



West Ham Park Committee

Date: MONDAY, 17 FEBRUARY 2014
Time: 12.15pm
Venue: COMMITTEE ROOMS - SECOND FLOOR WEST WING, GUILDHALL

Members: Alderman Ian Luder (Chairman)
Deputy Alex Deane (Deputy Chairman)
Deputy Robert Howard
Wendy Mead
Barbara Newman
Jeremy Simons
Graeme Smith
Deputy Michael Welbank
Justin Meath-Baker
Robert Cazenove
Catherine Bickmore
Richard Gurney
Councillor Bryan Collier MBE
Councillor Joy Laguda MBE
The Rev. Stennett Kirby

Enquiries: Alistair MacLellan
alistair.maclellan@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 25 November 2013.

For Decision
(Pages 1 - 6)
4. **SCHEME OF DELEGATIONS**
Report of the Town Clerk.

For Decision
(Pages 7 - 16)
5. **SCHEDULE OF VISITS 2014**
Report of the Town Clerk.

For Decision
(Pages 17 - 20)
6. **WEST HAM PARK SPORTS CHARGES 2014-15**
Report of the Director of Open Spaces.

For Decision
(Pages 21 - 28)
7. **PROCUREMENT OF TREE MAINTENANCE CONTRACT**
Report of the Director of Open Spaces.

For Information
(Pages 29 - 32)
8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
10. **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

11. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 25 November 2013.

For Decision
(Pages 33 - 34)

12. **WEST HAM PARK NURSERY SURPLUS ACCOUNT**

To discuss the West Ham Park Nursery Surplus Account.

For Discussion
(Pages 35 - 36)

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

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

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Agenda Item 3

WEST HAM PARK COMMITTEE Monday, 25 November 2013

Minutes of the meeting of the West Ham Park Committee held at Committee Rooms
- Second Floor West Wing, Guildhall on Monday, 25 November 2013 at 4.00 pm

Present

Members:

Alderman Ian Luder (Chairman)
Deputy Alex Deane (Deputy Chairman)
Deputy Robert Howard
Wendy Mead
Barbara Newman
Jeremy Simons
Deputy Michael Welbank
Justin Meath-Baker
Robert Cazenove
Catherine Bickmore
Richard Gurney
Councillor Joy Laguda OBE

Officers:

Alistair MacLellan - Town Clerk's Department
Alison Elam - Group Accountant, Chamberlain's Department
Edward Wood - Principal Legal Assistant, Comptroller and City Solicitor's Department
Sue Ireland - Director of Open Spaces
Martin Rodman - Superintendent, West Ham Park and City Gardens

1. APOLOGIES

Apologies were received from Councillor Bryan Collier and the Reverend Stennett Kirby.

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

Wendy Mead declared a standing declaration regarding Item 6 given her membership of The City Bridge Trust Committee.

3. MINUTES

RESOLVED: that the public minutes and summary of the meeting held on 7 October 2013 be approved as a correct record.

Matters Arising

Staff

The Chairman noted that a staffing update would form part of the Superintendent's Update.

Tessa Sanderson Foundation Academy

The Superintendent committed to circulating a note on the TSFA to members of the Committee.

4. SUPERINTENDENT'S UPDATE

Staff

The Superintendent noted that the preferred candidate from the October interviews for the West Ham Park Manager post has decided not to accept the role. The role has been re-advertised and the recruitment package has also been circulated to the London Parks Benchmarking Group, The London Parks & Greenspaces Forum and other contacts within the industry. In the interim, a manager from North London Open Spaces continues to assist with the management of the park for 1-2 days per week. He added that the new City Bridge Trust (CBT)-funded West Ham Park apprentice has been awarded Highly Commended in the Young Gardener of the Year category of the Sunday Telegraph's 'Gardening against the odds' programme.

Works update

He reported that spring bedding had now been planted in the park and the final 1,700m² of CBT-funded wildflower meadow was sown at the beginning of October. The meadow was sown by 5 classes from 2 different primary schools, totalling approximately 150 children.

The park remained closed on 28 October as a result of the St Jude's day storm. Damage was relatively light, with only two trees having to be removed (London Plane and Maple). The only damage to property within the park was to some fencing around the tennis courts. Outside the park, a branch fell onto a car parked on Ham Park Road and was being progressed through the insurance section. Staff spent approximately 3 days clearing up debris.

The Nursery had now completed the dispatch of spring bedding and staff had reverted to asset maintenance duties, as well as securing quotes for the supply of seed and plugs for summer bedding next year. The Superintendent noted that he was meeting with The Royal Parks on the 27 November to discuss future bedding provision. He added that the nursery team had provided floral decorations for both the South Korean banquet and the Lord Mayor's banquet at Guildhall in November, from which positive feedback was received.

Events

The Superintendent reported that the final Gardening club for 2013 took place at the end of October and that it would next reconvene in early spring to help prepare beds for the next growing season.

