



Hampstead Heath, Highgate Wood and Queen's Park Committee

Date: MONDAY, 21 SEPTEMBER 2015

Time: 1.45 pm

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)
Dennis Cotgrove	Martyn Foster (Royal Society for the Protection of Birds)
Karina Dostalova	Councillor Sally Gimson (London Borough of Camden)
Revd Dr Martin Dudley	John Beyer (Heath and Hampstead Society)
Ann Holmes	Maija Roberts (Open Spaces Society/Ramblers' Association)
Clare James	Philip Wright (English Heritage)
Edward Lord	
Professor John Lumley	
Barbara Newman	

Enquiries: David Arnold
david.arnold@cityoflondon.gov.uk
020 7332 1174

Lunch will be served in Guildhall Club at 1PM
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
 2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA**
 3. **MINUTES**
To agree the public minutes and summary of the meeting held on 20 July 2015.

For Decision
(Pages 1 - 6)
 4. **OPEN SPACES BUSINESS PLAN 2015-18 OUTCOME REPORT - QUARTER 1 2015/16**
Report of the Director of Open Spaces.

For Information
(Pages 7 - 12)
 5. **OPEN SPACES LEARNING PROGRAMME**
Report of the Director of Open Spaces.

For Information
(Pages 13 - 18)
 6. **NORTH LONDON OPEN SPACES - RISK REGISTER**
Report of the Superintendent of Hampstead Heath.

For Decision
(Pages 19 - 32)
- Hampstead Heath**
7. **SUPERINTENDENT'S UPDATE**
Report of the Superintendent of Hampstead Heath.

For Information
(Pages 33 - 38)
 8. **HAMPSTEAD HEATH PONDS PROJECT PROGRESS REPORT**
Report of the Superintendent of Hampstead Heath.

For Decision
(Pages 39 - 50)
 9. **WEDDINGS AND CIVIL CEREMONIES AT THE HILL GARDEN AND PERGOLA**
Report of the Superintendent of Hampstead Heath.

For Decision
(Pages 51 - 58)

10. **HAMPSTEAD HEATH TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015**
Report of the Chamberlain.

For Information
(Pages 59 - 96)

Highgate Wood & Queen's Park

11. **HIGHGATE WOOD AND QUEEN'S PARK KILBURN TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015**
Report of the Chamberlain.

For Information
(Pages 97 - 122)

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

Part 2 - Non-Public Agenda

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

For Decision

15. **HAMPSTEAD HEATH PONDS PROJECT PROGRESS REPORT**
To note the non-public appendices 2 and 3 relating to Item 8 of the Public Agenda.

For Information
(Pages 123 - 128)

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

Part 3 - Confidential agenda

18. **SERVICE BASED REVIEW**
Report of the Director of Open Spaces.

For Decision

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HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE **Monday, 20 July 2015**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 20 July 2015 at 11.30 am

Present

Members:

Virginia Rounding (Chairman)
Jeremy Simons (Deputy Chairman)
Deputy John Barker
Revd Dr Martin Dudley
Ann Holmes
Clare James
Edward Lord
Professor John Lumley
Barbara Newman
Graeme Smith (Ex-Officio Member)
Councillor Melvin Cohen
Martyn Foster (Royal Society for the Protection of Birds)
John Beyer (Heath & Hampstead Society)
Maija Roberts (Ramblers Association/Open Spaces Society)
Philip Wright (English Heritage)

In Attendance:

Billy Dove (Chief Commoner)

Officers:

Alistair MacLellan	Town Clerk's Department
Susan Attard	Deputy Town Clerk
John Park	Town Clerk's Department
Alison Elam	Chamberlain's Department
Edward Wood	Comptroller & City Solicitor's Department
Nigel Lefton	Office of the City Remembrancer
Alison Hurley	Assistant Director, City Surveyor's Department
Paul Monaghan	Department of the Built Environment
Sue Ireland	Director of Open Spaces
Bob Warnock	Superintendent of Hampstead Heath
Declan Gallagher	Operational Services Manager, Hampstead Heath

The Chairman welcomed Graeme Smith to his first committee meeting, and welcomed the Chief Commoner who was in attendance.

1. APOLOGIES

Apologies were received from Karina Dostalova, Alderman Ian Luder and Councillor Sally Gimson.

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

There were no declarations.

3. **MINUTES**

3.1 **Hampstead Heath, Highgate Wood and Queen's Park Committee**

RESOLVED, that the minutes of the meeting held on 18 May 2015 be approved as a correct record.

**Matters Arising
Events**

The Chairman noted that a review of how well events on the Heath were being advertised to all members of the Court would take place by January 2016.

Conservation and Ecology

The Chairman noted that the wildflower meadows at Dukes Field, the Heath Extension and the Old Hockey Pitch were now in bloom.

3.2 **Queen's Park Joint Consultative Group**

The draft minutes of the meeting held on 10 June 2015 were received.

The Chairman noted that whilst the Group was not supportive of an outdoor gym, it was supportive of the proposal to stage marriage and civil ceremonies within the Park.

RECEIVED

3.3 **Hampstead Heath Consultative Committee**

The draft minutes of the meeting held on 6 July 2015 were received.

A member noted that whilst the Heath & Hampstead Society was not opposed to the proposed City of London Open Spaces Bill, it was keen to be involved in its formulation. The Director of Open Spaces noted that the convening of an additional Hampstead Heath Consultative Committee meeting was being considered to consider the draft Bill.

RECEIVED

4. **GRANT GIVING: REPORT OF CROSS-CUTTING SERVICE BASED REVIEW**

Members considered a report of the Town Clerk regarding the City of London Corporation's grant making activities and noted a resolution of the Open Spaces and City Gardens Committee dated 8 June 2015.

RESOLVED, that

- Members 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 grant programmes;
- That the resolution of the Open Spaces and City Gardens Committee dated 8 June 2015 be agreed, and that the Chairman/Deputy Chairman, Martyn Foster (RSPB) and Deputy John Barker be appointed as the Hampstead Heath Committee representatives on the Open Spaces Grants Working Party.

5. **REVENUE OUTTURN 2014/15**

Members considered a joint report of the Chamberlain and Director of Open Spaces on revenue outturn for 2014/15.

RECEIVED

6. **SUPERINTENDENT'S UPDATE**

Members considered an update report of the Superintendent of Hampstead Heath. The Superintendent provided some additional comments.

Property

The final roof works on the Parliament Hill Lido Café would take place towards autumn 2015.

Planning

The planning application for the Water House had yet to be determined.

Oak Processionary Moth (OPM)

The number of nests detected had increased to 12. A contractor started work on 13 July to remove identified nests. It was likely that more nests had yet to be identified given areas such as West Heath and Sandy Heath had not yet been checked, as the current focus was on popular running routes. Additional resources were being provided to the Tree Team and follow-on spraying of nest sites would take place in spring 2016. The Chairman noted that OPM had long term resource implications for the City Corporation Open Spaces.

Events

Recent events had been successful and had seen good examples of partnership working with the Metropolitan Police and the London Borough of Camden. The Chairman thanked a member for representing the committee at the GROW London event and noted that she wanted all Committee members to feel they were free to be proactive in representing the Committee at events.

Operations

Swimming - The heatwave on 13 June had seen 2,800 swimmers at the Lido, requiring 15 rescues. A further 10 rescues had been made at the Mixed Pond. Heath staff had made additional efforts to monitor swimming in unauthorised areas of the Ponds.

Lavatories –Both public lavatories at Golders Hill Park had to be closed due to blockages on Sunday 19th June. Temporary toilets have been hired.

Golders Hill Park Zoo

In response to a question, the Superintendent confirmed that a Senior Zoo Keeper and Engagement Officer had been recruited on an 18 month contract. The Officer had made improvements to interpretative boards and increased volunteer engagement with the zoo. The zoo was subject to wider City of London Corporation service based reviews and would be the subject of a full Committee report in due course.

RECEIVED

7. **HAMPSTEAD HEATH PONDS PROJECT - UPDATE REPORT**

Members considered an update report of the Superintendent of Hampstead Heath on the Ponds Project. The Superintendent noted that the temporary coffer dam installed at the Model Boating Pond had a leak where two sections of the piling were not correctly aligned. This requires the piling rig to return to site, but the project timetable was flexible enough that the delay did not present a high level of project risk.

The Superintendent added that the meetings of the Community Working Group were proving useful, and that an external auditor had judged the majority of complaints to be common issues associated with major projects.

The Superintendent then noted that there would be a meeting with the Kenwood Ladies' Pond Association in August to discuss works to the slab supporting the Ladies' Bathing facility, and a proposed new bathing facility.

The City Surveyor added that the project was on-budget and on-programme and that the next report to the Committee would examine project risks in greater detail.

RECEIVED

8. **HAMPSTEAD HEATH PONDS PROJECT EDUCATION PROGRAMME UPDATE**

Members considered an update report of the Superintendent of Hampstead Heath on the Ponds Project Education Programme. In response to a question he confirmed that the programme was funded from the Policy and Resources Committee's *Policy Initiatives Fund*.

RECEIVED

9. **REPTILES ON HAMPSTEAD HEATH**

Members considered a report of the Superintendent of Hampstead Heath regarding reptiles on the Heath. The Operational Services Manager noted that the information gathered assisted works to manage habitats on the Heath.

RECEIVED

10. **PARLIAMENT HILL VIEWPOINT INTERPRETATION**

Members considered a report of the Superintendent of Hampstead Heath regarding the viewpoint from Parliament Hill. The Superintendent noted that long term proposals were being considered in conjunction with the Heath & Hampstead Society and a report would be submitted to the next Consultative Committee meeting.

RECEIVED

11. **LOCATION OF AN OUTDOOR GYM AT PARLIAMENT HILL**

Members considered a report of the Superintendent of Hampstead Heath on the proposed location of an outdoor gym at Parliament Hill, and noted the views of the Hampstead Heath Consultative Committee and the resolution of the Open Spaces and City Gardens Committee that any proposal should be fully funded for the lifetime of the equipment.

RESOLVED, that

- The outdoor gym be located on the Trim Trail.
- 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 items to protect the City's interests and that the Comptroller & City Solicitor be instructed to settle any necessary documentation.

12. **SUPERINTENDENT'S UPDATE REPORT - QUEEN'S PARK**

Members considered an update report of the Superintendent of Hampstead Heath on Highgate Wood and Queen's Park matters. He noted that squirrel damage in Highgate Wood necessitated extensive coppicing that had tree cover implications within the Wood.

He concluded by noting that two OPM nests had been removed from Queen's Park.

RECEIVED

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

Members considered a report of the Superintendent of Hampstead Heath on an application to operate marriage and civil partnership ceremonies at the Queen's Park Bandstand. The Chairman noted that the comments of the Queen's Park Joint Consultative Group had been incorporated into the proposal.

RESOLVED, that

- The Queen's Park Bandstand be approved for marriage and civil partnership ceremonies for the initial licence period of 36 months.

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

Location of Committee Meetings

In response to a suggestion from a member that the Committee meet 'in the community' at venues at or near Hampstead Heath, Highgate Wood and Queen's Park, the Town Clerk agreed to prepare a paper outlining options and implications of such an approach. The report would reflect comments of members, which included the implications on staff and officer time of 'on-site' meetings away from the dedicated committee meeting facilities at Guildhall.

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

Forthcoming Dates

The Chairman noted that the Committee Walk scheduled for 11 September 2015 clashed with a meeting of the Community and Children's Services Committee. The Town Clerk undertook to look into resolving the clash.

The Chairman noted that the Hampstead Heath Committee Dinner was scheduled for 12 October 2015.

15.1 **Additional Works Programme 2016/17**

Members considered a report of the City Surveyor on the Additional Works Programme 2015/16. The Chairman noted that the running track replacement was no longer on the programme due to its £250k cost, which meant it was now a capital project rather than an item of additional work.

In response to a query, the Assistant Director replied that the running track capital item would need to be considered for funding in line with the City Corporation's capital project process.

In response to a further query, the Director of Open Spaces replied that there were no implications arising from replacement of oak beams at the Pergola whilst OPM was present in the City's Open Spaces.

RECEIVED

The meeting ended at 12.35 pm

Chairman

Contact Officer: Alistair MacLellan
alistair.maclellan@cityoflondon.gov.uk

Agenda Item 4

Committee:	Date:
Open Spaces & City Gardens - For information	27 July 2015
West Ham Park - For information	27 July 2015
Epping Forest & Commons - For information	7 September 2015
Hampstead Heath, Highgate Wood & Queen's Park - For information	21 September 2015
Subject: Business Plan outcome report - Quarter 1 2015/16	Public
Report of: Director of Open Spaces	For Information
Summary	
<p>This report presents the outcome of the first quarter of the 2015/16-17/18 business plan. It includes the departmental roadmap and the roadmaps for each of the division.</p> <p>Currently the Sports, Learning, and Lodges & Operational Property programmes are reporting as amber. All other programmes are green.</p> <p>It also reports on the Key Performance Indicators to date. There is still further work to be done in developing meaningful baskets of indicators for Finance and Developing Our Staff.</p> <p>Recommendation:</p> <p>Members are asked to note this report</p>	

Main Report

Background

1. The business plan was approved by the Open Spaces & City Gardens Committee on 20 April 2015. The revised business plan reflected our charitable objectives and our vision “to preserve and protect our world class green spaces for the benefit of our local communities and the environment.”

Roadmap progress

2. The departmental roadmaps and each of the divisional roadmaps are appended to this report. Overall it can be seen that each of the programmes has been making progress, although initiation has been slightly slower than anticipated.
3. As discussed at previously at the Open Spaces & City Gardens Committee meeting, further information on the progress of programmes will be provided by exception i.e. where a programme is amber or red.

Learning	Amber (steady state)	This project has been progressing well and a new operating model has been developed. It is being reported as amber as uncertainty about funding remains whilst the City Bridge Trust application is under consideration and as other funding opportunities not yet finalised.
Sports	Amber (steady state)	The amber rating reflects concern about resolution of management issues at one of the golf courses and the need to resolve a carry forward with respect to Wanstead Flats. There has been some slippage in timescales but the project lead is currently re-profiling the programme.
Lodges and operational property	Amber (improving)	Previously reporting as red due to delays in starting the project. Various work streams have now started and the City Surveyor and City Solicitor are both supporting the project.

4. Each Committee will be sent the Open Spaces Departmental Roadmap as well as the relevant divisional roadmap. Only the Open Spaces & City Gardens Committee will receive all of the roadmaps.

Key Performance Indicators

Preserving the ecology and biodiversity of our sites

5. The business plan proposed a new basket of indicators of 2015/16, including:
 - Sites with current management plan
 - Green flags awards
 - Green heritage awards
 - SSSI condition
 - London in Bloom awards
 - Heritage assets at risk
6. As reported at the end of 2014/15, all the sites except Epping Forest have a current management plan and Epping Forest have just commenced the public consultation which will shape their new management plan. Members should be aware however that the Hampstead Heath management plan is due to expire in 2017.
7. The results of green flag, green heritage and London in Bloom will be available later in the year.

Customer satisfaction

8. The “60 second survey” project has not yet started this year as further work is being undertaken to ensure that the surveys are useful to sites on the ground.

It has however been established that Epping Forest will not participate this year to allow them to focus their customer interaction on their management plan consultation exercise. It is anticipated that this consultation will produce some useful information about Epping Forest users that will further enhance the Forest's understanding of its users and their requirements. In addition to the "60 second survey", there are a number of additional customer surveys being undertaken as part of the roadmap projects. Bringing together these various sources of information should greatly enhance the department's understanding of our communities.

Finance

9. It was flagged in the business plan that further work needed to be undertaken to develop a useful financial KPI. The current KPI of income as a proportion of expenditure was originally kept in place but it was proposed that a basket of KPIs be developed, audit was suggested that these could include successful delivery of roadmap projects, net profit evaluation of events and net profit evaluation of commercial activity.
10. The Open Spaces & City Gardens Committee recommended in June that the previous indicator of income as a proportion of expenditure be removed as it was not helpful or illustrative.
11. The new indicators are still being developed. The Promoting Our Services programme has already started to consider a policy and framework for events and tools to aid understanding of costs. It is anticipated that this information should assist in the development of new KPIs.

