



West Ham Park Committee

Date: MONDAY, 7 DECEMBER 2015
Time: 12.15 pm or at the rising of the Open Spaces & City Gardens Committee
Venue: COMMITTEE ROOMS - SECOND FLOOR WEST WING, GUILDHALL

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

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Lunch will be served in the Guildhall Club at 1pm.
N.B. Part of this meeting may be the subject of audio visual recording.

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. **TO REVIEW THE TERMS OF REFERENCE OF THE COMMITTEE**

Report of the Town Clerk.

For Decision
(Pages 5 - 8)

5. **SUPERINTENDENT'S UPDATE**

Report of the Superintendent of Parks & Gardens

For Information
(Pages 9 - 12)

6. **OPERATIONAL PROPERTY**

Report of The Chamberlain and the City Surveyor.

For Information
(Pages 13 - 22)

7. **2015/16 BUSINESS PLAN QUARTERLY PERFORMANCE UPDATE - QUARTER 2**

Report of the Director of Open Spaces.

For Information
(Pages 23 - 30)

8. **REVENUE BUDGETS - 2015/16 & 2016/17**

Report of the Chamberlain and the Director of Open Spaces.

Appendix 4 is attached as a non-public document.

For Decision
(Pages 31 - 44)

9. **DETAILED DESIGN FOR A NEW PARK GATE FOR THE SOLE USE OF PARK
PRIMARY SCHOOL**

Report of the Director of Open Spaces.

For Decision
(Pages 45 - 54)

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

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

12. **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

13. **REVENUE BUDGETS - 2015/16 & 2016/17 APPENDIX 4**

To be considered in conjunction with item 7.

For Decision
(Pages 55 - 56)

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

15. **ANY NON PUBLIC BUSINESS THAT THE CHAIRMAN DEEMS URGENT.**

Members Only

16. **CONFIDENTIAL MINUTES**

To agree the confidential minutes of the previous meeting.

Confidential minutes will be circulated to Members via email and hard copies will be available at the meeting.

For Decision

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WEST HAM PARK COMMITTEE
Monday, 12 October 2015

Minutes of the meeting of the West Ham Park Committee held at Committee Rooms
- Second Floor West Wing, Guildhall on Monday, 12 October 2015 at 1.45 pm

Present

Members:

Alderman Ian Luder (Chairman)
Graeme Smith (Deputy Chairman)
Wendy Mead
Justin Meath-Baker
Robert Cazenove
Catherine Bickmore
Councillor Bryan Collier MBE
Councillor Joy Laguda MBE
The Rev. Stennett Kirby

Officers:

Natasha Dogra	- Town Clerk's Department
Scott Morgan	- Town Clerk's Department
Fern Aldous	- Town Clerk's Department
Sue Ireland	- Director of Open Spaces
Martin Rodman	- Superintendent Parks and Gardens
Esther Sumner	- Open Spaces Department
Edward Wood	- Comptroller & City Solicitor's Department
Alison Elam	- Chamberlain's Department

1. **APOLOGIES**

Apologies had been received from Deputy Alex Deane, Deputy Robert Howard, Barbara Newman, Jeremy Simons and Richard Gurney.

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

There were no declarations.

3. **MINUTES**

Resolved – that the minutes from the previous meeting be agreed as an accurate record.

Matters arising:

Review of Lodge Allocation at West Ham Park:

The Comptroller and City Solicitor raised a query regarding the minutes under Item 12 Review of Lodge Allocation at West Ham Park. Members agreed that the current minutes referred to a non-public appendix of the report and asked the Town Clerk to revise the minutes regarding the Review of Lodge Allocation at West Ham Park.

Oak Processionary Moth:

The Director of Open Spaces gave a verbal update on the spread of OPM and the possible spread of the pest in and around the City's open spaces. Members expressed their concerns over the distribution of OPM and agreed that actions must be taken to help stop further spreading.

City of London Corporation (Open Spaces) Bill Update

Members noted that the Open Spaces Bill had been received by the open spaces parent Committees and the promotion of the Bill was to be considered by the Court of Common Council on 15th October 2015. Officers said that consultation meetings with various local groups had been very useful. The Bill would be deposited to Parliament on 27th November 2015.

4. SUPERINTENDENT'S UPDATE

The Committee received a report of the Superintendent of Parks and Gardens regarding an update on management and operational activities at West Ham Park since July 2015.

Received.

5. TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS 2014/15

The Committee received a report of the Chamberlain regarding the Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2015 for West Ham Park.

Received.

6. OPEN SPACES LEARNING PROGRAMME

The Committee received a report of the Director of Open Spaces regarding the learning framework which would be used to deliver learning outcomes across the open spaces. The delivery of this programme would require a new operating model involving some realignment of staff roles and responsibilities at some open spaces; however the full extent of these changes would depend on the result of a funding application to the City Bridge Trust and other funding arrangements.

Members were informed that the new Learning Programme sought to better co-ordinate all learning activities across the open spaces which were currently delivered on a site-by-site basis..

In response to a query, Members were assured that the Programme covered all learning across Open Spaces including interaction with local schools around West Ham Park, and was designed to target those communities that would benefit most.

Received.

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

A Member raised a question regarding rough sleeping in the park. Whilst this did occur sometimes, the Superintendent informed the Committee that this was an issue faced by most urban areas but was not a big problem in the park.

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

There was no urgent business.

9. **EXCLUSION OF THE PUBLIC**

MOTION – It was agreed 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.

10. **PRIVATE MINUTES OF THE PREVIOUS MEETING**

Resolved – that the minutes of the previous meeting be agreed as an accurate record.

11. **SERVICE BASED REVIEW UPDATE**

The Committee received a report of the Director of Open Spaces regarding an update to the Service Based Review.

Received.

