twice yearly performance report and that s/he should manage any staff co-located with the City Bridge Trust team in order to facilitate consistency of approach and harmonised service standards.</p> <p>7.3 Agree that designated finance and legal officers (funded through the relevant programmes) be identified to ensure that knowledge and expertise is consistently and expertly applied to grants management.</p>

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City Bridge Trust 2013/14
Grants awarded : £11,986,505



Other City Corporation Grants Programmes 2013/14 (see list overleaf)
Grants awarded : £1,241,744



City Corporation Grants Programmes (other than City Bridge Trust)

(excluding The Honourable The Irish Society, administered in Northern Ireland)

1. Finance Grants Sub Committee
2. Early Years Foundation Stage Programme
3. Community Small Grants Scheme
4. Estate Community Grants
5. City Educational Trust Fund
6. City Corporation Combined Education Charity
7. Sir William Coxen Trust Fund
8. The Vickers Dunfee Memorial Benevolent Fund
9. Emanuel Hospital
10. City of London Corporation Combined Relief of Poverty
11. Ada Lewis Winter Distress Fund
12. Mansion House Staff Fund
13. Signor Pasquale Favale's Marriage Portion Charity
14. Open Spaces de facto grants (incorporating: Epping Forest and City Commons, Hampstead Heath, Highgate Wood and Queen's Park, Kilburn)

TO: **HAMPSTEAD HEATH, HIGHGATE WOOD
& QUEEN'S PARK COMMITTEE**

Monday, 20 July 2015

FROM: **POLICY AND RESOURCES COMMITTEE**

Thursday, 28 May 2015

5. **REVIEW OF GRANTS**

The Committee considered a report of the Deputy Town Clerk concerning the outcome of the cross-cutting review of the City Corporation's grant giving activities.

It was noted that the proposals had been considered by the Resource Allocation Sub-Committee and were recommended for approval subject to responsibility for strategic oversight and performance management of the City Corporation's grant giving activities being given to the Finance Committee rather than to the Finance Grants Sub-Committee.

It was also noted that staff and other costs associated with the administration of the City Corporation's grant activities would be met by the relevant grant programme.

A Member stated that whilst she welcomed the consolidation of the City Corporation's grant activities, it was hoped that grants would be considered in a timely manner as currently some grants were taking up to six months to process.

The Committee acknowledged that a de minimis limit would need to be established as part of the governance process.

Reference was made to the Signor Pasquale Favale Bequest and the level publicity it attracted each year in return for a very modest sum. A Member also requested information relating to the Vickers Dunfee Memorial Benevolent Fund.

RESOLVED - That:-

1. the proposed change of approach to grant giving as in the report and in Appendix 2 be approved;
2. responsibility for strategic oversight and performance management of the City Corporation's grant giving activities be given to the Finance Committee rather than to its Finance Grants Sub-Committee;
3. the Resource Allocation Sub-Committee be authorised to:-
 - set the annual quantum for each City's Cash and City Fund grants programme (including for City's Cash funded open spaces grants); and
 - consider annual performance reports for all grants programmes from the Finance Committee.
4. subject to the approval of (2) above the Sub-Committee's terms of reference be altered accordingly.

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TO: **HAMPSTEAD HEATH, HIGHGATE WOOD
& QUEEN'S PARK COMMITTEE**

Monday, 20 July 2015

FROM: **EPPING FOREST & COMMONS
COMMITTEE**

Monday, 6 July 2015

4. REVIEW OF GRANTS

The Committee considered a report of the Deputy Town Clerk on grant giving by the City of London Corporation. The Chairman noted the resolution by the Open Spaces and City Gardens Committee that suggested the formation of a Working Party comprised of members from each of the open spaces committees and the Finance Grants Sub Committee.

A member noted that there could be sensitivity around merging distinct charities that arose from personal bequests. In response to further comments from members around benefits-in-kind and the Epping Forest Centenary Trust, the Director of Open Spaces noted that these were matters for consideration by the Working Party.

RESOLVED, that

- Approval be given to a more structured approach to grant giving which was jointly governed by all Open Spaces and which was publicised and managed as part of the City Corporation's suite of grant programmes; and
- That the proposal by the Open Spaces and City Gardens Committee for a Working Party comprised of three members from each of the Open Spaces and City Gardens; Epping Forest and City Commons; and Hampstead Heath, Queen's Park and Highgate Wood Committees, one member of the West Ham Park Committee, one representative of the Finance Grants Sub Committee be created to report back to the Open Spaces and City Gardens Committee on 7 December 2015, be agreed.

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TO: **HAMPSTEAD HEATH, HIGHGATE WOOD
& QUEEN'S PARK COMMITTEE**

Monday, 20 July 2015

FROM: **OPEN SPACES AND CITY GARDENS
COMMITTEE**

Monday, 8 June 2015

5. **REVIEW OF GRANTS**

The Committee considered a report of the Deputy Town Clerk concerning the outcome of the cross-cutting review of the City Corporation's grant giving activities.

It was noted that the proposals had been considered by the Resource Allocation Sub-Committee and were recommended for approval subject to responsibility for strategic oversight and performance management of the City Corporation's grant giving activities being given to the Finance Committee rather than to the Finance Grants Sub-Committee.

The Committee acknowledged that a de minimis limit would need to be established as part of the governance process.

The Director of Open Spaces informed Members that the review would provide more streamlined governance and allow for a more structured approach to be taken to the ad hoc grants awarded by the various Open Spaces Committees.

The proposal for a formalised grants programme, which would be jointly governed by all Open Spaces Committees, would benefit from further discussion with Members. The Committee agreed that a Working Party should be formed to discuss the matter. The group would consist of up to three Members from the Open Spaces & City Gardens, Epping Forest & City Commons and Hampstead Heath, Highgate Wood & Queens Park Committees, 1 Member of the West Ham Park Committee and 1 representative of the Finance Grants Sub Committee.

The Open Spaces and City Gardens Committee appointed the Chairman and Deputy Chairman to the Working Party, and would seek a third appointment via email prior to the next Committee meeting. The Working Party would meet on 16 September at 9:30am and 25 November at 3:30pm and each meeting would last 1 hour.

RESOLVED – That:-

- a) approval be given for a more structured approach to grant giving which was jointly governed by all Open Spaces and which was publicised and managed as part of the City Corporation's suite of grants programmes; and
- b) a Working Party comprising of up to three Members from the Open Spaces & City Gardens, Epping Forest & City Commons and Hampstead Heath, Highgate Wood & Queens Park Committees, 1 Member of the West Ham Park Committee and 1 representative of the Finance Grants Sub Committee be created to report back to the Open Spaces and City Gardens Committee at their meeting on 7th December 2015.

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Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park	20 July 2015
Subject: Revenue Outturn 2014/15 – 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 2014/15 with the final agreed budget for the year. In total, there was a better than budget position of £711,000 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	5,752	5,471	(281)
City Surveyor	1,881	1,241	(640)
Total Local Risk	7,633	6,712	(921)
Central Risk	(1,077)	(1,080)	(3)
Recharges	1,251	1,464	213
Total	7,807	7,096	(711)

The Director's better than budget position of £281,000 has been aggregated with budget variations on services overseen by other committees, which produces an overall better than budgeted position of £846,000 (Local Risk) across all Open Spaces. It is proposed to carry forward £437,000 of this underspend. These requests will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

The City Surveyor's £640,000 underspend is mainly due to re-phasing of the additional works programme over its 3 year life, expenditure has been planned for later years. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

Recommendations

It is recommended that this revenue outturn report for 2014/15 and the proposed carry forward of underspends to 2015/16 are noted.

Main Report

Budget Position for 2014/15

1. The 2014/15 latest approved budget for the services overseen by your committee received in November 2014 was £7.608M. This budget was endorsed by the Court of Common Council in March 2015 and subsequently updated for approved adjustments. Movement of the Original Local Risk budget to the final agreed budget is provided in Appendix A.

Revenue Outturn 2014/15

2. Actual net expenditure for your Committee's services during 2014/15 totalled £7,096M, an underspend of £711,000 compared with the final agreed budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

Summary Comparison of 2014/15 Revenue Outturn with Final Agreed Budget				
	Final Agreed Budget	Revenue Outturn	Increase/ (Decrease)	Reason reference
	£000	£000	£000	
Local Risk				
Director of Open Spaces				
- Hampstead Heath	4,835	4,619	(216)	Para 4
- Hampstead Heath CBT	0	0	0	
- Hampstead STEM	22	22	0	
- Queen's Park	529	474	(55)	Para 5
- Queen's Park CBT	0	0	0	
- Highgate Wood	366	356	(10)	
- Highgate Wood CBT	0	0	0	
Total Director of Open Spaces	5,752	5,471	(281)	

City Surveyor				
- City Surveyor's Local Risk	276	324	48	
- Additional Works Programme	1605	917	(688)	Para 6
Total City Surveyor	1,881	1,241	(640)	
Total Local Risk	7,633	6,712	(921)	
Central Risk				
- Hampstead Heath	(1,088)	(1,091)	(3)	
- Queens Park	16	16	0	
- Highgate Wood	(5)	(5)	0	
- Highgate Wood CBT	0	0	0	
Total Central Risk	(1,077)	(1,080)	(3)	
Recharges				
- Insurance	97	128	31	
- Support Services	560	673	113	Para 7
- Surveyor's Employee Recharge	261	271	10	
- I.S. Recharge	121	147	26	
- Recharges Within Fund (Directorate & Corporate Democratic Core)	212	245	33	
Total Recharges	1,251	1,464	213	
OVERALL TOTAL	7,807	7,096	(711)	

Reasons for Significant variations

4. The £216,000 decrease within Hampstead Heath Local Risk is due to a £160,000 decrease in expenditure most of which is within employees due to vacant posts, there is also a £56,000 increase in income (customer & client receipts) which is due to the introduction of weddings at the Hill Garden and the Pergola, along with additional income raised through Parking and Lido use.
5. The £55,000 underspend within Queens Park Local Risk is mainly due to deliveries within supplies & services being delivered later than expected.
6. The £688,000 underspend under the City Surveyor is mainly due to the re-phasing of the Additional Works Programme over its 3 year life (expenditure has been planned for later years)
7. The £113,000 overspend within Recharges (Support Services) is mainly due to the Town Clerks having a new method in apportioning their time which has resulted in an increased charge. The change in the apportionment method has not been reflected in the allocation of their

budgets in 2014/15 but will be reflected going forward in the 2015/16 revised estimates.

Local Risk Carry Forward to 2015/16

8. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee.

Overspends are carried forward in full and are met from the agreed 2015/16 budgets.

The Director's better than budget position of £281,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees which produce an overall better than budget position of £846,000 (Local Risk) of which £437,000 has been submitted for a carry forward as outlined below:

- i) £35,000 for the Installation of heat exchange equipment to recycle waste heat at the Cemetery.
- ii) The Directorate require £30,000 Specialist consultancy for user questionnaires and analysis which aligns with the Open Spaces Learning Programme as part of Service Based Review, £25,000 for a Business Analyst to undertake work in support of the Sports Programme (part of the SBR), £25,000 for the engagement of a specialist consultant to undertake an options appraisal to consider operating models and market potential for sports provision which is part of the Service Based Review sports programme, and a further £95,000 as a contribution to partly fill a shortfall in the budget which was previously met centrally and currently awaiting the outcome of a CBT funding application.
- iii) £32,000 for the engagement of a temporary para-legal Wayleave Officer to update Oracle R12 and secure income as part of the Service Based Review is required by Epping Forest.
- iv) Further to a business case £16,000 is required to replace a vehicle for the Hampstead Heath Constabulary, which was ordered during 2014/15 but not supplied before year end.

v) £75,000 is required by Epping Forest for a specialist Tractor/Crane designed to increase productivity of wood chipping and reduce health & safety liabilities from RSI and Hand/Arm vibration. The business case was approved in 2014/15 but the supply is still awaited. A further £40,000 is required for landlord responsibilities to improve wiring, flooring etc ahead of Additional Works Programme investment following a recommendation by Environmental Health (L.B.Waltham Forest).

vi) £24,000 is required by Queens Park for new play equipment partly funded by community donations.

vii) £40,000 is required by West Ham Park for an ‘invest to save’ project as part of the Service Based Review to undertake improvements to vacant lodges to bring them up to a suitable standard for letting. Combined income will off-set carry forward after 2 years and aligns with the Corporate Asset Realisation Programme.

Dr Peter Kane
Chamberlain

Sue Ireland
Director of Open Spaces

Contact:

Mark Jarvis

Mark.Jarvis@cityoflondon.gov.uk

Appendix A

	£000
Original Local Risk Budget (Director of Open Spaces & City Surveyor)	7,597
Director of Open Spaces	
Employees - Decrease due to a reduction in CBT funded posts.	(29)
Premises - An increase in estimates at revised estimate stage to reflect a higher outturn in Premises in 2013/14 and current spend (utilities and grounds maintenance).	63
Transport - Small increase at revised estimate stage.	9
Supplies & Services - Includes £30,000 of carry forwards (signage and feasibility studies) which were added after the original budget was set, the remainder was an uplift within furniture, equipment and materials at revised estimate stage.	125
Increase in income - The majority of this increase is due to an uplift in fees and charges and new sources of income reflected in the revised estimates.	(94)
City Surveyor	
Reduction in the Additional Works Programme due to re-phasing as the 14/15 original includes the full value of the 14/15 programme which is then smoothed out for revised estimates	(38)
Final Agreed Local Risk Budget (Director of Open Spaces & City Surveyor)	7,633

Committee(s)	Dated:
Hampstead Heath, Highgate Wood and Queen's Park Committee	20 July 2015
Subject:	Public
Superintendents update for July 2015	
Report of:	For Information
Superintendent of Hampstead Heath	

Summary

This report provides an update on management and operational activities across Hampstead Heath, Highgate Wood and Queen's Park since May 2015.

Recommendation

Members are asked to:

- Note the contents of this report.

Main Report

Property

1. Contractors working for the City Surveyor have now completed all the building works at the café, apart from the coping stones above the middle section. The works included new full length doorways on the front and back elevation of the building, as well as a new roof and windows. The café reopened for business on 23 May 2015.
2. The Lido boundary fence has been removed from the north-west wall and some repairs made to the brickwork. The north-east wall will be rebuilt after the summer season. An architect has been commissioned to prepare designs for a new fence on top of both boundary walls. Once a design has been agreed, planning permission will be sought. Vegetation will be planted externally along the perimeter walls for added security.
3. The Lido paddling pool has been relined with a non-slip rubberized safety surface and was reopened in time for the Spring Bank Holiday weekend.

Planning

4. **Athlone House Appeal (ref. 2013/7242/P)**. The Planning Inspector issued his findings and decision on 8 June 2015, dismissing the Appeal.
5. **Parliament Hill School, William Ellis School and La Swap Sixth Form (ref. 2014/7683/P)**. This Application has now been approved by Camden Council. There are Conditions attached to the Council's planning consent, requiring further landscaping details to be submitted for approval, as well as a Condition requiring the submission of a final Construction Management Plan.

6. **53 Fitzroy Park (ref: 2015/0441/P).** This Application is still being considered by Camden Council.