Developing our staff

12. In addition to the previous target of spending 1.5% of direct employee costs on training, it was proposed that a further basket of indicators would be developed. As part of our work on Investors in People, further consideration is being given to identification and evaluation of training which it is hoped can be used to develop KPIs.

<u>Division</u>	<u>Year to date spend on training as % of employee costs</u>
Burnham Beeches, Stoke & City Commons	0.2%
City Gardens	0.7%
Cemetery & Crematorium	0.7%
Directorate	1.3%
Epping Forest	0.9%
Hampstead Heath, Highgate Wood & Queen's Park	0.2%
West Ham Park	0.4%

Energy efficiency and sustainability

13. This work is now being led as part of the Energy Efficiency project which is progressing well.

Cemetery & Crematorium

14. The Cemetery & Crematorium has an additional set of KPIs. Performance during the first quarter has been strong.

Target 2015/16	Q1 performance
Maintain 23% market share of cremations	23.7%
Maintain 8% market share of burials	8.1%
Income compared to income target	Income of £807,165 during the first quarter (an increase of over £100,000 on Q1 2014/15)
Percentage cremations using the new fully abated cremator – target of 60%	Currently at 67.6%

Corporate & Strategic Implications

15. The delivery of the Open Spaces Business Plan 2015/16 – 17/18 will support the City of London’s strategic aim “to provide valued services to London and the nation” and the key policy priority of “maintaining the quality of our public services whilst reducing our expenditure and improving our efficiency”.

Conclusion

16. All the roadmap projects have now started, although this process has taken slightly longer than originally anticipated. The programme approach is driving a renewed focus on outcomes for our sites and communities which will assist the department in delivering both our vision and each of our charitable objectives.

Appendices

1. Hampstead Heath, Highgate Wood & Queen’s Park Roadmap

Background Papers:

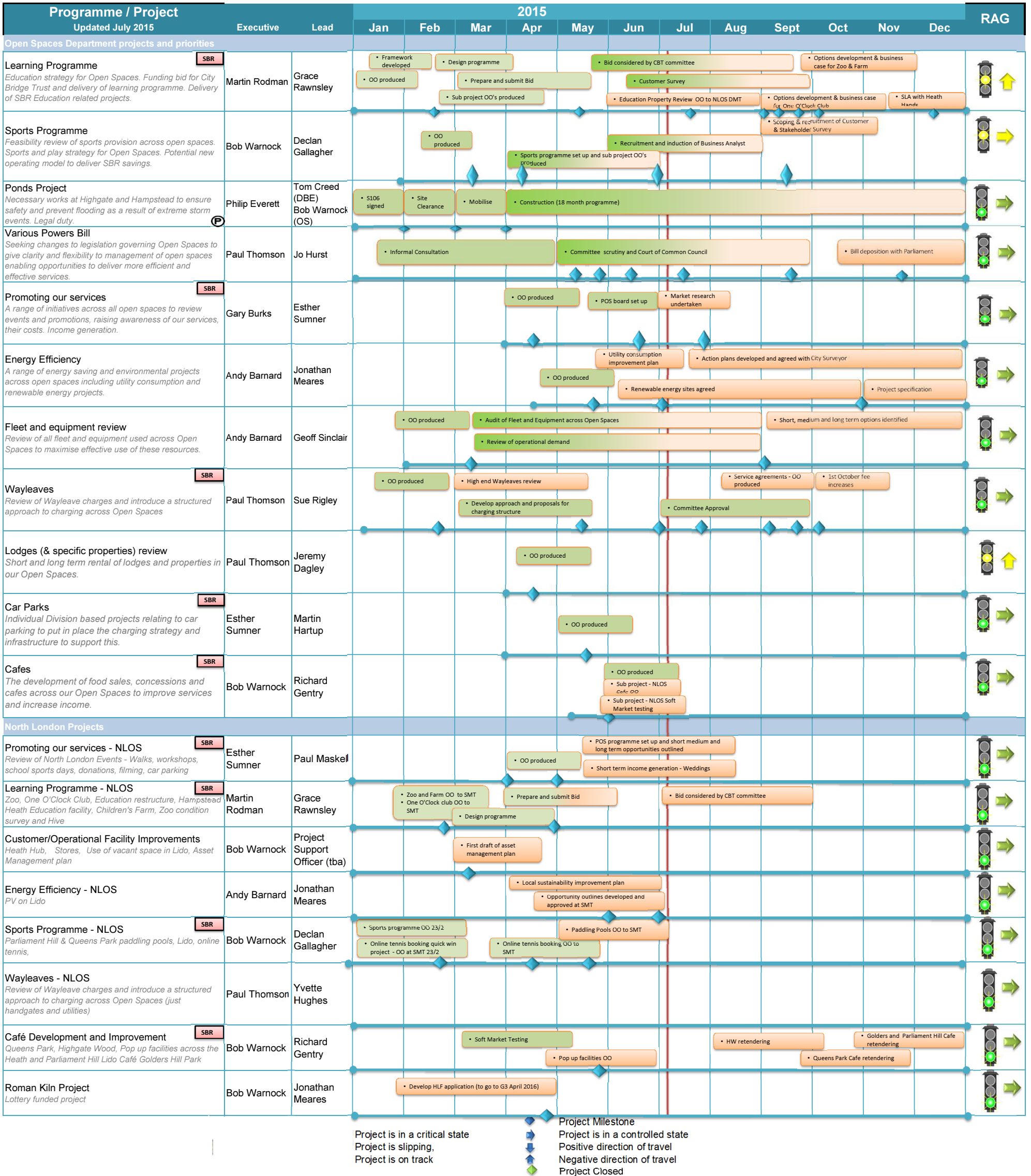
- Open Spaces Business Plan 2015/16-17/18

Esther Sumner

Business Manager

T: 020 7332 3517

E: esther.sumner@cityoflondon.gov.uk



Project Milestone
 Project is in a controlled state
 Project is slipping,
 Project is on track
 Positive direction of travel
 Negative direction of travel
 Project Closed

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Committees	Dates:
Epping Forest and Commons Committee Hampstead Heath, Highgate Wood & Queen's Park Committee West Ham Park Committee Open Spaces Committee	7 September 2015 21 September 2015 12 October 2015 12 October 2015
Subject: Open Spaces Learning Programme	Public
Report of: Director of Open Spaces	For Information

Summary

A wide variety of learning services are offered across the Open Spaces Department to further our departmental objective of enriching the lives of Londoners. The Open Spaces Committee, at its October 2014 meeting, agreed the development of a departmental education strategy. This report describes the learning framework, which will be used to deliver learning outcomes across the open spaces.

The current learning provision lacks coordination, consistent and robust evaluation, and strategic focus, which has resulted in a disparate offer and challenges in securing external funding. In response to these challenges, a new outcomes-based approach to developing and delivering learning activities (education, play, volunteering, and research) has been developed with a strategic focus on engaging with deprived communities bordering the City's open spaces. The new learning framework and programme aims to develop a robust evidence base for the impact of learning activities; to enable more effective fundraising, involve volunteers in the creation and management of learning activities, and work with new and existing partners; all to the furtherance of our charitable objectives of "recreation and enjoyment" for the public.

The delivery of this programme will require a new operating model involving some realignment of staff roles and responsibilities at some Open Spaces, however the full extent of these changes will depend on the result of a funding application to the City Bridge Trust and other funding arrangements.

Recommendation

It is recommended that:-

- Members note the development of the learning framework and the progress made.

Main Report

Background

1. The City of London Open Spaces provides a range of formal learning services including national curriculum focused school sessions, research opportunities and informal learning services such as walks and talks, facilitated play, learning events and workshops, volunteer opportunities and work experience.
2. The provision of learning services is not directly reflected in the founding statutory duties of the relevant Acts of Parliament that govern our Charities, which are to protect open spaces and preserve the natural aspect to provide for the 'recreation and enjoyment of the public'. However the learning programme contributes both directly to protection through the development of public understanding and appreciation and to recreation and enjoyment by developing understanding, confidence, involvement, wellbeing and a tangible connection to open spaces. Learning also contributes to the departmental business plan objectives to 'enrich the lives of Londoners by providing a high quality and engaging educational and volunteering opportunities'. Furthermore, the provision of learning on the City's open spaces directly contributes to the aims of the City's Education Policy to enrich the lives of London's children through the use of our cultural, open spaces and recreational assets.
3. Learning provision across the open spaces varies significantly with large, well developed programmes for schools and families at Epping Forest and Hampstead Heath and smaller programmes at other sites. Similarly, varying levels and structures of volunteering occur across the department with some managed by friends groups and some internally coordinated. These services have been developed and managed on individual sites without the benefit of coordination across the department in a single consistent and measurable programme.
4. Learning services are funded primarily through grants or local risk budgets, and increasingly through charging for activities. Between 2011-15 a significant proportion of learning activities across the department were funded through a four year grant from the City Bridge Trust. Additional funding through the Heritage Lottery Fund supported programmes at Epping Forest, as well as partnership projects on Hampstead Heath. The introduction of a new charging model at Hampstead Heath has allowed the schools programme to contribute to the cost of freelance field teachers. However, learning activities are still largely dependent on achieving external funding to meet the cost of operation.
5. In October 2014, a report was presented to the Open Spaces Committee highlighting the need to develop a new coordinated learning programme and strategy for the department. The report provided a review of the current education activities across the department, the effect of recent external funding on the continuing development of education and the costs of education and implications of the service based review. In particular, the report suggested that learning activities should continue to be funded through external sources to reduce impacts on the Open Spaces Charitable Trust budgets and contribute to

departmental savings. As a result, in order to fund the new learning programme, the report proposed the submission of an application for funding to the City Bridge Trust.

Current Position

6. In January 2015, the department began developing an application for support from the City Bridge Trust to fund learning activities. As part of the application process, a new learning framework was developed to inform the prioritisation and strategic direction of learning services. An evaluation of current learning activities highlighted a lack of robust and consistent measurement, as well as a lack of evidence demonstrating the success of those learning activities. Each division monitors output data through participation and satisfaction levels to varying degrees. However, with the notable exception of the Discovering Epping Forest (DEF) Project, the current evaluation techniques employed do not measure the impact that activities have on participants or the outcomes achieved. As a result, the success of our current learning activities cannot be assessed accurately against the new learning framework.
7. Current trends in the fundraising sector tend towards projects that are able to demonstrate measurable outcomes directly attributable to the activities provided – specifically the impact of the learning experience. Due to the lack of coordinated evidence of the impact that learning activities have on participants, it is increasingly challenging to secure external funding for learning activities.
8. In order to respond to these challenges, a new learning programme and an associated operating model are being prepared to ensure that the department is able to continue to provide demonstrable learning outcomes, achieve measurable impact in our local communities, and be well positioned to apply for future external funding.

Progress

9. The Director of Open Spaces and the Open Spaces Senior Leadership Team have prepared a learning framework for the department which focuses on five high level learning impact areas of understanding, confidence, involvement, wellbeing and connection. This is attached as Appendix 1.
10. Each impact area has been developed into a set of measurable outcomes which will be monitored across all learning activities. Measuring these outcomes and impact areas will provide a more robust analysis of the success of learning activities. Furthermore, the evidence base provided by this outcomes-based approach will allow more strategic decision making and prioritisation, as well as a greater ability to access and secure external funding for activities in the future.
11. The outcomes-based learning programme will have a new strategic focus on engaging with deprived communities surrounding our open spaces. The City's open spaces border some of the most deprived communities in London with the

poorest access to green spaces. A variety of opportunities including family events, school sessions and play activities will be provided to help overcome the barriers for accessing green spaces in these communities.

12. To better direct and report on the successful delivery of the strategic impact framework, the learning programme will be managed as a coordinated programme of activities encompassing formal education opportunities, organised play activities, volunteering, and research.
13. Experience from previous projects has demonstrated that engaging volunteers in the delivery of learning opportunities has many benefits including: increasing confidence; involvement and wellbeing of the volunteers; creating robust legacies for learning activities beyond the end of projects; increasing the employability of volunteers and building community support for learning activities. As a result, developing teams of volunteers in the creation and delivery of learning activities will be a priority in the future. The learning programme will also seek to work closely with existing and new partners to develop more successful learning projects and activities.

Corporate & Strategic Implications

14. The learning programme will be the main mechanism for delivering the departmental objective of 'enriching the lives of Londoners by providing a high quality and engaging educational and volunteering opportunities'. The achievement of our strategic outcomes will also contribute to our charitable objectives of "recreation and enjoyment".
15. The learning programme supports the aims of the City of London Education Policy vision to 'use its outstanding cultural, heritage, open and recreational assets to enrich the education of children both in City schools and across London'.

Implications

16. **Financial Implications** - A new modular approach to delivering learning has been developed. The whole programme is costed at approximately £400,000 per annum, with the overall cost reducing over time as income streams are developed. An application to support part of these costs was submitted to the City Bridge Trust in June 2015 for consideration. Additional funding mechanisms are also being explored.
17. The learning programme will help contribute to departmental savings identified as part of the corporate Service Based Review process. Due to the non-statutory nature of learning activities, they will be provided through externally fundraised income, reducing the impact on the Open Spaces Charitable Trust budgets. The department is exploring a range of funding opportunities, to ensure the delivery of the learning programme in the future.
18. **Human Resources Implications** – The full implications of a new operating model for learning remain dependent on the outcome of external funding. The

model is expected to impact on the roles and responsibilities of some staff that currently deliver learning activities; details are provided in a separate report to this meeting.

Conclusion

19. In order to capitalise on fundraising opportunities for non-statutory learning provision, a new centrally coordinated outcomes-based approach will be adopted by the Open Spaces Department. This approach will allow the development of a robust body of evidence regarding the impact of learning activities across five strategic impact areas; understanding, confidence, involvement, wellbeing, and connection. To achieve this change in the delivery of learning activities, learning will be coordinated as a single programme, which will focus on delivering to deprived communities close to our open spaces, through the involvement of volunteers and partners in the development of future activities.

Appendices

- Appendix 1 – Strategic Impact Framework for Learning

Background Papers

Open Spaces Education Strategy – 13th October 2014 (Open Spaces Committee)

Grace Rawnsley

Education Projects Development Manager, Open Spaces

T: 020 7332 3523

E: grace.rawnsley@cityoflondon.gov.uk

Appendix 1 – Strategic Impact Framework for Learning

What we are trying to do				
Make a positive impact on the communities, who use, or border, our green spaces through learning activities				
By positive impact we mean...				
Understanding	Confidence	Involvement	Wellbeing	Connection
People understand and value the importance of our green spaces	People are confident to use our green spaces, as part of our activities or independently	People take positive action for, and get involved with, our green spaces	People have restorative and meaningful experiences in our open spaces	People develop a sense of place with our open spaces, and pass this down through generations

Committee(s)	Dated:
Hampstead Heath, Highgate Wood and Queen's Park Committee – For Decision	21 September 2015
Hampstead Heath Consultative Committee – For Information	9 November 2015
Subject: North London Open Spaces – Risk Register	Public
Report of: Superintendent of Hampstead Heath	For Decision

Summary

The North London Open Spaces (NLOS) Division is formed of four locations; Hampstead Heath, including Golders Hill Park, Highgate Wood and Queen's Park and two separate charities. These charities are;

1. Hampstead Heath (Charity Number 803392)
2. Highgate Wood and Queen's Park (Charity Number 232986)

In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually.

This report sets out the collective risk register for the aforementioned charities using corporate risk register guidance so that they meet the requirements of the Charities Commission whilst sitting appropriately within the Open Spaces departmental risk management hierarchy.

Recommendation(s)

Members are asked to:

- The members of Hampstead Heath, Highgate Wood and Queen's Park Committee are asked to approve the NLOS Risk Register as outlined in this report and attached at Appendix 2.