He added that The Friends of West Ham Park held their annual 'Build the Biggest Leaf Pile in Newham' Event on 2 November. Overall 9 of the Friends gave a total of 32 hours of volunteering on the event, and approximately 80 people attended. The event had some online coverage in local media. The Friends of West Ham Park are currently organising the annual 'Park in the Dark' event, which will take place on 6 December.

He noted that in conjunction with the Newham Education Business Partnership, several education sessions had been held in the Park for children between the ages of 3 and 7, with the aim of inspiring youngsters from an early age.

He concluded by saying that the Tessa Sanderson Foundation & Academy (TSFA) 10k run was scheduled to take place on 6 April 2014. Organisation and preparation for the event would be carried out with TSFA's new business partner.

Asset maintenance

The Superintendent reported that the railings surrounding the ornamental garden had been painted as part of the City Surveyors' planned maintenance works. Other works due imminently include repairs to the tarmac path running from the main gate to the office and, within the nursery, maintenance of the barn building and glazing repairs to the glasshouses.

In response to a question from the Chairman on whether the Park had seen any growth in anti-social behaviour (ASB), the Superintendent replied that whilst the Park had not seen many dog-related incidents to date, there was the issue of drug dealing within a section of the Park. Staff were dealing with the problem by proactively removing bin bags in the area in question (given these were used to conceal stashes), keeping a high profile and liaising with local police.

In response to a query from a member, the Superintendent committed to ensuring both the West Ham Park newsletter and the City Gardens newsletter were circulated to members of the Committee. Furthermore he agreed to investigate whether it would be useful to provide a quarterly written update on activity in the Park.

5. TERMS OF REFERENCE

The Committee considered a report of the Town Clerk regarding its Terms of Reference. The following amendments were agreed:

Instances of 'Heirs-at-law' to be amended to the singular;
'Together with the ex-officio Members referred to in paragraph 1 above...' to be deleted;
Four representatives elected amended to 'appointed';
One representative nominated amended to 'appointed';
Two representatives nominated amended to 'appointed';

The Town Clerk committed to writing to members of the Committee to establish their preference over how their names and titles were displayed in the updated Terms of Reference.

RESOLVED:

- that subject to the comments above the Terms of Reference of the Committee be approved for submission to the Court of Common Council

on 1 May 2014 and that any further changes in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

6. REVENUE AND CAPITAL BUDGETS 2013-14 AND 2014-15

The representative of the Chamberlain introduced a report on proposed revenue and capital budgets for 2013/14 and 2014/15. She noted that the report had been prepared in light of guidance set by the Policy and Resources Committee. She highlighted that a three year grant from The City Bridge Trust would come to an end in March 2014 and that a new bid was currently being prepared. She went on to explain that any works that were undertaken under the Additional Works Programme that were scheduled to be completed by March 2014 were included in the figures for 2013/14. Any works that were scheduled for 2014/15 had been approved by the Corporate Asset Sub Committee and would shortly go to the Resource Allocation Sub Committee for approval.

In response to a question from a member, the representative of the Chamberlain replied that the current Nursery budget had broken even and that in future any surplus would be reflected in the relevant budget reports that came before the Committee.

The Committee went on to discuss how the surplus from the Nursery should be allocated, with some members noting that it should be for the benefit of the Park as a whole, rather than the Nursery itself. The Chairman pointed out that the Nursery benefited all users of the Park and that it was important that any surplus should not be allowed to accrue to too great an extent. A member emphasised that the whole Park should benefit from any surplus, not just the Nursery itself, whilst another member suggested that the Nursery be given first-refusal on any surplus before it was then allocated to the rest of the Park.

Officers agreed to provide a report at the next Committee detailing the way in which funds were allocated within the Park. The report would be drafted in accordance with the existing legal agreement governing the management of the Park.

RESOLVED:

- The Committee had reviewed the provisional 2014/15 revenue budget to ensure it reflects the Committee's objectives and approved the budget for submission to the Finance Committee;
- The Chamberlain be authorised, in consultation with the Director of Open Spaces, to revise the budgets to allow for further implications arising from Corporate Projects, departmental reorganisations and other reviews, and changes to the Additional Works Programme.
- A report on the allocation of surplus monies arising from the operation of the West Ham Park Nursery be submitted to a future meeting of the Committee.

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

There were no questions.

8. **URGENT ITEMS**

There were no urgent items.

9. **EXCLUSION OF THE PUBLIC**

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

Item(s)	Paragraph in Schedule 12A
10-15	3

10. **NON-PUBLIC MINUTES**

RESOLVED: that the non-public minutes of the meeting held on 7 October 2013 be approved as a correct record.

11. **DECISIONS TAKEN UNDER URGENCY POWERS - TREE INSPECTION CONTRACT**

The Committee received a report of the Town Clerk.

RECEIVED

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

There were no questions.