Oak Processionary Moth

7. Forestry Commission inspectors working with the Hampstead Heath Tree Team have identified the Oak Processionary Moth (OPM) pest on eight trees on Hampstead Heath and two trees at Queen's Park.
8. At Queen's Park, contractors removed the nests on 2 July 2015, under the direct supervision of the Tree Team. Nests were removed, by contractors under supervision from the Tree Team, from the main body of the Heath on 7 July 2015.
9. On the Heath, the affected trees are mainly located in the East Heath area, and have been securely fenced off for public safety. The Forestry Commission and Heath teams are now surveying all oaks within a 100m radius. Nest eradication will start as soon as the survey is complete, to ensure comprehensive removal of any nests found.
10. OPM is an invasive species, native to southern Europe where local environmental factors and predators keep its populations in check. Aided by the trade in live plants, it has become established as far north as the Netherlands and northern Germany. It was first accidentally introduced to Britain in 2005. It is theoretically possible that if it were allowed to spread, it could survive and breed in much of England and Wales.
11. The larvae, or caterpillars, of OPM are a pest, because they can damage oak trees, cause itchy skin rashes on humans and also affect animals.
12. The City of London is working closely with the Forestry Commission to ensure that the public is protected. Our message is that it's important for the public, and their pets, not to touch or approach any nests or caterpillars, and if found, to alert Heath staff and the Forestry Commission at www.forestry.gov.uk/opm.
13. OPM caterpillars are most easily recognised by their distinctive habit of moving about in late spring and early summer in nose-to-tail processions, from which they derive their name, and by the fact that they almost exclusively live in and feed on oak trees.
14. They have long hairs and build white, silken webbing nests on the trunks and branches of oak trees. They leave similar trails on the trunks and branches in early summer and feed in clusters.
15. Public Health England guidance advises the public to call NHS111 or see a doctor if you think you or someone you care for has had a serious allergic reaction after contact with OPM nests or caterpillars.

Events

16. The Affordable Art Fair and GROW London returned to the Heath in June. The events proved successful, with in excess of 28,000 visitors attending them. The site was handed back to the City on 28 June 2015.

17. The City of London Festival Hampstead Heath Family Day returned to Parliament Hill for the seventh year on 28 June 2015, 11am to 6pm. An estimated 2,000 people attended the event.
18. Race for Life is a 5k charity run for all ages and abilities. The event started from East Heath at 11am on Saturday 4 July 2015.
19. The Lord Mayor's Appeal Charity swim, City Dip, was once again hosted by the Lido from 10 to 11 July 2015. More information is available at www.thelordmayorsappeal.org.
20. The Give it a Go! Festival is now in its fourth year. This year's event, held in partnership with the London Borough Camden, took place on 12 July 2015 from 1pm to 5.30pm.

Constabulary update

21. A total of 1,195 incidents were dealt with by the Constabulary from 1 January 2015 to 30 June 2015, of the 1,195 incidents recorded 713 are enforcement incidents. Of the enforcement incidents recorded, 26% related to cycling enforcement actions, 21% related to nuisance, and 7% to dog control enforcements.
22. Two successful prosecutions have been brought to Court so far this year; one related to cycling and the other to dog control.

Green Flag and London in Bloom

23. The Green Flag judges visited the Heath on 22 June 2015. The informal feedback following the visit was very positive.
24. Last year, Golders Hill Park won Gold and was the 'large park over 25 acres' category winner. This year's judging took place at Golders on 29 June 2015.

Operational updates

25. The mini heat wave that started on 30 June 2015 resulted in a significant increase in the number of visitors to the Heath, particularly to the swimming facilities.
26. The mini roundabout at the Traditional Playground has been repaired and is back in operation.
27. The sink hole that appeared on 24 April 2015 near the Vale of Health has been filled and the gate also removed, as it was no longer required.
28. Contractors working for the City Surveyors attended the site and carried out repairs to the diving board at the Men's Pond between 8 and 10 June 2015. The board has been in use again since 15 June 2015.
29. The public toilets adjacent to the Golders Hill Park Zoo were out of action from 4 to 18 June 2015. The reason for the closure was that debris had blocked the macerator, causing both pumps to fail. Staff continue to monitor the situation and will arrange for the tanks to be emptied prior to the start of the school summer holidays.

30. Haymaking has been started at Cohen's field and Stock Pond Meadow, producing eight large round bales.
31. In partnership with City Procurement and the City Surveyors Department, a project has commenced to retender the café facilities across the Division.

Highgate Wood

32. Green Flag judging took place on 3 July 2015.
33. Significant squirrel damage to Beech and Hornbeam is occurring within Highgate Wood. The Highgate Wood Manager is undertaking an assessment of the damaged trees; it is likely a number of them will have to be coppiced this winter.

Queen's Park

34. New playground equipment has been installed and will be opened to the public, once a RoSPA safety inspection has been completed.
35. Green Flag judging took place on 27 May 2015. This year will be the first time Queen's Park has entered the London in Bloom 'large park over 25 acres' award. The judging took place on 8 July 2015.

Bob Warnock

Superintendent / Open Spaces Department

T: 020 7332 3322

E: bob.warnock@cityoflondon.gov.uk

Committee(s)	Dated:
Hampstead Heath, Highgate Wood and Queen's Park Committee	20 July 2015
Projects Sub Committee	21 July 2015
Subject: Hampstead Heath Ponds Project – Update Report	Public
Report of: Superintendent of Hampstead Heath	For Information

Summary

The Ponds Project has now been under way for four months and continues to progress well. The 18-month construction programme is on schedule and due for completion in October 2016.

Recommendations:

It is recommended that the Committee note the contents of this report.

Main Report

Background

1. The Ponds Project was initiated following a series of hydrological studies, which 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, putting lives, property and infrastructure at risk.
2. Between 2012 and the summer of 2014, a highly iterative and consultative process was undertaken to consider the design criteria and approach, and then a wide range of options. In June 2014, an option for each chain of Ponds was selected and approved, on the basis that it satisfied both the existing requirements of the Reservoirs Act 1975 and the anticipated requirements under the Flood & Water Management Act 2010, whilst preserving the natural aspect and state of the Heath in the most effective manner, in accordance with the City's duties under the Hampstead Heath Act 1871 and in accordance with the agreed design principles.
3. Following Committee approval in June 2014, a planning application was submitted to the London Borough of Camden in July 2014. Planning consent was granted by Camden's Development Control Committee in January 2015, subject to Conditions and a Section 106 agreement. Preparation works took place in February and March 2015, with work on the Ponds Project starting on 13 April.

Planning Conditions and Section 106

4. Planning approval was granted, subject to both a Section 106 agreement and various Conditions. City Officers are continuing to liaise with colleagues in Atkins and the London Borough of Camden to discharge these Conditions as necessary, in line with the work programme. There are nineteen planning conditions in total. Of these, seven require no further approval but need to be complied with, seven have been approved, one part-approved (further details to be submitted) and one is awaiting approval. The remaining three Conditions relate to the Kenwood Ladies' Pond changing rooms and will require more information to be submitted, once the constructor has appointed a suitable sub-contractor for the works.
5. The Community Working Group established as part of the Conditions has been meeting monthly and includes representation from the local ward Councillors (more on this below). The London Borough of Camden also asked that three apprentices be employed. Appointments for two of these positions have been made, while the third post will be re-advertised due to lack of interest, with school leavers being targeted in July 2015. The Construction Management Plan (or Project Management Plan) is currently with the London Borough of Camden and has also been discussed by the Community Working Group.
6. Other environmental Conditions included dust monitoring and ecological measures, such as a bat mitigation strategy, both of which have been progressed by the City of London in collaboration with the designers and constructor.

Construction work

7. The majority of work has so far been concentrated at the Model Boating Pond, where a large compound has been fenced off, closing the paths that run adjacent to this Pond. A temporary path has been created around the western edge of the compound for vehicle and pedestrian access while the works take place. At the end of May, a 40-ton crane installed a temporary steel sheet pile dam. This dam was constructed by pushing sheet metal piles into the ground using a silent, vibrationless method. Now complete, this temporary dam has enabled the southern end of the Pond to be drained and its silt removed, so that the existing earth dam can be raised by 2.5m. The material for this new structure is being sourced from the borrow pits within the work compound. Top soil has been stripped from within the compound for haul routes, silt-processing and the borrow pits.
8. The works at Viaduct Pond are also well under way. The existing dam has been raised by 200mm, a new overflow buried pipe has been installed, and a spillway created. This spillway will be lined with turf, which is currently being grown from a specified seed mix.
9. During July, works have started at the Vale of Health and Hampstead No. 2 Ponds and will continue at the Model Boating Pond.

Community Working Group

10. The Community Working Group (CWG), which was set up in agreement with London Borough of Camden, has continued to meet monthly. A set of data has been agreed with them, by which they can be reassured the City is monitoring various aspects of the project correctly (see Appendix 1). This monitoring data, together with the programme data for the next two months and a list of any complaints and actions resulting from these, enable the Group to see how the project is progressing. The monitoring data includes details of air quality, water quality, vehicle movements, levels and the height of the new dam structures.
11. The Group has also made several helpful suggestions, including the relocation of one of the passing bays to avoid conflict with the public at Highgate No. 1 Pond, installation of fences and earth bunds to protect tree roots, and the addition of a banksman, on foot, behind the delivery vehicles. This was initially piloted as a trial but the intention is to continue it throughout the programme, to increase the safety and confidence of Heath users during the project.
12. A series of guided walks has been taking place to coincide with work starting at each Pond. Members of the Hampstead Heath Consultative Committee, the Community Working Group and the Ponds Project Stakeholder Group are invited to attend these walks, and further walks will be arranged for the general public.

Communications during construction phase

13. The Ponds Project blog (<https://hampsteadheathpondsproject.wordpress.com/>) continues to receive over 100 visits per week. The dedicated website (www.cityoflondon.gov.uk/pondsproject) is kept up-to-date and the Heath's social media feeds are being used to send information out. A weekly email update is also being sent to a list of subscribers and leaflets have been produced for staff to hand out to the public. Heath staff are regularly briefed by email and through face-to-face briefings, so they are able to answer questions and direct the public to sources of further information.
14. A time-lapse camera has been installed at the Model Boating Pond. This provides a live feed to the works happening at this location, which is accessible from the internet.

Ladies' Pond

15. During the detailed design for the Project, the supporting slab of the Kenwood Ladies' Bathing facility was assessed and shown to be in a poor condition. It was agreed that the replacement of this slab would be carried out as part of the Ponds Project. The Partnering Team are working together to develop a plan for minimising the disruption that this additional work will have on the programme. As previously reported, the constructor is investigating the use of innovative construction techniques to speed up the delivery of both the new slab and the new changing facility. These may include some level of prefabrication or the use of alternative construction materials. However, the agreed internal design of the changing rooms will remain and, by shortening the construction time of the

building, the aim is to keep both slab and building works within the original programme.

16. There is a provisional sum identified in the budget of £1.5m for the Ladies' Pond changing facility and associated slab works. The constructor is currently reviewing tenders for these works; it is anticipated that an instruction to proceed will be issued to them in the next two months. If the cost of the works can be met within the approved budget, an instruction will be issued by the Client Representative (Assistant Director of Engineering). The Committee should note that due to the time-sensitive nature of this work, an issue report may be presented for approval during the summer recess if the cost of the works exceeds the approved budget.

Conclusion

17. The Partnering Team is pleased with progress to date and continues to meet on a regular basis. The works are progressing in accordance with the programme, helped by dry weather since commencement. The range of information on the Project has been well received by the public and the blog is being viewed regularly. Any complaints are reported to the Community Working Group on a monthly basis and are being managed effectively.

Appendices

- Appendix 1 – Data seen by the Community Working Group.
- Appendix 2 – Pictures of works on site.

Background papers

- CARES Flood Risk Study report
- Haycock Hydrology Improvements Detailed Evaluation Process (HiDEP): Hydrology and Structure Hydraulics and Recommendations Report
- Aecom Peer Review
- Design Review Method Statement
- Design Flood Assessment
- Constrained Options Report
- Shortlist Options Report
- Interim Quantitative Risk Assessment and accompanying Position Paper
- Preferred Options Report
- Strategic Landscape Architect Review
- Ponds Project Public Consultation Report
- Application for planning permission submitted to the London Borough of Camden for engineering works to the Hampstead and Highgate chains of ponds
- Judgment of the Honourable Mrs Justice Lang in R (Heath and Hampstead Society) v Mayor (et al) of the City of London

Background papers are available at www.cityoflondon.gov.uk/pondsproject

Selected previous committee reports

- Bid Report, July 2009
- Evaluation Report, May 2011
- Project update and appointment of the design team, July 2013
- Preferred Options and Non-Statutory Consultation, November 2013
- Contract Tender Report, January 2014
- Public Consultation Results, January 2014
- Option Selection Report (gateway 4c), June 2014
- Pre-Authority to Start Work Issue Report, November 2014
- Gateway 5 – Authority to Start Work Report, January 2015

Previous committee reports are available at: www.cityoflondon.gov.uk/committees

Jennifer Wood

Ponds Project Liaison Officer

T: 020 7332 3847

E: jennifer.wood@cityoflondon.gov.uk

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Hampstead Heath Ponds Project - CWG May 2015

2 Month Lookahead		May-15							Jun-15							Jul-15												
Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Model Boating Pond																												
Install platform (200t)																												
Deliver piles																												
Install piles																												
Fence borrow pit																												
Install footpath diversion (800t)																												
Install Gas Protection Slabs																												
Strip topsoil from silt process area (1550m3)																												
Strip topsoil from borrow pit central section (2225m3)																												
Strip topsoil from southern borrow pit (2225m3)																												
Dewater pond																												
Fish Rescue																												
Remove silt 7500m3																												
Install time lapse																												
P7 Viaduct																												
Set up site area																												
Drainage works																												
Spillway works																												
Demob area																												
P11 Vale of Health																												
Set up site area																												
Drainage works																												
P 9 Hampstead No.2																												
Set up site area																												
Install piling																												
Place culverts																												
Deliveries Vehicles per Entrance per Week																												
Highgate Road	20							50						10							10							
Fairground	0							10						5							15							
East Heath Road	0							0						5							5							



Hampstead Heath Ponds Project



Air Quality Monitoring Results 25th May to 31st May

PM10 Levels ϕ [ug/m3]	Limit	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
24 Hour Average	< 50	12.3	9.7	12.2	8	7.7	6.4	5.2
	> 50							
15 Min Max	< 200	25.2	154	39.9	14.7	112.7	13.7	14.4
	> 200							

ϕ The 15 minute maximum limit of 200 ug/m3 has been set by the London Borough of Camden. The 24 hour average limit of 50 ug/m3 is set as part of the London Air Quality management strategy. Factors other than construction works may affect the level of particulates and any readings over the 200 ug/m3 limit will be investigated.



Hampstead Heath Ponds Project



Pond Water Quality Monitoring Results

Week Ending: 8th June to 12th June 2015

Pond: Model Boating Pond

		Baseline 2013	Monday	Tuesday	Wednesday	Thursday	Friday
Dissolved Oxygen ° Mg/l	>6	6.9	9.8	9.3	9.2	10.8	9.7
	4-6						
	<4						
Suspended Solids * (FNU)			18.5	21.5	23.7	18.5	24.9
pH	6 to 9	7.8	8.2	8.1	8.1	8.4	8.0
	5.5-6 or 9-9.5						
	<5.5 or >9.5						

Pond: Viaduct Pond

		Baseline 2013	Monday	Tuesday	Wednesday	Thursday	Friday
Dissolved Oxygen ° Mg/l	>6	4.8	12.5	9.4	8.5	11.8	9.7
	4-6						
	<4						
Suspended Solids * (FNU)			37.6	17.9	16.7	14.1	14.8
pH	6 to 9	7.6	8.5	7.9	7.8	8.3	7.7
	5.5-6 or 9-9.5						
	<5.5 or >9.5						

Pond: Vale of Health Pond

		Baseline 2013	Monday	Tuesday	Wednesday	Thursday	Friday
Dissolved Oxygen ° Mg/l	>6	4.8	8.9	7.9	8.0	7.5	8.2
	4-6						
	<4						
Suspended Solids * (FNU)			9.3	9.4	9.0	9.2	9.1
pH	6 to 9	7.6	8.1	8.0	8.1	8.1	8.0
	5.5-6 or 9-9.5						
	<5.5 or >9.5						

° Dissolved oxygen levels are influenced seasonally by algal blooms and also by weather such as heavy rain and strong winds. Levels are also affected by water temperature.

* Suspended solids are influenced seasonally by algal blooms and also by weather such as heavy rain and strong winds.

