



## West Ham Park Committee

**Date:** MONDAY, 21 JULY 2014

**Time:** 12.15 pm

**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  
Deputy Michael Welbank  
Justin Meath-Baker  
Robert Cazenove  
Catherine Bickmore  
Richard Gurney  
Councillor Bryan Collier MBE  
Councillor Joy Laguda MBE  
The Rev. Stennett Kirby  
Graeme Smith

**Enquiries:** Natasha Dogra  
[natasha.dogra@cityoflondon.gov.uk](mailto:natasha.dogra@cityoflondon.gov.uk)

**Lunch will be served in the Guildhall Club at the rising of the Committee**

**John Barradell  
Town Clerk and Chief Executive**

# AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

3. **MINUTES**

To agree the minutes of the previous meeting.

**For Decision**  
(Pages 1 - 4)

4. **SUPERINTENDENT'S UPDATE**

To receive an update from the Superintendent.

**For Information**

5. **REVENUE OUTTURN 2013/14 - WEST HAM PARK**

To receive the report of the Chamberlain and Director of Open Spaces.

**For Information**  
(Pages 5 - 8)

6. **FRIENDS OF WEST HAM PARK - ANNUAL UPDATE**

To receive the report of the Director of Open Spaces.

**For Information**  
(Pages 9 - 16)

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

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

9. **EXCLUSION OF THE PUBLIC**

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items 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**

## **Non-public Agenda**

10. **MINUTES**

To agree the minutes of the previous meeting.

**For Decision**  
(Pages 17 - 18)

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

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

**WEST HAM PARK COMMITTEE**  
**Monday, 2 June 2014**

Minutes of the meeting of the West Ham Park Committee held at Committee Rooms  
- Second Floor West Wing, Guildhall on Monday, 2 June 2014 at 1.45 pm

**Present**

**Members:**

Alderman Ian Luder (Chairman)  
Deputy Alex Deane (Deputy Chairman)  
Wendy Mead  
Barbara Newman  
Jeremy Simons  
Deputy Michael Welbank  
Robert Cazenove  
Councillor Bryan Collier MBE  
The Rev. Stennett Kirby

**Officers:**

Natasha Dogra	Town Clerk's Department
Sue Ireland	Director, Open Spaces
Alison Elam	Group Accountant, Chamberlain's Department
Martin Rodman	Superintendent, West Ham Park and City Gardens
Edward Wood	Comptroller and City Solicitor's Department
Roger Adams	City Surveyor's Department
Natasha Dogra	Town Clerk's Department
Sue Ireland	Director, Open Spaces
Alison Elam	Group Accountant, Chamberlain's Department

1. **APOLOGIES**

Apologies had been received from Deputy Robert Howard.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES**

The minutes of the previous meeting were agreed as an accurate record.

4. **COURT ORDER**

The Order of the Court of Common Council was received by the Committee.

5. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order 29. The Town Clerk read out a list of Member's eligible to stand and Alderman Ian Luder, being the only Member to express his willingness to serve, was declared the duly elected Chairman of the Committee for the ensuing year.

6. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order 30. The Town Clerk read out a list of Member's eligible to stand and Deputy Alex Deane, being the only Member to express his willingness to serve, was declared the duly elected Deputy Chairman of the Committee for the ensuing year.

7. **SUPERINTENDENT'S UPDATE**

The Committee received the following update from the Superintendent:

**Budget** – spending was in line with the budget profile across all areas for this time of year. The Nursery reserve fund had been adjusted to take account of last financial year's budget deficit.

**Staff** – The West Ham Park Manager returned to work last Friday as part of a phased return. A small number of temporary staff were working in the gardens and nursery to help support the teams at this busy time of year, but these have been accounted for within budget.

**Grounds maintenance** – Final preparations were taking place for the Lord Mayor's visit on Friday. Some of the larger, structural planting was in place for the winter stem garden but this would not be complete until phase 2 of planting this coming winter. The gardening team were also busy planting out the seasonal bedding within the ornamental gardens.

The nursery team were focussed entirely on providing bedding to all clients in a timely manner. A senior manager from The Royal Parks visited in May to check the quality of the product prior to dispatch. This was a very positive meeting.

**Community & Events**

The Gardening club resumed for the summer and launched with a public planting day at the beginning May which was reported in the Newham Recorder. These sessions would now continue in the Jubilee Food Garden throughout the summer. A volunteer day took place in May with twenty-two 6<sup>th</sup> formers from a local school carrying out maintenance to the meadow areas.

ActiveNewham had organised a series of healthy activities to take place daily over the next 2 months, as part of the Park Lives initiative sponsored by a large drinks manufacturer.