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

There was no other business.

14. **CONFIDENTIAL MINUTES**

RESOLVED: that the confidential minutes of the meeting held on 7 October 2013 be agreed as a correct record.

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

There were no questions.

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

There was no other business.

The meeting ended at 4.45 pm

Chairman

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

DRAFT

Agenda Item 4

Committee: West Ham Park	Date: 17 February 2014
Subject: Corporate Governance – Scheme of Delegations and Standing Orders	Public
Report of: Town Clerk	For Decision
Summary	
<p>As part of the City Corporation's arrangements for ensuring good governance the Scheme of Delegation to Chief Officers has been reviewed and a number of changes have been proposed. The changes, which principally reflect changes to legislation and previously agreed City Corporation's policies, were considered and approved by Policy and Resources Committee on 23 January 2014 and will go on to be submitted to the Court of Common Council on 1 May 2014.</p> <p>The Policy Committee is responsible for the review and for the co-ordination of the City Corporation's governance arrangements. The Committee therefore considered the Scheme in its entirety including the general framework and conditions of the delegations and an amendment to Standing Orders which relate to the declaration of operation property assets which are surplus to requirements.</p> <p>All committees are required to consider those elements for which they have responsibility. The West Ham Committee's strategic and operational remit is set out in section 4 of its Terms of Reference 2013/14, a copy of which is attached as appendix 2.</p> <p>A copy of the revised section in the Scheme of Delegations applicable to this Committee is attached as an appendix to this report for your consideration and the sections upon which Members of the Committee are invited to comment are highlighted in yellow.</p>	
Recommendations	
<ol style="list-style-type: none">1. Subject to the approval of the Policy and Resources Committee of the overall Scheme of Delegation, the delegations relating to the Director of Open Spaces as set out in the appendix to this report be approved; and2. note the proposed amendment to Standing Orders relating to the declaration of operation property assets which are surplus to requirements.	

Main Report

Background

1. As a corporate body all decisions are vested in the Court of Common Council. To facilitate the administration of the City Corporation's many and complex functions, the Court delegates the majority of its functions to its committees

and officers. The committee terms of reference set out the functions delegated to committees whilst the Scheme of Delegations sets out those functions which have been delegated to officers.

Scheme of Delegations

2. The Scheme of Delegations has recently been reviewed and a number of changes are proposed which on the whole reflect changing legislation, amendments to corporate policy and operational needs. A copy of the revised Chief Officer(s) delegations relevant to this Committee is attached as an appendix to this report. The appendix includes some minor changes to reflect the fact that the Open Spaces and City Gardens Committee and West Ham Park Committee are now separate Grand Committees in their own right.
3. A full copy of the Scheme is available for Members to view in the Members' Reading Room and is also available on request.
4. The Policy and Resources Committee are responsible for the review and co-ordination of the City Corporation's governance arrangements which includes amongst other things, committees and Standing Orders.

Standing Orders – Declaring Assets Surplus

5. The drive for efficiency savings including the Corporate Asset Realisation Programme and the more recent Service Based Reviews have highlighted the need for the City to more effectively identify those assets which are surplus to departmental need so they can be considered for alternative uses or disposal.
6. Whilst there are a number of officer groups considering the efficient and effective use of assets and resources it is felt that their work would be assisted by a change to Standing Orders which would formalise the process for Chief Officers and Committees identifying assets as surplus. It should be noted that prior to the approval of the Court, the Policy and Resources Committee added the following Standing Order with regard to this.

Standing Order No 55 - Identification of Property Assets Surplus to Departmental Requirements

(1) Committees are required to consider the effective and efficient use of all operational property assets. This will be monitored by the Corporate Asset Sub Committee

(2) Where assets are no longer required, in whole or in part, for the provision of operational services for which they are currently held, a report on the circumstances must be made to the Corporate Asset Sub Committee. This does not apply where letting are an integral part of the service e.g. market or housing tenancies

Corporate & Strategic Implications

7. The proposed changes to the Scheme of Delegations and Standing Orders are intended to support the effective governance of the City of London and ensure that decision making is effective and transparent.

- Appendix 1 – Revision(s) to Scheme of Delegations
- Appendix 2 – West Ham Committee Terms of Reference 2013/14

Alistair MacLellan

Policy Officer

Town Clerk's Department

T: 020 7332 1416

E: alistair.maclellan@cityoflondon.gov.uk

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DIRECTOR OF OPEN SPACES

The following matters are delegated to the Director of Open Spaces.

Strategic

1. To submit responses, having consulted where appropriate, on behalf of the Open Spaces and City Gardens Committee to initiatives and consultative documents issued by the Government and its agencies.