Guidelines suggest that the annual average quantity of suspended solids should be less than 25mg/l. A correlation between FNU and mg/l is currently being analysed

BAM.1760 - Hampstead Heath Ponds Project

Schedule of received deliveries



Week Commencing:

08/06/2015

Day	#	Access point	Type	Comments
Monday	1	Upper fair ground	Concrete - 4m	
	2	Upper fair ground	Concrete - 3m	
	3	Upper fair ground	Sheet Piles	
Tuesday	1	Highgate Road access	New Rescue Boat	
	2	Upper fair ground	Concrete - 3m	
	3	Highgate Road access	Pipe Sections & Collars	
Wednesday	1	Upper fair ground	Concrete - 3m	
	2	Highgate Road access	Pontoons	
	3	Highgate Road access	Pontoons	
	4	Highgate Road access	Toilet Silage cleaner	
	5	Highgate Road access	Pile Hammer Repairer	
Thursday	1	Upper fair ground	Concrete 4m	
	2	Upper fair ground	Concrete 3m	
Friday	1	Upper fair ground	Sheet Piles	

Hampstead Heath Ponds Project - Complaints Log

Complaint No.	Date	Method of complaining	Description of complaint	Outcome	Action
19	04/06/2015	twitter	Repair work to path to east of Model Boating Pond (where the electrical cable had been laid for the time lapse camera) was not good enough.	This was a temporary repair and asphalt was due to replace it the day the complaint was made.	Asphalt has now been laid.
18	01/06/2015	In person	Temporary stone path is not a pleasant surface to walk on - very stoney. Not good for disability scooters.	Open textured areas these have now been blinded with fine material.	Path quality matches quality of path that it leads onto - this will be monitored closely.
17	01/06/2015	Phone	Vehicle (yellow digger) moving faster than 5mph on Lime Avenue.	Passed on to BAM who have spoken to their staff and reiterated the 5mph limit.	Speed restrictions will be closely monitored.
16	19/05/2015	Via email	Closure of spillway on western edge of Model Boating Pond is making it difficult for his dog to get in and out of water, as it was a lower edge. Asked for a temporary board to be put in place on eastern edge of pond - near Men's Bathing Pond end.	Explained that southern edge of pond would soon be de-watered and inaccessible for dogs, also there are other ponds more suitable for dog access. Finally, there is a lower spot on northern bank where dogs can access water.	No further action required.
15	18/05/2015	Via email	Delivery vehicles arriving earlier than stated in the planning application. She has seen a delivery arriving at 8.30am.	BAM told that deliveries must arrive within agreed timescale.	Deliveries rescheduled to arrive after 9.30am.
14	08/05/2015	via email	Concerned about the trees within the work compound - how will they be protected?	Explained that earth bunds fences would be erected around trees root protection zones and that BAM staff have been instructed to stay out of their canopy/root protection zone.	Protection work happening now at MBP

Complaint No.	Date	Method of complaining	Description of complaint	Outcome	Action
13	05/05/2015	Via email	Concerned about the trees within the work compound - how will they be protected?	Explained that fences would be erected around trees and that BAM staff have been instructed to stay out of their canopy/root protection zone.	Concern noted and passed onto BAM
12	05/05/2015	Via blog	Was not aware of the extent of the MBP compound. Why had it not been part of consultation? Did it have planning permission?	Responded that the extent of the compound was not known during the consultation and that it had been included in the planning application.	Concern noted and link to relevant planning documents issued.
11	27/04/2015	Via email	Thinks the heras fencing is ugly and would like it moved back 2m from the path so it does not feel so enclosed.	On one side of the compound the fencing is 2m from path but the fencing on the northern edge will not be moved now.	This issue will be considered at future compounds.
10	27/04/2015	Via Heath staff at Parliament Hill	Complainant worried that vehicles and fences being stored too close to trees which may affect roots.	BAM notified of complaint. BAM inform staff that they should not park or store items under the canopy of the tree.	This will be considered in future.
9	11/04/2015	Via email	Noticed that a Moorhen had nested in the reed area that had been netted off in Model Boating Pond.	BAM and Ranger team informed of nest	Nest will not be disturbed.
8	12/03/2015	Via CWG member	Too much vegetation being cut back on Highgate Chain.	Site clearance has now been completed on Highgate Chain. Some vegetation has been cut back to discourage birds from nesting (reed beds in Model Boating Pond) but this also happens as part of the annual Management Plan. Reeds are cut back every six years so they regenerate.	Concern noted.
7	09/03/2015	Via blog	Concerned about vehicles causing damage to ground.	Responded that vehicle movements were to be monitored closely for this reason and the site clearance schedule had been altered to avoid further ground damage by vehicles.	Raised with contractors.

Complaint No.	Date	Method of complaining	Description of complaint	Outcome	Action
6	04/03/2015	Via email	Querying and objecting to netting (visually intrusive) which had been placed over the reeds at Model Boating Pond.	Rational behind netting as a means of discouraging birds in this area, which will be very close to work compound, explained. Link sent to blog where this work was explained.	No further action required.
5	20/02/2015	Via email	Complainant thought more than one tree had been felled at Vale of Health - 3 stumps in one location.	Email response sent stating that it was one multi-stemmed tree - False Acacia which was on tree felling schedule.	Complainant realised it was one tree.
4	20/02/2015	In person	Tree felling path closures at Highgate No. 1 resulted in a number of complaints to staff.	Path was re-opened shortly after complaints received.	Contractors advised that paths cannot be closed when a suitable diversion is not available.
3	12/02/2015	In person	Objecting at Stock Pond during tree removal by shouting over the top of the chainsaw noise. She believed that the trees at Stock Pond were not to be felled while the final decision was being made over the design.	Constabulary, and later Jonathon Meares, spoke to the person and explained the situation and that for her safety she must not go into the exclusion area. She accepted the explanation, but was still upset by the tree loss.	PPSG were emailed on Tuesday (17/02/15) to confirm decision on Stock Pond
2	05/02/2015	Via email	Work sites where tree felling has taken place are untidy - timber lying around.	Felled trees to be used as deadwood habitats in appropriate locations. Ground conditions are wet so care must be taken with vehicles in order to prevent ground damage.	Site clear up taking place week commencing 23/02/15
1	05/02/2015	Telephone	Upset about the felling of the willow tree at Model Boating Pond and the other trees for the Ponds Project.	Reasons for the felling explained to caller and he seemed happier – he said he would phone back if he wanted more information.	No further action required.

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Picture 1 -Sheet metal piling to create temporary dam at Model Boating Pond.



Picture 2 - The piling rig pushing the sheet-metal piles into place using a silent vibration-less technique.



Picture 3 - The crane is floated on pontoons alongside the rig, to feed the sheet metal piles.



Picture 4 - Temporary dam nears completion at Model Boating Pond.



Picture 5 - Temporary coffer dam at Viaduct Pond.



Picture 6 - Spillway under construction at Viaduct Pond.

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Committee	Dated:
Hampstead Heath Consultative Committee Hampstead Heath, Highgate Wood and Queen's Park Committee	6 July 2015 20 July 2015
Subject: Hampstead Heath Ponds Project Education Programme Update	Public
Report of: Superintendent of Hampstead Heath	For Information

Summary

The purpose of this report is to inform members of the progress of the Hampstead Heath Ponds Project Education Programme, which was launched in March 2015. It examines primary and secondary school engagement, which is currently ahead and slightly behind schedule respectively, in terms of the target number of sessions run. Teacher feedback has been wholly positive. The Programme has also worked with two high-profile institutions, the Royal Geographical Society and the Museum of London.

Recommendations

Members are asked to:

- Note the report.
- Consider forwarding information about the Education Programme to contacts in local secondary education, if appropriate.

Main Report

Background

1. The Hampstead Heath Ponds Project Education Programme was officially launched in March 2015, during British Science Week. Its aim is to develop and deliver an impartial Education Programme, alongside the Hampstead Heath Ponds Project. It will be taking advantage of the unique opportunities provided by the Ponds Project to engage and educate children in STEM (Science, Technology, Engineering and Mathematics), Geography and Citizenship topics. This Education Programme had been welcomed by the Ponds Project Stakeholder Committee.
2. The principal focus is to engage with secondary schools. However, the intention is also to engage with primary schools, tertiary educational institutions, and possibly non-school-related youth groups.
3. As well as delivering sessions directly, the Education Programme will produce a range of educational materials that can be used by schools themselves as an educational resource. Most of this resource development will occur in the final stages of the project.

4. It is intended to develop partnerships with other organisations to help with the delivery of the Programme.

Current Position

5. There are currently four different education sessions on offer to secondary schools, and one on offer to primary schools. Two of the secondary sessions take place in schools, and the other three sessions occur on Hampstead Heath. The plan is to develop further prescribed sessions for schools, as well as offering them bespoke sessions. All sessions are offered free of charge.
6. To date six different primary schools have been engaged with, over nine sessions. The secondary schools so far engaged with are Hendon School, Grieg City Academy, Hampstead School, Highbury School and Westminster Academy, reaching a total of 365 secondary students over 14 sessions. There are also bookings in June and July from Parliament Hill School, William Ellis School, Highbury Grove School, UCL Academy and St Andrew the Apostle Greek Orthodox School. This sets us well ahead of our targets for primary school sessions, and only slightly behind on our targets for secondary school sessions.
7. There has been excellent feedback from both primary and secondary school teachers taking part in the sessions. Of those teachers who submitted a feedback form, 100% agreed that the learning objectives of their sessions were met very well. Currently only 50% of teachers are returning the feedback forms given to them, though it's hoped to increase this number by at least 20%.
8. The Royal Geographical Society has been working with the Ponds Project Education Programme to develop educational resources based around the Project, to be published on their website. A Ponds Project Case Study document and an 'Ask the Experts' piece on the Ponds Project, from the point of view of a City of London Senior Ecologist, are now both available online for teachers.
9. The Museum of London has also been working in partnership with the Education Programme. As well as including a piece about the Project in their Teachers' Network Enews publication, the Education Programme Officer was invited to run sessions for their London Knowledge Day on 1 April 2015. This event took place at the Museum of London Docklands. Year 7 students from Westminster Academy attended and took part in a range of cross-curricula activities.

Proposals

10. One of the principal challenges faced by the Ponds Project Education Programme is engaging with secondary schools. As Members of the Committee may have contacts in secondary education, they may wish to let them know about the Programme and put them in contact with the Education Programme Officer. This would help publicise the Project and reach the targets set for secondary school engagement.

Corporate & Strategic Implications

11. The Ponds Project Educational Programme outreach work supports the City's vision for "high quality, accessible and responsive services benefiting its communities, neighbours, London and the nation", and specifically supports KPP5 "Increasing the impact of the City's cultural and heritage offer on the life of London and the nation".
12. The programme also supports the aspirations of the City's Education Strategy and the broader London agenda.

Conclusion

13. The Hampstead Heath Ponds Project Education Programme has made an encouraging start, engaging with a range of primary and secondary schools, resulting in positive teacher feedback, as well as collaborating with high-profile institutions. Assistance with informing secondary schools about the Programme, and encouraging their participation, would be welcome, as this is one of the principal challenges the Programme faces.

Appendices

- Appendix 1 – Secondary Education Programme – Publicity material sent to teachers.
- Appendix 2 - Education Project Report: Activity in May 2015.

Susannah Glover

Education Project Officer
Open Spaces – North London Division

T: 020 7332 3738

E: susannah.glover@cityoflondon.gov.uk

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Hampstead
Heath

Registered Charity

Secondary Education Programme

Hampstead Heath Ponds
Project

The City of
London protects
and manages
14 green spaces
in and around
London.

On the Heath

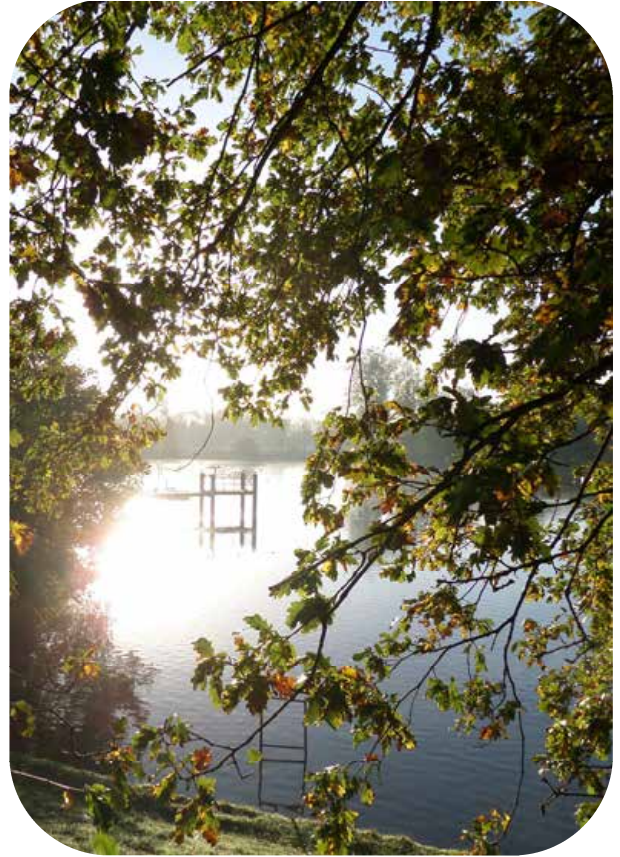
These sessions are free of charge and last two hours, Morning (10am-12pm), Afternoon (1am-3am)

Meet the Fleet

Explore a section of the Hampstead Fleet stream investigating river features, ways the risk of flooding can be increased and reduced, and how human intervention has affected the river and the local landscape.

Water Watch

How do we define and measure water quality? What affects it? Why does it matter? These questions and many more will be answer in this exciting, practical, fieldwork based session at the Ponds on Hampstead Heath.



In your School

These sessions are free of charge and flexible in length (between one and two hours), to better fit into your school day

Aqua Architects

Put your engineering skills to the test, applying scientific skills and knowledge to the practical problems involved in controlling and transporting water in an urban area, in this practical and exciting session.

Dams Debate

Using the controversial Ponds Project as a case study, students will take on different roles within the debate, revealing the importance for mutual respect and understanding within society, and discovering how they as citizens can contribute to their community.