Green Flag judges' visit was scheduled for next Wednesday 11 June, and London in Bloom for 9 July.

**Property**

The main power cable to the park office was severed by a contractor working on site, resulting in a complete loss of power for nearly 2 days. The Superintendent was

investigating why this occurred, especially given that a scan for underground services took place before commencing work.

City Surveyor's contractors had been carefully replacing Oak timbers to the pergola in the ornamental gardens. Tiling, cladding and paving around the paddling pool has all been replaced as part of the scheduled repair and maintenance programme.

The Committee Members thanked the Superintendent and his staff for all of their work.

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

There were no questions.

**9. ANY URGENT BUSINESS**

There was no urgent business.

**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.

**11. GW2 PROJECT PROPOSAL; WEST HAM PARK REFRESHMENT FACILITIES**

Members received the report of the Director of Open Spaces.

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

There were no questions.

**13. ANY URGENT BUSINESS**

There was no urgent business.

**The meeting ended at 2.05 pm**

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Chairman

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<b>Committee(s):</b>	<b>Date(s):</b>	<b>Item no.</b>
West Ham Park Committee	21 <sup>st</sup> July 2014	
<b>Subject:</b> Revenue Outturn 2013/14 - West Ham Park		<b>Public</b>
<b>Report of:</b> The Chamberlain and the Director of Open Spaces		<b>For Information</b>

### Summary

This report compares the revenue outturn for the services overseen by your Committee in 2013/14 with the final agreed budget for the year. In total, there was a worse than budget position of £46,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	<b>Final Agreed Budget £000</b>	<b>Revenue Outturn £000</b>	<b>Increase/ (Decrease) £000</b>
<b>Local Risk</b>			
Director of Open Spaces (excluding Nursery)	690	674	(16)
Nursery	(61)	(5)	56
City Surveyor	196	267	71
<b>Total Local Risk</b>	<b>825</b>	<b>936</b>	<b>111</b>
<b>Central Risk</b>	<b>(61)</b>	<b>(132)</b>	<b>(71)</b>
<b>Recharges</b>	<b>230</b>	<b>236</b>	<b>6</b>
<b>Total</b>	<b>994</b>	<b>1,040</b>	<b>46</b>

The Director's better than budget position of £16,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees, which produces an overall better than budget position of £232,000 (Local Risk) across all Open Spaces. It is proposed to carry forward £217,000 of this underspend. These requests will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee. It should be noted that the Nursery is a trading

account which although forms part of the Director of Open Spaces Local Risk any surplus or deficits are transferred to and from reserve respectively.

The City Surveyor's £71,000 overspend is mainly due to the re-phasing of the Additional Works programme.

In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

### **Recommendations**

It is recommended that this revenue outturn report for 2013/14 and the consequential implications for the 2014/15 budget be noted.

## **Main Report**

### **Budget Position for 2013/14**

1. The 2013/14 latest approved budgets for the services overseen by your Committees were £1.003m and were received by your Committee in November 2013, endorsed by the Court of Common Council in March 2014 and subsequently updated for approved adjustments.

### **Revenue Outturn 2013/14**

2. Actual net expenditure for your Committee's services during 2013/14 totalled £1.040m, an overspend of £46,000 compared with the final agreed budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.



<b>Summary Comparison of 2013/14 Revenue Outturn with Final Agreed Budget</b>				
	<b>Final Agreed Budget £000</b>	<b>Revenue Outturn £000</b>	<b>Increase/ (Decrease) £000</b>	<b>Reason(s)</b>
<b>Local Risk</b>				
West Ham Park	615	599	(16)	
West Ham Park CBT	75	75	0	
Nursery	(61)	(5)	56	4
<b>Total Director of Open Spaces</b>	<b>629</b>	<b>669</b>	<b>40</b>	
<b>Local Risk</b>				
City Surveyor	41	57	16	
Additional Works Programme	155	210	55	5
<b>Total City Surveyor</b>	<b>196</b>	<b>267</b>	<b>71</b>	
<b>Total Local Risk</b>	<b>825</b>	<b>936</b>	<b>111</b>	
<b>Central Risk</b>				
West Ham Park	(1)	(2)	(1)	
West Ham Park CBT	(75)	(75)	0	
Nursery transfer to/(from) reserve	15	(55)	(70)	6
<b>Total Central Risk</b>	<b>(61)</b>	<b>(132)</b>	<b>(71)</b>	
<b>Recharges</b>				
Central Recharges	188	196	8	
Recharges Within Fund	42	40	(2)	
<b>Total Recharges</b>	<b>230</b>	<b>236</b>	<b>6</b>	
<b>NET EXPENDITURE</b>	<b>994</b>	<b>1,040</b>	<b>46</b>	

### Reasons for Significant Variations

4. The majority of the £56,000 shortfall at the Nursery is mainly due to the reduction in Guildhall functions and bedding requirement from other corporate service areas.
5. The £55,000 increase in expenditure on the Additional Works programme reflects an improved spending profile which is due to the re-phasing of projects. The performance and progress relating to the delivery of the additional works programme is reported to the Corporate Asset Sub Committee on a quarterly basis.
6. The £70,000 decrease in transfer to reserve is due to the Nursery making a shortfall of £55,000 against a budgeted £15,000 surplus.