Operational

Burnham Beeches and City Commons

2. To deal with the sale of agricultural and forestry produce by private treaty.
3. To issue all necessary licences, franchises and consents relating to the Beeches/Commons where a precedent has already been set and where the Epping Forest & Commons Committee have not indicated that they wish to consider any further applications.
4. To seek and obtain all requisite licences and consents required in connection with Beeches/Commons lands, activities or entertainments.
5. To take any action to protect or preserve the Beeches/Commons and to report to the Epping Forest & Commons Committee, as appropriate.
6. To enforce the Byelaws relating to the Beeches/Commons subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.
7. To authorise individual officers to enforce the Byelaws appertaining to the Beeches/Commons subject to any decision to institute proceedings being taken in accordance with paragraph (8) above.
8. To grant licences for:
 - a. sale of refreshments
 - b. filming and commercial photography
 - c. events and entertainments
 - d. driving and parking vehicles
9. To grant minor wayleaves and licences in consultation with the City Surveyor.

Epping Forest

10. To take any action to protect or preserve the Forest, and to report to the Epping Forest & Commons Committee, as appropriate.
11. To authorise individual officers to enforce the Byelaws relating to the Forest, subject to any decision to institute legal proceedings for any offence being made in

consultation with the Comptroller & City Solicitor, if appropriate, and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.

12. To institute proceedings in Magistrates' courts under the Epping Forest Act 1878 (as amended) Section 87 of the Environmental Protection Act 1990, Section 9 of the City of London (Various Powers) Act 1971 and Section 7(6) of the City of London (Various Powers) Act 1977>
13. To close, re-open and vary designated ways pursuant to Section 9(4) of the City of London (Various Powers) Act 1961.
14. To deal with the sale of Forest produce by private treaty.
15. To grant licences for –
 - e. sale of refreshments;
 - f. filming and commercial photography;
 - g. circus and fairs;
 - h. flying model aircraft;
 - i. driving and parking vehicles;
 - j. camping;
 - k. events and entertainments.
16. To let out recreational facilities in accordance with the current approved scale of charges.
17. To grant minor way-leaves and licences.
18. To fix fees for the sale of Forest produce and to fix licence fees for ice cream vans and other small scale refreshment facilities in the Forest.

Hampstead Heath, Highgate Wood and Queen's Park

19. To liaise with English Heritage pursuant to the provision of any agreement in this regard between the City of London Corporation and English Heritage.
20. To issue all necessary licences, franchises and consents relating to Hampstead Heath, Highgate Wood and Queen's Park where a precedent has already been set and where the Hampstead Heath, Highgate Wood & Queen's Park have not indicated that they wish to consider any further applications.
21. To seek and obtain all requisite licences and consents required in connection with Hampstead Heath lands, Highgate Wood and Queen's Park, activities or entertainments.

22. To act to protect or preserve Hampstead Heath, Highgate Wood and Queen's Park and to report to the Hampstead Heath, Highgate Wood & Queen's Park Committee, as appropriate.
23. To enforce the Byelaws relating to Hampstead Heath, Highgate Wood and Queen's Park subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and to the result of any such prosecution being reported to the Hampstead Heath, Highgate Wood & Queen's Park Committee.
24. To authorise individual officers to enforce the Byelaws appertaining to the Hampstead Heath Grounds, Highgate Wood and Queen's Park subject to any decision to institute proceedings being taken in accordance with paragraph 25 above.
25. To let out recreational facilities in accordance with the current approved scale of charges.
26. To grant licences for:
 - l. sale of refreshments
 - m. filming and commercial photography
 - n. circus and fairs
 - o. driving and parking vehicles
 - p. events and entertainments
 - q. minor wayleaves and licences

City Gardens and West Ham Park

27. To take any action to protect or preserve West Ham Park and the City Gardens, and to report to the Open Spaces and City Gardens Committee or the West Ham Park Committee, as appropriate.
28. To enforce the Byelaws relating to West Ham Park and to the City Gardens subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor, and to the result of any such prosecution being reported to the Open Spaces and City Gardens or the West Ham Park Committee, as appropriate.
29. To authorise individual officers to enforce the Byelaws appertaining to West Ham Park and to the City Gardens, subject to any decision to institute proceedings being taken in accordance with paragraph 28 above.
30. To grant licences for:
 - r. sale of refreshments
 - s. filming and commercial photography

t. events and entertainments

u. driving and parking vehicles

31. To grant minor wayleaves and licences.

32. To seek and obtain all requisite licences and consents required in connection with West Ham Park and City Gardens lands, activities or entertainments.

33. To let out recreational facilities in accordance with the current approved scale of charges.

Cemetery and Crematorium

34. To re-purchase the Rights of Burial in unused graves.

35. To refund fees paid by City of London Corporation employees or their close relatives in respect of the purchase of the Rights of Burial in a grave or alternatively the crematorium fees.

36. Setting of contract conditions and burial and cremation fees, in conjunction with the Comptroller & City Solicitor.

Delegations to other Officers

37. The following authorities are also delegated to the Officers identified to be exercised either,

v. at the direction of the Director of Open Spaces; or,

w. in the absence of the Director of Open Spaces.