The meeting ended at 2.00 pm

Chairman

Contact Officer: Natasha Dogra
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Agenda Item 4

YARROW, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 23rd April 2015, doth hereby appoint the following Committee until the first meeting of the Court in April, 2016.
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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:-
 - 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 2015/16**

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

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

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

- Catherine Bickmore
- Robert Cazenove (Heir-at-Law)
- Richard Gurney
- Justin Meath-Baker

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

- The Revd. Stennett Kirby

Two representatives appointed by the London Borough of Newham

- Councillor Joy Laguda, M.B.E.
- Councillor Bryan Collier, M.B.E.

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 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.

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Committee: West Ham Park Committee	Date: 7 December 2015
Subject: Terms of Reference and Frequency	Public
Report of: Town Clerk	For Decision
<u>Summary</u>	
<ol style="list-style-type: none"> 1. As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees/Boards should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council. 2. The terms of reference of the Committee are attached as an appendix to this report for your consideration. 	
<u>Recommendations</u>	
The Committee is recommended to:	
<ol style="list-style-type: none"> a) approve the Terms of Reference for submission to the Court as set out in the appendix, subject to any comments,; and b) consider the frequency of their meetings going forward. 	

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Committee: West Ham Park Committee	Date: 7 December 2015
Subject: Superintendent's update December 2015	Public
Report of: Superintendent of Parks & Gardens	For Information
Summary	
<p>This report provides an update to Members of the West Ham Park Committee on management and operational activities at West Ham Park since October 2015.</p>	
Recommendation	
<p>Members are asked to:</p> <ul style="list-style-type: none">• Note the report.	

Main Report

Budget

1. The West Ham Park budget is in line with agreed budget profiles. The Nursery has successfully grown and delivered spring bedding plants for its internal and external clients. Charges are currently being processed. Floral decorations were provided for the China State Banquet, Lord Mayors Banquet and two other awards ceremonies, however no further requests for work have been received, therefore we are anticipating that income will not reach its target for this financial year.

Personnel

2. The nursery and keeper teams have a full complement of staff. A new gardener has joined our team from the Royal Botanical Gardens, Kew. He completed his apprenticeship at the Queen Elizabeth Olympic Park where he was involved with the south parklands and planting of the 2012 gardens. His first project in the park is to work with the Park Manager to re-design the rose garden. A more mixed herbaceous style of planting (including roses and nectar rich flowering plants and bulbs) will be introduced to replace the old roses, many of which are suffering from pests and diseases.

Operational Activities

3. Keepers and gardeners have been busy with autumnal projects in the park. Formal hedges have been cut back and the native hedgerow that surrounds the wildlife garden has been laid using traditional techniques. Habitat restoration and maintenance of the wildlife pond has also been completed. Islington Council's tree surveyors have completed the survey of the north east quadrant of the park along with all of the other mature trees and Plane trees. The resultant works will be carried out by our term contractors over the winter months.
4. The park has been successful in securing an £85,000 grant from the Lawn Tennis Association (LTA) towards the cost of re-surfacing the remaining 9 courts in the park. Works will begin in January and are expected to be completed by May 2016. Talks are on-going with the LTA to formalise a partnership arrangement with them which would provide users with access to on-line booking systems along with other benefits.

Community, Volunteering, Outreach and Events

5. On Sunday 15 November the Friends of West Ham Park held the annual Leaf Pile Event. The event was a great success with over 120 adults and children attending. The family fun day comprised of seasonal activities including building hedgehog homes and games of conkers as well as the mandatory mounding of leaves. The Friends of West Ham Park will return on 7th December to host Park in the Dark. This will feature carols from a local choir and craft making activities.
6. The Park's Sustainability, Outreach and Biodiversity Officer has been developing partnerships with local organisations and community groups to help support the outreach objectives of the Park. Successful networks have been established with the East London Business Alliance, the Newham Community Gardening Network and the Forest Gate Community Garden with a view to encouraging greater participation and awareness of Park events, as well as expanding our access to teams of local volunteers. 25 volunteers from Thomson Reuters planted over 100 native hedgerow saplings (donated by the Woodland Trust), and over 1,000 crocus bulbs (donated by the Newham Rotary Club) in November and have committed to returning next year.

Property Matters

7. Nursery update: The Superintendent and Park Manager met with London Borough of Newham's planning department to discuss the future of the nursery site and ascertain the designation of the land. While the majority of the park is listed as 'Green Space', the nursery site sits outside this area; however it is in a proposed Conservation area. The Superintendent has met with the Operational Property Asset Review Board in order to discuss the overall management of the project in line with the corporate project procedure.

8. Lodges update: Decoration of 2 Linden Cottages has begun with a completion date of mid-December. The member of staff residing in 242 Upton Lane will move to this lodge in January. The nursery team are relocating their office from 240 Upton Lane to the potting shed and main mess room facilities, leaving both 240 and 242 Upton Lane vacant. A condition survey of mechanical and electrical services of the two properties is planned. Refurbishment of the Upton Lane properties is due to start in the New Year, ready for letting in the spring.
9. Work to replace rotten timber on corporate noticeboards and garden structures is scheduled for the winter months. Further planned works include realignment of stone paving in the ornamental gardens and relaying of tarmac path edges at the main entrance.
10. Ice cream concession: The City Surveyor has offered the current Ice Cream Concession a year's extension to his licence at the increased rate of £12,500 per annum, which he has accepted. During the extended year the park will trial various different pop up food concessions (selling hot food) throughout the peak summer period of 2016 to ascertain which is most popular. This will help inform the future licencing of food concessions within the park.