If you have any queries or would like to book please contact us:

020 7332 3738





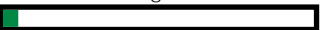

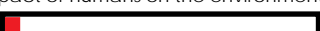
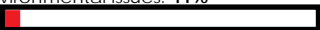
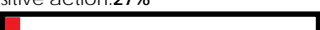

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	Ahead of schedule
	On Schedule
	Slight Delay
	Behind Schedule

Hampstead Heath Ponds Project

Education Project Report: Activity in May 2015

Progress in previous month:

Area and target	Progress this month	Progress to date
Project Coordination	On the whole this has been a relatively quiet month due to school exams, and half term. This has given us the opportunity to refine sessions plans and resources for upcoming School visits Also, the Education Team has taken on new Casual Education Rangers, who will also be assisting in Ponds Project Education Sessions. Their presence in two sessions this month really made a positive difference.	
Primary Programme 1000 pupils engaged through 34 sessions	We have run four more Soil Scientists Sessions this month for three different school, Broadfields Primary School in Edgware, Christ Church Primary School in Hampstead and St Joseph's Catholic Primary School in Covent Garden. This is double our target for May. However, with the lack of Secondary School bookings we decided to take on more primary bookings. These sessions have gone well and we have continued to get great feedback from Teachers, even if, on occasions, the weather was not completely on our side: "Even though it was very wet, the class loved the trip and it was a great way for them to work in groups." <i>Year 3 teacher from Christ Church Primary School</i>	Total number of primary sessions: 8 Total Number of children: 188 
Secondary Programme 5000 pupils engaged through 167 sessions 3 schools with in depth involvement Engage with 420 pupils by British Science Week (BSW) activities	We have not had any Secondary bookings this month. When setting targets we did not take into consideration the fact that school examinations take place in May and early June, but I believe that this may be a contributing factor to our lack of bookings. We are now just one booking behind our target number of sessions. We are currently looking at other possible sessions that we could offer to schools, as well as offering Ad Hoc sessions to them.	Total Number of Secondary sessions: 14 Number of students: 365 
Evaluation 70% of sessions evaluated 70% teachers believe learning objectives met 60% Teachers believe most students progressed their understanding 60% students increase their understanding of the impact of humans on the environment. 50% students increase their understanding of the Scientific, Geographical and/or social context of environmental issues 50% students increase intention to take positive action for the Heath or the environment	Our Evaluation statistics have remained the same this month, maintaining the great feedback that we have received. We are still only receiving back 50% of the teacher evaluation forms, however we are still chasing the two feedback forms, from the same school, that we have not received as yet for this month. As we have not had any secondary school sessions, we have not had any additional student evaluation for this month.	% of sessions evaluated by teacher: 50%  % of sessions evaluated by secondary students: 7%  % teachers believing LO Met: 100%  % Teachers believing most students made progress: 100%  % 2° Students with increase understanding of impact of humans on the environment: 18%  % 2° Students with increase understanding of environmental issues: 41%  % 2° Students with increased intention to take positive action: 27% 
Educational Resources 250 HHPP education webpage hits 50 resource downloads	In May we have had 83 page views, 72 of which were unique views. As stated last month we have already exceeded our target page views for the length of the project. However, I would like to maintain and hopefully increase our monthly page view numbers, and aim to update and develop our webpage in the coming weeks.	Number of page views: 311 Number of unique page views: 257 
Partnerships Develop three high profile partnerships for the project.	Royal Geographical Society (RGS): In the last Progress report we mentioned that we have been working with RGS to develop a Ponds Project Case Study document for schools to use as a resource, which has now been published online. We have also worked with them to produce an 'Ask the Experts' piece on the Ponds Project, from the point of view of City of London Ecologist, Meg Game. This has also now been Published online: (http://www.rgs.org/OurWork/Schools/School+Members+Area/Ask+the+experts/Hampstead+Heath+Ponds+Project.htm)	

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Committee(s)	Dated:
Hampstead Heath Consultative Committee Hampstead Heath, Highgate Wood and Queen's Park Committee	6 July 2015 20 July 2015
Subject: Reptiles on Hampstead Heath - an update	Public
Report of: Superintendent of Hampstead Heath	For Information

Summary

This report updates the status of reptiles on Hampstead Heath since the London Essex and Hertfordshire Amphibian and Reptile Trust (LEHART) was commissioned to carry out a reptile survey in 2008/9.

The 2009 report revealed that a small, but widespread, population of grass snakes was present on Hampstead Heath. Some 50 snakes were recorded, with recommendations made to continue monitoring and to put in place certain management practices. These recommendations have subsequently been carried out, including the continuation of monitoring together with habitat improvement works, such as the creation of new ponds and the placement of vegetation piles.

Since 2011, 25 volunteers have been involved in reptile recording on Hampstead Heath, and a similar number trained in identification and monitoring techniques

It is believed that the grass snake population on Hampstead Heath has increased since the initial 2009 report.

Recommendation

Members are asked to:

- Note the contents of this report.

Main Report

Background

1. An Essential Action in Hampstead Heath's Management Plan Part I is to 'Manage the Heath to protect and enhance populations of plants and animals protected by law, identified as being Priority Species in national and local Biodiversity Action Plans, or identified in subsequent management planning as being worthy of protection.' All of the Heath's six native reptile species are listed as Priority Species in the United Kingdom Biodiversity Action Plan.

2. In 2008, the London Essex and Hertfordshire Amphibian and Reptile Trust (LEHART) was commissioned by the City of London to undertake a reptile survey. This had the aim of assessing the status of reptiles on the Heath, in order to advise on future management practices.
3. Prior to this survey, only occasional records of reptiles had been made, following the introduction of both grass snakes and slow worms in the 1980s. Grass snakes, slow worms and, indeed, sand lizards and common lizards were still present on the Heath in the early 20th century, and it is unknown when these populations died out.
4. The grass snake *Natrix natrix Helvetica* was the only species of reptile found in this survey, although the presence of slow worm *Anguis fragilis* was not ruled out, due to its cryptic nature.
5. The population of grass snakes was found to extend from Kenwood Nursery through the main chain of the Highgate Ponds and west towards the Viaduct. The main foci were found in the fenced areas that are subject to fewer disturbances than the rest of the Heath.
6. The population was estimated to be of low status, with only 20 different individuals being recorded by LEHART during the survey. The survey was supplemented by recordings made by City of London Corporation staff; although the survey year was spread across 2008 and 2009, with 50 sightings made in total.
7. The population was considered to be well structured, with an even mix of male and female grass snakes, as well as a varied age structure.
8. An average of two snake sightings was made on any one visit over the initial survey period, with a maximum number of sightings in a single visit of four.
9. Although no methodology exists to estimate the total number of reptile species in a given area, it was reasoned that the population of grass snakes had maintained itself and spread its range since their introduction in the 1980s.
10. This report provides information on the status of reptiles on Hampstead Heath since 2009.

Current Position

11. Due to lack of monitoring resources in 2010, the year after the initial survey report, only eight sightings were made. Given this lack of monitoring, it was difficult to analyse the success of habitat improvement techniques and thus to guide future management.
12. In 2011, thanks to generous funding from the City Bridge Trust, the City of London Corporation was able to set up a monitoring scheme and train volunteers in identification and survey techniques. In this first year of monitoring, more than

150 snake records were made and twelve volunteers were trained in identification and monitoring techniques.

13. By the end of 2014, 450 grass snake sightings had been made by more than 25 volunteers, who walked 150 transect routes. 25 volunteers have attended training sessions on the identification and ecology of British reptiles (Figure 1).



Figure 1: Reptile training session for volunteers in 2011.

14. These records have allowed the City of London to build up an excellent database of core grass snake areas on the Heath. They have also been important in guiding habitat management works, and how these reptiles may best be protected in the future. This level of monitoring would not have been possible without the funding provided by the City Bridge Trust.
15. The core grass snake areas are still focused around the Kenwood Nursery/Orchard area, as well as in the vicinity of Athlone House through to the Bird Sanctuary. Although snakes have been seen in the South Meadow area of the Heath, no snakes have been recorded at the Viaduct since 2009. A map of the historical and recent grass snake records is shown in Figure 2 and Appendix 1. It should be noted that unreported sightings are likely, including the possibility of snakes using private gardens adjacent to the Heath as a refuge.

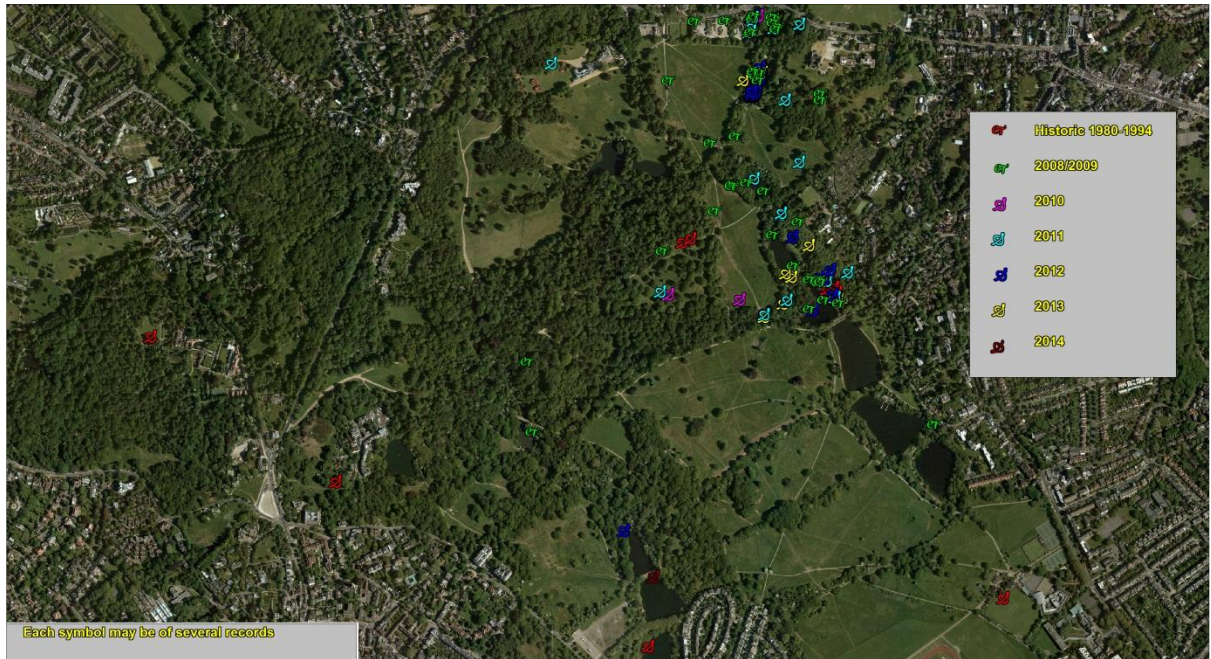


Figure 2: Map of historic and recent reptile sightings (see Appendix 1 for a full page map).

16. The main limiting factor preventing the spread of grass snakes across the Heath is public pressure, so they are still largely restricted to the fenced areas of the Heath. The spread of the population of grass snakes further south of the Bird Sanctuary is currently limited by the habitat in the ponds, with steep sided revetments, the large extent of open ground around the Boating Pond, and the lack of aquatic vegetation. Whilst Highgate No.1 Pond has a good extent of aquatic vegetation and undisturbed basking opportunities, there is little 'wildlife corridor' between it and the Bird Sanctuary.
17. Although disturbance is still likely to be high, it is hoped that the new marginal planting on the Boating and the Men's Ponds – part of the Ponds Project – may provide a safer corridor to spread the population further down the Highgate chain.
18. It is believed that the population of grass snakes has increased on Hampstead Heath since 2009. During the 2008 and 2009 survey, an average of two snakes were recorded per visit, with a maximum number of four seen on any one visit. In 2013 and 2014, averages of seven and four snakes were seen per visit respectively. In both 2013 and 2014, more than seven snakes were seen on any one visit on numerous occasions, with more than ten snakes seen several times during a single visit.
19. Although the figures appear to show a decline between 2013 and 2014, a number of the visits in 2014 were made in sub-optimal conditions, so few records were made on those occasions. Natural fluctuations can also occur in a population, indicating the importance of longer-term monitoring.
20. As part of the RSPB Wild About Hampstead Heath Project, the Ecology Team has led a number of 'snake walks' for family groups over the past three years (Figure 3), engaging with the next generation of snake surveyors.



Figure 3: Guided walks for family groups from the local community in conjunction with the RSPB.

21. A single record of a slow worm was made in the vicinity of the Ladies' Pond in 2013, possibly indicating that a small but localised population still exists in this location. Slow worms were still being recorded in the 1990s in and around the Ladies' Pond area, but the 2013 record is the only known one since then.
22. A dead adult Boa Constrictor from an unknown origin was discovered in the woodland to the eastern edge of the Ladies' Pond in 2013, (Figure 4). It would not have been able to live long in the UK climate if it had been released alive.



Figure 4: Dead Boa Constrictor May 2013.

23. Terrapins, a species not surveyed in the initial 2009 report, continue to be recorded across the Heath, with a number of new sightings already in 2015 (Figure 5). Whilst they are not currently able to breed in the UK climate, introductions from members of the public continue. About ten terrapins are thought to be present in Heath ponds, down from an estimated 30-40 in 2000. This reduction has partly been due to some harsher winters and partly to a trapping campaign from 2007-2010. Terrapins are currently rehomed in the Barbican Conservatory, where a special pond area has been constructed by the Gardening Team (Figure 6).



Figure 5: Two new arrivals on the Boating pond May 2015.



Figure 6: Barbican Conservatory terrapin pond.

24. A number of volunteers have been recording snakes for several years and are now able to carry out training of new volunteers. One such volunteer is now taking part in their fifth year of grass snake monitoring (2015) and is currently recruiting their own volunteer helpers, as well as passing on their knowledge and experience to others. The Heath Ecology Team has, in turn, learnt important information from volunteers about the grass snake populations on the Heath.
25. This initially City Bridge Trust-funded Project has resulted in a programme of citizen scientists, able to monitor grass snakes effectively unaided, thus providing future sustainability to the monitoring scheme.

Proposals

26. It is proposed that the current programme of monitoring reptiles across Hampstead Heath is continued, with trained volunteers continuing to carry out the majority of this monitoring.

Corporate & Strategic Implications

27. The work supports the City Together Strategy theme ... “protects, promotes and enhances our environment”.
28. It also links to the Open Spaces Department Plan through the Strategic Aim to “adopt sustainable working practices, promote the variety of life (biodiversity) and protect the Open Spaces for the enjoyment of future generations”, and the Improvement Objective to “ensure that measures to promote sustainability and biodiversity are embedded in the Department’s work”.
29. This monitoring also helps fulfil an Essential Action in the Part 1 Management Plan, namely:

NL8 Manage the Heath to protect and enhance populations of plants and animals protected by law, identified as being Priority Species in national and local Biodiversity Action Plans, or identified in subsequent management planning as being worthy of protection.

Implications

30. The City has a legal duty under the Hampstead Heath Act 1871 to maintain the natural aspect of the Heath.
31. There are no financial or risk implications for this report. Any recommended actions carried out will be undertaken using the Superintendents Local Risk Budget.

Conclusion

32. Hampstead Heath continues to maintain a population of grass snakes and is consequently likely to be the closest site to the centre of London with a significant breeding population of this species. It is believed that the population has increased over the past five years. Management practices that would enhance the breeding and feeding opportunities of this reptile should continue.

33. Monitoring of this species should continue and, where possible, include new transect routes.

Appendices

- Appendix 1 - Map of the historical and recent grass snake records.

Background Papers

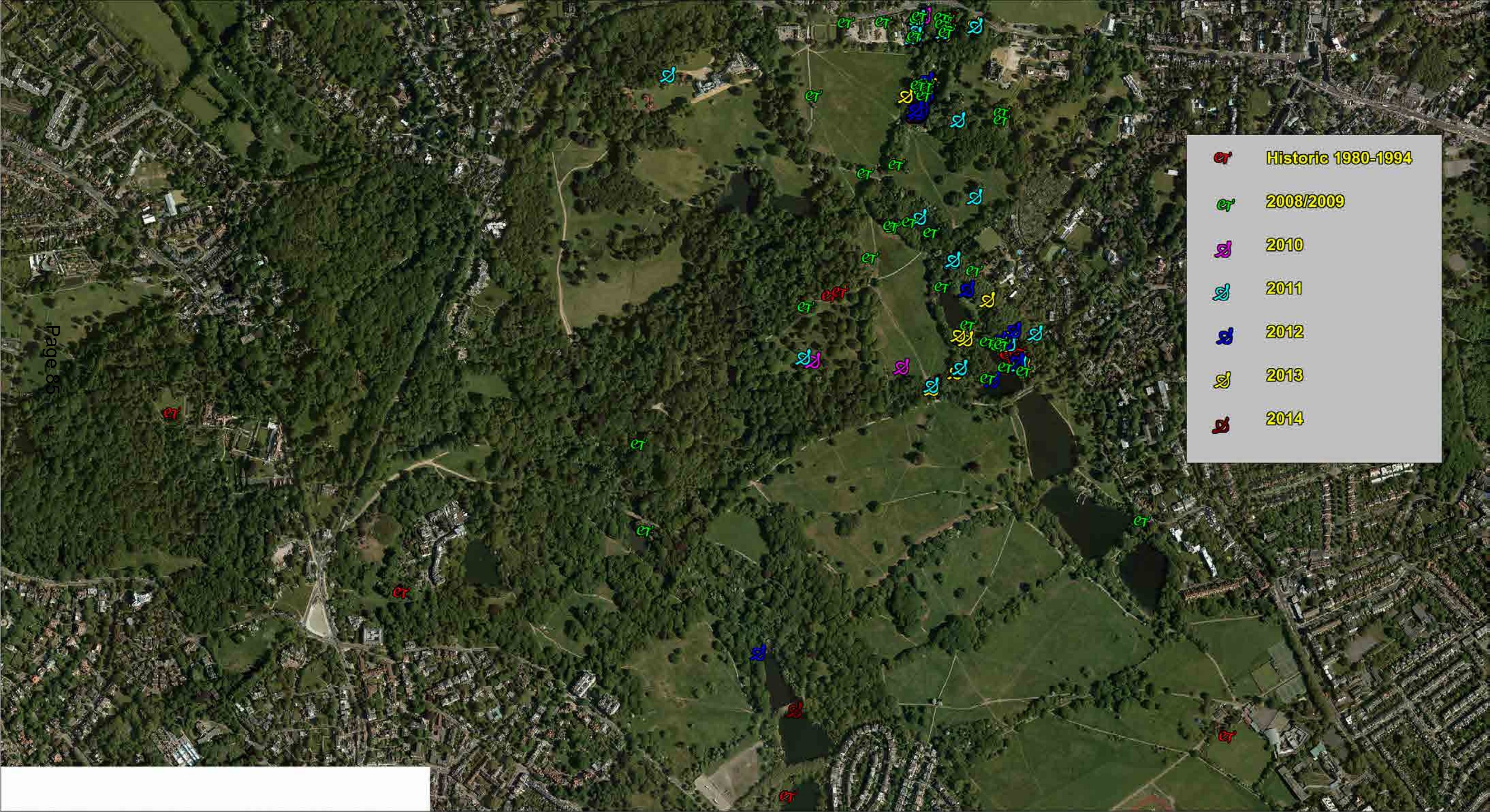
- Reptile on the Heath Committee Report 2010.
- Reptile Survey of Hampstead Heath 2008-2009.