Superintendent of Burnham Beeches	-	Items 2 - 9
Superintendent of the City Commons	-	Items 2 - 9
Superintendent of Epping Forest	-	Items 10 – 18
Superintendent of Hampstead Heath, Highgate Wood and Queen's Park	-	Items 19 – 26
Superintendent of Parks & Gardens	-	Items 27 – 33
Cemetery & Crematorium Manager	-	Items 34 – 36

GIFFORD, Mayor

RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25th April 2013, doth hereby appoint the following Committee until the first meeting of the Court in April, 2014.

WEST HAM PARK COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- eight Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment; the membership to be the same as the Open Spaces & City Gardens Committee.
- plus the following for the consideration of business relating to West Ham Park only:-
 - four representatives nominated by the Heirs-at-Law of the late John Gurney
 - one representative nominated by the Parish of West Ham
 - two representatives nominated by the London Borough of Newham

2. **Quorum**

The quorum consists of any five Members.

3. **Membership 2013/14**

- 3 (3) Benjamin Robert Hadley Hall, Alderman, *for three years*
- 3 (3) Ian David Luder, B.Sc.(Econ.), Alderman, *for three years*
- 3 (3) Wendy Mead, Deputy
- 3 (3) Michael Welbank, Deputy
- 3 (2) Alexander John Cameron Deane
- 1 (1) Jeremy Lewis Simons M.Sc., *for three years*
- 1 (1) Robert Picton Seymour Howard, Deputy
- 1 (1) Barbara Patricia Newman, C.B.E.

Together with the ex-officio Members referred to in paragraph 1 above and:-

Four representatives elected by the heirs-at-law of the late John Gurney:-

- Miss. C. Bickmore
- Mr. R. Cazenove
- Mr. R. Gurney
- Mr. S. J. F. Meath-Baker

One representative nominated by the incumbent or priest, for the time being, in charge of the present benefice of West Ham:-

- Revd. S. Kirby

Two representatives nominated by the London Borough of Newham

- Councillor J. Laguda
- Councillor B. Collier

4. **Terms of Reference**

To:-

- (a) have regard to the overall policy laid down by the Open Spaces & City Gardens Committee;
- (b) be responsible for the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of the conveyance of the Park by John Gurney, Esq., to the City of London Corporation dated 20th July 1874 and in accordance with the Licence in Mortmain dated 22nd May 1874 and the management of a Nursery; and
- (c) authorise the institution of any criminal or civil proceedings arising out of the exercise of its functions.

Barradell

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Agenda Item 5

Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park Committee	27 January 2014
Open Spaces and City Gardens Committee	17 February 2014
West Ham Park Committee	17 February 2014
Epping Forest and Commons Committee	10 March 2014
Subject: Schedule of Visits 2014	Public
Report of: The Town Clerk	For Decision
Summary	
<p>A proposed schedule of visits to the City of London's open spaces has been drawn up following consultation with Officers. Members are invited to comment upon and agree the proposed schedule for 2014.</p>	
Recommendations	
That Members:	
<ul style="list-style-type: none">• agree the Current Position and Proposals set out within the report;• agree the Schedule of Visits 2014 as set out in the appendix.	

Main Report

Background

1. The Town Clerk is responsible for submitting an Annual Schedule of Visits to each of the open spaces Grand Committees that sets out dates on which Members are invited to visit the areas that fall under the remit of their Committee.
2. Underpinning each Annual Schedule is the recognition that the ability to undertake site visits plays a key part in helping Members to understand the variety and complexity of issues that affect each of the City of London's Open Spaces.

Current Position

3. Each Annual Schedule is based upon that of the preceding year. To date each schedule has included each of the management committees plus the Hampstead Heath Consultative Committee.

4. Each schedule assumes that Members are content to undertake weekday visits to all sites, except for those on the Epping Forest & Commons Committee who have traditionally held their visits on Saturday mornings.
5. Members of the Open Spaces and City Gardens Committee have the option of attending all of the Grand Committee visits, given that Committee has strategic oversight of the Open Spaces Directorate as a whole.
6. Whilst the Town Clerk will organise transport to and from each site visit, Members are asked to acknowledge that in some cases public transport will be the more appropriate option.

Proposals

7. It is proposed that the Hampstead Heath Consultative Committee be removed from the Annual Schedule of Visits, so that the Schedule may be concerned only with each of the Open Spaces Grand Committees. Visits of the Hampstead Heath Consultative Committee will be scheduled at the discretion of the Hampstead Heath, Highgate Wood and Queen's Park Committee.
8. With this in mind, it is also proposed that the scheduling of site visits of the consultative committees of each Grand Committee be overseen by the Grand Committee in question.
9. That additional visits, if and when required, be organised by the Town Clerk in consultation with officers and Committee Members.