Main Report

Background

1. The Charity Commission requires Trustees to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually.

2. The Open Spaces Department manages risk through the use of departmental and divisional risk registers, the departmental Health and Safety Improvement Group and generic and dynamic risk assessments.
3. The department is currently seeking to ensure that risks are formally managed across every division. Some divisions have already produced Risk Registers, some, such as NLOS, have not.
4. Risks are escalated to the departmental risk register where they are considered to have a significant impact across several divisions.

Current Position

5. A Risk Register which covers the two charities across the Division is required.
6. The Superintendent and NLOS Management Team have used the corporate risk management guidance to develop the Risk Register for the division. Attached at Appendix 1 is a guide to the 4 point scale risk matrix system.
7. The Hampstead Heath Ponds Project is a corporate risk (CR11 City of London Hampstead Heath Ponds – overtopping leading to dam failure) and is shown at Appendix 3

Proposals

8. That the NLOS Risk Register forms part of the departmental risk management strategy.
9. That the Risk Register forms part of the division's annual reports to Charity Commission and is reviewed annually.

Corporate & Strategic Implications

10. The Divisional Risk Register reflects the Open Spaces department's four objectives as set out in its latest business plan;
 - a) Protect and conserve the ecology, biodiversity and heritage of our sites.
 - b) Embed financial stability across our activities by delivering identified programmes and projects.
 - c) Enrich the lives of Londoners by providing a high quality and engaging learning and volunteering offer.
 - d) Improving the health and wellbeing of our communities through access to green space and recreation.

11. The use of the Divisional Risk Register, as part of a suite of similar documents that inform the collective 'departmental risk', supports the City of London's **Strategic Aim 3** i.e. *provide valued services to London and the nation* and **Key Policy 3** i.e. *engage with London and national government on key issues of concern to our communities such as transport, housing and public health*.

Conclusion

12. The need to systematically manage risk across the NLOS Division is addressed by the production of this Risk Register as too are the requirements of the Charity Commission.

13. This document in turn will inform the collective risk across the Department's business activities. This document forms part of the assessment of risk within the Open Spaces Department.

Appendices

- Appendix 1 – City of London Risk Matrix 4 Point Scale
- Appendix 2 – North London Open Spaces Risk Register
- Appendix 3 – City of London Hampstead Heath Ponds – overtopping leading to dam failure.

Richard Gentry

Constabulary and Queen's Park Manager
Open Spaces

T: 020 7332 3322

E: richard.gentry@cityoflondon.gov.uk

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Appendix 1 – City of London Risk Matrix 4 Point Scale

Every risk should be assessed to help determine how much attention is given to the particular event. This is done by ranking the risks with a set of scores determined by their individual likelihood and impact rating.

The City of London Corporation uses a 4 point scale and the multiple of the likelihood and impact gives us the risk score, which is used to determine the risk profile. See Appendix 1 for details on how risks should be scored. The risk score is placed on the Risk matrix (Figure 2) and is used to help prioritise and assist risk owners in the actions they need to take to manage the risk.

The following chart shows the area the risk will fall in to dependant on its score, with red being the most severe and green being the least. The scores within the chart are multiples of the likelihood and impact.

e.g. (Likelihood of) 4 x (Impact of) 4 = (Risk Score of) 16

Impact scores increase by a factor of 2, thus having greater weighting in comparison to the Likelihood scores.

		Impact			
		Minor (1)	Serious (2)	Major (4)	Extreme (8)
Likelihood	Likely (4)	4	8	16	32
	Possible (3)	3	6	12	24
	Unlikely (2)	2	4	8	16
	Rare (1)	1	2	4	8

Figure 1 – COL Risk Matrix

What the colours mean (as a guide):

- Red - Urgent action required to reduce rating
- Amber - Action required to maintain or reduce rating
- Green - Action required to maintain rating

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Appendix 2

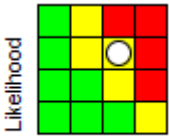
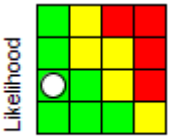
OSD NLOS Report

Report Author: Martin Falder

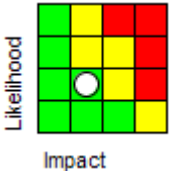
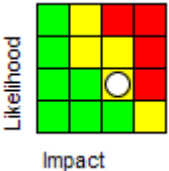
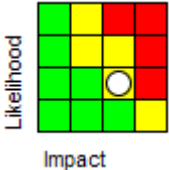
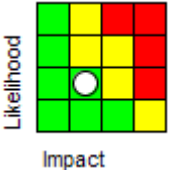
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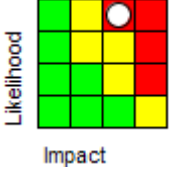
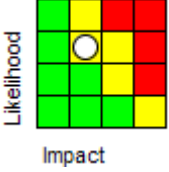
Code & Title: CR Corporate Risk Register 1 OSD Department of Open Spaces Risk Register 1 OSD NLOS Hampstead Heath, Queens Park & Highgate Wood 9

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 001 Delivering the Departmental and Divisional Road Map for Projects and Programmes	<p>Causes: A gap of appropriate skill sets to deliver projects; cultural resistance; initial scoping of project outcomes, timescales and deliverables.</p> <p>Event: The Division is unable to deliver its agreed roadmap projects and programmes in agreed timescales or achieving agreed outcomes</p> <p>Impact: Alternative savings undertaken which may not be consistent with achieving cultural change or improving outcomes.</p>	Bob Warnock	 <p>Likelihood</p> <p>Impact</p> <p>12</p>	Programme boards are underway and projects are being delivered against agreed timescales or moving in a positive direction. Project training completed by staff.	 <p>Likelihood</p> <p>Impact</p> <p>2</p>	01-Apr-2016

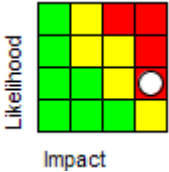
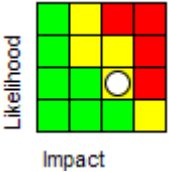
Appendix 2

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 002 Outbreak of Fire in Woodland / Heathland	<p>Causes: Lack of appropriate training to respond to the outbreak of fire in woodland and heathland</p> <p>Event: Large scale fire damages site, endangers life. Ecological damage caused to environment.</p> <p>Impact: Service capability is disrupted: increased demand for staff resource to respond to incidents and maintain safety of site and visitors: loss of species: temporary site closure and associated access: increased costs for reactive management: possible loss of life, serious injury to staff, visitors, contractors and volunteers: damage/loss of fragile/rare habitats and species.</p>	Bob Warnock	 <p>4</p>	Staff have access to fire fighting equipment which allows them to respond to small fires. All staff should have received fire awareness training. Radio communication and access to Emergency services allows for a swift response to fires.	 <p>8</p>	01-Apr-2016
OSD NLOS 003 Extreme Weather Events	<p>Causes: Severe wind events, prolonged precipitation or restricted Precipitation</p> <p>Event: Severe weather/climate impacts at one or more sites within the Division</p> <p>Impact: Service capability disrupted; Strong winds cause tree limb drop, prolonged heat results in fires, snow disrupts site access, rainfall results in flooding and impassable areas, site closures: severe damage to flora and fauna: risk to life and limb: damage to property</p>	Bob Warnock	 <p>8</p>	Local Policies and Procedures are in place to respond to extreme weather e.g. site closures & Emergency Action Plan call out. Updates are received from the Met Office frequently	 <p>4</p>	01-Apr-2016

Appendix 2

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 004 Animal, Plant and Tree Disease	<p>Causes: Inadequate biosecurity, buying of infected trees, plants or animals, spread of windblown OPM (oak processionary moth) from adjacent sites</p> <p>Event: Sites become infected by animal, plant or tree diseases</p> <p>Impact: Service capability disrupted, Public access to sites restricted, reduction of animal population, tree decline, reputational damage, substantial cost of removal of OPM, risk to human health from OPM</p>	Bob Warnock	 16	The division is engaged in the Forestry Commission's national effort to combat and control OPM Zoo and Farm receive twice yearly checks from consultant vet. OPM has been identified on site.	 6	01-Apr-2016

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Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 005 Terrorist Attacks	<p>Cause: High profile sites a possible target for attacks.</p> <p>Event: Sites across the Division become the target for terrorist attack. Large events and facilities targeted.</p> <p>Impact: Service capability disrupted: loss of life, serious injury: damage to property and infrastructure</p>	Bob Warnock	 16	<p>Staff attended Counter Terrorism workshop. Special Branch have delivered talk to Divisional Staff Large events include protocol on evacuation. Regular meetings take place with stakeholders. Contact is maintained with the Police for intelligence updates.</p>	 8	01-Apr-2016

Appendix 2

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 006 Ensuring the Health and Safety of staff, contractors, visitors and volunteers	<p>Cause: Poor understanding and/or delivery of Health and Safety policies, procedures and safe systems of work; inadequate training; failure to implement results of Divisional H & S Audits; dynamic risk assessments not undertaken. Security, antisocial behaviour, dealing with members of the public.</p> <p>Event: Staff or contractors undertake unsafe working practices</p> <p>Impact: Death or injury of a member of staff, contractor or a member of the public, reputational damage; financial penalty</p>	Bob Warnock	<p>6</p>	Annual Health and Safety Audits. Qtr. Divisional H & S meetings and tool box talks currently taking place across the Division. Constabulary carrying out enforcement.	<p>2</p>	01-Apr-2016

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Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 007 Hampstead Heath Bathing Ponds	<p>Cause: Lack of suitably experienced and qualified lifeguarding staff at Hampstead Heath Bathing Ponds. Members of the public swimming in unauthorised areas. Swimmers fail to pay attention to acclimatisation requirements.</p> <p>Event: Unable to effect safe rescue of swimmers. Death or serious injury of swimmers in ponds.</p> <p>Impact: Death or injury to members of the public or staff who enter water. Possible legal challenge. Emotional impact on staff. Reputational risk.</p>	Bob Warnock	<p>16</p>	National Water Safety Programme Management training module will be delivered to relevant staff. Qualified lifeguards at pond facilities train on a regular basis. Signage available at three levels, this includes information signs, at entrances, Nag signs and safety points are visible at the ponds. Social media reminds users of safety. Meetings with user forums sharing relevant information.	<p>4</p>	01-Apr-2016

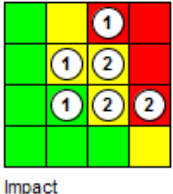
Appendix 2

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 008 Maintenance of buildings and equipment	<p>Cause: Inadequate proactive and reactive maintenance; failure to identify and communicate maintenance issues</p> <p>Event: Operational or public building become unusable</p> <p>Impact: Service capability disrupted; ineffective use of staff resources; damage to corporate reputation; increased costs for reactive maintenance. Delay will have operational impact. Overrun of additional work programme.</p>	Bob Warnock	<p>12</p>	Review of assets being undertaken in consultation with the City Surveyors Dept. Working with property facilities manager. Operational property review in progress.	<p>6</p>	01 – Apr – 2016

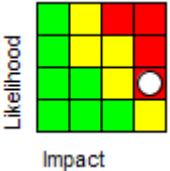
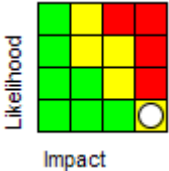
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Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 009 Water Bodies	<p>Cause: Improper use of water bodies, including bathing ponds. Poor maintenance of banks. Insufficient signage.</p> <p>Event: Injury of drowning of member of public or staff member.</p> <p>Impact: Legal impact. Reputational damage. Impact on staff.</p>	Bob Warnock	<p>8</p>	Banks remain well maintained. Rangers carry out regular review of signage and banks. Water safety policy regularly reviewed.	<p>4</p>	01 – Apr – 2016

Appendix 2

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS Hampstead Heath, Queens Park & Highgate Wood		Bob Warnock	 12			

Appendix 3 – City of London Hampstead Heath Ponds – overtopping leading to dam failure.

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
<p>CR11 Hampstead Heath Ponds – overtopping leading to dam failure</p>	<p>Cause: The earth dams on Hampstead Heath are vulnerable to erosion caused by overtopping</p> <p>Event: Severe rainfall event which causes erosion which results in breach, leading to failure of one or more dams</p> <p>Impact: Loss of life within the downstream community and disruption to property and infrastructure – including Kings Cross station and the Royal Free Hospital. A major emergency response would need to be initiated by Camden Council and the police at a time when they are likely to already be dealing with significant surface water flooding. Damage to downstream buildings and infrastructure would result in significant re-build costs. The City's reputation would be damaged. An inquiry and legal action could be launched against the City.</p> <p>The Ponds Project has been initiated to mitigate this risk as the current interim mitigations of telemetry, weather monitoring, an on-site emergency action plan do not address the issue of the dam's vulnerability to overtopping</p>	<p>Sue Ireland; Paul Monaghan</p>	<p>16</p> 	<p>The "Ponds Project" has been initiated to address the vulnerability of the dams to overtopping and the associated erosion. As this project is the ultimate mitigation of this risk and all other feasible mitigations are already in place, the issues reported related principally to the successful and timely completion of the Ponds Project.</p> <p>Potential for land ownership issues to cause delays– The various adjoining landowners have been engaged with and there is no concern currently that this will impact on project progression.</p> <p>Potential for protest – Officers have engaged with Met Police, Camden and specialist contractors to ensure that we are in a position to respond to any</p>	<p>8</p> 	<p>31- Oct- 2016</p>

				<p>protest which occurs. A "Gold Strategic Intent" document has been drafted. This sets out the principles of accommodating protest which is safe, peaceful and non-disruptive.</p> <p>Health & Safety – The Heath is a public open space and therefore the interaction between people, dogs and construction plant must be managed. All construction vehicles will be escorted and move at walking pace.</p> <p>Cost increases – The budget is managed by the Project Board. A separate risk contingency has been established.</p> <p>Further challenge – Although much reduced following the JR and planning decision, some local groups are continuing to lobby government to prevent the project.</p>		
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Committee(s)	Dated:
Hampstead Heath, Highgate Wood and Queen's Park Committee	21 September 2015
Hampstead Heath Consultative Committee	29 September 2015
Subject: Superintendents update for September 2015	Public
Report of: Superintendent of Hampstead Heath	For Information

Summary

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

Recommendation

Members are asked to:

- Note the contents of this report.

Main Report

Property

1. The programme of wall maintenance and re-pointing is continuing at Golders Hill Park within the walled garden.
2. Surface water drainage pipes near the Lido and by Hampstead No 1 Pond are being cleaned and camera surveys completed to help determine their condition.
3. Towards the end of September work will commence on the rebuild of the Lido East boundary wall. The City Surveyor has commissioned an architect to design new railings to be mounted on top of the boundary walls. The design is currently being discussed with stakeholders.
4. The chemical dosing system at the Lido was replaced between 19-21 August. The new system has been fully operational from 21 August 2015.
5. A programme of work to reduce erosion and improve the surface water drainage from the East Heath car park and fairground site will be implemented during the autumn.
6. There has been a delay in the appointment of a contractor to undertake the tanking works at the Hill Garden Shelter. A further update will be provided at the meeting on the 21 September 2015.

7. Portable toilets were installed near to the Golders Hill Park Zoo and Children's playground on 21 July 2015. The five toilets (including one wheelchair accessible toilet) have provided extra capacity for the busy summer holidays and are scheduled to be removed from site shortly.

Planning

8. The Superintendent will provide an update at the meeting on the Water House and Athlone House.

Events

9. 15 children aged 8-15yrs attended the Water Awareness week, run by staff at the Lido from 27-31 July. Feedback from parents has been very positive.
10. The Summer Fair held at the East Heath lower fairground site proved popular despite the wet weather over the Bank Holiday weekend, with approximately 3,000 people visiting.
11. There have been 9 weddings between 20 July and 21 September.

Constabulary update

12. A total of 1,582 incidents were dealt with by the Constabulary from 1 January 2015 to 28 August 2015, of the 1,195 incidents recorded 713 are enforcement incidents. Of the enforcement incidents recorded, 24% related to cycling enforcement actions, 20% related to nuisance, and 6% to dog control enforcements.
13. In addition, the Constabulary have provided medical assistance to members of the public on 58 occasions from 1 January to 28 August 2015.