Adrian Brooker

Ecologist, Open Spaces Department

T: 020 7332 3304

E: adrian.brooker@cityoflondon.gov.uk



Red label	Historic 1980-1994
Green label	2008/2009
Purple label	2010
Cyan label	2011
Blue label	2012
Yellow label	2013
Brown label	2014

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Committee(s)	Dated:
Hampstead Heath Consultative Committee Hampstead Heath, Highgate Wood and Queen's Park Committee	6 July 2015 20 July 2015
Subject: Parliament Hill viewpoint interpretation	Public
Report of: Superintendent of Hampstead Heath	For Information

Summary

The most popular and famous view from Hampstead Heath is from the summit of Parliament Hill. The only on-site interpretation at this viewpoint is the very out-of-date steel sign, erected by the Greater London Council in 1984.

This report informs Members of an interim solution to provide up-to-date interpretation of this iconic view and lays out a method for agreeing a more permanent solution.

Recommendation

Members are asked to:

- Note this report.

Main Report

Background

1. There are numerous well-known and popular viewpoints across Hampstead Heath, taking in panoramas and linear views to central London, to Harrow on the Hill, and to adjacent areas of the North London Heights, including the villages of Hampstead and Highgate.
2. The London View Management Framework Supplementary Planning Guidance (SPG) March 2012 protects a total of 27 key views across the Capital, encompassing important buildings or urban landscapes visible from parks or other open spaces. Six are defined as London Panoramas, two of which are based on viewing locations on Hampstead Heath – one from the summit of Parliament Hill, centred on St Paul's Cathedral, and the second from the prominent oak tree just east of the summit of Parliament Hill, centred on the Palace of Westminster.
3. Detailed descriptions of these two statutorily protected London Panoramas, together with the criteria for their preservation, can be found in Appendix 1 and Appendix 2.

Current Position

4. The view from the summit of Parliament Hill is arguably the most popular and famous one on Hampstead Heath, enjoyed by many thousands of people each year. The only on-site interpretation provided at this viewpoint is the steel sign erected by the Greater London Council in 1984. Whilst this has historical value, the sign is damaged and clearly many years out of date. We are increasingly asked by the public to replace the sign with something more up to date and accurate.
5. As an interim measure, an annotated photograph of the view from the summit of Parliament Hill has been placed on the City of London website (see Figure 1). This photograph shows the main buildings and landmarks visible in Docklands, the City and the West End. A QR code (a smart-phone-readable optical label linked to a website) will very soon be displayed at the Parliament Hill summit on a simple post. This will allow users of smart-phones and other mobile devices to link to the website and view the annotated photograph, while comparing it to the actual view. If need be, the photograph can be replaced with more up-to-date photographs as the seasons change and as new buildings appear.

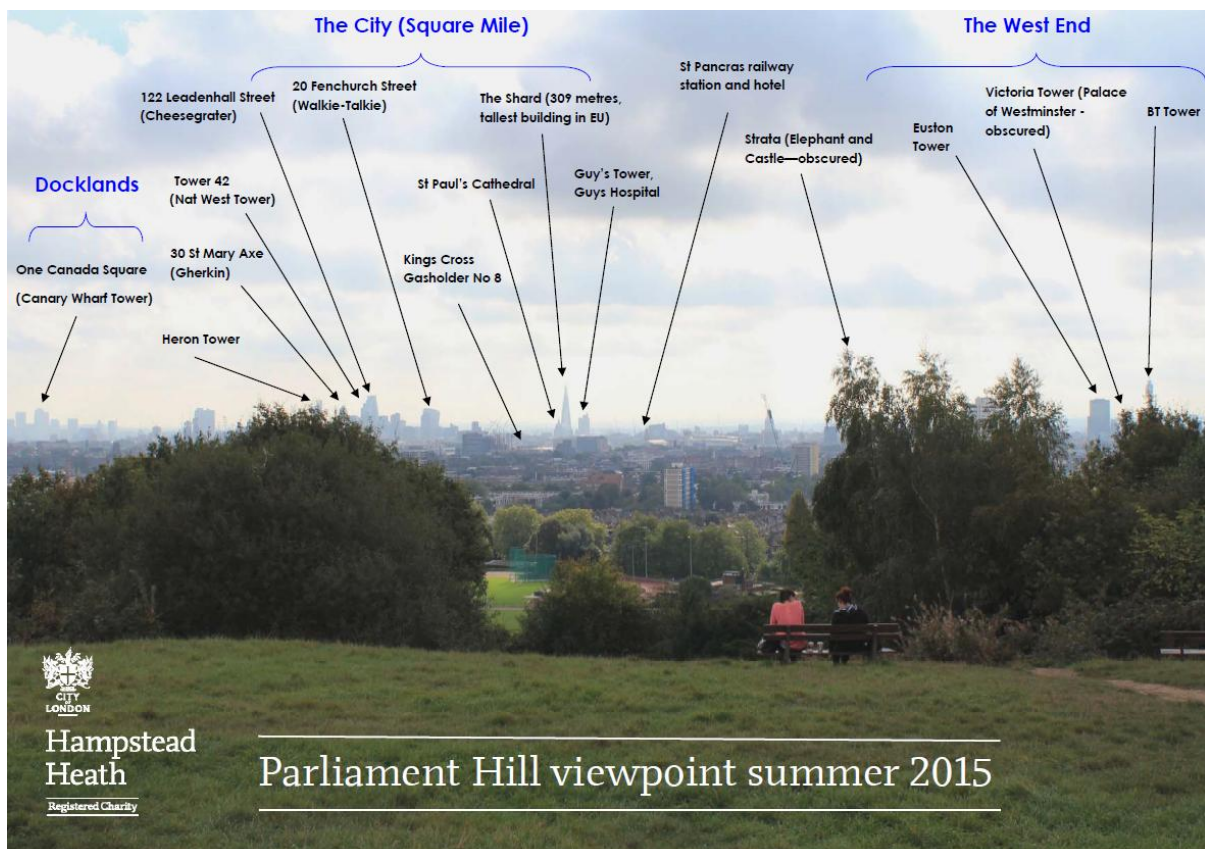


Figure 1: Annotated photograph of the view from the summit of Parliament Hill, available on the City of London website.

Options

6. We need to consider the best way to provide a permanent solution for giving the public information to enhance their experience of the Parliament Hill summit viewpoint. This needs to take account of:
 - The ever-changing nature of the London skyline, with new buildings appearing all the time in recent years and ongoing construction work.
 - The technology now available to us; an on-site sign is not the only way to provide the required information.
 - The aesthetics of the area. Anything permanently added needs to blend in with and complement the aesthetics of this famous and sensitive location.
 - The landscape improvement works taking place at Parliament Hill, previously presented to this Committee
 - The fact that there are actually two viewpoints for two statutorily protected London panoramas, both in close proximity to the Parliament Hill area.

Proposals

7. It is very important that the City liaises with the local community and user groups, to agree on a longer-term solution. The Superintendent is consequently planning an initial meeting with the Chairman of the Heath & Hampstead Society Heath Sub-Committee and a Member of the Hampstead Heath Management Committee. The Society has very kindly offered to help fund an agreed replacement for the existing sign.
8. It is likely that this initial meeting will be followed by the creation of a small working group to determine the best way forward and to come up with a proposal that can be brought before this Committee.

Corporate & Strategic Implications

9. The proposal supports the City's vision for "high quality, accessible and responsive services benefiting its communities, neighbours, London and the nation", and specifically supports KPP5 "Increasing the impact of the City's cultural and heritage offer on the life of London and the nation".
10. The proposal supports the Departmental Objectives to 'Protect and conserve the ecology, biodiversity and heritage of our sites' and 'Enrich the lives of Londoners by providing a high quality and engaging educational and volunteering opportunities' (Open Spaces Business Plan 2015/16 – 2017/18).

Conclusion

11. Temporary and permanent solutions are being sought to provide the public with information to enhance their experience of the Parliament Hill summit viewpoint.

12. An on-site QR code linking to a annotated photograph on the City of London website would provide an effective and easily achievable short-term solution for smart-phone users, especially if the linked photograph was regularly updated.
13. A working group liaising closely with the Heath & Hampstead Society and other interested parties would be tasked with devising a longer-term solution to provide all visitors to the site with accessible information for both statutory viewpoints.

Appendices

- Appendix 1: London Panorama Viewing Location: Parliament Hill Summit.
- Appendix 2: London Panorama Viewing Location: Parliament Hill east of the Summit.

David Bentley

Information and Communications Officer, Open Spaces Department

T: 020 7332 3779

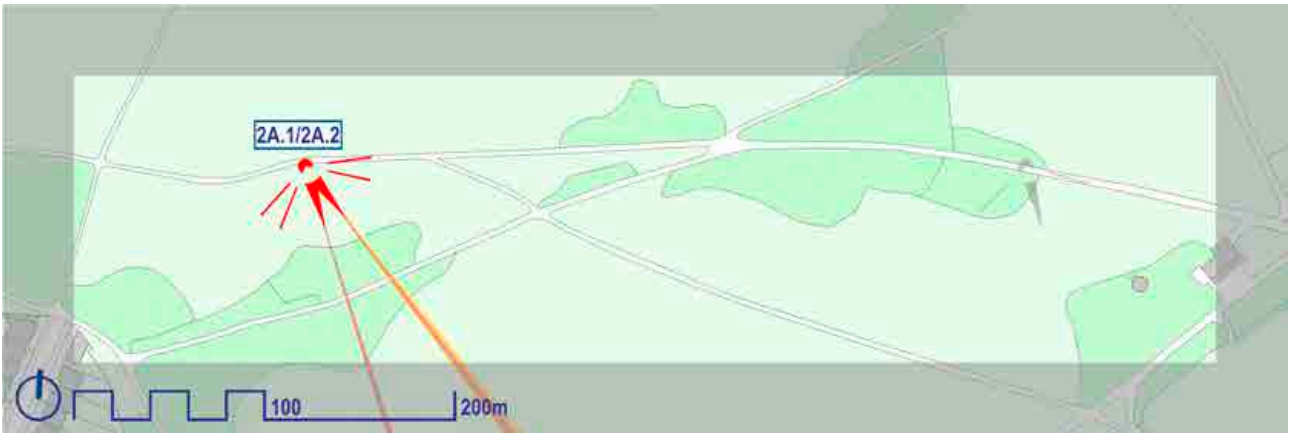
E: david.bentley@cityoflondon.gov.uk

- 93 Parliament Hill forms part of the prominent east west ridge traversing Hampstead Heath. It is an open public area of the Heath consisting of fields, hedgerows and woodland. There are a number of outlooks on the hill but some of the best panoramic views are from the summit, towards the City of London, St Paul's Cathedral and the Victoria Tower of the Palace of Westminster. All three of the towers of the Palace of Westminster can be seen from positions on the east side of the Viewing Place.



- 94 This Management Plan refers to two Viewing Locations: 2A, at the summit of the hill and 2B, east of the summit.

**Viewing Location 2A:
Parliament Hill: the summit**



N.B for key to symbols refer to image 1



Panorama from Assessment Point 2A.1 Parliament Hill: the summit - looking toward St Paul's Cathedral



Panorama from Assessment Point 2A.2 Parliament Hill: the summit - looking toward the Palace of Westminster

Description of the View

- 95 The summit of Parliament Hill provides panoramic views across a wide span of London. Two Assessment Points are identified at the summit, 2A.1 and 2A.2. They are orientated in different directions, although they share the same position: one looks towards St Paul's Cathedral and the other looks towards the Victoria Tower of the Palace of Westminster. There are also two Protected Vistas between these Assessment Points and the Strategically Important Landmarks.
- 96 The topography of London frames the silhouette of the city. The viewer can see a number of complementary and prominent elements, in particular the tall buildings in the City's financial district and an aggregation of taller buildings at Docklands. The latter feature has particular prominence in this view because of the rise of Shooter's Hill in the background.
- 97 St Paul's Cathedral is set within a miscellany of buildings, in both its foreground and background. The dome and peristyle are visible, but some development in the background diminishes the viewer's ability to recognise and appreciate the landmark, particularly in poor weather conditions. However, the Shard with its distinctive shape and high quality materials provides a strong orientation point to allow the viewer to recognise St Paul within the wider panorama. The Palace of Westminster is positioned behind the Euston Tower and the BT Tower. Only the Central Lobby Lantern and the Victoria Tower are visible. The latter's turrets and finials contrast with the simple housing blocks in the middle ground.

Landmarks include:

St Paul's Cathedral (I) †
 Palace of Westminster (I) †
 BT Tower (II)
 The Shard

Also in the views:

Caledonian Market Clock Tower (II*)
 Canary Wharf
 Broadgate Tower
 City cluster of tall buildings
 London Bridge cluster of tall buildings
 St Pancras Station (I)
 Euston Tower

() Grade of Listed Building

† Strategically Important Landmark

Visual Management Guidance

- 98 Development proposals likely to affect the World Heritage Site should pay regard to the guidance set out in the Westminster World Heritage Site Management Plan. It is also recommended that English Heritage are consulted on all relevant proposals at an early stage.

Foreground and Middle Ground

- 99 The panorama is sensitive to large-scale development in the foreground and middle ground.
- 100 St Paul's Cathedral and its western towers should be recognisable in the panorama. A Protected Vista is applied in this view.
- 101 New development should preserve or enhance the viewer's ability to recognise and appreciate the Palace of Westminster in this view. A Protected Vista is applied in this view.