Implications

10. The Town Clerk's Department will continue to organise and pay for Member transport to and from site visits, except for when public transport is the more viable option.

Conclusion

11. Committee site visits to each of the City of London's open spaces play an important part in helping Members understand the various issues affecting the sites for which they are responsible. An Annual Schedule of Visits is an important tool in ensuring a framework is in place to guarantee these visits take place in a consistent manner.

Appendices

- Appendix 1 – Schedule of Visits 2014

Alistair MacLellan

Committee and Member Services Officer

T: 020 7332 1416

E: alistair.maclellan@cityoflondon.gov.uk

Open Spaces Schedule of Visits 2014

Committee	Open Spaces and City Gardens	West Ham Park	Hampstead Heath, Highgate Wood and Queen's Park	Epping Forest and Commons
Date			Friday 28 March	Saturday 8 March (Epping Forest)
			Wednesday 30 April (Highgate Wood [morning] and Queen's Park [afternoon])	
				Saturday 10 May (Epping Forest)
		Friday 6 June (LM Visit)		Monday 9 June (LM Visit Dorneywood) Wednesday 11 June (Epping Forest Ladies Day) Saturday 14 June (City Commons)
	Monday 21 July			Saturday 5 July (Burnham Beeches)
			Friday 12 September	Saturday 6 September* (Epping Forest)
				Saturday 1 November (Epping Forest)
	Attendees	OSCG Members	OSCG/WHP Members	HHWQP Members/OSCG Members

*Provisional/requires confirmation

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Agenda Item 6

Committee(s):	Date(s):
West Ham Park Committee	17 Feb 2014
Subject: West Ham Park Sports Charges 2014/15	Public
Report of: Director of Open Spaces	For Decision
Summary	
<p>Within the City Corporation's Open Spaces, charges for sports activities are reviewed annually. At West Ham Park this year, it is proposed that all prices be increased in line with inflation.</p>	
Recommendation	
Members are asked to:	
<ul style="list-style-type: none">• Approve the proposed schedule of charges (attached at Appendix 2) for sports facilities in West Ham Park for the 2014/15 financial year.	

Main Report

Background

1. A wide range of sporting facilities are provided throughout the City Corporation's Open Spaces and the charges for these are reviewed annually. The current charges for West Ham Park were approved by the Open Spaces, City Gardens and West Ham Park Committee in February 2013.

Current Position

2. While the overall aim is to increase the income received from the sports facilities in the Open Spaces, it has been accepted that charges should aim to recover relevant costs as a minimum. For some activities, charges strive to maximise income but there is a controlled subsidy to promote the activity. Charges should also be related to the market price and local comparators. As a result, the blend of options that has been adopted provides a flexible approach to charging that can be applied to each activity as appropriate.
3. Where concessionary charges apply, these have traditionally been set at 50% of the full price for the facility and apply to: young people under 17; students in

full time education; people aged 60 or over; unemployed people and schools/youth organisations. Concessions are granted on the production of any appropriate form of identification.

4. The Superintendent has delegated authority to carry out trials for limited periods in order to encourage off-peak use, to see whether demand increases as a result of different charging arrangements and to closely monitor such trials, so that they can be halted if a beneficial outcome is not achieved. The Superintendent may also consider not charging for facilities at certain times, if the cost of collecting the income for that facility is much higher than the amount of income received.
5. A summary of income received from sports charges 2011/12 and 2012/13 is attached as Appendix 1 to this report. There has been an overall reduction in income of £8,273. 2012 was, on average, a great deal wetter than 2011 and this has had a considerable impact, notably on tennis income. Cricket 'general' showed no significant change in income. Income received from the football pitches decreased due to the number of 'home' teams playing at the park reducing back to one (from three the previous year). Schools sports bookings also decreased. The combined reduction across almost all sports may be due predominantly to the poor weather conditions of 2012-2013, but may also in part be due to the number of free sporting activities offered throughout the season as part of the 'Green to Gold' Campaign, designed to complement the Olympic and Paralympic summer with the aim of providing a sporting legacy. It is hoped that the positive benefit of this will be reflected in future sports income.
6. Provision of tennis coaching for children was provided free by the Tessa Sanderson Foundation and Academy. This enabled over 400 young people to participate in tennis over the spring and summer months. Active Newham, the trust that delivers sports and recreation for the London Borough of Newham, provided free cricket coaching throughout the summer and this has replaced the previous West Ham Park Cricket clinic run by Essex County Cricket club.

Proposals

7. The overall charging policy has been taken into account when formulating the proposed West Ham Park sports charges for 2014/15, which are attached as Appendix 2 to this report. It is proposed that all charges for the coming year will be increased in line with the current rate of inflation (2% in January 2014), although rounding up has been applied in many cases to ease cash handling. The Superintendent will continue to monitor closely the usage of the sports facilities and the income received.
8. The proposed charges for 2014/15 also take into account the current VAT charges of 20%. The charges for block booking of football are not subject to VAT as more than ten games are booked each season (subject to HMRC conditions being met).
9. The University of East London and Stratford Colleges have requested the use of the tennis courts, cricket nets, football and cricket pitches during term time,

to accommodate their sports clubs and physical education programmes. The Superintendent proposes to implement the same fees as charged for schools.