## **Local Risk Carry Forward to 2013/14**

7. Chief Officers can request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.
8. Overspends are carried forward in full and are met from the agreed 2014/15 budgets.
9. The Director's better than budget position of £16,000 has been aggregated with budget variations on services overseen by other committees, which produces an overall better than budget position of £232,000 (Local Risk) of which £217,000 has been submitted for a carry forward as outlined below.
  - i) £44,000 towards refurbishment of St Brides, St Dunstan's in the East, & St Paul's Cathedral Garden.
  - ii) £89,000 (£60,000 vehicle purchase & £29,000 photovoltaic installation) at the Cemetery.
  - iii) £44,000 Great Gregories over-wintering facility at Epping Forest.
  - iv) £10,000 West Ham Park Nursery Business Plan.
  - v) £10,000 Feasibility Study – Parliament Hill.
  - vi) £20,000 New Signage – Hampstead Heath

Dr Peter Kane  
Chamberlain

Sue Ireland  
Director of Open Spaces

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<b>Committee(s):</b>	<b>Date(s):</b>
West Ham Park Committee	21 July 2014
<b>Subject:</b> Friends of West Ham Park – Annual Update	<b>Public</b>
<b>Report of:</b> Director of Open Spaces Sue Ireland	<b>For Information</b>
<b>Summary</b>	
<p>In July 2006, following public consultation on the West Ham Park Management Plan, the Friends of West Ham Park group was formed. This report sets out the projects that the Friends have successfully achieved throughout their seventh year.</p>	
<b>Recommendation</b>	
Members are asked to:	
<ul style="list-style-type: none"><li>• Note the report</li></ul>	

## Main Report

### Background

1. At the meeting of the Committee of Managers of West Ham Park in July 2006, approval was given to form a Friends group to work with the park staff in implementing the Management Plan through consultation, meetings and volunteer activities.
2. At their first meeting, the Friends agreed that their purpose should be to work closely with the City of London, bringing together the skills, strengths and experience of its members for the common goal of assisting the Park management team in implementing the Management Plan for the benefit of the whole community.
3. Throughout the year, the Friends have completed a number of successful projects that have been of great benefit to the local community. At present, there are 12 regularly active members in the group and 169 additional corresponding members.

## Current Position

4. Over the past year, four public meetings have been held by the Friends at the local Scout hall and on occasion on the bandstand in the Park. At their annual meeting in June 2013, the Friends re-elected their eighth Chairman, Ms Nicky Brown, and Deputy Chairman, Mr Ron Innell. At this annual meeting, the Friends suggest projects that they would like to be involved in and agree a timetable of events for the forthcoming year.
5. On 26 September 2013 the annual Bat Walk was led by Friend's member Lyndsay Jones. Due to popularity, a booking system for attendance on the walk was introduced a few years ago, despite this, the Park still accommodated over 70 children and adults on this popular walk. The local radio station also joined on this occasion, and did an excellent piece on the event, recording the sounds from the bat detectors and noises from the excited crowds on seeing the Pipistrelle bats. The event successfully promotes the importance of local green spaces as habitats for nature and community engagement.
6. On Saturday 2 November 2013, the Friends assisted in building and hosting 'Newham's Biggest Leaf Pile' in the Park with the help, for the fifth year running, of Newham 11th Scout Group and members of the public. This year they were joined by the Sea Cadets, creating a friendly rivalry between the Scouts and the Cadets as to who could collect the most leaves. This was a productive day with over 90 members of the public, both adults and children, raking and adding to the leaf pile and joining in the related craft activities, which this year consisted of making your own dragon.
7. On a very cold December night, supported by a grant funded by John Lewis in the Westfield Centre, Stratford, the Friends hosted 'Park in the Dark'. Over 80 children and adults created lanterns, which were supplemented with glowing bracelets. A torch-lit procession was led from South Gate to the Bandstand, where the Christmas tree was lit and hot and cold refreshments were served. For the second year running at this popular event, children from the Newham Academy of Music sang Christmas carols on the bandstand, with everyone joining in to create a seasonal atmosphere. Many remarked that it was a wonderful opportunity to experience the Park at night and gave very positive feedback.
8. In January, as part of the Royal Society for the Protection of Birds' (RSPB) national survey of birds in parks and gardens ('The Big Garden Birdwatch'), members of the Friends bird watching group spent a morning taking Park visitors around the site and teaching them how to identify various common birds. 24 people joined the event this year and very positive feedback was received from the day. A variety of species were observed this year including Mistle Thrushes, Greater Spotted woodpeckers and Chaffinches.