Lucy Murphy

West Ham Park Manager

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Agenda Item 6

Committee(s)	Dated:
Epping Forest & City Commons Committee Hampstead Heath, Queens Park, Highgate Wood Open Spaces and City Gardens West Ham Park Planning and Transportation Port Health and Environmental Services Department of Community and Children Services	9 th November 2015 23 rd November 2015 7 th December 2015 7 th December 2015 15 th December 2015 24 th November 2015 11 th December 2015
Subject: Operational Property	Public
Report of: The Chamberlain and the City Surveyor	For Information

Summary

The Operational Property Review is a cross-cutting Service Based Review which is taking a more strategic view of the operational assets the City of London Corporation has, with the aim of identifying opportunities to rationalise the Corporation's operational property portfolio and reduce the high and rising cost of property. The general fabric and condition of many of our operational properties is starting to deteriorate which impacts negatively on the experience of the users of those properties and the Corporation's reputation as a consequence.

Operational assets are an essential means by which the City of London Corporation provides the best possible services, whether through its statutory Local Authority functions, Charitable duties and responsibilities (e.g. Open Spaces), or supporting and promoting The City as the world leader in international finance and business services.

Through this review, we aim to tackle the £40m 'bow wave' of maintenance costs we are currently pushing out year on year across all City of London Corporation assets. Ensuring property assets are efficiently managed and maintained, represent value for money in supporting service delivery and are fit for purpose is an important strand in improving efficiency and productivity.

The first phase of workshops covering Departments with the most significant operational properties, have been held over the period April 2015 to June 2015. Workshops with the Markets and Consumer Protection, Open Spaces, Community and Children's Services (DCCS) and Built Environment (DBE) Departments have strategically reviewed their operational properties and the work has identified potential opportunities in the short, medium and longer term to enable rationalisation and/or more effective utilisation of existing property assets. The following key themes of opportunities have emerged:

- Housing – commercial units, in-fill and residential development opportunities
- Car parking- review of overall provision
- Rationalising Central London staff accommodation to release surplus space or potentially buildings
- Rationalising Local offices, workshops and storage facilities
- Rationalisation of similar facilities, e.g. ports
- Staff residential accommodation
- Redundant property which should be demolished

Recommendation

The Committee are asked to:

Note the drivers for undertaking the Operational Property Review and that the emerging opportunities from this review that impact on the work of this Committee will be reported to subsequent meetings.

Main Report

Background

1. Last year Corporate Asset Sub Committee requested a review into how well our property assets are maintained. Until this point there was no comprehensive picture of the management of the operational estate. The review established that there is a funding gap each year, compounding and creating a cumulative shortfall of funding for cyclical maintenance and renewal. Effectively this is creating a £40m 'bow wave' of postponed maintenance costs which we will, at some point, need to meet. This funding gap is unsustainable in the long term.
2. It is estimated that the unfunded cyclical building maintenance and renewal costs of the existing Operational Property Portfolio over a 20 years is circa £159m. **Appendix 1** provides a diagrammatic representation of these unfunded costs. The unfunded element is particularly large in 2015/16 due to the items which have been deferred in order to reduce the 2014/15 Building Cyclical Works Programme (formerly known as the Additional Work Programme). In effect, only very high priority work is being funded, predominantly relating to Health & Safety issues and equipment which is at a very high risk of failure. As a result the general fabric and condition of many of our operational properties is deteriorating which impacts negatively on the experience of the users of those properties and the Corporation's reputation as a consequence.
3. This work has also exposed that the current management of operational property assets is fragmented. Ensuring property assets are efficiently managed is an important strand in improving efficiency and productivity. Effective asset management requires an organisation to maintain its operational asset portfolio; ensuring assets are efficiently managed and maintained, represent value for money in supporting service delivery and at the end of their useful economic life

are renewed/replaced or the need for the asset reconsidered. The management of property assets should accord with the Corporate Asset Management Strategy which aims to manage operational assets effectively, efficiently and sustainably to deliver strategic priorities and meet service needs.

4. This review work has been undertaken within the context that operational assets are an essential means by which the City of London Corporation provides the best possible services, whether through its statutory Local Authority functions, Charitable duties and responsibilities (e.g. Open Spaces), or supporting and promoting The City as the world leader in international finance and business services.
5. As part of the review, the suitability of the existing operational assets were considered from the perspective of whether the existing property asset portfolio were fit for purpose, in terms of location, functionality and condition. By reviewing the existing asset portfolio, any financial efficiency from rationalisation and more effective use of property can then be used to improve the quality and upkeep of the operational property portfolio in the future, and as a result support the continuation of the best possible service for the public.
6. Whilst the City of London Corporation's overall financial position is strong in terms of its balance sheet assets, delivery of its strategic and operational aims is achieved through the income it generates from those assets. The financial revenue forecasts for the City of London Corporation have to be set in the context of large reductions in central government funding and the expectation of future grant reductions for the foreseeable future.
7. The City of London Corporation is currently delivering a £20m Services Based Review to deliver significant and sustainable savings in order to balance the budget over the medium term; on both its City Fund and City Cash Services. There are restrictions over the operation of the City Fund which limits the use of assets to fund on-going revenue expenditure on our property asset portfolio. For instance it is forbidden for City Fund property assets to be sold, with the proceeds used to support the revenue position. A similar strategy is applied to City's Cash assets.
8. This means that while the Corporation may be perceived as a 'wealthy' organisation from the property assets that it holds, those assets are aging and require increasing sums to be spent on maintaining them. The revenue envelope available to fund these annual costs is reducing, resulting in a pressure to ensure that the estate is as streamlined as possible.
9. Reviewing and rationalising the operational property estate is one of many approaches to driving savings and efficiency, and has been an important approach adopted across the public sector as a whole within the current era of austerity. Whilst, the City of London Corporation does not face the extremes of financial pressures faced by the public sector, it does have a clear obligation to use the public and charitable resources at its disposal in the most effective and efficient way so that it is able to sustain the high quality services and obligations it has for current and future generations.