10. Officers continue to consult with local users and the London Borough of Newham about their local sports strategies to ensure that the objectives for sports provision in West Ham Park is in line with local needs. The feasibility of extending concessionary charges to include specific local groups and to offer other sporting opportunities in association with Newham Council, the Lawn Tennis Association and the Tessa Sanderson Foundation and Academy, will continue to be considered in the future.

Corporate & Strategic Implications

11. The proposed sports charges support four of the five community strategy themes:
 - Supports our communities – by encouraging well-being and participation in volunteer activities
 - Protects, promotes and enhances our environment – by encouraging use and enjoyment of City open spaces
 - Is vibrant and culturally rich – by promoting and encouraging activities for all
 - Is safer and stronger – evidence suggests increasing legitimate use in open space creates a safer environment
12. The proposed sports charges link to the following two of the five aims identified in the Open Spaces Department Business Plan 2013-16:
 - Inclusion: Involve communities and partners in developing a sense of place through the care and management of our sites
 - Promotion: Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living

Implications

13. The City's Financial Regulations require all departments to recover full costs when setting charges to persons or external organisations, or submit reasons to the appropriate service Committee when that objective is not met. It is therefore at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.
14. Any shortfall in income, from the budgeted level, would need to be met by offsetting reductions elsewhere in the Chief Officers' local risk budgets or from new income sources. In light of the current financial situation it is desirable that, where appropriate, income generated from fees and charges should be maximised, where this can be achieved within individual Committees' pricing policies.
15. The majority of the increases in fees and charges proposed in this report have been set in line with inflation and should produce additional income in line with the City's budget management policy.

Conclusion

16. The City seeks to maximise the use of the sporting activities in its Open Spaces and encourage active participation from all sections of the community. The approach to charging for sports facilities in West Ham Park will continue to be reviewed annually, in the light of market conditions, user requirements and the implementation of local sports strategies.

Appendices

- Appendix 1 - Sports Income 2011/12 and 2012/13
- Appendix 2 - Schedule of proposed sports charges for 2014/15

Martin Rodman

Superintendent Parks & Gardens

T: 020 7374 4152 (internal ext. 6610)

E: martin.rodman@cityoflondon.gov.uk

Appendix 1

West Ham Park Sports Income

	2011/2012	2012/2013
Cricket Nets	£4,668	£3,521
Cricket General	£2,322	£2,395
Football Pitches	* £1,828	* £597
Tennis Courts	£10,458	£6,624
School Sports	£3,973	£1,839
Total Income	£23,249	£14,976

* The provision of these facilities are charged as block bookings and are not subject to VAT

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Appendix 2

West Ham Park Proposed Sports Charges 2014/15

	Current 2013/14	Proposed 2014/15	*London Borough of Newham 2013/14
<u>Cricket</u>	£	£	
7 games, plus free use of 1 practice net, 1 evening per week & free use of dressing rooms	500.79	511.00	n/a
Single match	72.68	75.00	n/a
Youth 7 games, plus free use of 1 practice net, 1 evening per week & free use of dressing rooms	336.45	345.00	n/a
Youth single match	49.60	51.00	n/a
Cricket Nets - per hour	8.50	9.00	n/a
Cricket Nets - per half hour	4.50	4.60	n/a
Cricket Nets - per hour	4.50	4.60	n/a
Cricket Nets - per half hour	2.50	2.60	n/a
<u>Football</u>			
Saturdays: (16 games plus free use of dressing rooms and exempt from VAT due to block booking)	431.34	440.00	In Borough Team £530 Out of Borough £635
Sundays: (16 games plus free use of dressing rooms and exempt from VAT due to block booking)	613.58	626.00	In Borough Team £530 Out of Borough £635
Single Match	74.41	76.00	In Borough Team £74 Out of Borough £86
<u>Tennis Courts</u>	4.50	4.60	n/a
Per hour			
Per half hour	3.50	3.60	n/a
Concessionary rate – per hour	3.50	3.60	n/a
Concessionary rate – per half hour	1.50	2.00	
(Youngsters under 17, students, older people aged 60 or over, and the unemployed)			
Rounders / Soft Ball – per pitch	39.72	41.00	n/a
5-side Football	45.57	47.00	n/a

* At the time of going to print Newham Council had not agreed their sports charges for 2014/2015, therefore there current charges for 2013/2014 have been provided.