Sports

14. The Cricket season ended on the 6 September 2015, and staff have begun preparations for the 2016 seasons at the Parliament Hill Enclosure and Extension pitches.
15. Preparations for the start of the 2015/16 Rugby and Football seasons are nearing completion. The newly installed 3rd Rugby pitch will be ready for use on 12 September 2015, the first day of the season, and a new junior Football pitch has been marked out ready for 20 September, the start of the Football season.

Swimming

Fatality

16. On 18 August 2015 the Superintendent attended the Coroners inquest into the death of the young man, which occurred at the Highgate Men's Bathing Pond on the 15 April 2015.
17. The Coroner went through the witness statements from friends of the young man who were also swimming on the 15 April and a series of medical reports.

18. The Coroner was keen to establish that the signage in place was appropriate and that it was clear that swimming was not permitted outside the scheduled swimming times.
19. The Coroner concluded that the deceased was a well young man, but not a strong swimmer. She recognised that he was swimming outside the pond opening times and that if he had been swimming during the opening times it was likely the lifeguards would have been able to prevent the tragedy.
20. The Coroners closed the case recording 'A1 Drowning and accidental death'.
21. A comprehensive review has been undertaken following the tragedy, and agreed actions include:-
 - Extending our campaign to promote water safety,
 - Reviewing the signage around the ponds,
 - Reviewing our emergency response to the incident and implementing the improvements we identified,
 - Undertaking joint training exercise with the London Fire Brigade and Metropolitan Police Service in relation to incidents at the ponds on Hampstead Heath.

Staffing

22. Two new Constables joined the Hampstead Heath Constabulary in August. This brings the Team back to a full complement of staff.
23. A new Apprentice joined the Conservation Team at the beginning of August as part of the Ponds Project apprentice scheme.

Tree Team

Oak Processionary Moth (OPM)

24. To date 15 nests in total have been identified and removed from 13 trees on the Heath. Two nests have been identified and removed from Queen's Park.
25. Two nests have been identified and removed from two trees on the Kenwood Estate by English Heritage.
26. Four OPM pheromone traps have been placed in Highgate Wood for the male moths eight week flight period (late July – mid Sep). Trapping will continue until mid-September, and so far no moths have been discovered.
27. Forestry Commission inspectors will return to site to survey the nest trees during the winter.

Arborist Apprentice

28. A new apprentice started with the Team at the beginning of September on a 20 month contract and will be undertaking a Level 2 Award in Trees and Timber at Capel Manor College.

Compost Tea

29. The Tree Team have been engaged by Tree Works Environmental Practice to spray liquid foliar compost on a number of control trees (London plane and oak) at the Royal Park and Islington for a study programme looking into tree health care treatments against Massaria disease of planes and Acute Oak Decline.

Potential for Autumn mast branch damage

30. This year appears to be a heavy mast year with significant numbers of acorns developing on the oak trees. This phenomenon occurs about every three to five years. The last mast year resulted in significant oak branch failures during heavy autumn wind and rain events.

Golders Hill Park

31. The London Borough of Barnet have granted Planning Permission for the retention of *The Good, The Bad and The Ugly* for a period of two years. The Superintendent will bring a further report to Members in the spring of 2017 to consider either the long term retention or removal of the sculptures from Golders Hill Park.

Highgate Wood

32. The Heritage Lottery Fund bid for the Kiln Project has been submitted, and a decision is expected by the end of the September 2015.
33. The Highgate Wood Community Day on 6 September 2015 was a huge success.

Queen's Park

34. Queen's Park held a number of free events over the summer period, these included Children's Entertainers and bands on the Bandstand. Positive feedback was received following the resurgence of a Brass Band playing on the Bandstand on a sunny Sunday afternoon.
35. The first two of four Nomad outdoor cinema events took place in August, each of these two events attracted an audience in the region of 500 (final figures to be confirmed). The final two screenings will take place on the 19 and 26 September.
36. The large item of play equipment, designed for younger children, which was installed in the play area in July, has proved to be very popular. This piece of equipment includes a slide, swings, walkways and towers and a climbing net.
37. Queen's Park Day is on the 13 September 2015. The Superintendent will provide an update at the meeting on 21 September 2015.

Bob Warnock
Superintendent / Open Spaces Department

T: 020 7332 3322

E: bob.warnock@cityoflondon.gov.uk

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Committees	Dated:
Hampstead Heath, Highgate Wood and Queen's Park Committee Projects Sub Committee	21 September 2015 08 October 2015
Subject: Hampstead Heath Ponds Project – Update Report	Public (with non-public appendices)
Report of: Superintendent of Hampstead Heath and the Project Director	For Decision

Summary

The Ponds Project has been under way since mid-April and continues to progress well. There has been a delay to work at the Model Boating Pond, caused by an issue with the temporary sheet-pile dam but this will not extend the overall programme. The 18-month construction programme is scheduled to be completed in October 2016.

The report gives the latest position on all aspects of the project, including the education aspect (Appendix 1), and in particular the Ladies' Bathing Facilities, where a firm price has been received that keeps that element of work within programme but which exceeds the provisional sum allowed for it.

Officers have kept a regular review of the project's risks, and their associated likely costs (Appendix 2 – non public), and the report covers other changes to the works that affect the budget.

The project remains within budget, and a small saving of £37,141 is projected. A table showing the breakdown of the budget as revised is given as Appendix 3 (non-public).

The current programme is set out in Appendix 4.

Recommendations:

It is recommended that the Committee:

- Approves the reduction of the overall Ponds Project budget of £37,141, bringing the overall budget to £21,161,334.
- Approves £1.69m as the revised budget for the new changing facility at the Kenwood Ladies' Bathing Pond, subject to further value engineering.
- Approves the reallocation of the specific risk provisions and the associated reduction in risk budget as set out in Appendix 2.

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 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 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 agreed design principles.
3. Work is taking place on two chains of Ponds – the Highgate Chain and the Hampstead Chain. The main focus of works on the Highgate Chain is raising the dam at the Model Boating Pond by 2.5m, the associated extension of the Pond and the creation of a new island to accommodate the retained trees. The crests of the dams at Stock Pond, Kenwood Ladies' Bathing Pond and Bird Sanctuary Pond will be restored (i.e. the surface of the dam will be levelled to the current highest point). The dams at the Men's Bathing and Highgate No.1 Ponds will be raised, using sheet pile walls capped with oak. Spillways will be created on all Ponds.
4. On the Hampstead Chain, the majority of work will focus on the creation of a 5.6m high dry dam (viewed from the lowest point in the valley) at the location of the current Catchpit. There will be crest restoration works at the Vale of Health, Viaduct and Hampstead No. 2 Ponds. The dam at the Mixed Bathing Pond will be raised by 1m. Buried culverts are being installed at Hampstead Nos. 1 and 2 Ponds.
5. 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

6. City Officers are continuing to liaise with colleagues in Atkins and the London Borough of Camden to discharge the Planning Conditions associated with the approval, in line with the work programme. There are nineteen Conditions in total. Of these, seven require no further approval but need to be complied with, eight have been approved and one part-approved (further details to be submitted). The final three Conditions relate to the Kenwood Ladies' Pond changing rooms and will require more information to be submitted prior to the works commencing.
7. The Community Working Group established as part of the Conditions continues to meet monthly and to monitor the project (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. The third post was re-advertised in July 2015, but no successful candidates came forward. We are currently liaising with Camden over this matter.

Construction work

8. Most of the large-scale work to date has been concentrated at the Model Boating Pond. This Pond was deliberately programmed at the beginning of the construction period, as the works in this location were recognised as carrying the most risk of time-slip, due to the extensive temporary works required and the de-watering of a large section of the pond.
9. A large compound west of the pond has been fenced off, closing the paths that run adjacent to its western edge. A temporary path has been created around the western edge of the compound for vehicle and pedestrian access. At the end of May, a 40-tonne crane installed a temporary sheet piled-metal dam, using a silent, vibrationless method. Unfortunately one of the sheet-metal piles in the temporary dam became declutched, leaving a gap in the piles which was only discovered when an attempt was made to drain the southern end of the pond. Water levels dropped by around 1m but then went up again, a visual inspection revealing the gap in the middle of the temporary dam. The contractors who installed the dam were called back on site and attempted to fix this by blocking the gap; however this was unsuccessful and it became clear a larger scale intervention was required. A 50-tonne crane arrived on site at the end of July and successfully enabled the piling-rig to pull out the pile that had become declutched and replace it. This is considered to be all the contractor's risk.
10. Once the temporary dam was watertight, the pond was partly drained down and the fish rescued. (During the course of this, a Ford Cortina was discovered, along with a metal statue of an eagle). However, unacceptable movement was recorded along the top of the temporary sheet piles during de-watering. The de-watered section was then re-flooded and works halted, until the sheet pile wall had stabilised. Further investigations found there to be a greater depth of silt in the middle of the pond than previous ground investigations had shown. As a result, the sheet metal piles in the middle section of the temporary dam did not have enough resistance from solid ground to stay in place. To solve this, the section will now be propped by longer steel piles on the downstream side. The southern end of the pond will then be drained again and construction will begin on the new permanent dam structure. These delays have added approximately 12 weeks to the programme at the Model Boating Pond, which is now likely to finish in September 2016. This should not impact on the overall programme, which is scheduled to finish in October 2016. Who is liable for the risk of the increased costs of the delay and additional works is currently being considered using the procedures contained in the contract.
11. Works at the Viaduct Pond have now been completed. The existing dam has been raised by 200mm, a new overflow buried pipe installed and a new grass-lined spillway created. The Viaduct Pond is still to be de-silted as part of the project, which will take place this winter, using a suction technique.
12. The works to the culvert between Hampstead No 2 and Hampstead No 1 are now under way. Building the outfall in the northern end of Hampstead No. 1 Pond was the first piece of work at this location. The route of the culvert was then excavated before starting to build the inlet structure for Hampstead No. 2 Pond, with works here anticipated to last approximately eight months in total. There will be a requirement to carry out crown reductions on the two London Plane trees either side of the culvert, due to the construction of the buried culvert and the proximity

of their roots to it. Also associated with the construction work is the diversion of a gas main, which will require some very careful trenching work through the rooting zones of the Plane trees. The works will be closely monitored by the Hampstead Heath Tree Management Team.

13. The construction work at the Vale of Health Pond were deliberately started later than programmed, because of changes to the design, but are still scheduled to be finished on time by the end of September. The changes to the design meant this pond no longer needed an overflow pipe but will instead have a wider spillway, thereby involving less disruption at this sensitive pond. The first piece of work was the installation of a kerb to raise the crest of the dam, after which the spillway was excavated and turfed, and the path on the causeway then raised and resurfaced. There are a number of exposed surface roots on the causeway's existing pathway, which will be protected as far as possible; a solution is currently being developed that will afford the roots greater protection and allow continued growth. As with the works at Hampstead No. 2 Pond, the works will be closely monitored by the Hampstead Heath Tree Team.
14. Works at the Bird Sanctuary Pond will be taking place from mid-September and work at the Ladies Pond will commence in October – however the pond will remain open for swimming while the spillway is constructed.

Community Working Group

15. The Community Working Group (CWG), which was set up in agreement with London Borough of Camden and includes ward councillors among its membership, has continued to meet monthly. They regularly monitor data for the Project, including air quality, water quality, vehicle movements, levels and height of the new dam structures, together with the programme data for the next two months, as well as reviewing any complaints received and actions resulting from these, which enables them to see how the Project is progressing. A copy of the latest programme is attached as Appendix 4.
16. 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 have been arranged for the general public.

Communications during construction phase

17. Weekly emails with updates on the project are currently being sent to over 800 subscribers, while the Ponds Project blog continues to receive over 100 visits per week at <https://hampsteadheathpondsproject.wordpress.com>. The Heath's social media feeds are being used to advertise the blog and website, and to send out other information on the Project. 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. The contractor's on-site staff have also been able to answer questions from the public about what is taking place, and have been encouraged by us to do so.

18. A time-lapse camera was installed on the eastern bank of the Model Boating Pond to photograph the dam building and the earth movements. Unfortunately the camera was stolen from this location twice, as a result of which the camera has now been relocated into the work compound on the other side of the pond, which is not as good a location, as it can see only the dam construction activity and not the associated earthworks. A link to this camera is provided on the Ponds Project website.

Education

19. The Ponds Project Education Programme's principle focus is to engage with secondary schools, although engagement with primary schools, tertiary educational institutions and possibly non-school related youth groups is also an objective. To date, twelve secondary schools and nine primary schools have been engaged with. Twenty-eight secondary sessions have been delivered for 684 students, and thirteen primary sessions have been delivered for 335 students. In terms of the total number of sessions delivered, the target has been met exactly, although this has been achieved by delivering more primary and fewer secondary sessions than originally intended. The Ponds Project Education Programme progress report is attached as Appendix 1.

20. The focus in future will be on increasing the number of secondary school bookings, to which end we are developing new sessions to increase the scope of our offer. We are also looking at ways we can engage with additional schools, while maintaining and building upon relationships with those schools already worked with through this programme. This will include running teacher-focused events to showcase our offer, while gaining feedback from the participants.

Project Savings and Risk

21 The Project risk register has been constantly evolving to reflect the changing status of the works on site. At the time of writing, the gross valuation of the works completed is approximately 16% of the expected final cost, while 23% of the risk provisions have been realised (£207,740). A recent review has identified that, whilst some design and on-site risks may have increased, others (particularly those relating to protest and planning) have reduced, and the revised financial allocation to each risk is shown in Appendix 2 for Members to approve. It is therefore expected that this will result in a slight reduction in the overall risk provision of £33,000.

22. There are other aspects of the Project budget that are no longer required, such as the provision for bailiffs to deal with the expected protests during site clearance, unspent budgets relating to the Judicial Review, and fees for the Strategic Landscape Architect. There are also some savings made by changes in the design, the most significant of which to date relates to the move towards seeding rather than turfing for the final landscape reinstatement, which will save £127,485.

23. The most significant remaining risks relate to the cut/fill balance of the major earthwork operations at the Model Boating Pond and the Catchpit. More will be known about the impact of this risk, once the Model Boating Pond has been de-

watered and dam construction has commenced. When works start at the swimming ponds, the risk of unattended swimming will continue to be a concern.

Ladies' Pond

24. As previously reported, the approved budget at Gateway 5 included a figure of £1.5m as a provisional sum for the removal and replacement of the changing facility and supporting slab at the Kenwood Ladies' Bathing Pond. This approach was taken after it was revealed at a late stage in the pricing process that the existing slab was in a poor condition and needed to be replaced.
25. In order to be able to rebuild the slab, and rebuild the facility, all within the original programme for just rebuilding the facility, the contractor subsequently investigated the use of innovative construction techniques to speed up the delivery of the new changing facility, including prefabrication and the use of alternative construction materials, whilst keeping the same internal layout that had been agreed with the ladies.
26. The constructor has now submitted a proposal for the building which meets our specification and programme requirements. However the price is approximately £1.69m, which exceeds the provisional sum of £1.50m approved at Gateway 5. This additional cost reflects the unknown requirements of the substructure at Gateway 5 and the need to proceed with a solution to meet the tight programme requirements (i.e. building prefabrication off-site).
27. A detailed value engineering exercise is currently under way, and it is expected that the resultant savings would bring the figure closer to the previously approved provisional sum, but it is unlikely to reduce it as far as the original provisional sum. There will be a further report on progress on this exercise at your meeting. In order to progress this process, the Client Representative (Assistant Director of Engineering) has issued an instruction to the Constructor to continue with the design of the building and slab, and to contribute to the value engineering process.

Financial Summary

28. With the saving identified above and the increase in anticipated costs of the new changing facility at the Kenwood Ladies' Bathing Pond, there is a slight saving to the overall budget of the Pond project of £37,141. Most of this saving relates to the reduction in risk provision as mentioned above, and as detailed in Appendix 3 of this Report.

Conclusion

- 29 The delays at the Model Boating Pond, caused by the temporary works, have been unfortunate but the risks involved in this type of work meant that this element was started early, so there is no overall delay expected. The majority of feedback received by the public is that the Project is generally being well-handled. The Partnering Team is pleased with progress to date and continues to meet on a regular basis. Complaints continue to be low in number and are

reported to the Community Working Group on a monthly basis. The project remains within budget and within the original programme.