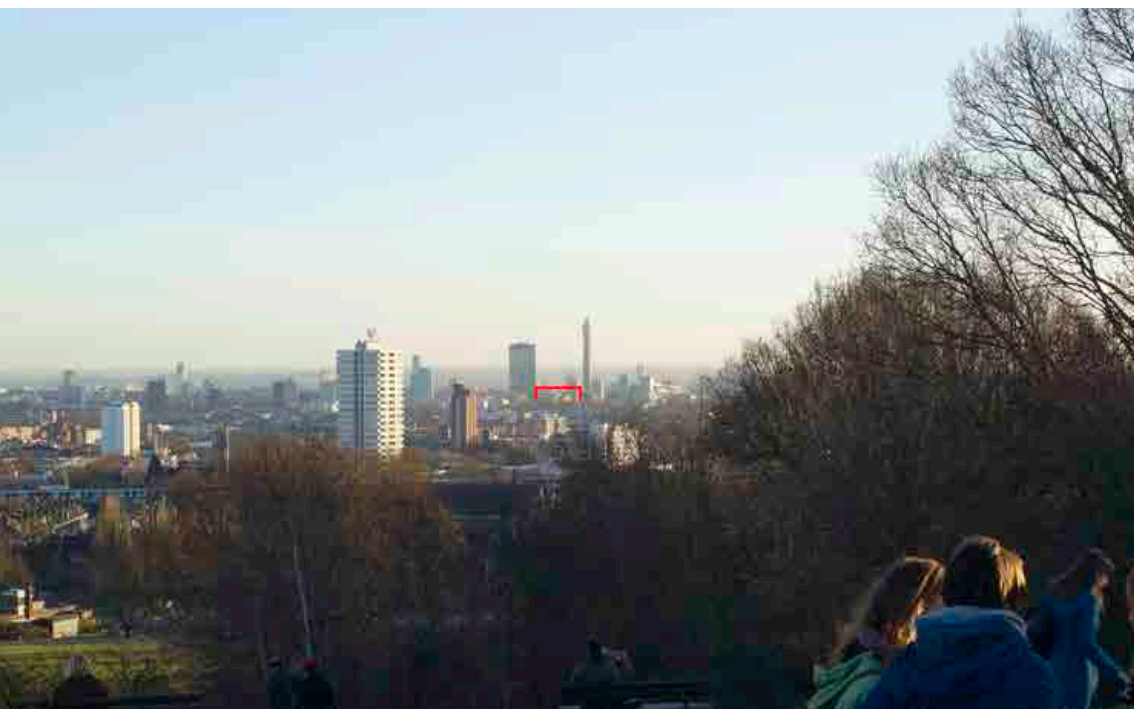
View from Assessment Point 2A.1 Parliament Hill: the summit - looking toward St Paul's Cathedral (at the orientation board). 527665.4E 186131.5N. Camera height 98.10m AOD. Aiming at St Paul's Cathedral (Central axis of the dome, at the base of the drum). Bearing 138.7°, distance 6.6km.



Annotated map of Protected Vista from Assessment Point 2A.1 to St Paul's Cathedral

Background

- 102 The form and materials of development in the background of St Paul’s Cathedral should preserve or enhance the clarity with which the silhouette of the Cathedral can be distinguished from its background.
- 103 The backdrop of the Victoria Tower has significant influence over the viewer’s ability to recognise the Palace of Westminster in the panorama. Change may occur in this backdrop if it is incremental, carefully designed, and of a small scale. No development in the background should dominate the Victoria Tower or Central Lobby Lantern.



View from Assessment Point 2A.2 Parliament Hill: the summit - looking toward the Palace of Westminster (at the orientation board). 527665.4E 186131.5N. Camera height 98.10m AOD. Aiming at Palace of Westminster (The Central Tower, above the lobby crossing). Bearing 158.6°, distance 7.1km.

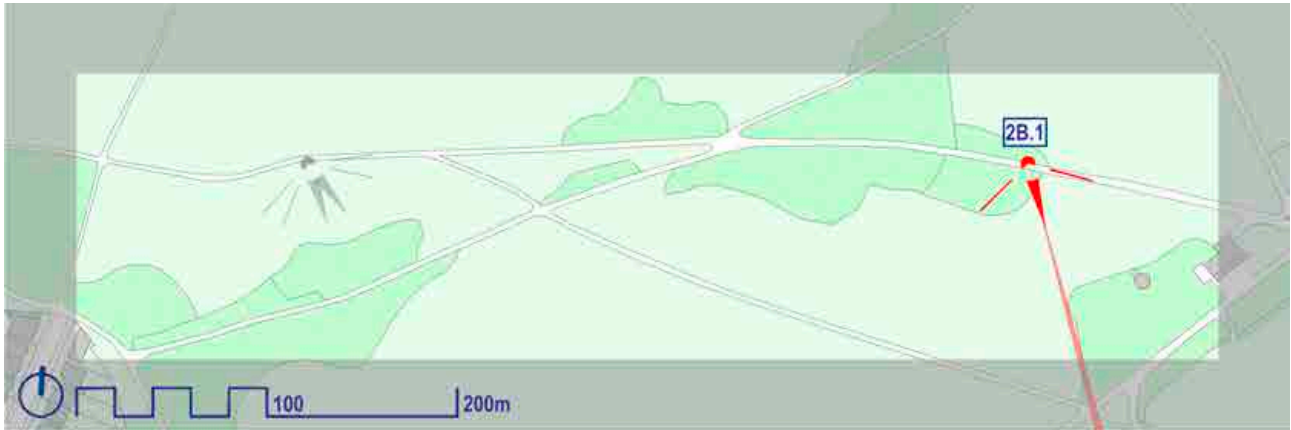
Management of the Viewing Location

- 104 Tree growth in the immediate foreground has the potential to reduce the quality of the view, and should be managed to ensure visibility of the panorama. Infrastructure that assists the viewer to understand the view, such as an up to date plaque, would enhance the viewing experience.



Annotated map of Protected Vista from Assessment Point 2A.2 to Palace of Westminster

Viewing Location 2B: Parliament Hill: east of the summit



N.B for key to symbols refer to image 1



Panorama from Assessment Point 2B.1 Parliament Hill: east of the summit – at the prominent oak tree

Description of the View

- 105 This Viewing Location is on the east side of Parliament Hill, lower than the summit. Assessment Point 2B.1 is located at a position that provides one of the few publicly available views of all of the principal towers of the Palace of Westminster.
- 106 The viewer can also see the tall buildings that define the financial and governmental centres of London, although trees in the foreground and middle ground interrupt much of the panorama. A break in the trees to the east allows a discrete view of Canary Wharf.
- 107 All three towers of the Palace of Westminster are set against the distant hills. The scale and simple outline of existing tall buildings in the view frame the Palace of Westminster and contrast with its more delicate and intricate silhouette of towers.

Landmarks include:

Palace of Westminster (I) †
 St Paul's Cathedral (I) †
 BT Tower (II)

Also in the views:

Canary Wharf
 Caledonian Market Clock Tower (II*)
 30 St Mary Axe
 Heron Tower
 Tower 42
 St Pancras Station (I)
 Centre Point (II)

() Grade of Listed Building

† Strategically Important Landmark

Visual Management Guidance

- 108 Development proposals likely to affect the World Heritage Site should pay regard to the guidance set out in the Westminster World Heritage Site Management Plan. It is recommended that English Heritage is consulted on all relevant proposals at an early stage.

Foreground and Middle Ground

- 109 The viewer's ability to perceive the visual relationship between the Clock Tower, the Central Tower and the Victoria Tower should be maintained or enhanced. Any development proposals that would undermine this relationship should be refused. A Protected Vista, incorporating the full width of the Palace of Westminster, reinforces this requirement.

Background

- 110 Small scale incremental change in the background of the three towers of the Palace of Westminster might be appropriate if it does not dominate the individual towers or diminish the spatial relationship between them.



View from Assessment Point 2B.1 Parliament Hill: east of the summit – at the prominent oak tree (Alongside prominent oak tree). 528043.1E 186154.5N. Camera height 71.61m AOD. Aiming at Palace of Westminster (The Central Tower, above the lobby crossing). Bearing 161.6°, distance 7.0km.



Management of the Viewing Location

- 111 The quality of the viewing experience can be affected by tree growth in the foreground. Vegetation should be managed to ensure important elements of the panorama, in particular of the Palace of Westminster, remain visible.
- 112 Provision of an accurate viewing plaque should be considered. This would help to mark the place as one where all three towers of the Palace of Westminster are visible.



Telephoto view of Protected Vista from Assessment Point 2B.1 to Palace of Westminster



Annotated map of Protected Vista from Assessment Point 2B.1 to Palace of Westminster



Committee(s)	Dated:
Hampstead Heath Consultative Committee – For Information	6 July 2015
Hampstead Heath, Highgate Wood and Queen’s Park Committee – For Decision	20 July 2015
Subject: Location of an Outdoor Gym at Parliament Hill	Public
Report of: Superintendent of Hampstead Heath	For Decision

Summary

This report recommends (subject to separate approval by the London Borough of Camden) that the outdoor gym be located at the Trim Trail at Parliament Hill. The request meets the guidance set out in the Hampstead Heath Management Plan for alternations or creation of new sports facilities in designated sports areas. The scheme also highlights an excellent partnership working arrangement for both Camden and the City to encourage participation in sport and physical activity for the benefit of the local community.

Recommendations

- That the comments of the Hampstead Heath Consultative Committee, on the location of the outdoor gym, be conveyed to the Hampstead Heath, Highgate Wood and Queen’s Park Committee.
- Subject to approval by Members, authority be delegated to the City Surveyor in consultation with the Director of Open Spaces and the Comptroller & City Solicitor to settle all other necessary terms to protect the City’s interests and that the Comptroller & City Solicitor be instructed to complete any necessary documentation.

The Main Report

Background

1. On 18 May 2015, the Hampstead Heath, Highgate Wood and Queen’s Park Committee were advised by the Superintendent of a proposal by the London Borough of Camden (LBC) to install outdoor gym equipment at Parliament Hill, which would be aimed at people who had been advised to carry out additional exercise for their health and wellbeing.
2. Members of the Hampstead Heath Consultative Committee were supportive of the proposal at their meeting on 9 March. Members recognised the health and well-being benefits, however, they were anxious about the location of the equipment, which would be identified within the LBC business case proposal; which will be subject to LBC

undertaking an assessment of need based on the demographic of the area to ensure that their investment had the greatest impact on physical activity within the Borough.

3. Please see an evaluation report at Appendix 2, for Camden's outdoor gyms.

Location Proposals

General Sporting Principles

4. Parliament Hill is one of three areas designated sports areas on Hampstead Heath, the other two being the Heath Extension and north end of Golders Hill Park. With reference to alterations to existing sports provision or the creation of new sports facilities within the three identified sports area, the Hampstead Heath Management Plan states the following considerations must be met:
 - There is no threat to public safety
 - It is consistent with good turf management practice
 - There would be no significant increase in noise or light pollution affecting neighbouring residents

Options

5. Within the Parliament Hill designated sports area, three locations have been identified for the outdoor gym by officers with the general support of the Hampstead Heath Consultative Committee (Figure 1) :-
 - A) Cricket enclosure
 - B) West side of the Lido – grass triangle
 - C) In the existing Trim Trail
6. The location needs to be an area where the outdoor gym could be readily accessible. Given the locations of the playground and Athletics Track, the Trim Trail is the recommended location. This would allow synergy for the different facilities and keep sporting infrastructure within easy reach of each other.

Corporate and Strategic Implications

7. The proposal for an outdoor gym supports the City of London Corporate Strategy 2015-2019: KPP3 *“Engage with London and national government on key issues of concern to our communities such as transport, housing and public health”* and KKP5 *“Increasing the outreach*

and impact of the City's cultural, heritage and leisure contribution to the life of London and the nation".

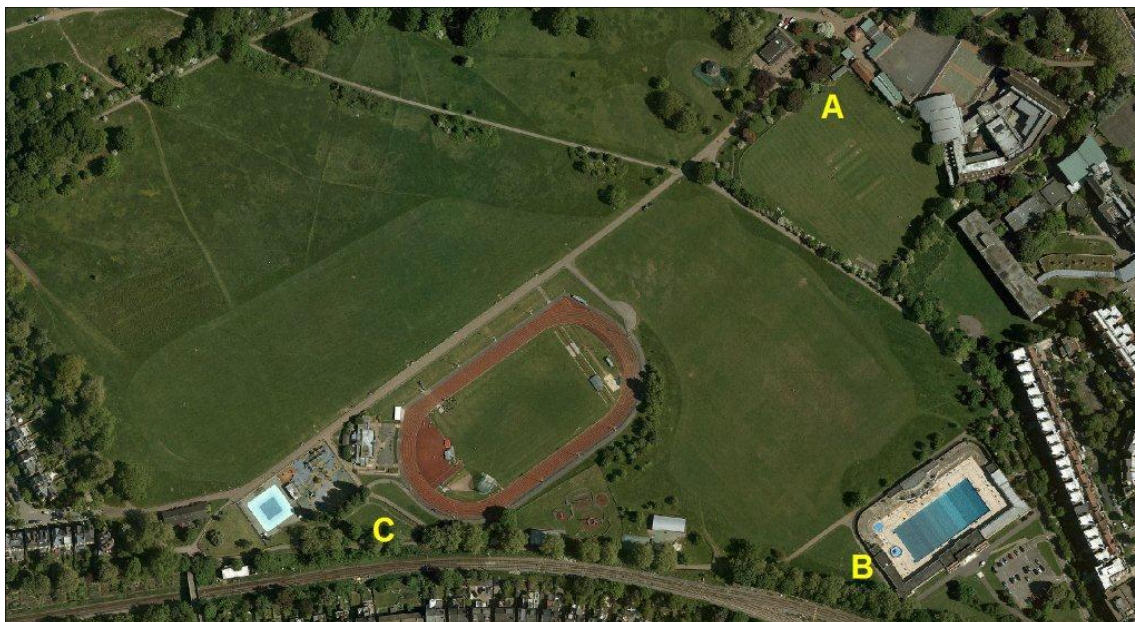


Figure 1: Site Location Plan of Proposed Gym
(Please also refer to Appendix 1 – designated sports areas)

8. The Open Spaces Business Plan 2015/16 – 2017/18 Vision is “*To preserve and protect our world class green spaces for the benefit of our local communities and environment*” and charitable objectives, is “*the preservation of our open spaces for the recreation and enjoyment of the public*”.
9. The Sports Chapter of The Hampstead Heath Management Plan: Towards a plan for the Heath 2007-2017 sport overriding objective states to “*Work collaboratively in maintaining and developing the existing sports facilities and activities in response to changing demands ensuring appropriate provision for all sections of the community*”.

Implications

Financial implications

10. The City of London Open Spaces Committee have resolved that, decisions on sport and play equipment funding offers should be made by the respective Management Committee based on the principle that any offer should be self-funding for the lifetime of the equipment and its removal, see Appendix 3.
11. For the outdoor gym proposal to proceed, the LBC will be required to meet both the capital and associated maintenance costs.

Ecological Impact

12. There are no ecological implications as all the selected areas are already designated sports activity locations.

Legal and Property implications:

13. Under article 7(1)(a) of the Greater London Parks and Open Spaces Order 1967 the City may provide and maintain gymnasias and such open air facilities as it thinks fit for any form of recreation whatsoever on the Heath.
14. A legal agreement with the LBC will be required if this project is approved. It is proposed that authority be delegated to the City Surveyor in consultation with the Director of Open Spaces and the Comptroller & City Solicitor to settle all other necessary terms to protect the City's interests and that the Comptroller & City Solicitor be instructed to complete any necessary documentation.

Consultation

15. The Hampstead Heath Sports Advisory Forum was consulted on 9 February and 11 May 2015 and verbal feedback was presented to the Hampstead Heath Consultative Committee on 9 March. The suggested locations will be viewed and discussed with members at the next Consultative Committee walk on 4 July.

Conclusion

16. Subject to LBC evaluation, the preferred location for the outdoor gym is the Trim Trail at Parliament Hill.
17. The scheme will provide a partnership working opportunity for both Camden and the City to encourage participation in sport and physical activity for the benefit of the local community.

Appendices

- Appendix 1 - Hampstead Heath Management Plan - Sports Facilities Layout.
- Appendix 2 – Resolution of the Open Spaces and City Gardens Committee, 20 April 2015, regarding Equipment Funding Offers.

Background Papers

- [Pro-active Camden – Camden Outdoor Gyms Evaluation Phase 1, March 2011](#) (click for link)
- Hampstead Heath Consultative Committee, Minutes 9 March 2015.

- Hampstead Heath, Highgate Wood and Queen's Park Committee, Minutes 23 March and 18 May 2015.
- Hampstead Heath Management Plan Part 1 – Towards a plan for the Heath 2017-2017, Sports Chapter.