	Current 2013/14	Proposed 2014/15
<u>Fees for Schools</u>	£	£
Cricket – Single Match	33.89	35.00
Cricket Nets – per hour	4.11	4.20
Football per game	33.89	35.00
5-a-side per pitch	17.53	18.00
Practice Grid – per session	24.55	25.00
Rounders – per game	15.18	15.50
Running Track – per week	400m per week	24.55
	100m per week	18.12
Tennis courts – per hour	3.24	3.50

Agenda Item 7

Committee(s):	Date(s):
Open Spaces and City Gardens Committee West Ham Park Committee	17 February 2014
Subject: Procurement of Tree Maintenance Works	Public
Report of: Director of Open Spaces	For Information
Summary <p>To maintain and manage a healthy tree stock for both City Gardens and West Ham Park, a planned programme of maintenance works takes place annually, with emergency works commissioned throughout the year as and when required.</p> <p>In ensuring this service complies with recommended tree health guidance, procurement regulations and the City of London 'Best Value' procurement principles, an access agreement has been signed allowing the use of a four year government framework for tree maintenance services that can be used for any of the City of London's owned tree stock.</p> <p>The framework has been created and let by the London Borough of Islington and awarded to an experienced arboricultural specialist, KPS.</p> <p>This contract will be used initially to carry out works to City Gardens' and West Ham Park's tree stock with a contract value estimated to be in the region of £136,000 over four years.</p>	
Recommendation <p>Members are asked to:</p> <ul style="list-style-type: none">• Note the report	

Main Report

1. Background

- 1.1. City Gardens have worked closely with the City of London Procurement Service to procure a comprehensive tree maintenance works programme for both West Ham Park and City Gardens ensuring a four year programme of works can be carried out within budget and in a compliant manner.
- 1.2. For the financial year 2012/13 tree maintenance works cost City Gardens and West Ham Park £21,000 and £11,000 respectively. In addition, City Gardens spent £43,000 in 2012/13 on pruning works necessitated by trees identified as

having the disease, Massaria (this was paid for using a carry forward from the previous financial year).

2. Procurement methodology

- 2.1. Historically both City Gardens and West Ham Park have procured these services individually and annually. To identify financial savings, reduce officer time and to ensure procurement regulations are met, a four year arboriculture services framework contract will be used. The Arboriculture Services Framework has been created and let by the London Borough of Islington following an OJEU tender process. Unit costs for itemised services through the framework are competitively priced and it is anticipated over the life of the contract some savings will be identified. Seasonal variations due to unpredictable weather conditions and the recent discovery and treatment of Massaria make it difficult to predict and compare existing and future spend and foreseeable savings. However, the fixed unit costs demonstrated through the tender process confirm that KPS are offering a good quality service and value for money including unit costs for Massaria treatment.
- 2.2. This approach is fully compliant with the City of London's procurement regulations and the framework due diligence process has been completed. Due to the minimum expected total contract value, i.e. £136,000 including both West Ham Park and City Gardens over four years, authorisation was required by the Comptrollers to finalise a contract between the City of London and the supplier, KPS, from 20th January 2014. From 1st of March 2014 KPS will also take on the emergency ad hoc works for both divisions.
- 2.3. Going forward, this framework will be available for use by all Open Spaces areas. Should this have a significant impact on the overall spend and taking the cost of the service over the OJEU threshold of £172,000 requiring committee approval, a further report will be submitted at a later date.

3. Timescales

- 3.1. A comprehensive tree inspection programme has been undertaken for City Gardens and West Ham Park during the months of December 2013 and January 2014 respectively. The findings from this inspection will inform the tree maintenance works required and the associated cost. The City Gardens routine annual pruning works using KPS will start at the end of January with work to the West Ham Park tree stock following on shortly after.

4. Corporate & Strategic Implications

- 4.1. The actions support the City Together Strategy Themes of a World Class City which:
 - protects, promotes and enhances our environment and
 - is safer and stronger.
- 4.2. The proposal supports key objectives within the Open Spaces Department Business Plan 2013-2016:
 - *Quality* – achieve nationally recognised standards and deliver value for money in providing our Open Space service;

- *Environment* – ensure that measures to promote sustainability, biodiversity and heritage are embedded in the Department’s work.

The proposal supports the City of London Tree Strategy 2012, to:

- protect, manage and enhance the existing tree stock in its environment, in accordance with good arboricultural practice.

5. Conclusion

- 5.1. This contract will enable the City of London to effectively manage tree budgets and should produce a reduction in spend on tree works but at the same time ensuring a quality service is maintained.
- 5.2. This contract has come about as a result of collaborative working with other divisions within the City of London and makes use of the procurement process undertaken by the London Borough of Islington.
- 5.3. Access to this framework contract will enable other divisions within the City of London to benefit from the agreed contract prices, saving time and money procuring tree work services over the next four years.

Louisa Allen

City Gardens Manager

T: 020 8374 4140

E: Louisa.allen@cityoflondon.gov.uk

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Agenda Item 11

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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Agenda Item 12

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of the Local Government Act 1972.

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