Appendices

- Appendix 1 - Ponds Project Education Programme progress report
- Appendix 2 – Risk Register (NON PUBLIC)
- Appendix 3 – Financial Update (NON PUBLIC)
- Appendix 4 – Summary of the Programme

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

Thomas Creed





Engineer – Department of the Built Environment








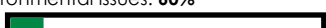


T: 020 7332 3913

E: Thomas.creed@cityoflondon.gov.uk

Hampstead Heath Ponds Project

Education Project Report: Activity in July 2015

	Ahead of schedule
	On Schedule
	Slight Delay
	Behind Schedule

Area and target	Progress this month	Progress to date
Project Coordination	<p>The first two and a half weeks in July were very busy with school bookings and the Give it A Go Festival. However, with the end of the school term, everything quietened down. Our next progress report will be in two months time, covering both August and September 2015. This is due to the school summer holidays. August will be spent improving and developing sessions, planning marketing for next term and training.</p>	
Primary Programme 1000 pupils engaged through 34 sessions	<p>There has been only one Soil Scientists session during July. This was delivered to Chalgrove Primary School in Barnet. The feedback form received from the teacher was excellent, culminating in the comment:</p> <p>'Great Session- Thank you Susie!'</p> <p>Our primary school target has been one or two visits per month. The total target numbers so far are 210 Pupils visiting over 7 sessions. As you can see we have exceeded this. However, as secondary bookings increase the intention is to limit the number of primary bookings to our targets, particularly during busy periods, as secondary schools are our main focus.</p>	<p>Total number of primary sessions: 13 Total Number of children: 335</p> 
Secondary Programme 5000 pupils engaged through 167 sessions 3 schools with in depth involvement Engage with 420 pupils by British Science Week (BSW) activities	<p>Nine secondary sessions have taken place during July. This includes five Water Watch, three Aqua Architects and one Meet the Fleet. The schools we engaged with this month are UCL Academy, Highbury Grove School, St Andrew the Apostle Greek Orthodox School, Achland Burghley and Haverstock Community School. At nine sessions we matched the target number of sessions for July.</p> <p>The total target numbers so far are 1020 Pupils visiting over 34 sessions. As you can see this puts us behind target, particularly with the number of pupil visits. This is because we calculated the number of pupils using 30 as the average class size. Many groups have had significantly less than 30 students in their groups. We may look at our target figures and adjust them to take this into account.</p>	<p>Total Number of Secondary sessions: 28 Number of students: 684</p> 
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	<p>During July we have again managed to increase the proportion of sessions that have been evaluated by teachers. We collected a couple from June, as well as those from July. We have had some problems chasing some forms, due to the end of term. We are still well above target for proportion of teacher who believe the learning objectives were met, and most students progressing their understand of the subject of the session.</p> <p>For secondary student evaluation we have again managed to evaluate 100% of sessions in July. We are currently exceeding our targets for students increasing their understanding of how humans can impact the environment and environmental issues. We are still behind on the proportion of students who feel that the session has made it more likely that they would do something good for Hampstead Heath or the environment. However, this has increase slightly compare to last month.</p>	<p>% of sessions evaluated by teacher: 59%</p>  <p>% of sessions evaluated by secondary students: 54%</p>  <p>% teachers believing LO Met: 96%</p>  <p>% Teachers believing most students made progress: 96%</p>  <p>% 2° Students with increase understanding of impact of humans on the environment: 71%</p>  <p>% 2° Students with increase understanding of environmental issues: 60%</p>  <p>% 2° Students with increased intention to take positive action: 39%</p> 
Educational Resources 250 HHPP education webpage hits 50 resource downloads	<p>During August the Pond Project Education Webpage will be updated. There has been a decrease in views during July. However, once update we will be promoting it even more, and hope that this will increase the number of views again.</p>	<p>Number of page views: 479 Number of unique page views: 403</p> 
Partnerships Develop three high profile partnerships for the project.	<p>This month we worked closely with the Hampstead Heath Education team, and the RSPB to deliver activities on 12th July for the Give it a Go Festival. We had a joint stand with the Education Team, on which we ran the mini dams challenge, and Pond discovery, in which children could identify freshwater creatures, and take part in water balloon races. We had some great verbal feedback from parents and children alike, and had a fairly steady stream of visitors to our stand during the festival.</p>	

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Hampstead Heath Ponds Project - 24/08/2015

Summary Programme Rev 5a for August
15 progress

	April							May							June							July							August							September							October							November							December							January							February							March							April							May							June							July							August							September							October						
Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83																																																		
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P9 Hampstead No.2																																																																																																																																					
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P11 Vale of Health																																																																																																																																					
P12 Catchpit																																																																																																																																					
Borrow Pit Excavation and Open (Pryors Field and Football Pitch)																																																																																																																																					
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Bathing Pond Closures																																																																																																																																					

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Agenda Item 9

Committee(s):		Date(s):
Hampstead Heath, Highgate Wood and Queens Park Management Committee	For Decision	21 September 2015
Hampstead Heath Consultative Committee	For information	9 November 2015
Subject:		Public
Weddings and Civil Partnerships at the Hill Garden and Pergola - Update		
Report of:		For Decision
Superintendent of Hampstead Heath		
Summary		
<p>On 9 June 2014 Committee approval was given for marriage and civil partnership ceremonies to take place at the Hill Garden and Pergola. A licence was obtained from London Borough of Camden to establish them as licenced venues.</p> <p>This Report gives an overview of the first year of bookings and details the costs involved in providing this service.</p>		
Recommendation(s)		
It is recommended that:-		
<ul style="list-style-type: none">• Members note the contents of this Report; and• the increase in permitted maximum numbers to 120 guests at the Hill Garden Shelter, 25 guests at Belvedere, and 50 guests at the Rotunda be approved; and• the introduction of a £120 charge for the facilitation of facilities to drink a toast following ceremonies be approved .		

Main Report

Background

1. The use of the Hill Garden and Pergola as a venue for weddings was proposed as a means of generating income for Hampstead Heath, as a charity.
2. Following Committee approval in June 2014, we contacted couples who had expressed an interest in using the Hill Garden and Pergola as a venue for their wedding/civil partnership ceremony. The first viewings of the venue took place on Friday 13 June, of which two were converted into bookings.
3. The first ceremony took place on Saturday 26 July 2014 and the second the following Saturday. The feedback from both couples was very positive.
4. To date, 21 ceremonies have taken place, with a further 2 booked for 2015/16 and 10 for 2016/17

Current Position

Approach

5. The 'soft opening' approach for 2014/15 provided valuable experience of managing the ceremonies, which are very different from the events usually taking place within Open Spaces. Each is obviously a very personal occasion and needs to be managed as such, with the couple made to feel they are the only ones who have ever been married here.
6. From the events that have already taken place and the feedback from couples received, it has become clear that the service provided is critical to the success of the venue. Feedback and thanks received from couples has included:
 - "This was a dream come true"
 - "Everything was dealt with professionalism yet we felt it was laid back and there was absolutely no stress."
 - "Thank your team for making our day so special. The entire day: organisation, venue, service and communication were completely perfect."
7. A feedback form is sent to couples 4 weeks after the ceremony and the ratings given in response have been 97% Excellent and 3% Very Good.
8. The viewing meeting carried out before a booking is taken has proved to be a very important part of the process, as it provides clarity from the start and manages expectations.
9. The Registrars who have visited the site to perform ceremonies have been very happy with the way the facility is managed and the support with which they are provided.

Operational details

10. The target of 10 weddings for the pilot year of 2015/16 has been exceeded, with 19 bookings received. One of these subsequently cancelled, due to a change of venue, though their deposit was retained.
11. With availability restricted to two Saturdays in any one month, these days have been booked very quickly, with Saturdays in July and August 2016 already booked by May 2015. Couples remain keen to use the venue and are therefore booking Fridays or other weekdays as an alternative.
12. Although receptions cannot be held at the venue, couples have requested the opportunity to drink a toast following their ceremony, and have brought their own drinks and plastic flutes for this purpose. We have provided a table to facilitate this activity; so far, this has not been charged for this service, but as this is clearly a service which is required and the introduction of a fee therefore seems appropriate and a charge of £120 is suggested.
13. Initial discussions to involve the Golders Hill Café's licensed caterer with ceremonies produced a range of logistical issues to prevent this working. This option has therefore not been developed.
14. Most couples have been happy with the necessary restrictions at the venue. Where they have had specific requests, the Hampstead Heath Business Manager has endeavoured to work with the couple to provide a service that

meets their requirements. The main concern remains the preservation and respect for the site and this is at the forefront of any considerations.

15. The 2-hour hire period for the venue has worked effectively in most cases. Occasionally guests have arrived very early, so the team is keen to ensure that the set-up is in place well ahead of time.
16. There has been a level of interest from members of the public when ceremonies are set-up. Signs are placed on site the day before an event, providing advance notice of access restrictions. On the actual day, signs explaining that the area is designated for a wedding are placed adjacent to the location. There have been a limited number of members of the public who have not been happy with the restricted access, but an explanation of the arrangements has been provided and alternative routes given to access the Hill Garden and Pergola, which in most cases has resolved the concerns.
17. There has been one written complaint from a resident of Inverforth Close, who had an issue with a guest bringing their car into the private road, despite it being made clear to couples that this is not permitted. A response was sent explaining the arrangements and providing reassurance that this would be reiterated to couples at every opportunity. An offer to meet the resident was also made, but this was not taken up.
18. Storage facilities for the items required for the events, such as chairs, tables, barriers and signs, have been found at Golders Hill Park. This area is secure, dry and convenient for the staff to load and unload on the day. Use of this space has been achieved with a minimum of disruption and no cost.
19. Towards the end of 2015, the Superintendent will conduct a review involving all staff who have been involved in supporting the ceremonies to ensure that lessons learned during the soft launch and pilot year have been applied effectively. Following the review the terms and conditions for ceremonies will be updated.
20. A range of photographs from events is contained in Appendix 1.

Costings

21. The Report to this Committee on 9 June 2014 projected income from wedding and civil partnership ceremonies at an estimated sum of £2,000 for the 2014/15 limited soft opening, and a sum in the region of £10,000-£13,000 for 2015/16. The table below sets out the net income for 2014/15 & 2015/16, along with the costs which were necessary in order to establish this venture.

22. The costs for operating these events has been calculated as shown in the table below:

Year	Number of Weddings	Income ex VAT (£)	Equipment Purchase	Net income	Underlying Staff Costs @ £450 per ceremony*
		£	£	£	£
2014/15	6	5875.00	4115.00	1760.00	2700.00
2015/16	18	26830.00	1150.00	25680.00	8100.00

Table 1 – Summary of costs and income

* These are staff rostered to work (i.e. not additional staff or overtime), assuming an average total of 16 hours per ceremony and based on the use of Management and Keeper Staff before, during and after the event. Please note this figure includes time spent by the Business Manager (or her delegate) in conducting initial viewings, not all of which convert into actual bookings.

19. The majority of the equipment required for these events was purchased in 2014/15, and the income generated that year (£5,875.00) reflects the cost of their initial purchase. As these items will be used for every future event, the ongoing costs are limited and will probably involve only replacement items or additions to stock such as chairs, to cater to larger weddings, which were purchased in 2015/16.

The charging schedule, see table 2, was agreed in November 2014 by this committee. The proposed charges commencing April 2017 will be presented to Members in November 2015.

Wedding and Civil Ceremonies	Soft opening charges 2014/15 (£)	Pilot year charges 2015/16 (£)	Agreed Charges from 1/1/2016 (£)
Hill Garden Shelter			
• Monday – Thursday	1,250.00	1,800.00	2,000.00
• Friday	1,250.00	2,100.00	2,400.00
• Weekends	1,250.00	2,400.00	2,800.00
Pergola			
• Monday - Thursday	1,000.00	1,500.00	1,800.00
• Friday	1,000.00	1,620.00	2,000.00
• Weekends	1,000.00	1,800.00	2,200.00

Table 2 – Schedule of Charges

Recommendations

23. The guest limits for the venues detailed in the Report of 9 June 2014 have now been tested and, as a result, we recommend the maximum number that can be accommodated at each location be increased, as follows:
 - a. The Hill Garden Shelter, with the guests seated on the area outside the Shelter. This area would be the main offer, accommodating a maximum of 120 guests (originally 100).
 - b. Belvedere, which is at the western end of the Pergola. This is a small area, which would accommodate a maximum of 25 guests (originally 10-15).
 - c. The Rotunda, which is located east along the Pergola, towards Inverforth House. This area could accommodate a maximum of 50 guests, depending on the set-up selected by the couple (originally 25-30 guests).
 - d. A charge for the provision of facilities for a toast to be taken following the ceremony be introduced.

At each ceremony, the priority remains the comfort, health and safety of guests and we are confident these revised numbers are in tune with this.

Corporate & Strategic Implications

24. This proposal links to the Hampstead Heath Management Plan, and the objective to generate additional income, along with providing an additional use for a space within the site.
25. The proposed arrangements for weddings and civil partnerships at the Hill Garden and Pergola support the **Overriding Policy S1** in the **Hampstead Heath Management Plan Part 1 – Towards a Plan for the Heath 2007-2017**: *“Work collaboratively in maintaining and developing the existing facilities and activities in response to changing demands ensuring appropriate provision for all sections of the community”*.
26. The proposal also supports the **City of London Corporate Plan 2013 – 17: Key Policy Priorities (KPP2)** *“Maintaining the quality of our public services whilst reducing our expenditure and improving our efficiency”*, **KPP4** *“Maximising the opportunities and benefits afforded by our role in supporting London’s communities”*, and **KPP5** *“Increasing the impact of the City’s cultural and heritage offer on the life of London and the nation.”*
27. Under **Article 8 of the Greater London Parks and Open Spaces Order 1967** the City *“may let such grounds, open air facilities and attendant buildings as it thinks fit to any person on such terms and conditions as to payment or otherwise as it considers desirable.”*

Conclusions

28. The income generated supports the Service Based Review savings delivery and due to the positive outcomes as a result of the soft launch and pilot years an additional £10,000 income target has been committed for 2016/17 and 2017/18.

29. The venture has proved very successful, with the number of bookings and income generated exceeding the targets set. This has also encouraged cross-working across the Division, with various members of staff providing support with the set-up and break-down on the day.
30. Most of the guests attending ceremonies are not familiar with the venue. Showcasing the site in this way has introduced more people to Hampstead Heath.
31. The positive feedback from couples and guests has been very encouraging. Despite the offer being limited, in that the site is only available for the actual ceremonies, this has not put couples off - they have been happy to arrange their reception at a separate venue and in many cases, this aspect has helped them with their planning and deciding on the number of guests to be invited.
32. The model used and experience gained at The Hill Garden and Pergola has been shared with colleagues across the Department. The Queen Elizabeth Hunting Lodge at Epping and the bandstand at Queen's Park will now also be holding ceremonies.
33. Enquires are already being received for 2017, and bookings will be considered from January 2016.

Appendices

- Appendix 1 – Photographs of events and set ups.

Yvette Hughes – Business Manager
T: 020 7332 3977
E: yvette.hughes@cityoflondon.gov.uk

Appendix 1



The Rotunda



Hill Garden Shelter



Belvedere

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Committee(s)	Dated:
Hampstead Heath, Highgate Wood & Queen's Park	21 September 2015
Subject: Hampstead Heath Trustee's Annual report and Financial Statements for the Year Ended 31 March 2015	Public
Report of: The Chamberlain	For Information

Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2015 for Hampstead Heath are presented in the format required by the Charity Commission.