Operational Property Review

10. A cross-cutting Service Based Review was initiated to take a more strategic view of the operational assets the City of London Corporation has, with the aim of:-
 - Investigating the current utilisation of assets – do they provide value for money?
 - Investigate current and future property requirements
 - Identifying opportunities to rationalise the Corporation's operational property portfolio and reduce the high and rising cost of property.

11. As part of operational property review, Chief Officers were asked to review their operational asset base portfolio through a series of workshops to identify opportunities for rationalisation and improved efficiency. The aim has been to identify proposals for property rationalisation which are likely to deliver the greatest Value For Money (VFM) benefits. This work has necessarily been undertaken with full consideration of the reasons why property assets are held, how they contribute to service provision and what restrictions apply over their use.

12. The first phase of workshops covering Departments with the most significant operational properties, have been held over the period April 2015 to June 2015. These discovery workshops focused on the Markets & Consumer Protection, Open Spaces, Department of Community and Children Services (DCCS) and Department of Built Environment (DBE).

13. A further workshop was held at the end of October 2015, to review corporately, ways of working and Central London office accommodation (covering Guildhall, Irish Chambers, Walbrook Wharf Offices, and Lauderdale Place (DCCS/Barbican Housing office). This workshop, linked to the existing Guildhall Accommodation and Agile working projects explored opportunities to adopt more effective and efficient working methods through better use of space, adoption of flexible and more modern working methods enabling the rationalisation of central London office accommodation. An appetite to progress these modern ways of working and use of accommodation was confirmed and a workstream has been initiated to develop this programme of work.

14. The review did not consider the Barbican and Guildhall School or Music and Drama (GSMD) assets as these are currently being considered within the Cultural Hub Project, nor Police Accommodation where a separate review and rationalisation process has already been well established. Some of the emerging property asset rationalisation opportunities do have the potential to support the City's targets to increase Housing provision.

15. The first phase of workshops is now complete. These workshops, along with significant preparation work by Departments in collaboration with the City Surveyors and Chamberlains Department, have reviewed at a strategic level the operational properties occupied and operated by Departments. The aim of the workshops has been to identify proposals in the short, medium and longer term to enable rationalisation and/or more effective utilisation of existing property assets

to support high quality services. As a secondary benefit, this review work is assisting in the cleansing of the City's operational property records.

16. The following key themes of opportunities have emerged:

- Housing – commercial units, in-fill and residential development opportunities
- Car parking- review of overall provision
- Rationalising Central London staff accommodation to release surplus space or potentially buildings
- Rationalising Local offices, workshops and storage facilities
- Rationalisation of similar facilities, e.g. ports
- Staff residential accommodation
- Redundant property which should be demolished

17. Opportunities identified in some instances entail the relocation of people and operations, with resulting costs in order to facilitate the freeing up of property assets. Proposals that have been identified from the workshops have been prioritised to identify those opportunities which are likely to deliver the greatest value for money (VFM) benefits. Some of the emerging opportunities should also result in a better service provision through improving the accessibility of staff to service users.

18. Where a property asset is no longer required, disposals can be considered and achieved through freehold sale or the grant of leasehold interests for short or lengthy duration, subject to any statutory provisions limiting that ability.

19. Freehold sales mostly divest complete control, imposing covenants or restrictions on future use are invariably very difficult to achieve in practical terms. Leasehold disposals enable landlords to retain control because they still maintain an interest in the property, but that level of control generally diminishes as the length of the grant increases. Long leases can achieve premiums which are close to the freehold value, providing that any restrictions are not overly onerous.

20. It is likely that the City of London Corporation would need to consider disposal options on a case-by-case basis to assess the merit of individual circumstances. There are going to be a variety of circumstances where disposal is being considered, that will have a bearing upon the preferred disposal method, the outcome that the Corporation desires and its powers to deal with any given asset.

21. In addition to this recent exercise, some significant asset realisation opportunities had been identified from an earlier exercise to support the funding of the Corporation's Capital Programme, which includes significant investment required for the Hampstead Heath and Epping Forest Dams projects.

22. The operational property review is one strand of activity within the an overall Strategic Asset Management (SAM) Service Based Review (SBR) which also has strands of activity relating to Facilities Management, Contract Management and Project Management.

Next Steps

23. Relevant Service Committee Chairman and Deputy Chairman have been consulted on these opportunity proposals that impact on their service areas, as Service Committees have a role in declaring operational property assets as surplus. Chief Officers will be required to seek Service Committee agreement to the disposal and/or rationalisation strategies. Service Committee support will also be necessary for any rationalisation of property assets where better use of assets, e.g. through commercial sub-letting or more intensive use of assets as opposed to absolute disposal or demolition is proposed. Reports on specific opportunities will be brought to this Committee in subsequent meetings.
24. The disposal, rationalisation and more effective use opportunities across all the Committees will be considered in the round by the Corporate Asset Sub-Committee on the 24th November to ensure effective use and agree proposed disposals and rationalisation. Resource Allocation Sub-Committee on the 10th December will consider the recommendations from the Corporate Asset Sub-Committee. This reflects the responsibility of the Resource Allocation Sub-Committee to consider the impact of opportunities on the allocation of operational property resources for service delivery.
25. Once operational property is released by service committees, then assets will be passed to the Property Investment Board to consider the most advantageous route for disposal if no alternative use of the assets is determined.
26. It is then intended that a series of specific projects will then progress these proposals to completion seeking appropriate resources to facilitate rationalisation and/or disposals, and obtaining approval through current project processes.