Declan Gallagher

Operational Services Manager, Hampstead Heath

T: 020 7332 7331

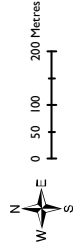
E: declan.gallagher@cityoflondon.gov.uk

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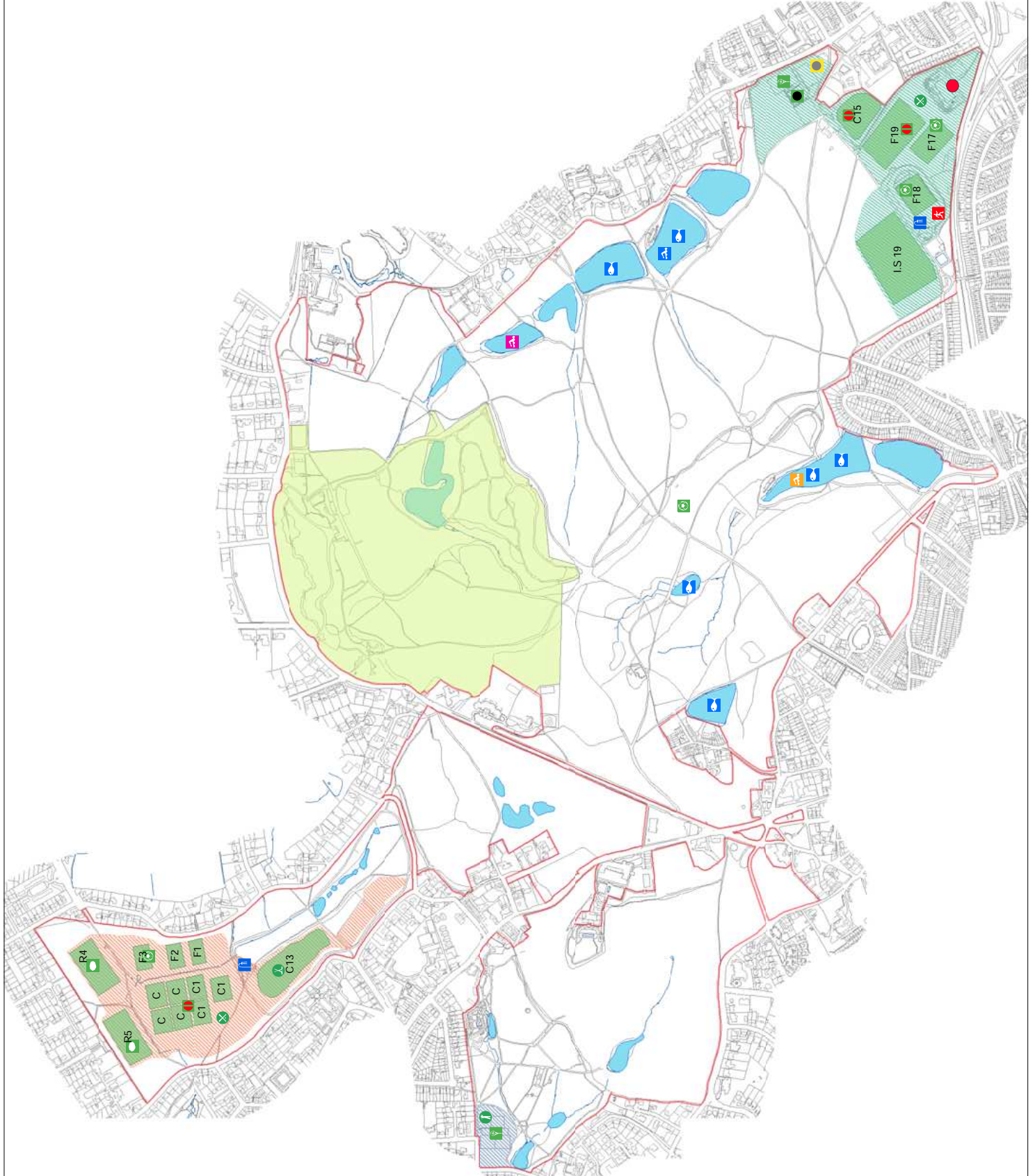
**Hampstead Heath
Management Plan
Figure 21: Sports Facilities and
Areas**

- Key**
- Hampstead Heath Site Boundary
 - English Heritage area
 - Ponds
 - Athletics Track
 - Bowling Green
 - Cricket Pitch
 - Fishing
 - Football Pitch
 - Penarque Pitch
 - Rugby Pitch
 - Tennis Courts
 - Changing Rooms
 - Ladies Bathing
 - Mens Bathing
 - Mixed Bathing
 - Hockey
 - Golf Practice + Putting
 - Rounders / Softball
 - Lido
- SportsArea**
- Sports Area A
 - Sports Area B
 - Sports Area C
 - Sports Pitches
- F = Football
C = Cricket
R = Rugby
IS = Informal Sports

Scale: 1: 10,000



Source: City of London
Hampstead Heath
Ordnance Survey
DATE: 04/10/2007



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TO: HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK COMMITTEE
Monday 18 May 2015

FROM: OPEN SPACES AND CITY GARDENS COMMITTEE
Monday 20 April 2015

APPROVAL OF EQUIPMENT FUNDING OFFERS

The Committee received a report of the Director of Open Spaces which informed Members that the City of London Corporation's local authority's responsibilities included education, learning, health, social care and leisure; including play and well-being. Members noted that current resource restrictions were resulting in new opportunities for partnership working. Officers said that at the Epping Forest and Commons Committee meeting on 12th January 2015, consideration was given to a request from the London Borough of Waltham Forest (LBWF) to install natural play equipment on Forest Land at Hollow Ponds, Leyton Flats and thus remedy a local play deficiency. Members noted that the many benefits of natural play, including positive impacts on the mental, physical and social wellbeing of children and their relationship with nature. Installing natural play structures was in line with corporate strategy and had no major legal or property implications. In response to a query from Members, it was noted that the funding would apply solely to equipment and not services. Members clarified that although the proposal would encourage play and well-being, it would also encourage members of the public to take part in sport activities.

RESOLVED – that option 2 "Decision on sport and play equipment funding offers should be made by the respective Management Committee based on the principle that any offer should be self-funding for the lifetime of the equipment and its removal" be approved.

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Committee(s)	Dated:
Queen's Park Joint Consultative Group Hampstead Heath, Highgate Wood and Queen's Park Committee	10 June 2015 20 July 2015
Subject: Superintendent's Update Report Queen's Park – June 2015	Public
Report of: Superintendent of Hampstead Heath	For Decision

Summary

This report provides an update to members of the Queen's Park Joint Consultative Group on the operational and management activities, including the achievements and good work of the Queen's Park Team since the last update report in November 2014.

The report provides information and updates on activities in the Park in the following areas: ecology and environment, sport and recreation, conservation and heritage, landscape management, operational management, and visitors and community. It also discusses income generation and cost-saving initiatives, including sustainability in the Park and licensed events.

Recommendations

Members are asked to:

- Note the contents of the report.
- That the views of the Queen's Park Joint Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

Main Report

Background

1. Queen's Park continues to be a well-used and much loved Victorian park. Located within the Queen's Park Ward in the London Borough of Brent (LBB), it provides valuable green space for the enjoyment, leisure and well-being of the local community and London as a whole.
2. During the period from April 2014 to March 2015, the Park received 1,100,000 visits. The Children's Farm received 124,489 visits and the Children's Play Area 232,165 visits.
3. Pedestrian counters continue to be used at the Park gates and at its facilities, to monitor visitor numbers. The figures are collated on a monthly basis by staff, not only allowing the Manager and Supervisor to predict when the busy periods may be but also demonstrating, via its usage, the importance of this Open Space for the health and well-being of the community and wider London.

Current Position

Budget – Progress on the Service Based Review

4. By the 2017/18 Financial Year, the City of London Corporation's Open Spaces Department will be required to find £2.2m of savings, with £332,000 of savings identified across Hampstead Heath, Highgate Wood and Queen's Park in 2015/16.
5. Savings and transformed changes are being addressed through eleven programmes that focus on the following areas: learning, sports, the Ponds Project, Various Powers Bill, promotion of services, energy efficiency, fleet and equipment, wayleaves, commercial rent of lodges, car parks, and cafés. Project Boards have now been set up for each of these programmes.
6. The Queen's Park Manager is involved with a number of the projects and has provided Opportunity Outlines for the learning, sports, and café programmes. An Opportunity Outline is used to scope out new ideas and highlight issues, so that it's clear what the proposal opportunity or problem to be solved. This enables the Senior Leadership Team to take an informed decision as to whether to commit to further development of the opportunity.
7. The Manager is making progress with the licensing of commercial activities in the Park, discussions and meetings having taken place with the Comptroller & City Solicitor and the City Surveyors Departments. Meetings will shortly commence with those groups that either currently operate commercial activities in the Park, or wish to do so.
8. Licensed events – for example, 'The Nomad' outdoor cinema – provide useful additional income. The management of licensed events needs to be handled appropriately, taking into consideration the impact they may have on the Park and its users.
9. There has been a focus on how we can share our resources and use the resources of others across the Division/Department. For example, our Animal Attendant has been providing additional support to the staff at the Golders Hill Park Zoo and our grass-cutting machinery has been shared with another site in the Division, while the skills and knowledge of a colleague from Hampstead Heath continue to guide our turf maintenance in the Quiet Garden and Pitch & Putt course. We have placed particular emphasis on identifying ways of improving the service by working proactively with other Teams on projects across the Division.
10. The Team has had to make changes in the way it works and this will bring some significant challenges, such as providing adequate staffing cover while making significant reductions in the Division's overtime and additional staffing costs. In principle, with the planned use of casual staff, the Team should be able to provide sufficient staffing cover, although arrangements will occasionally have to be made at very short notice, due to unplanned absence.

11. The coming summer season will present new challenges to the Team. The key factor is to plan ahead and try to anticipate as far in advance as possible the periods of high visitor numbers and the need for a larger staff resource. It is important to realise also that the other Divisional Teams will be going through the same exercise of reducing costs, which will require careful prioritisation.

Ecology and Environment

12. The Open Spaces Department has recently launched its Sustainability Improvement Plan 2015-2017, which focusses on three actions: an increased focus on driving down energy and water usage, a Department-wide review and rationalisation of vehicle and machinery use, and a programme of delivering further Solar Power Projects or other sustainable energy technologies.

13. The London Borough of Brent (LBB) is no longer in a position to remove green waste from Queen's Park, having reduced the number of vehicles in their fleet that managed this operation. The Park Supervisor is working with colleagues to review the removal of green waste from Queen's Park. Consideration will be given to the most environmentally sustainable, cost-effective and efficient process to achieve this. The service offered by the LBB was at no cost to the City of London.

14. One of the Hampstead Heath ecologists has taught two members of the Queen's Park Team the technique of hedge laying. Under the ecologist's guidance, Queen's Park staff completed a section of hedge laying in the Woodland Walk.

15. Hedge laying is a traditional method of hedge management and has been practised for hundreds of years. It involves cutting nearly all the way through the base of the stems, then laying them over at an angle of about 35 degrees. The cut stems, called pleachers, are tucked tightly together, staked vertically and bound horizontally for strength to produce a strong hedge. The hedge layer uses an array of axes and billhooks, and will normally stake and bind the hedge with hazel. The benefits of using this time-honoured method is to help rejuvenate an ageing hedgerow by encouraging it to put on new growth, as well as helping to improve its overall structure and strength, guarding against soil erosion, and providing a valuable wildlife habitat and corridor.

16. General waste continues to be removed from Queen's Park by the City of London Corporation's preferred contractor (Amey). When removed from site, it is taken to Walbrook Wharf in the City, then shipped along the Thames and taken for incineration at Belvedere in Bexley, where the material is burnt for energy.

Sports and Recreation

17. The hedge to the north of the tennis courts was reduced by one metre, a task that was carried out by Queen's Park staff. During the autumn/winter of 2015, a contractor will be used to reduce the height of the hedges on the remaining three sides of the tennis courts. This contractor will also be used to assist with other maintenance tasks that cannot be carried out by staff on site.

18. All six tennis courts were cleaned with a jet wash and treated for moss/weeds in the spring of 2015, as was the perimeter of the paddling pool. One court (court 6) is currently out of use, due to its poor state of repair. The City Surveyors are using currently external contractor, who is currently surveying the condition of all six courts, after which the Surveyors Department will obtain quotations for the necessary repairs and maintenance of all six courts.
19. From March 2014 to April 2015, gross income from the tennis courts was £22,000 and £24,946 came from the Pitch & Putt course, giving a combined gross income of £46,946. During this period, 7,500 games of tennis were sold and 6,388 games of Pitch & Putt.
20. To promote the City of London tennis coaching courses on offer, banners have been placed in and around the tennis courts. Information about the booking of courses has also been made available on the Queen's Park web page www.cityoflondon.gov.uk/queenspark.
21. The Park Manager will be meeting with a representative from Brent Council in June 2015 to consider the possibility of installing outdoor gym equipment in Queen's Park. This proposal would be dependent upon available funding. Should we decide to proceed with this, consideration will also be given to the maintenance and upkeep of this equipment. At its meeting on 18 May 2015 the Hampstead Heath, Highgate Wood and Queen's Park Committee noted the resolution of the Open Spaces and City Gardens Committee that decisions on equipment funding offers should be made by the respective Management Committee, based on the principle that any offer should be self-funding for the lifetime of the equipment.

Conservation and Heritage

22. The Green Flag/Green Heritage judging will take place on 28 May 2015. In preparation for this, we are continuing to maintain the Park and its facilities to a high standard.
23. The Park has entered the London in Bloom Awards. Judging for this event will take place in June/July 2015 (date TBC). London in Bloom celebrates and recognises the passion Londoners have for greening our capital city.

Children's Play Area

24. Repairs have been carried out to items of play equipment in the sandpit area. The works have included staff giving items of equipment a new coat of paint and repairs being completed by a contractor.
25. A project will be undertaken this year to repair or replace the wet-pour surface around the perimeter of the sandpit. Some areas of this surface are in a poor state of repair and this has been identified by a RoSPA inspection as a medium risk.

Landscape Management

26. The Hampstead Heath Arboricultural Team is currently checking the oak trees within the Park each week for the presence of Oak Processionary Moth (OPM) caterpillar. The caterpillars would potentially be feeding on the young oak foliage, until they build nests before pupating in late July. To our knowledge, there are so far no OPMs in the Park.
27. Massaria continues to be a significant issue on the London plane trees across the Park. Recently the Arboricultural Team removed seven dead branches affected by the disease from three mature trees.
28. The Team will shortly be removing a declining Horse Chestnut on the western edge of the main field. This tree is affected by Horse Chestnut leaf miner (*Cameraria ohridella*) and Horse Chestnut bleeding canker. Between them, this pest and disease are shutting down the tree's vascular system, which will sadly lead to the demise of the tree.

Operational Management

29. A separate report has been submitted to this Committee, proposing that the Queen's Park Bandstand be used for Weddings and Civil Partnership Ceremonies. Informal requests have already been made to the Park for this structure to be used for such Ceremonies.
30. The Bandstand continues to be used for parties, mainly for children. In 2014 we took 27 confirmed bookings, which generated a gross income of £1,485.00. We continue to charge £55.00 for a two-hour slot, either in the morning or the afternoon. We provide a number of tables and chairs for these events.
31. A donation post has been installed in the Children's Farm, which to date has raised in excess of £500.00. Consideration is being given to the installation of a donation post in the Children's Play Area, close to the paddling pool entrance.
32. New bins have been installed in the Park (21 in total). These bins are a traditional Victoriana style and are made from a polymer material, which requires little maintenance. They are larger in capacity (100 litres) than the previous cast iron bins, which have now been removed from site. We will review the usage of the new bins over the summer period and, if necessary, we will consider adding additional bins to support the collection of waste in the Park. The recycling of the cast iron bins will generate an income, which can be reinvested in the Park.
33. Seven granite bases have been installed opposite the Bandstand. These have been designed to complement the commemorative benches that sit upon them and to reduce the erosion beneath the benches, which was due to their location on the edge of the turf. These works were carried out by an external contractor and funded from the Local Risk Budget.