Recommendation

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

Main Report

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10th May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. The consolidated report covers both the operations of Hampstead Heath and the Hampstead Heath Trust Fund which manages the investment of the £15m that was originally transferred from the London Residary Body to help defray the management and maintenance costs of the Heath. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2015

Derek Cobbing

Chamberlains Department

T: 020 7332 3519

E: derek.cobbing@cityoflondon.gov.uk

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HAMPSTEAD HEATH
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

Charity Number: 803392

HAMPSTEAD HEATH

Trustee's Annual Report and Financial Statements for the year ended 31 March 2015

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HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2015

1. Reference and Administration Details

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

2. Structure, Governance and Management

The governing document

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

Trustee Selection methods

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

Policies and procedures for the induction and training of trustee

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

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2015

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

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

Details of related parties and wider networks

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

Risk identification

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

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

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

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

3. Objectives and Activities for the Public Benefit

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

The object of the charity is the preservation of Hampstead Heath in perpetuity as an Open Space for the recreation and enjoyment of the public.

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

The Hampstead Heath Trust Fund is a subsidiary controlled by this charity. That charity was established under the Local Government Reorganisation (Hampstead Heath) Order 1989 with an endowment of £15m. Its purpose was to contribute towards the running costs of the Heath. Separate accounts are prepared for the subsidiary, which are consolidated with these accounts.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2015

4. Achievements and Performance

Key targets for 2014/15 and review of achievement

The key targets for 2014/15 together with their outcomes were:

- **Continue to support the Hampstead Heath Ponds Project through the completion of outline design to enable the planning application to be submitted on 4 July 2014. The City will present the project to the Development Management Forum arranged by Camden Council in June 2014. The City will continue to consult the Ponds Project Stakeholder Group and in September the emphasis will be to consult on the palette of materials that will enable the completion of the detailed design in the autumn.**

Taking account of the feedback from the Public Consultation the Designers, Atkins prepared the preferred solutions report which will be submitted to the Hampstead Heath Consultative Committee on 2 June 2014 and the Hampstead Heath, Highgate Wood & Queens Park Committee on 9 June 2014.

Planning approval was granted to the City of London by the London Borough of Camden in January 2015. A Judicial Review was served on the City by the Heath and Hampstead Society, which was heard in November 2014, with a judgment following shortly after to reject the claim. Regular meetings continue to be held with contractors to ensure that all works are carried out and completed in accordance with agreed standards.

As part of the project additional funding has been secured from the City to support a learning programme, which will deliver a range of opportunities to schools, universities and the public to provide a greater understanding of the Heath and the natural environment.

- **Liaise with City Surveyor to implement the agreed programme for additional works for Hampstead Heath.**
Various areas have benefited from this programme, which has included the rebuilding of the boundary wall at the Hill Garden. This has ensured that this important location is maintained and protected.
- **Work with Heath Hands to further develop their role, empowering them to take ownership of projects, such as Whitestone Gardens. Develop in partnership a broader range of volunteering opportunities, such as the RSPB/HLF "Wild about the Heath" project.**
The development of a Cross Heath Strategic Partnership between the City, Heath Hands, RSPB and English Heritage has provided a valuable framework for continued and further development of volunteering opportunities and partnership working.
- **Develop plans for a creation of a visitor hub at Parliament Hill, using existing buildings; which will provide a One Stop Shop for information and visitors.**
The City Surveyor has been asked to carry out a feasibility study for this project and plans for the future of this development are progressing. Staff have been involved in project teams in order to consider ways of working and this project will form part of the wider suite of options which will be delivered over the coming three years.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2015

4. Achievements and Performance (continued)

- **Review budgets and ways of working in line with the City's Service Based Review programme.**

A review of the budgets and ways of working has been carried out and a number of projects have been developed which will be carried out over the coming three years. Options are being considered and these will form the basis of the business plan and objectives for staff.

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

5. Financial Review

Review of financial position

Investment income of £1,331,036 (Restated 2013/14 £1,347,171) was earned during the year. Other income received included £214,381 from donations and other external contributions (Restated 2013/14 £485,040), £994,182 from sales, fees and charges (2013/14 £972,690) and £167,211 from rents (2013/14 £198,543). The contribution towards the running costs of the charity amounted to £8,611,085 (2013/14 £6,366,234). This net cost was met by the City of London Corporation's City's Cash. An annual sum of £5,000 was transferred from the restricted fund for maintenance of land transferred to the Heath, from the Athlone House development agreement. The restricted fund is now £10,000 at the end of the year.

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

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

Reserves Policy

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

Investment Policy

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

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2015

5. Financial Review (continued)

Spending Policy

The reserves policy of the Trust is that the original Hampstead Heath Trust Fund endowment of £15 million (now worth £30m) should produce income to cover a proportion of the running costs of Hampstead Heath. The maximum contribution (£1,157,000) is set out in the Transfer order and is subject to a triennial review. 2014/15 was year two of three and therefore the contribution is equal to the amount of the maximum contribution for the first year of that period (2014/15 £1,171,000) multiplied by the change in the Average Earnings Index between April 2013 and April 2014 (0.988). A contribution was also made of £21,576 in 2014/15 representing the income arising from the former T.J. Barratt Trust which was transferred to the Hampstead Heath Trust Fund in December 2011.

Should the actual income in any specific year added to the surpluses from previous years be less than contribution based on the funds on the original endowment, then the lower sum is attributed. The Finance Committee may decide that an allocation is to be made from the permanent endowment reserves of the Hampstead Heath Trust Fund. This is within the terms of the Transfer Order for the original endowment. In 2014/15, £336,847 of the contribution was met from the Permanent Endowment Fund and this was used towards the operational costs of Hampstead Heath at 31 March 2015.

Going Concern

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

6. Plans for Future Periods

The plans for 2015/16 are:

- Implementation and management of the Hampstead Heath Ponds Project which has received agreement to proceed and all of the necessary planning approvals. The City will work closely with the Community Working Group, which was established as part of the Planning Conditions issued by the London Borough of Camden. The City will also be supporting three apprentices; posts which have been established as part of the Planning Conditions. These roles will offer opportunities to young people who will be working in a range of areas including conservation, trees and communication.
- Liaise with City Surveyor to implement the agreed programme for additional works for Hampstead Heath
- Work with Heath Hands, RSPB and English Heritage to further develop the Cross Heath Strategic Partnership, which will ensure the legacy from the RSPB/HLF "Wild about Hampstead" Project, which comes to an end in October 2015. A Volunteer Development Manager has been appointed by Heath Hands and the City will work closely with Heath Hands to ensure that the desired outcomes are delivered and the range of volunteering opportunities is developed and grown: KPI's will be developed in order to monitor success.
- Develop opportunities and options for delivery of the City's Service Based Review programme.
- Develop a Learning Strategy which will bring together the range of play and education opportunities offered on the Heath.
- City of London (Open Spaces) Bill – Deposition due in November 2015 with Parliamentary Process estimated at two sessions (two years). Epping Forest is the lead Open Space but provisions will apply to Hampstead Heath and assistance will be given to Epping Forest as required.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2015

7. The Financial Statements

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

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

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

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

8. Statement of Trustee's Responsibilities

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

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

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

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

HAMPSTEAD HEATH
Trustee's report for the year ended 31 March 2015

9. Adopted and signed for and on behalf of the Trustee on 21 July 2015.

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

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

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HAMPSTEAD HEATH

We have audited the financial statements of Hampstead Heath for the year ended 31 March 2015 which are set out on pages 11 to 35. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of trustees and auditor

As explained more fully in the Trustee's Responsibilities Statement set out on page 7, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2015, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

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

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street
London
EC1A 4AB

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

HAMPSTEAD HEATH

Consolidated Statement of Financial Activities for the year ended 31 March 2015

	Notes	Unrestricted Funds		Restricted Fund	Endowment Fund	2014/15	2013/14 (Restated - Note 20)
		General Fund	Designated Fund				
		£	£	£	£	£	£
Incoming resources							
Incoming resources from generated funds							
Investment Income		1,309,460	-	-	21,576	1,331,036	1,347,171
Voluntary Income		3,381	-	211,000	-	214,381	485,040
Grant from City of London Corporation		5,913,296	2,697,789	-	-	8,611,085	6,366,234
Incoming resources from charitable activities		1,161,393	-	-	-	1,161,393	1,171,233
Total incoming resources	4	8,387,530	2,697,789	211,000	21,576	11,317,895	9,369,678
Resources expended							
Costs of generating funds							
Managed investment expenses	5	166,418	-	-	-	166,418	179,332
Performance measurement service	5	3,973	-	-	-	3,973	4,592
Interest payable		2,800	-	-	-	2,800	4,538
Charitable activities	5	7,329,345	87,929	214,198	358,423	7,989,895	7,809,333
Governance costs	5,6	568,878	-	-	-	568,878	424,572
Total resources expended		8,071,414	87,929	214,198	358,423	8,731,964	8,422,367
Net (outgoing)/incoming resources		316,116	2,609,860	(3,198)	(336,847)	2,585,931	947,311
Net movement in funds before other recognised gains		316,116	2,609,860	(3,198)	(336,847)	2,585,931	947,311
Other recognised gains							
Net gain on investment assets	10	12,548	-	-	1,812,641	1,825,189	2,044,374
Net movement in funds		328,664	2,609,860	(3,198)	1,475,794	4,411,120	2,991,685
Reconciliation of funds							
Total funds brought forward	14	(328,664)	2,001,969	29,234	29,248,130	30,950,669	27,958,984
Total funds carried forward	14	-	4,611,829	26,036	30,723,924	35,361,789	30,950,669

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

All incoming resources and resources expended derive from continuing activities.

HAMPSTEAD HEATH
Consolidated Balance Sheet as at 31 March 2015

	Notes	2015	2014
		£	Restated (Note 20) £
Fixed Assets			
Tangible Fixed Assets	9	4,611,829	2,001,969
Fixed Asset Investments	10	31,180,662	28,319,785
		<u>35,792,491</u>	<u>30,321,754</u>
Current Assets			
Debtors	11	147,005	238,384
Investments	10	4,126	752,071
Cash at bank and in hand		714,590	436,858
		<u>865,721</u>	<u>1,427,313</u>
Creditors: amounts falling due within one year	12	<u>(1,296,423)</u>	<u>(798,398)</u>
Net Current Assets (Liabilities)		<u>(430,702)</u>	<u>628,915</u>
Total Assets Less Current Liabilities		<u>35,361,789</u>	<u>30,950,669</u>
The funds of the charity:			
<i>Unrestricted Fund</i>			
General Fund	13,14	-	(328,664)
Designated Fund	13,14	4,611,829	2,001,969
<i>Restricted Funds</i>	13,14	26,036	29,234
<i>Endowment Funds</i>	13,14	30,723,924	29,248,130
Total charity funds		<u>35,361,789</u>	<u>30,950,669</u>

Approved and signed for and on behalf of the
Trustee.

The notes at pages 16 to 35 form part of these
accounts.

Dr Peter Kane
Chamberlain of London
21 July 2015

HAMPSTEAD HEATH
Balance Sheet as at 31 March 2015

	Notes	2015	2014
		£	£
Fixed Assets			
Tangible Fixed Assets	9	<u>4,611,829</u>	<u>2,001,969</u>
Current Assets			
Debtors	11	137,459	79,731
Cash at bank and in hand		<u>537,282</u>	<u>259,550</u>
		674,741	339,281
Creditors: Amounts falling due within one year	12	(648,705)	(310,047)
Net Current Assets		<u>26,036</u>	<u>29,234</u>
Total Assets less Current Liabilities		<u>4,637,865</u>	<u>2,031,203</u>
The funds of the charity			
<i>Unrestricted Funds</i>			
Designated Fund	13,14	4,611,829	2,001,969
<i>Restricted Funds</i>	13,14	<u>26,036</u>	<u>29,234</u>
Total charity funds		<u>4,637,865</u>	<u>2,031,203</u>

Approved and signed for an on behalf of the Trustee

Dr Peter Kane
Chamberlain of London
21 July 2015

HAMPSTEAD HEATH

Consolidated Cash Flow Statement for the year ended 31 March 2015

	Notes	2014/15	2013/14 Restated (Note 20)
		£	£
Net cash inflow/(outflow) from operating activities	1	417,369	1,181,291
Returns on investments and servicing of finance	2	1,331,036	1,349,228
Capital expenditure		<u>(2,697,789)</u>	<u>(1,058,232)</u>
Net cash inflow/(outflow) before management of liquid resources		(949,384)	1,472,287
Management of liquid resources	3	<u>1,035,689</u>	<u>(677,554)</u>
Increase/(decrease) in cash in the year		<u>86,305</u>	<u>794,733</u>

Notes to the Cash Flow Statement

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

	£	£
Net incoming (outgoing) resources before other recognised gains	2,585,931	947,311
Depreciation	87,929	87,929
Investment income	(1,331,036)	(1,349,228)
(Increase)/decrease in debtors	(196,621)	1,153,929
(Decrease)/increase in creditors	(729,090)	341,026
Provisions	256	324
Net cash inflow/(outflow) from operating activities	<u>417,369</u>	<u>1,181,291</u>

Note 2: Returns on investments and servicing of finance

Investment income received	<u>1,331,036</u>	<u>1,349,228</u>
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Note 3: Management of liquid resources

Decrease/(increase) in short term investments	<u>1,035,689</u>	<u>(677,554)</u>
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HAMPSTEAD HEATH

Consolidated Cash Flow Statement for the year ended 31 March 2015 (continued)

	1 April 2014 Restated (Note 20)	Cash Flow	31 March 2015
	£	£	£
Note 4: Analysis of changes in net funds			
Cash at bank and in hand	436,858	277,732	714,590
Bank overdraft	(414,045)	(191,426)	(605,471)
Short term investments	752,071	(1,035,689)	(283,618)
Change in net funds	774,884	(949,383)	(174,499)

	2014/15	2013/14 Restated (Note 20)
	£	£
Note 5: Reconciliation of net cash flow to movement in net funds		
Increase/(decrease) in cash in the year	277,732	(325,980)
(Increase)/decrease in Bank overdraft	(191,426)	1,120,713
Short term investments	(1,035,689)	677,554
Change in net funds	(949,383)	1,472,287
Net funds balance brought forward	774,884	(697,403)
Net funds balance carried forward	(174,499)	774,884

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2015

1. Accounting Policies

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

(a) Basis of Preparation

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

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

(b) Group Financial Statements

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

The Hampstead Heath Trust Fund is a subsidiary controlled by this charity. That was established by the Local Government Reorganisation (Hampstead Heath) Order 1989 with an endowment of £15m, its purpose was to contribute towards the running costs of the Heath. Separate accounts are prepared for the subsidiary which are consolidated with these accounts.

(c) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is updated from City's Cash. The latest forecast to the period 2018/19 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee consider the Trust to be a going concern for the foreseeable future, therefore has prepared the financial statements on the going concern basis.

(d) Fixed Assets

Heritage Land and Associated Buildings

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

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(d) Fixed Assets (continued)

Tangible Fixed Assets

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

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

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

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 15
Infrastructure	up to 20

(e) *Recognition*

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

(f) *Incoming Resources*

Recognition of incoming resources

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

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(f) Incoming Resources (continued)

Voluntary income

Voluntary income comprises a one year grant from the City Bridge Trust to provide educational and biodiversity services to support communities within the Greater London area, public donations and government grants.

Volunteers

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

Grants received

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

Contribution from City's Cash

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

Fees and Charges for Services, Use of Facilities

The fees and charges income relates to income received from filming, car parking charges, wedding ceremonies, sports tuition, licences and for use of sports facilities.

Rental income

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

(g) Resources Expended

Allocation of costs between different activities

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

(h) Pension Costs

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

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(i) Investments

The investments are all managed by Artemis Investment Management.

All of the securities within the Trust are listed on a stock exchange and are valued at The Stock Exchange trading System price at 31 March 2015.

Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The net gain on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1 April 2014 and 31 March 2015 after taking account of any purchases and sales which were made during 2014/15. Both realized and unrealized gains on investments at the balance sheet date are included in the funds of the Hampstead Heath Trust Fund.

(j) Foreign Currencies

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

(k) Fund Accounting

The charity has three funds – an unrestricted income fund which comprises a general fund representing the net income of the Trust distributed annually towards the running costs of the Heath and a designated fund consisting of fixed assets at historic cost less accumulated depreciation; a restricted income fund in respect of Athlone House (see Note 18), a permanent endowment fund which represents the original endowment invested shown at current market value. And an expendable endowment fund transferred from the former T J Barratt bequest in December 2011.