9. A new Stargazing walk was held in February this year and proved extremely popular – with the 15 places being snapped up within 24hrs. A Friend of the Park, who is a Fellow of the astronomical society, gave a short presentation and then led the fascinating walk around the Park. Thankfully the sky was relatively clear allowing Jupiter to be a key point of interest, as well as a number other stars, constellations and even a nebula.
10. The Friends Spring/Summer event this year, was held on Saturday 28 June 2014, and was a commemorative event to mark the centenary of the First World War. The ‘Poppies for Peace’ event involved a nature walk around the spectacular poppy wildflower meadows planted by the Park and local school children in October last year, as well as a craft event making poppies and an opportunity to write messages on a peace tree. In spite of inclement weather, approximately 60 people attended the event, joining the walk, making poppies and writing messages on the peace tree.
11. Throughout the year the Friends have carried out monthly bird surveys in the Park. The information is recorded and then collated in a report to other Friends’ members at their meetings. The information is also promoted through the West Ham Park pages on the City of London’s website, and provided to the London Natural History Society for their national records.
12. In addition, the Friends helped to carry out a snapshot survey of park users in August 2013 – completing a very useful 90 surveys in 2 hours with Park users.
13. The Friends have their own web-site which can be viewed at [www.friendsofwesthampark.btck.co.uk](http://www.friendsofwesthampark.btck.co.uk) and face book page. The site is managed by the Friends and provides information about the group including membership and promotion of the wide variety of activities available. The Friends have also adopted the phrase ‘Friendly, Welcoming, Helpful and Positive’ as their strapline.
14. A selection of images depicting various events undertaken by the Friends is included as an appendix to this report.

## **Proposals**

15. In accordance with the Terms of Reference for the Friends, a new Chairman would have been elected at their Annual General Meeting on Thursday 19 June 2014, however for logistical reasons the AGM will be held on the 11 September.
16. The Friends will agree a proposed list of projects for the next 12 months. This list is likely to include their current successful craft and wildlife events, but ideas for additional activities are always welcomed. Once agreed, the timetable for these projects will be circulated to the Friends’ mailing list and publicised on the Park notice boards in order to encourage volunteer

assistance with site based work. Planned events will also be publicised on the Friends' website.

## **Corporate & Strategic Implications**

17. The projects strongly link and 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 raising awareness and encouraging enjoyment of the City's open spaces
  - Is vibrant and culturally rich – by providing opportunities for people of all backgrounds and abilities
  - Is safer and stronger – evidence suggests increasing legitimate use in open space can discourage anti-social behaviour
  
18. The projects link to the following three of the five aims identified in the Open Spaces Department Business Plan:
  - Inclusion: Involve communities and partners in developing a sense of place through the care and management of our sites
  - Environment: Deliver sustainable working practices to promote the variety of life and protect the Open Spaces for the enjoyment of future generations
  - Promotion: Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living

## **Conclusion**

19. Now in their eighth year, the Friends have been extremely successful in providing a diverse programme of activities that has enabled Park visitors to assist in a range of projects centred on conservation, heritage, and community involvement. The Park has benefitted greatly from the support of the Friends, as many of the projects could not have been achieved without their support.
  
20. The assistance provided by the Friends is greatly appreciated by the park team. Officers will continue to work with and support them in order to encourage more of the community to become actively involved in park projects and initiatives.

## Appendices

- Appendix 1 - The Friends of West Ham Park: highlights from the past 12 months.

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West Ham Park Manager

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## Appendix One

The Friends of West Ham Park: highlights from the past 12 months



Fun in the leaves whilst creating the biggest Leaf Pile in Newham, November 2013



The Friends continue to organise and run the ever popular Bat walks, October 2013



Taking a break? Creating the biggest Leaf Pile in Newham, November 2013



A new Stargazing walk in February 2014 was extremely popular and well received by all



Making Poppies at the Poppies for Peace event in Commemoration of the centenary of the start of WW1, 28 June 2014



Messages on the Peace Tree from Poppies for Peace Event, 28 June 2014

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

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