Conclusion

27. Good progress has been made on the Operational Property Review Project. Emerging opportunities relevant to the work of this Committee will be reported to subsequent meetings of the Committee.
28. By reviewing the existing asset portfolio, any financial efficiency from rationalisation and more effective use of property can then be used to improve the quality and upkeep of the operational property portfolio in the future, and as a result support the continuation of the best possible service for the public.

Background Papers

Operational Property Review – Update report - 26th March 2015 (Public)
Operational Property Review – Update report - RASC 16th July/CASC – 28th July 2015 (Public)

Appendices

Appendix 1: Graph of Unfunded cyclical building maintenance and renewal costs

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Appendix 1 - Operational Assets

Funding shortfall

- Current provision insufficient
- Choices are being made, creating the bow wave of £40m

- Funding gap each year, ranging from £1m to £41.8m
- Cumulative shortfall £158.5m by 2034

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Committee:	Date:
Hampstead Heath, Highgate Wood & Queen's Park - For information	23 November 2015
Open Spaces & City Gardens - For information	7 December 2015
West Ham Park - For information	7 December 2015
Epping Forest - For information	26 January 2016
Subject: 2015/16 Business Plan Quarterly Performance Update - Quarter 2	Public
Report of: Director of Open Spaces	For Information
<p>Summary</p> <p>This report summarises Open Spaces departmental performance against the 2015/16 -17/18 business plan, at the end of the second quarter of this financial year. The report also includes the departmental roadmap and the relevant roadmap for each of division.</p> <p>At the end of quarter two, two programmes are reporting as amber:</p> <ul style="list-style-type: none"> • Learning • Lodges <p>All other programmes are green.</p> <p>The report also provides an update on progress against the business plan's Performance Indicators (PI's).</p> <p>Recommendation:</p> <p>Members are asked to note this report</p>	

Main Report

1. Background

- 1.1. The business plan was approved by the Open Spaces & City Gardens Committee on 20 April 2015. The 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".

2. Roadmap progress

- 2.1. Each Committee report includes the Open Spaces Departmental Roadmap as well as the relevant divisional roadmap. In respect of the Open Spaces & City Gardens Committee, all roadmaps will be presented.
- 2.2. Overall it can be seen that each programme has been making progress, although initiation was slightly slower than anticipated.
- 2.3. As discussed previously at the Open Spaces & City Gardens Committee meeting, information on the progress of programmes will be provided 'by exception only' i.e. where a programme is amber or red.

Learning	Amber (steady state)	<p>In order to deliver the Learning Programme a new operating model is required which involve realigning some staff roles and responsibilities at some Open Spaces. A timetable for this process has been developed and is being implemented.</p> <p>The City Bridge Trust funding application is under consideration and funding remains uncertain until a decision is made in late November. Alternate sources of funding are being identified and submissions made but have yet to be realised.</p> <p>This project is progressing well but remains amber due to funding and staffing uncertainties.</p>
Lodges	Amber (steady state)	<p>Various work streams are progressing.</p> <p>Support being received from City Surveyor and Remembrancer.</p> <p>The work is planned to be undertaken in phases, initially tackling Lodges not affected by the City of London "Open Spaces Bill".</p>

3. Performance Indicators

Performance Indicator	Basket of Indicators for 2015/16	Progress to end Quarter 2 (i.e. Q1 + Q2 performance)
Preserving the ecology and biodiversity of our sites	Sites with current management plan	All sites bar Epping Forest hold a current management plan. Epping Forest first stage consultation completed. Epping Forest Draft management plan to be consulted upon in Spring 2016.
	Green flags awards	Green Flags retained at 10 sites.
	Green heritage awards	Green Heritage awards retained at 6 sites
	SSSI condition	Four sites are favourable:

		Burnham Beeches, Ashstead, Farthing Downs and Ribblesdown. Highams Park and Leyton Flats: meetings held with Natural England. Management plan works underway to move them from 'unfavourable, no change' to 'unfavourable recovering' condition.
	London in Bloom awards	London in Bloom Awards achieved at 12 sites. See Appendix 1 for list of award winning sites.
	Heritage assets at risk	Wanstead Park: preparatory work has been progressing prior to a Project Board Report planned for early 2016. Eight Fighter Blast Pens on Kenley Common: Heritage Lottery Award has been received and work will progress in 2016.
Customer satisfaction	Completion of one hundred, 60 second surveys for each site	287 surveys completed to date. Further surveys being undertaken.
Energy efficiency and sustainability	<ul style="list-style-type: none"> a. Reduce utility consumption by 2.5% per annum b. Reduce fuel consumption by 5% per annum c. Increase in electricity generation of 100KW (two additional buildings generating at least 50KW each) 	<ul style="list-style-type: none"> • Data to be provided at year end.

Finance performance indicator

- 3.1. The business plan recognised that further work needed to be undertaken to develop a useful financial PI. Audit suggested that these could include successful delivery of roadmap projects and net profit evaluation of events. Further work is being undertaken to determine if these are appropriate, SMART indicators and/or consider alternate financial performance indicators.

Developing our staff performance indicator

- 3.2. The target is 1.5% of direct employee costs to be spent on training. The table below shows that there has been a slight drop in the percentage of spend for most sites compared to the results reported last quarter. This is due to the summer months being the busiest operational period for staff. The majority of

training will take place during the autumn and winter months. West Ham Park is higher than reported previously due to their apprenticeship training.

<u>Division</u>	<u>Quarter 1 & 2 spend on training as % of direct employee costs</u>
City Gardens	0.78%
Cemetery & Crematorium	0.25%
Directorate	0.8%
Epping Forest	0.44%
Burnham Beeches, Stoke & City Commons	0.43%
Hampstead Heath, Highgate Wood & Queen's Park	0.09%
West Ham Park	2.41%

- 3.3. The current measure however does not take into consideration training that staff may receive that has no financial cost, such as various forms of in-house and on-line training, mentoring and shadowing.
- 3.4. As part of the work on Investors in People, consideration is being given to the development of a more effective and appropriate basket of performance indicators.