(l) Governance Costs

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

2. Tax Status of the Charity

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

3. Indemnity Insurance

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

4. Incoming Resources

Incoming resources are comprised as follows:

	Unrestricted Funds		Restricted Funds		2014/15 £	2013/14 Restated (Note 20) £
	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £		
Incoming resources from generated funds						
Investment Income	1,309,460	-	-	21,576	1,331,036	1,347,171
Voluntary Income	3,381	-	211,000	-	214,381	485,040
Grant from City of London Corporation	5,913,296	2,697,789	-	-	8,611,085	6,366,234
	7,226,137	2,697,789	211,000	21,576	10,156,502	8,198,445
Incoming resources from charitable activities						
Fees and charges	966,493	-	-	-	966,493	937,341
Sales	27,689	-	-	-	27,689	35,349
Rental income	167,211	-	-	-	167,211	198,543
	1,161,393	-	-	-	1,161,393	1,171,233
Total incoming resources	8,387,530	2,697,789	211,000	21,576	11,317,895	9,369,678

Investment Income

Incoming resources from generated funds consist of investment income and interest received on average cash balances for the year. Income for the year amounted to £1,331,036 (Restated 2013/14: £1,347,171).

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

4. Incoming Resources (continued)

Voluntary Income

The voluntary income relates to donations and sponsorship income of £3,381 (2013/14 £3,058) and grant funding from the City Bridge Trust of £211,000 (2013/14 £479,925) to provide educational and biodiversity projects that support communities across Greater London.

Deficit funding Contribution from City's Cash

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

Charges for the use of facilities

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

5. Resources Expended

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

	Activities undertaken directly £	Support costs £	2014/15 £	2013/14 £
Charitable activities	7,387,558	775,528	8,163,086	7,997,795
Governance costs	-	568,878	568,878	424,572
Total resources expended	7,387,558	1,344,406	8,731,964	8,422,367

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

Charitable activities

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

Costs of generating funds

Consists of Fund managers fees of £166,418 (2013/14 £179,332), performance measurement fees of £3,973 (2013/14 £4,592) and interest payable of £2,800 (2013/14 £4,538).

Governance costs

General

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

5. Resources Expended (continued)

Auditor's remuneration and fees for external financial services

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

Trustee's expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the city. However, Members may claim travelling expenses in respect of activities outside the city and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were incurred in the year (2013/14 £nil).

6. Support Costs

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

	Charitable Activities £	Governance £	2014/15 £	2013/14 £
Department				
Chamberlain	-	154,490	154,490	116,652
Comptroller & City Solicitor	-	88,596	88,596	64,507
Open Spaces Directorate	290,757	-	290,757	288,201
Town Clerk	-	217,795	217,795	120,743
City Surveyor	244,906	107,997	352,903	322,488
Information Systems	122,159	-	122,159	118,707
Other governance and support costs	117,706	-	117,706	105,793
Total support costs	775,528	568,878	1,344,406	1,137,091

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

6. Support Costs (continued)

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

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Hampstead Heath in 2014/15 is 120 (2013/14 127) at a cost of £4,830,731 (2013/14 £4,921,167). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2014/15 Charitable activities	120	3,941,711	308,131	580,889	4,830,731
2013/14 Charitable activities	127	4,044,846	328,788	547,533	4,921,167

No employees earned more than £60,000 during the year (2013/14 nil).

8. Heritage Assets

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

Policies for the preservation and management of Hampstead Heath are contained in the Hampstead Heath Management Plan 2011. Records of heritage assets owned and maintained by Hampstead Heath can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

9. Tangible Fixed Assets

At 31 March 2015 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £4,611,829 (31 March 2014: £2,001,969) as set out below. All tangible fixed assets are held by Hampstead Heath.

	Land and Buildings £	Infrastructure £	Infrastructure (WIP) £	Equipment £	Total £
<u>Cost</u>					
At 1 April 2014	169,101	743,984	1,598,434	197,810	2,709,329
Additions	-	-	2,697,789	-	2,697,789
At 31 March 2015	169,101	743,984	4,296,223	197,810	5,407,118
<u>Accumulated depreciation</u>					
At 1 April 2014	54,190	560,739	-	92,431	707,360
Charge for year	6,760	67,997	-	13,172	87,929
At 31 March 2015	60,950	628,736	-	105,603	795,289
<u>Net book values</u>					
At 31 March 2015	108,151	115,248	4,296,223	92,207	4,611,829
At 31 March 2014	114,911	183,245	1,598,434	105,379	2,001,969

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

10. Investments

The value and cost of investments comprises:

	Endowment Fund	
	2014/15 £	2013/14 £
Market Value at 1st April	28,319,785	28,076,857
Add: Additions to investments at cost	8,044,350	11,036,845
Less: Disposals at market value	(7,008,662)	(12,838,291)
Add: Net Gain on Revaluation	1,825,189	2,044,374
Market Value at 31st March	31,180,662	28,319,785
Cash held by the Fund Manager	4,126	752,071
Total investments at 31st March	31,184,788	29,071,856
Cost at 31st March	26,021,209	26,150,103

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

	2015 £	2014 £
Long term	31,180,662	28,319,785
Cash held by the Fund Manager	4,126	752,071
Total	31,184,788	29,071,856

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

10. Investments (continued)

The Geographical Spread of Investments at 31 March 2015

	2015 £	2014 £
Fixed Interest Securities		
- UK	571,711	591,298
	571,711	591,298
Unit Trusts		
- UK	888,979	388,519
	888,979	388,519
Equities		
-UK	24,965,442	21,771,829
-European	4,364,416	5,540,573
-United States	382,246	-
-Pacific Basin	7,868	27,565
	29,719,972	27,339,967
Cash held by the Fund Manager	4,126	752,071
Market Value 31 March	31,184,788	29,071,855

11. Debtors

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

Hampstead Heath Consolidated

	2015 £	2014 £
Rental Debtors	12,728	(1,727)
Other Debtors	26,456	177,415
Payments in Advance	54,729	38,187
Recoverable VAT	53,092	24,509
Total	147,005	238,384

Hampstead Heath

	2015 £	2014 £
Rental Debtors	12,728	(1,727)
Other Debtors	16,910	18,762
Payments in Advance	54,729	38,187
Recoverable VAT	53,092	24,509
Total	137,459	79,731

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

12. Creditors

Creditors consist of amounts due within one year.

Hampstead Heath Consolidated

	2015 £	2014 £ Restated (Note 20)
Bank Overdraft	605,470	414,045
Trade Creditors	90,678	46,130
Accruals	280,373	202,418
Other Creditors	319,902	135,805
Total	1,296,423	798,398

Hampstead Heath

	2015 £	2014 £
Trade Creditors	90,678	46,130
Accruals	227,807	132,840
Other Creditors	229,917	13,762
Other Deposits	47,737	47,737
Receipts In Advance	52,566	69,578
Total	648,705	310,047

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

13. Analysis of Consolidated Net Assets by Fund at 31 March 2015

	Unrestricted Funds		Restricted Fund	Endowment Fund	2015	2014 Restated (Note 20)
	General Fund	Designated Fund				
	£	£	£	£	£	£
Fixed Assets						
Tangible Fixed Assets	-	4,611,829	-	-	4,611,829	2,001,969
Investments	214,514	-	-	30,966,148	31,180,662	28,319,785
Total Fixed Assets	214,514	4,611,829	-	30,966,148	35,792,491	30,321,754
Current Assets	945,995	-	26,036	181,434	1,153,465	1,427,313
Current Liabilities	(1,160,509)	-	-	(423,658)	(1,584,167)	(798,398)
Total Net Assets	-	4,611,829	26,036	30,723,924	35,361,789	30,950,669

Expendable Endowment Movements 2010 – 2015

	Balance at 1 April	Revaluation of Investments	Balance at 31 March	Cash	Expendable Endowment
	£	£	£	£	£
Opening	393,461	8,497	401,958	177,308	579,266
2011-12	401,958	11,764	413,722	177,308	591,030
2012-13	413,722	58,823	472,545	177,308	649,853
2013-14	472,545	34,640	507,185	177,308	684,493
2014-15	507,185	32,680	539,865	177,308	717,173

Hampstead Heath Analysis of Net Assets by Fund at 31 March 2015

	Unrestricted Funds		Restricted Fund	2015	2014
	General Fund	Designated Fund			
	£	£	£	£	£
Fixed Assets					
Tangible Fixed Assets	-	4,611,829	-	4,611,829	2,001,969
Total Fixed Assets	-	4,611,829	-	4,611,829	2,001,969
Current Assets	648,705	-	26,036	674,741	339,281
Current Liabilities	(648,705)	-	-	(648,705)	(310,047)
Total Net Assets	-	4,611,829	26,036	4,637,865	2,031,203

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

14. Consolidated Movement of Funds during the year to 31 March 2015

	Balance at 1 April 2014 Restated (Note 20)	Net (outgoing)/ incoming resources	Revaluation of Investments	Balance at 31 March 2015
	£	£	£	£
Unrestricted Funds				
General Fund	(328,664)	316,116	12,548	-
<i>Designated Funds</i>				
Tangible Fixed Assets	2,001,969	2,609,860	-	4,611,829
Restricted Funds (Note 18)	29,234	(3,198)	-	26,036
Permanent Endowment	28,563,637	(336,847)	1,779,961	30,006,751
Expendable Endowment	684,493	-	32,680	717,173
Total Funds	30,950,669	2,585,931	1,825,189	35,361,789

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

Hampstead Heath Movement of Funds during the year to 31 March 2015

	Balance at 1 April 2014	Net incoming /(outgoing) resources	Transfers /Adjustments	Balance at 31 March 2015
	£	£	£	£
Unrestricted Funds				
General Fund	-	(5,000)	5,000	-
Designated Funds				
Tangible Fixed Assets	2,001,969	2,609,860	-	4,611,829
Restricted Funds (Note 18)	29,234	1,802	(5,000)	26,036
Total Funds	2,031,203	2,606,662	-	4,637,865

Designated funds

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

Restricted Fund

• *Athlone House*

The sum of £50,000 was received in 2006/07 from a property company for the ongoing maintenance of one hectare of land transferred to the Heath as part of an agreement for the development of Athlone House, Highgate Lane, N6. The receipt is being applied in equal instalments over ten years towards the maintenance costs of the transferred land. This balance of £10,000 is held as cash.

• *City Bridge Trust*

One year grant of £211,000 was given by the City Bridge Trust in 2014/15 to provide educational and biodiversity services to support communities within the Greater London area. 2013/14 was the final year of a previous three year grant funding of £479,925 being given each year. The balance as at 31 March 2015 is £16,036.

15. Pensions

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

In 2014/15, employer's contributions to the scheme for staff engaged on City's Cash activities was £9.1m (2013/14 £8.6m). There are no outstanding or pre-paid contributions at the balance sheet date.

The deficit of the scheme at 31 March 2015 is £516m (2013/14 £401m) as calculated in accordance with FRS17 disclosures.

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

16. Contingent Liabilities

No disclosable contingent liabilities have been identified.

17. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions. The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources expended" and an explanation of these services is set out in Note 6 for support costs of £1,344,406 (2013/14: £1,137,091). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £8,611,085 (2013/14: £6,366,234) as shown in Note 4 to the financial statements.

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

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances. Investment income of £1,331,036 was earned during the year (2013/14: £1,349,228).

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

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

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

18. Restricted Fund

• *Athlone House*

The sum of £50,000 was received in 2006/07 from a property company for the ongoing maintenance of one hectare of land transferred to the Heath as part of an agreement for the development of Athlone House, Highgate Lane, N6. The receipt is being applied in equal instalments over ten years towards the maintenance costs of the transferred land. This balance of £10,000 is held as cash.

• *City Bridge Trust*

One year grant of £211,000 was given by the City Bridge Trust in 2014/15 to provide educational and biodiversity services to support communities within the Greater London area. 2013/14 was the final year of a previous three year grant funding of £479,925 being given each year. The balance as at 31 March 2015 is £16,036.

19. Subsequent Event

The commencement agreement for the final Hampstead Heath Ponds Project construction contract was signed on 17th April 2015. The works are due to last 18 months with an estimated completion date of 3rd October 2016. The approximate value of the works is £13.178m with an additional £1.515m in provisional sums (£14.693m in total). Nothing has been recognised in the financial statements for this contract.

20. Restatement

In November 2011, the Trust received £393,461 of units in the City of London Corporation Charities Pool and £177,308 in cash from the closure of the Thomas James Barratt Will Trust. The market value of the Charities Pool units has increased since, with a market value of £507,185 as at 31 March 2014. The value of the Charities Pool units and cash should have been recorded as a separate Expendable Endowment Fund, thereby reflecting the value of the Expendable Fund as £684,493 as at 31 March 2014. The Statement of Financial Activities, Balance Sheet for the year ended 31 March 2015 show a re-stated balance at 1 April 2014 to reflect this adjustment.

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2015

21. Restated Statement of Financial Activities for the year ended 31 March 2015 Hampstead Heath Trust Fund

	Notes	Total 2014/15	Total 2013/14	Movement	Total 2013/14 Restated (Note 20)
		£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Investment income		1,329,460	1,349,228	(2,057)	1,347,171
Interest receivable		1,576	-	2,057	2,057
Total incoming resources	4	<u>1,331,036</u>	<u>1,349,228</u>	<u>-</u>	<u>1,349,228</u>
Resources expended					
Costs of generating funds					
Managed investment fees	5	166,418	179,332	-	179,332
Performance measurement service	5	3,973	4,592	-	4,592
Interest payable		2,800	4,538	-	4,538
Charitable activities					
Contribution to running costs of Hampstead Heath		1,178,576	1,192,992	-	1,192,992
Total resources expended		<u>1,351,767</u>	<u>1,381,454</u>	<u>-</u>	<u>1,381,454</u>
Net (outgoing)/incoming resources before other recognised gains		(20,731)	(32,226)	-	(32,226)
Other recognised gains					
Net gains on investment assets	10	1,825,189	2,044,374	-	2,044,374
Net movement in funds		<u>1,804,458</u>	<u>2,012,148</u>	<u>-</u>	<u>2,012,148</u>
Reconciliation of funds					
Total funds brought forward	14	28,919,466	26,907,318	-	26,907,318
Total funds carried forward	14	<u>30,723,924</u>	<u>28,919,466</u>	<u>-</u>	<u>28,919,466</u>

HAMPSTEAD HEATH
Notes to the Financial Statements for the year ended 31 March 2015

22. Restated Balance Sheet as at 31 March 2015

Hampstead Heath Trust Fund

	Notes	2015	2014	Movement	2014 Restated (Note 20)
		£	£	£	£
Fixed Assets					
Listed Investments	10	<u>31,180,662</u>	<u>28,319,785</u>	-	<u>28,319,785</u>
Current Assets					
Debtors		297,290	158,653	-	158,653
Investments	10	4,126	752,071	-	752,071
Cash		<u>177,308</u>	-	177,308	<u>177,308</u>
		<u>478,724</u>	<u>910,724</u>	<u>177,308</u>	<u>1,088,032</u>
Creditors: amounts falling due within one year					
Sundry Creditors		(42,248)	(74,306)	-	(74,306)
Investments		(287,744)	-	-	-
Bank Overdraft		<u>(605,470)</u>	<u>(236,737)</u>	<u>(177,308)</u>	<u>(414,045)</u>
		<u>(935,462)</u>	<u>(311,043)</u>	<u>(177,308)</u>	<u>(488,351)</u>
Net Current (Liabilities) Assets		<u>(456,738)</u>	<u>599,681</u>	<u>-</u>	<u>599,681</u>
Total Assets Less Current Liabilities		<u>30,723,924</u>	<u>28,919,466</u>	<u>-</u>	<u>28,919,466</u>
The funds of the charity:					
Permanent Endowment	13,14	30,006,751	28,874,280	(310,643)	28,563,637
Expendable Endowment	13,14	717,173	-	684,493	684,493
Unrestricted Fund	13,14	-	45,186	(373,850)	(328,664)
Total charity funds		<u>30,723,924</u>	<u>28,919,466</u>	<u>-</u>	<u>28,919,466</u>

Committee(s)	Dated:
Hampstead Heath, Highgate Wood & Queen's Park	21 September 2015
Subject: Highgate Wood and Queen's Park Kilburn Trustee's Annual report and Financial Statements for the Year Ended 31 March 2015	Public
Report of: The Chamberlain	For Information

Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2015 for Highgate Wood and Queen's Park Kilburn are presented in the format required by the Charity Commission.