34. The Park has supported a number of work experience pupils in recent months. The students come from the Westminster College and have assisted members of the Team with low-level tasks, such as leaf and weed clearance in the Quiet Garden and the Children's Farm. They will continue to attend the Park until the end of the summer term.
35. The Park has supported a local student who has completed an element of her Duke of Edinburgh Award Scheme. She assisted in the Children's Farm for a ten-week period.
36. During the winter of 2014, 240 children from the Malorees School assisted staff with the planting of 5,000 daffodil bulbs in the Park, mainly across the bunds at the southern end of the main field. The planting of the bulbs has led to numerous positive comments from Park users about the wonderful colour displayed in the spring of 2015.
37. Two new wooden planters have been placed outside the Café in the Park. The planters were obtained, at no cost to the Park, from Parliament Hill as they were unwanted there. Each has been planted with ornamental willow and will be replanted with summer bedding at the end of May 2015.
38. New turf has been laid in the Children's Farm in the goat enclosure and rabbit pens. A new planting scheme has also been introduced in the Children's Farm around the pond. We propose to use two of the central enclosures in the Farm to create a new exhibit. One of the enclosures is currently empty and the other houses chickens, which can be moved to another enclosure within the Farm. We will then remove the dividing fence to create one large enclosure, which will house some ouessant sheep –, these are the smallest breed of sheep, with fully grown males being 19 inches from foot to shoulder fully grown and females being slightly smaller. As sheep are a domesticated breed, they will not change our status or require a zoo licence. We will just need to add them to our current CPH no. (County Parish Holding) number with DEFRA, which we already have for the goats. We have been advised that the proposed enclosure is big enough to house two females and one male initially, with scope to breed for a couple of seasons while keeping the offspring and then, if we continue to breed, moving the offspring on to other collections. The ouessant sheep will be a great addition to the Farm, creating more of a farm feel, and will develop more opportunities for education. The Animal Attendant has spoken with other collections, who have confirmed and it has been made clear that the sheep are low maintenance to keep. As and as there are no other collections with them in or around London, they are I'm sure they will be popular with visitors.
39. To reduce the cost of employing an external contractor, the staff have completed minor painting tasks, including painting in the Lych Gate, toilet doors, interior fencing, and the bases of the finger posts.
40. As part of the Additional Works Programme, exterior fencing panels were painted along Kingswood Avenue in the autumn of 2014. Repair works are currently being carried out on the notice boards at the entrances to the Park.

Visitors and Community

41. Discussions had started with a member of the local community, to support the development of a volunteer group in Queen's Park. Unfortunately this individual has now moved away from the area. An objective during 2015 will be to develop a volunteer group that can support the Team with maintenance and projects in the Park.
42. Queen's Park Day will take place on 13 September 2015. The Park Manager will work closely with the event organisers, the Queen's Park Area Residents' Association, to ensure this event continues to be a successful community event.
43. The Park will facilitate four outdoor film screenings in August and September, which will take place on the following dates;
 - 15 August 2015 – Labyrinth
 - 22 August 2015 – The Princess Bride
 - 19 September 2015 – Little Miss Sunshine
 - 26 September 2015 – Withnail and I
44. The Park Manager is in discussion with the 'The Nomad' outdoor cinema to support an event at Christmas in the Park. This event may include showing a film in the Park under cover.
45. In 2013 Queen's Park Area Residents' Association celebrated their 40th anniversary by planting a commemorative tree in Queen's Park. Although the group is now 42 years old, they took the opportunity to plant the wild service tree in the Park, marking their achievement with a plaque.
46. Over the Whitsun Bank Holiday weekend, there will be a small number of children's fairground rides on the main field. These rides will be open from 11am to 6pm from Friday 22 May until Tuesday 26 May.
47. A variety of bands will be performing on the Bandstand during the year. We currently pay for most of the bands to perform there, although we do seek local groups to come and perform free of charge. We have had a number of enquiries from local groups keen to perform, which are currently being followed up.
48. A variation to the entertainment licence will be applied for, which will allow the sale and consumption of alcohol in the Park at events exceeding the attendance limit of a Temporary Event Notice (the limit of a TEN including staff is 499).
49. Ten entertainment shows for children have been arranged and will take place during August 2015. These shows will occur on Wednesdays and Fridays, and will continue to take place in the Field of Hope, at no cost to our visitors. Flyers and posters will be produced promoting these events.
50. Transition Towns, Kensal to Kilburn continue to maintain the vegetable garden at the rear of the café. In March 2015, they supported the 'Big Dig' event and had twelve volunteers preparing the vegetable garden for the new growing season.

Corporate & Strategic Implications

51. This report will help fulfil the City of London Corporation's Corporate Plan 2015-19; *to provide valued services, such as education, employment, culture and leisure, to London and the nation.* The report also meets the Department's Strategic Goals and Objectives; *Protect and conserve the ecology, biodiversity and heritage of our sites, Embed financial sustainability across our activities by delivering identified programmes and projects, Enrich the lives of Londoners by providing high quality and engaging educational and volunteering opportunities, Improve the health and wellbeing of community through access to green space and recreation.* The report also contributes to the Departmental values of *quality, inclusion, environment, promotion and people.*

Implications

52. **Financial** – There are no financial implications arising from this report. The operational requirements highlighted in this report would come from the Queen's Park Local Risk Budget.

53. **Legal** – There are no legal risks associated with this report.

54. **HR** – There are no HR implications associated with this report.

55. **Property** – There are no property implications associated with this report.

Conclusion

56. Challenges will be faced over the coming year by the Queen's Park Team. Staff will need to work with the Divisional and Departmental Management Teams to ensure they achieve the identified savings, promote the services offered, and seek to work differently, continuing to deliver high quality services and facilities in Queen's Park. Projects delivered under the Service-Based Review present an ambitious programme of change, during which we will continue to deliver our Divisional and Departmental objectives, efficiently and effectively ensuring the services offered by Queen's Park and the Open Spaces Department remain sustainable.

Appendices

None

Richard G Gentry

Constabulary and Queen's Park Manager/ Open Spaces

T: 020 8969 5661

E: richard.gentry@cityoflondon.gov.uk

Committee(s)	Dated:
Queen's Park Joint Consultative Group Hampstead Heath, Highgate Wood and Queen's Park Committee	10 June 2015 20 July 2015
Subject: Application to operate Marriage and Civil Partnership Ceremonies at the Queen's Park Bandstand	Public
Report of: Superintendent of Hampstead Heath	For Information

Summary

This report outlines the opportunity to generate future income by permitting the use of the Queen's Park Bandstand for Marriage and Civil Partnership Ceremonies, licensed under the Marriages and Civil Partnerships (Approved Premises) Regulations 2005. The significant heritage of this listed structure and the idyllic surroundings of Queen's Park make it very desirable as a venue for such Ceremonies.

Queen's Park currently hosts a number of musical events on the Bandstand during the summer months and also makes the structure available for hire for children's parties, providing cover from inclement weather. With support from within the North London Open Spaces Division, there is the potential for the Queen's Park Team to host Ceremonies at this desirable venue, while still providing daily access to public visitors by restricting the number of Ceremonies and carefully managing the booking process.

In order to use Queen's Park Bandstand as a venue for these Ceremonies, a licence must be granted by the local authority, in this case the London Borough of Brent (LBB). The cost of a three-year licence (allowing up to 50 attendees per Ceremony) is £600, together with £1,100 for the necessary public advertising (payable in year one).

The estimated net income over the three-year period (2015 – 2018) is £12,702.40.

Recommendations

Members are asked to:

- Note the contents of the report.
- Approve the use of the Queen's Park Bandstand for Marriage and Civil Partnership Ceremonies for the initial licence period of 36 months.

Main Report

Background

1. Queen's Park is a well-used and much loved Victorian park that receives an estimated 1,000,000 visits per annum. Located within the Queen's Park Ward, within the London Borough of Brent, it provides valuable green space for the enjoyment, leisure and well-being of the local community and wider London.
2. Members of the Queen's Park Joint Consultative Group (QPJCG) have previously suggested there is an opportunity to use the Bandstand in Queen's Park for Marriage and Civil Partnership Ceremonies.
3. Informal enquiries have been received from members of the public in recent years, hoping to use this structure for Ceremonies.

Current Position

4. In February 2015, the Queen's Park Manager met with a representative from the LBB to explore the possibility of using the Queen's Park Bandstand as a venue for Marriage and Civil Partnership Ceremonies.
5. There are currently fourteen venues in the LBB that are licensed for such Ceremonies, none of which is an Open Space.
6. This informal meeting with the LBB confirmed that the Queen's Park Bandstand would be a suitable venue for Marriage and Civil Partnership Ceremonies, should the City of London Corporation wish to submit an application for venue approval.
7. A licence would provide an opportunity to generate income from the use of the structure, contributing to the budgetary savings required by the Open Spaces Department, while also supporting the ongoing maintenance and upkeep of Queen's Park and its facilities.

Options

8. **Option 1 (recommended)** – To approve the outlined proposal to apply for a licence and, subject to approval by the LBB, to use the Queen's Park Bandstand as a venue for Marriage and Civil Partnership Ceremonies, presenting a new opportunity for income generation for Queen's Park.
9. **Option 2 (not recommended)** – Not to approve the proposal to apply for a licence to use the Queen's Park Bandstand as a venue for Marriage and Civil Partnership Ceremonies, thereby preventing further income to be generated for Queen's Park.

Proposals

10. Option 1 seeks to gain the approval of this Committee to endorse the use of the Queen's Park Bandstand for onward approval by the Hampstead Heath, Highgate Wood and Queen's Park Committee.
11. If granted, the licence would be for an initial period of three years (36 months).
12. All Ceremonies would take place on the Bandstand structure in Queen's Park.
13. Access to the structure would be across mown amenity grass and up a number of steps on to the Bandstand. A temporary track-way would be used to facilitate access by disabled persons or wheelchair users, the initial cost for this would be met from the Queen's Park operational (local risk) budget.
14. The nearest toilet facilities are located at the café building a few hundred metres from the Bandstand. Additional toilets are located by the Children's Play Area.
15. As a condition of the formal application process, the City of London must satisfy the LBB that the structure meets current health and safety provisions and has sufficient fire precautions.
16. Due to the size of the structure, it is suggested that the couple and the register sit at a table on the Bandstand for the signing of the register and the attending guest sit at the foot of the Bandstand, allowing a greater number of attendees. The number of attendees would be discussed with the couple when they are making initial enquiries/booking.
17. Each Ceremony should not last longer than two hours; which would allow enough time for attendees to arrive, the Marriage/Civil Partnership vows to be exchanged, and for post-Ceremony refreshments and photography to take place in agreed locations within the Park.
18. Staff would be required to handle the set-up and strike down of the event and to support the smooth running of the Ceremony.
19. Activities, such as Pitch and Putt, which is adjacent to the Bandstand, would continue whilst the ceremony took place.
20. Amplified music would not be permitted. A suitable alternative would be considered, e.g. a string quartet.
21. A non-refundable deposit of 20% would be required for each booking, which will dissuade people from cancelling booked dates. As well as preventing any unnecessary inconveniencing of public visitors to the Park, it would avoid the loss of income from another potential hirer on that date. Bookings will only be confirmed once the deposit has been received and the Terms & Conditions agreed by both the hirer and the City of London.

22. There will be no vehicular access to the venue and on-site car parking would not be provided. There is sufficient on-street parking nearby and good access to public transport.
23. The three-year Wedding and Civil Partnership Venue licence fee is £600.00.
24. The LBB requires that public notice of the application will be given by advertisement in a local newspaper, with a period of three weeks for any objections. This cost would be £1,100.
25. In Year One, a 2-hour exclusive hire ceremony package would be priced at £720.00 (incl VAT) for weekday bookings and £960.00 (incl VAT) for weekend bookings. Charges in the first year would be considered introductory and would be reviewed at the end of the first year. Should the popularity of these ceremonies increase, consideration can be given to increasing the charges following the annual review.
26. Staffing cost is estimated at £177.40 per Ceremony, based on two Keepers working 2 hours and one Manager working 3 hours.
27. In Year One, it is suggested that a maximum of six Ceremonies be held on the Bandstand. Three Ceremonies could be held during the week (Monday to Friday) and three Ceremonies held on either a Saturday or Sunday. On this basis Year One projected net income is £775.60. Projections for Years One, Two and Three are shown in the table below. Figures are based on static venue hire costs over a three-year period.

	Estimated number of ceremonies	Estimated venue hire income	Estimated staff costs	Estimated expenditure (licence fee, advert and setup costs)	Net income generated
Year 1	6	£5,040.00	£1,064.40	£3,200.00	£775.60
Year 2	8	£6,720.00	£1,419.20	£0.00	£5,300.80
Year 3	10	£8,400.00	£1,774.00	£0.00	£6,626.00
	TOTAL				£12,702.40

Table 1 - Income Projections

28. It will be the responsibility of the couple to arrange the legal formalities of the occasion, including the hire of a Registrar to conduct the Ceremony. Therefore this element would not be included in the venue hire.
29. Booking fees and venue capacity will be reviewed annually by this Committee and the Hampstead Heath, Highgate Wood and Queen's Park Committee.
30. A detailed policy, together with the booking Terms & Conditions would be discussed with each couple making a booking, to ensure there is a clear understanding by all parties of what will be provided.

31. Ceremonies will take place during Park opening hours and will be concluded at least one hour before the Park closes.
32. There will be no refreshments offered as part of the package. The couple will be able to celebrate their civil partnership post-ceremony with an alcoholic drink. These refreshments will be provided by the couple. The erection of any structure including a gazebo or similar would not be permitted.

Corporate & Strategic Implications

33. This proposal links to the Open Spaces Business Plan strategic objective (2014/15) to generate income; *“improving our use of resources through increased income generation and improved procurement.”*

Implications

34. **Financial** - an initial outlay of £1,700 will be required for the licence application and the associated advertising costs. Spend for this will be taken from the Superintendent’s Local Risk Budget. In Year One a budget of £1,500 would be utilised from the Local Risk Budget to purchase furniture and ancillary items for the Ceremonies.
35. **Legal** – The Marriages and Civil Partnerships (Approved Premises) Regulations 2005 allow Marriage and Civil Partnership Ceremonies to take place in premises that are a seemly and dignified venue for the proceedings.
36. The hosting of Marriage and Civil Partnership Ceremonies at Queen’s Park must not negatively impact on its primary purpose as a public open space for exercise and recreation.
37. **HR** – Resource would be utilised from the Queen’s Park Team to support the set-up and smooth running of the Ceremonies. Casual staff could be used, which would reduce the staff costs associated with these events.
38. **Property** – An increase in usage of this structure may see an increase in wear and tear. This will require monitoring with the support of the City Surveyors Department. Any additional maintenance costs arising could be met from the extra income generated from the Ceremonies. Advice has been sought from the LBB with regard to planning consent as the Bandstand is a listed structure. The advice received from the LBB is that the City of London should apply for a certificate of lawful development.

Conclusion

39. Queen’s Park is a desirable venue for Marriage and Civil Partnership Ceremonies, and the use of the Bandstand offers the opportunity to generate additional income from them.
40. Measures will be needed to ensure the City of London has a robust booking procedure in place.

41. Careful management of the Ceremonies on the Bandstand will avoid conflict with new and existing Park users.

42. There has been a steady demand for children's parties on the Bandstand over the previous two years. It is envisaged that the demand for Marriage and Civil Partnership Ceremonies on the Bandstand will steadily grow. By offering this service to the community and wider London, we will promote the use of the City of London's Open Spaces as a whole.

Appendices

None

Richard G Gentry

Constabulary and Queen's Park Manager

T: 020 8969 5661

E: richard.gentry@cityoflondon.gov.uk