Cemetery & Crematorium performance indicators

- 3.5. The Cemetery and Crematorium has an additional set of PIs. Performance during the first two quarters of the year quarter has been strong.

Target 2015/16	Progress to end Quarter 2
Maintain 23% market share of cremations	22.4%
Maintain 8% market share of burials	8.2 %
Income compared to income target	54% (£2,374,747) of income target achieved during the first two quarters of 2015/16.
60% of cremations are using the new fully abated cremator	61.3%

4. Corporate & Strategic Implications

- 4.1. 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”.

5. Conclusion

5.1. The current roadmap projects are underway, 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. List of Awards
2. Open Spaces Departmental Roadmap
3. Divisional Roadmap(s)

Background Papers:

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

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Appendix 1

Awards - Green Flag, Heritage Flag and London in Bloom Awards

Green Flags retained at:

1. West Ham Park
2. Bunhill Fields.
3. Burnham Beeches
4. Ashtead Common
5. Farthing Downs
6. Coulsdon Common
7. Kenley Common
8. West Wickham Common
9. Spring Park
10. Riddlesdown

Green Heritage awards retained at:

1. West Ham Park
2. Bunhill Fields
3. Ashtead Common
4. Kenley Common
5. West Wickham Common
6. Farthing Downs

Freen Heritage award:

1. Burnham Beeches

London in Bloom Awards achieved at:

1. City Gardens (as a borough award),
2. Christchurch
3. Greyfriars,
4. Festival Gardens,
5. Cleary Garden,
6. Portsoken Street Garden,
7. West Ham Park,
8. Golders Hill Park,
9. Queen's Park,
10. Bunhill Fields,
11. Cemetery & Crematorium.

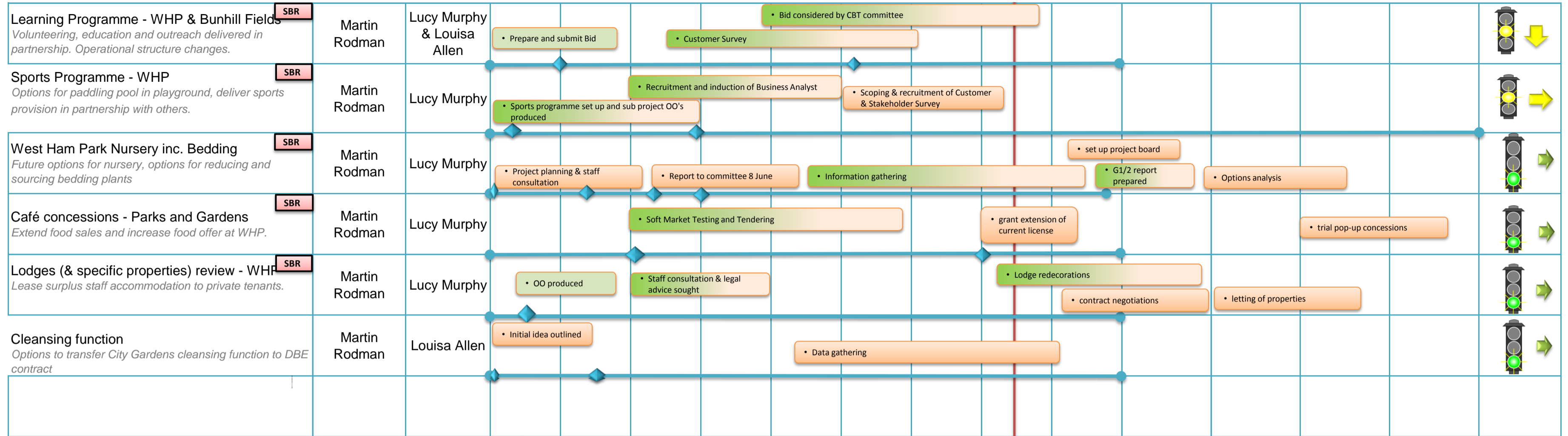
12. Also, Friends of City Gardens received an award in their own right.

City Gardens Roadmap

Page 29

Programme / Project			2015												2016			RAG
Updated November 2015			Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Q4	Q1	Q2	Q3			
Executive	Lead																	
Open Spaces Department projects and priorities																		
Learning Programme <i>Education strategy for Open Spaces. Funding bid for City Bridge Trust and delivery of learning programme. Delivery of SBR Education related projects.</i>	Martin Rodman	Grace Rawnsley			Bid considered by CBT committee											Yellow traffic light with downward arrow		
Sports Programme <i>Feasibility review of sports provision across open spaces. Sports and play strategy for Open Spaces. Potential new operating model to deliver SBR savings.</i>	Bob Warnock	Declan Gallagher														Green traffic light with rightward arrow		
Ponds Project <i>Necessary works at Highgate and Hampstead to ensure safety and prevent flooding as a result of extreme storm events. Legal duty.</i>	Philip Everett	Tom Creed (DBE) Bob Warnock (OS)														Green traffic light with rightward arrow		
Various Powers Bill <i>Seeking changes to legislation governing Open Spaces to give clarity and flexibility to management of open spaces enabling opportunities to deliver more efficient and effective services.</i>	Paul Thomson	Jo Hurst														Green traffic light with rightward arrow		
Promoting our services <i>A range of initiatives across all open spaces to review events and promotions, raising awareness of our services, their costs. Income generation.</i>	Gary Burks	Gerry Kiefer														Green traffic light with rightward arrow		
Energy Efficiency <i>A range of energy saving and environmental projects across open spaces including utility consumption and renewable energy projects.</i>	Andy Barnard	Jonathan Meares														Green traffic light with rightward arrow		
Fleet and equipment review <i>Review of all fleet and equipment used across Open Spaces to maximise effective use of these resources.</i>	Andy Barnard	Geoff Sinclair														Green traffic light with rightward arrow		
Wayleaves <i>Review of Wayleave charges and introduce a structured approach to charging across Open Spaces</i>	Paul Thomson	Sue Rigley														Green traffic light with rightward arrow		
Lodges (& specific properties) review <i>Short and long term rental of lodges and properties in our Open Spaces.</i>	Paul Thomson	Jo Hurst														Yellow traffic light with downward arrow		
Car Parks <i>Individual Division based projects relating to car parking to put in place the charging strategy and infrastructure to support this.</i>	Gerry Kiefer	Martin Hartup														Green traffic light with rightward arrow		
Cafes <i>The development of food sales, concessions and cafes across our Open Spaces to improve services and increase income.</i>	Bob Warnock	Richard Gentry														Green traffic light with rightward arrow		
Parks and Gardens projects																		