Recommendation

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

Main Report

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

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2015

Derek Cobbing

Chamberlains Department

T: 020 7332 3519

E: derek.cobbing@cityoflondon.gov.uk

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HIGHGATE WOOD AND QUEEN'S PARK KILBURN

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015***

Charity Number: 232986

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual Report and Financial Statements for the year ended 31 March 2015

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HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2015

1. Reference and Administration Details

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

2. Structure, Governance and Management

The governing document

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

Trustee Selection methods

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

Policies and procedures for the induction and training of trustee

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

Organisational structure and decision making process

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN Trustee's Annual report for the year ended 31 March 2015

2. Structure, Governance and Management (continued)

Details of related parties and wider networks

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

Risk identification

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

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

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

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

3. Objectives and Activities for the Public Benefit

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

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

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

4. Achievements and Performance

Key Targets for 2014/15 and review of achievement were:

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Trustee's Annual report for the year ended 31 March 2015

4. Achievements and Performance (continued)

Highgate Wood:

- **Installation of a low maintenance safety surface in the Highgate Wood Playground.**

The Tiger Mulch surface was installed, and has enhanced the appearance of the playground; together with benefit of a reduction in the time spent maintaining the area. This saving of time has allowed the staff the opportunity to spend more time to develop their skill in other areas of the Wood providing valuable conservation and maintenance of this important historic site.

- **Development of the Information Hut and partnership working with respect to the Heritage Lottery Fund (HLF) bid for the relocation of the Roman Kiln to Highgate Wood from Bruce Castle Museum.**

Reports have been drafted to progress this project and the team continue to progress toward submitting the final bid to the HLF. Signage and interpretation at the Information Hut is being developed and further preparation work has been carried out to facilitate the improvements.

Queen's Park:

- **Continue to develop the Fund-Raising Group with the community and hold 3 events/meetings. Strive to implement construction of 1 further item of play equipment in Phase 3 of the play area development.**

Partnership work with the Queen's Park Area Residents Association continues to provide valuable support for this site, with regular meetings taking place. Preparatory works have taken place in order to install a further piece of equipment, a selection of small towers and walkways for younger children. This will be installed in the playground before the summer. The playground continues to attract large numbers of visitors and will be reviewed in order to ensure that further development is sustainable and meets the needs of the community. Additional funding has been sourced from the London Borough of Brent and a local resident supporting the installation of the play equipment.

- **Continue to hold outdoor cinema events in the park and consider other event opportunities.**

The Nomad "Outdoor Cinema" continued its successful programme at Queen's Park, showing 4 films in August and September after dark and attracting 3,248 visitors.

Queen's Park Day took place in September 2014. This annual event continues to be popular with community attracting over 14,000 visitors. Events included cake baking competition a Dog Show and Acrobats. There were numerous side stalls selling various wares throughout the day.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN Trustee's Annual report for the year ended 31 March 2015

4. Achievements and Performance (continued)

The Queen's Park Area Residents' Association organised an Open Garden & Studios event in June 2014, with the park being central to this event, activities in the park included making vertical garden planters and photography sessions.

- **Develop and implement an Annual Work Programme for the Park and its facilities.**

A work plan has been developed and has provided a framework for ensuring that the parks Management Plan is adhered to and that standards are met. The park offers a wide range of facilities and opportunities and in order to manage and monitor these effectively the work programme is a key feature, which will continue to be developed and used.

- **Continue to work with the local community and develop a volunteering programme in the park to support the on-going maintenance.**

The park continues to work with the Kensal to Kilburn Transition Town Group on the Vegetable plot at the rear of the café. In March 2014 a Big Dig event was attended by 15 volunteers, who tended to the vegetables throughout the summer months. Further discussions have taken place with a local resident to develop a committed volunteer group.

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

5. Financial Review

Review of financial position

Investment income received of £5,731 (2013/14 £5,712), income from other grants, involuntary income and contributions was £Nil (2013/14 £79,750), from donations £516 (2013/14 £70), income received through fees, charges and interest was £62,439 (2013/14 £63,350), and rental income was £91,301 (2013/14 £75,988). The contribution towards the running costs of the charity amounted to £1,172,863 (2013/14 £1,195,823). This net cost was met by the City of London Corporation's City's Cash.

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

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

Reserves Policy

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN Trustee's Annual report for the year ended 31 March 2015

5. Financial Review (continued)

Investment Policy

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

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust. The investments are managed by Artemis Investment Management LLP and the performance of the fund is measured against the fund manager benchmark (FTSE All Share Index). In addition the performance of the Fund is also measured against its peer group using the WM Charity Universe (ex-property).

As at 31 March 2015 the fund achieved a return of 10.5% compared to the FTSE All Share Index return of 6.6%. The WM Charity Universe was 12.3% and the fund slightly underperformed this by 1.8%.

Going Concern

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

6. Plans for Future Periods

The aims for 2015/16 for Highgate Wood are:

- Submission of the HLF bid for the relocation of the Roman Kiln to Highgate Wood from Bruce Castle Museum.
- Retendering of the operating lease for the café at Highgate Wood.

The aims for 2015/16 for Queen's Park are:

- Retendering of the operating lease for the café at Queen's Park
- Investigate opportunity for Weddings on the Queen's Park Bandstand
- Enter the London in Bloom Competition
- Develop Management Work Plan for the Woodland Walk.

The aims for 2015/16 for Highgate Wood and Queen's Park are:

- **City of London (Open Spaces) Bill** - Deposition due in November 2015 with Parliamentary Process estimated at two sessions (two years). Epping Forest is the lead Open Space but the provisions will apply to Highgate Wood and Queen's Park Kilburn and assistance will be given to Epping Forest as required.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2015

7. The Financial Statements

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

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

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

8. Statement of Trustee's Responsibilities

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

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

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

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

9. Adopted and signed for on behalf of the Trustee on 21 July 2015.

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

Jeremy Mayhew
Deputy Chairman of
Finance Committee
Guildhall, London

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

We have audited the financial statements of Highgate Wood and Queen's Park Kilburn for the year ended 31 March 2015 which are set out on pages 10 to 23. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of trustees and auditor

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

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

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2015, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

Opinion on financial statements (continued)

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

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street

London

EC1A 4AB

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Statement of Financial Activities for the year ended 31 March 2015

	Notes	Unrestricted Funds			2014/15 £	2013/14 £
		General Fund	Designated Fund	Restricted Fund		
		£	£	£		
Incoming Resources						
Incoming resources from generated funds						
Voluntary income		516	-	-	516	85,532
Investment income		5,731	-	-	5,731	-
Grant from City of London Corporation		1,172,863	-	-	1,172,863	1,195,823
Incoming resources from charitable activities		153,740	-	-	153,740	139,338
Total incoming resources	4	1,332,850	-	-	1,332,850	1,420,693
Resources Expended						
Charitable activities		1,233,727	16,487	-	1,250,214	1,336,728
Governance costs		99,123	-	-	99,123	77,056
Total resources expended	5	1,332,850	16,487	-	1,349,337	1,413,784
Net incoming/(outgoing) resources before other recognised gains						
		-	(16,487)	-	(16,487)	6,909
Other recognised gains						
Net gain on investments	10	9,359	-	-	9,359	9,921
Net movement in funds		9,359	(16,487)	-	(7,128)	16,830
Reconciliation of funds						
Funds brought forward	13	145,252	268,446	24,389	438,087	421,257
Funds carried forward	13	154,611	251,959	24,389	430,959	438,087

All operations are continuing.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2015

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Balance Sheet as at 31 March 2015

	Notes	2015	2014
		£	£
Fixed Assets			
Tangible Fixed Assets	9	251,959	268,446
Investments – 18,718 Charities Pool Units	10	154,611	145,252
		406,570	413,698
Current Assets			
Debtors	11	54,145	43,302
Cash		76,143	213,979
		130,288	257,281
Creditors: Amounts falling due within one year	12	(105,899)	(232,892)
Net Current Assets		24,389	24,389
Total Assets less Current Liabilities		430,959	438,087
The Funds of the Charity			
<i>Unrestricted Income Funds</i>			
General Fund	13	154,611	145,252
Designated Funds	13	251,959	268,446
Restricted Income Fund	13	24,389	24,389
Total Charity Funds		430,959	438,087

Approved and signed for and on behalf of the Trustee

The notes at pages 12-23 form part of these accounts.

Dr Peter Kane
Chamberlain of London
21 July 2015

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies

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

(a) Basis of Preparation

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

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

(b) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is updated from City's Cash. The latest forecast for the period to 2018/19 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future, therefore has prepared the financial statements on the going concern basis.

(c) Fixed Assets

Heritage Land and Associated Buildings

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

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(c) Fixed Assets (continued)

Tangible Fixed Assets

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

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30
Infrastructure	up to 20

(d) Recognition

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

(e) Managed Investments

Investments are pooled with those from other City of London charities. Underlying Listed Company investments are valued at The Stock Exchange Trading System price at 31 March 2015. Other investments are valued annually at the middle market price at the close of business on 31 March 2015. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

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

The net gain on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1 April 2014 and 31 March 2015.

(f) Incoming Resources

Recognition of incoming resources

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

Voluntary income

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

Volunteers

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued).

(f) Incoming Resources (continued)

Grants received

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

Grant from City of London Corporation

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

Rental income

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

(g) Resources Expended

Allocation of costs between different activities

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

(h) Fund Accounting

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

(i) Pension Costs

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

(j) Cash flow Statement

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

(k) Governance Costs

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

2. Tax Status of the Charity

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2015

3. Indemnity Insurance

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

4. Incoming Resources

Incoming resources are comprised as follows:

	2014/15 £	2013/14 £
Incoming resources from generated funds		
Other Grants, Voluntary Income and Contributions	-	79,750
Donations	516	70
Investment income	5,731	5,712
Grant from City of London Corporation	1,172,863	1,195,823
	1,179,110	1,281,355
Incoming resources from charitable activities		
Sales of products or materials	-	-
Fees and charges	62,439	63,350
Rental income	91,301	75,988
	153,740	139,338
Total incoming resources	1,332,850	1,420,693

Other Grants, Voluntary Income and Contributions

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

Fees and charges

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

Grant from City of London Corporation

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2015

5. Resources Expended

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

	Activities undertaken directly £	Support costs £	2014/15 £	2013/14 £
Charitable activities	1,135,227	114,987	1,250,214	1,336,728
Governance costs	-	99,123	99,123	77,056
Total resources expended	1,135,227	214,110	1,349,337	1,413,784

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

Charitable activities

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

Governance costs

General

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

Auditor's remuneration and fees for external financial services

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

Trustee's expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses have been claimed in the year (2013/14 £nil).

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2015

6. Support Costs

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

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

	Charitable activities £	Governance £	2014/15 £	2013/14 £
Department				
Chamberlain	-	26,611	26,611	21,919
Comptroller & City Solicitor	-	15,503	15,503	11,551
Open Spaces Directorate	48,938	-	48,938	51,061
Town Clerk	-	38,111	38,111	21,621
City Surveyor	25,847	18,898	44,745	25,700
Information Systems	25,159	-	25,159	22,562
Other governance and support costs	15,043	-	15,043	14,421
Total support costs	114,987	99,123	214,110	168,835

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

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

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

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

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2015

6. Support Costs (Continued)

City Surveyor Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.

Information Systems The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.

Other governance costs Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Highgate Wood and Queen's Park Kilburn in 2014/15 is 18 (2013/14 18) at a cost of £728,754 (2013/14 £711,421). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employer's National Insurance £	Employer's Pension Contribution £	Total £
2014/15 Charitable activities	18	586,999	45,028	96,727	728,754
2013/14 Charitable activities	18	576,845	43,812	90,764	711,421

No staff earned more than £60,000 during the year (2013/14 Nil).

8. Heritage Assets

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

Policies for the preservation and management of Highgate Wood and Queen's Park Kilburn are contained in the Highgate Wood and Queen's Park Kilburn Management Plan 2010. Records of heritage assets owned and maintained by Highgate Wood and Queen's Park Kilburn can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2015

9. Tangible Fixed Assets

At 31 March 2015 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £251,959 (31 March 2014 £268,446) as set out below.

	Land and Buildings £	Infrastructure £	Total £
<u>Cost</u>			
Balance at 31 March 2014	166,388	257,130	423,518
Additions	-	-	-
At 31 March 2015	166,388	257,130	423,518
<u>Accumulated depreciation</u>			
Balance at 31 March 2014	29,406	125,666	155,072
Charge for year	3,341	13,146	16,487
At 31 March 2015	32,747	138,812	171,559
<u>Net book values</u>			
At 31 March 2015	133,641	118,318	251,959
At 31 March 2014	136,982	131,464	268,446

10. Fixed Asset Investments

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

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

	General Fund £	2015 £	2014 £
Market Value 1 April	145,252	145,252	135,331
Acquisitions	-	-	-
Gain for the year	9,359	9,359	9,921
Market Value 31 March	154,611	154,611	145,252
Cost 31 March	107,254	107,254	107,254
Units in Charities Pool	18,718	18,718	18,718

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2015

10. Fixed Asset Investments (continued)

The majority of the surplus funds are invested with the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust.

The Charities Pool is a UK registered unit trust.

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

	2015	2014
	£	£
Equities		
UK	121,524	108,068
Overseas	23,037	27,888
Bonds - UK	3,865	4,067
Pooled Units - UK	4,948	1,888
Cash held by Fund Manager	1,237	3,341
Total Funds	154,611	145,252

11. Debtors

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

	2015	2014
	£	£
Rental Debtors	36,705	28,800
Other Debtors	3,344	1,506
Payments in Advance	6,434	4,992
Recoverable VAT	7,662	8,004
Total	54,145	43,302

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2015

12. Creditors

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

	2015 £	2014 £
Trade Creditors	7,458	14,308
Accruals	29,717	158,017
Other Creditors	8,964	7,121
Sundry Deposits	47,194	47,194
Receipts In Advance	12,566	6,252
Total	105,899	232,892

13. Movement of Funds during the year to 31 March 2015

	Balance at 1 April 2014 £	Incoming Resources £	Outgoing Resources £	Net incoming/ (outgoing) resources £	Balance at 31 March 2015 £
Unrestricted Funds					
<i>General Funds</i>					
Investments	145,252	9,359	-	9,359	154,611
	145,252	9,359	-	9,359	154,611
<i>Designated Funds</i>					
Capital Adjustment Account	268,446	-	(16,487)	(16,487)	251,959
	268,446	-	(16,487)	(16,487)	251,959
Total Unrestricted Funds	413,698	9,359	(16,487)	(7,128)	406,570
Restricted Funds					
City Bridge Trust funding	24,389	-	-	-	24,389
Total Restricted Funds	24,389	-	-	-	24,389
Total Funds	438,087	9,359	(16,487)	(7,128)	430,959

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2015

Notes to the funds

Unrestricted funds

1) *General funds*

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

2) *Designated funds*

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

Restricted funds

3) *City Bridge Trust*

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

14. Pensions

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

In 2014/15, employer's contributions to the scheme for staff engaged on City's Cash activities was £9.1m (2013/14 £8.6m). There are no outstanding or pre-paid contributions at the balance sheet date.

The deficit of the scheme at 31 March 2015 is £516m (2013/14 £401m) as calculated in accordance with FRS17 disclosures.

15. Related Party Transactions

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

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources expended" and an explanation of these services is set out in note 6 for support costs of £214,110 (2013/14: £168,835). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £1,172,863 (2013/14: £1,195,823) as shown in note 4 to the financial statements.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2015

15. Related Party Transactions (continued)

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

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances. Investment income of £5,731 was earned during the year (2013/14: £5,712).

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

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

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

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

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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