City Gardens Roadmap



- Project Milestone
- Project is in a controlled state
- Positive direction of travel
- Negative direction of travel
- Project Closed
- Project is in a critical state
- Project is slipping,
- Project is on track
- Partnership project
- Technology led project
- Linked to SBR projects and savings

Agenda Item 8

Committee(s) West Ham Park Committee	Dated: 07/12/2015
Subject: Revenue Budgets – 2015/16 & 2016/17	Public For Decision
Report of: The Chamberlain The Director of Open Spaces	For Information

Summary

This report updates the Committee on its latest approved revenue budget for 2015/16 and seeks your approval for a provisional revenue budget for 2016/17, for subsequent submission to the Finance Committee. The budgets have been prepared within the resources allocated to the Director and the table below summarises.

Summary of Table 1	Latest Approved Budget	Original Budget	Movement
	2015/16 £000	2016/17 £000	£000
Expenditure	1,455	1,224	(231)
Income	(451)	(295)	156
Support Services	253	249	(4)
Total Net Expenditure	1,257	1,178	(79)

Overall the provisional Original budget for 2016/17 totals £1,178M, a decrease of £79,000 compared with the latest approved budget for 2015/16. The main reasons for this decrease is the effect of the Service Based Review reductions, a decrease in the City Surveyor's Additional Works Programme and a decrease in Supplies and Services due the closure of the Nursery from summer 2016 partially offset by the loss of income from the Nursery. The budgets can be found in Table 1.

A breakdown is also provided in Appendix 3 of the movement between the 2015/16 Local Risk Original Budget and the 2015/16 Local Risk Latest Approved Budget.

Recommendation

The Committee is requested to:

- Review the provisional 2016/17 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Authorise the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, and changes to the Additional Works Programme. Any changes over £50,000 would be reported to Committee.
- If specific service based review proposals included with this budget report are rejected by the Committee, or other Committees request that further proposals are pursued, that the substitution of other suitable proposals for a corresponding amount is delegated to the Town Clerk in discussion with the Chairman and Deputy Chairman of the relevant Committee. If the substituted saving is not considered to be straight forward in nature, then the Town Clerk shall also consult the Chairman and Deputy Chairmen of the Policy and Resources Committee prior to approving an alternative proposal(s).

Main Report

Introduction

1. The City of London Corporation owns and manages almost 11,000 acres of historic and natural Open Spaces for public recreation and enjoyment. This includes West Ham Park which is a registered charity and is funded from City's Cash and run at no cost to the community that it serves.
2. This report sets out the proposed revenue budget for 2016/17. The Revenue Budget management arrangements are to:
 - Provide a clear distinction between local risk, central risk, and recharge budgets.
 - Place responsibility for budgetary control on departmental Chief Officers.
 - Apply a cash limit policy to Chief Officers' budgets.
3. The budget has been analysed by the service expenditure and compared with the latest approved budget for the current year.
4. The report also compares the current year's budget with the forecast outturn.

Business Planning Priorities

5. The key Projects for each Open Space for the next three years were included in the Open Spaces Department Business Plan for 2015-2018 which was approved in April 2015. Priorities for West Ham Park include:-
 - Implementation of the 2016/17 budget savings agreed with the Chamberlain as part of the corporate Service Based Review process.
 - Cease trading at West Ham Park Nursery and work with the City Surveyor to evaluate options for future use of the site.
 - Complete letting of surplus lodge accommodation and commence ongoing management of let properties.
 - Align the Park's current education provision to the Education Strategy, implement and embed the new Learning Framework at West Ham Park.

Proposed Revenue Budget for 2016/17

6. The proposed detailed Revenue Budget for 2016/17 is shown in Table 1 analysed between:
 - Local Risk Budgets – these are budgets deemed to be largely within the Chief Officer's control.
 - Central Risk Budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
 - Support Services and Capital Charges – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk. Further analysis can be found in Appendix 2.
7. The 2015/16 latest approved budget includes funding for contribution pay, and a small adjustment for revised savings in relation to the Service Based Review.

The provisional 2016/17 budgets, under the control of the Director of Open Spaces being presented to your Committee, have been prepared in accordance with guidelines agreed by the Policy & Resources and Finance Committees. These include continuing the implementation of the required budget reductions across both local and central risks, as well as the proper control of transfers of non-staffing budgets to staffing budgets. A saving of £80,000 has been made in 2016/17 further to the re-alignment of the Service Based Review savings. The savings will be achieved through staff restructures and increases in income. An allowance was given towards any potential pay and price increases of 1.5% in 2016/17. The budget has been prepared within the resources allocated to the Director.

TABLE 1

WEST HAM PARK COMMITTEE SUMMARY – ALL FUNDS

Analysis of Service Expenditure	Local or Central Risk	Actual 2014-15 £'000	Latest Approved Budget 2015-16 £'000	Original Budget 2016-17 £'000	Movement 2015-16 to 2016-17 £'000	Paragraph Reference
EXPENDITURE						
Employees	L	744	752	647	(105)	10
Premises Related Expenses	L	70	95	55	(40)	
R & M (City Surveyor's Local Risk inc cleaning)	L	111	334	282	(52)	11
Transport Related Expenses	L	35	34	32	(2)	
Supplies & Services	L	234	196	144	(52)	12
Third Party Payments	L	41	34	17	(17)	
Transfer to Reserves - City Bridge Trust	L	21	0	0	0	
Transfer to Reserves	C	0	0	37	37	
Capital Charges	C	10	10	10	0	
Total Expenditure		1,266	1,455	1,224	(231)	
INCOME						
Other Grants, Reimbursements and Contributions	L	(30)	(27)	0	27	
Customer, Client Receipts	L	(395)	(415)	(294)	121	13
Investment Income	C	(1)	(1)	(1)	0	
Transfer from Reserves – Nursery and City Bridge Trust	L	(46)	0	0	0	
Transfer from Reserves - Nursery	C	(42)	(8)	0	8	
Total Income		(514)	(451)	(295)	156	
TOTAL EXPENDITURE/ (INCOME) BEFORE SUPPORT SERVICES		752	1,004	929	(75)	
SUPPORT SERVICES						
Central Support		195	211	204	(7)	
Recharges within Fund						
Directorate Recharges		53	49	52	3	
Corporate and Democratic Core		(6)	(7)	(7)	0	
Total Support Services		242	253	249	(4)	
TOTAL NET EXPENDITURE/(INCOME)		994	1,257	1,178	(79)	

8. Income and favourable variances are presented in brackets. An analysis of this Revenue Expenditure by Service Managed is provided in Appendix 1. Only significant variances (generally those greater than £50,000) have been commented on in the following paragraphs.
9. Overall there is a decrease of £79,000 between the 2015/16 latest approved budget and the 2016/17 original budget. This movement is explained in the following paragraphs.
10. Analysis of the movement in manpower and related staff costs are shown in Table 2 below. The reduction in full time equivalents and associated manpower costs relates to the deletion of a post as reported to your Committee on 12 October 2015, the effect of the closure of the Nursery and the end of the Horticulture Work Training Scheme. The reduction in costs has been partially offset by an allowance of 1.5% towards any potential pay and price increases, and provision for the increased national insurance contributions from April 2016.

Table 2 - Manpower statement	Latest Approved Budget 2015/16		Original Budget 2016/17	
	Manpower Full-time equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000
West Ham Park/Nursery/CBT	22.29	752	17.75	647
TOTAL WEST HAM PARK COMMITTEE	22.29	752	17.75	647

11. The decrease of £52,000 from the 2015/16 Latest Approved Budget to the 2016/17 Original Budget in the City Surveyor is within the Additional Works Programme as the Additional Works Programme is awarded each year and each programme lasts 3 years. The budgets are phased over the life of the project and are profiled based on the operational need of the client, the complexity of the design, appropriate timing of the work and the tender process. This results in a constant movement of the budgets, especially between financial years, however these changes are reported to the Corporate Asset Sub Committee on a bi-monthly basis.

TABLE 3 - CITY SURVEYOR LOCAL RISK Repairs and Maintenance (including cleaning)	Latest Approved Budget 2015/16 £'000	Original Budget 2016/17 £'000
Additional Works Programme West Ham Park	223	171
Planned & Reactive Works (Breakdown & Servicing) West Ham Park Nursery	223	171
Cleaning West Ham Park	68 40 108	95 13 108
Total City Surveyor	334	282

12. The reduction in Supplies and Services reflects the closure of the Nursery from summer 2016.

13. The reduction in income from Customer and Client Receipts is also due to the closure of the Nursery from summer 2016.

Potential Further Budget Developments

14. The provisional nature of the 2016/17 revenue budget recognises that further revisions may be required, including in relation to:

- budget reductions to capture savings arising from the on-going PP2P and Service Based Reviews;
- decisions on funding of the Additional Work Programme by the Resource Allocation Sub Committee.

If specific service based review proposals included with this budget report are rejected by the Committee, or other Committees request that further proposals are pursued, that the substitution of other suitable proposals for a corresponding amount is delegated to the Town Clerk in discussion with the Chairman and Deputy Chairman of the relevant Committee. If the substituted saving is not considered to be straight forward in nature, then the Town Clerk shall also consult the Chairman and Deputy Chairmen of the Policy and Resources Committee prior to approving an alternative proposal(s).

Revenue Budget 2015/16

15. The 2015/16 latest approved budget includes funding for contribution pay, a small adjustment to reflect phasing revisions in relation to the Service Based Review and an agreed carry forward of £40,000 to undertake improvement/refurbishment works to vacant lodges. The forecast outturn for the current year is in line with the latest approved budget of £1.257M. Movement of the Local risk Budgets from the Original 2015/16 Budgets to the 2015/16 Latest Approved Budgets can be found in Appendix 3

Appendices

- Appendix 1 – Analysis by Services Managed
- Appendix 2 – Analysis of Support Services
- Appendix 3 – Movement in Local Risk Budgets 2015/16 OR to 2015/16 LAB

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Appendix 1

Analysis by Service Managed	Actual 2014-15 £'000	Latest Approved Budget 2015-16 £'000	Original Budget 2016-17 £'000	Movement 2015-16 to 2016-17 £'000	Paragraph(s) Reference
<u>CITY CASH</u>					
West Ham Park	994	1,257	1,178	(79)	a)
CBT*	0	0	0	0	
Nursery**	0	0	0	0	
TOTAL (CITY'S CASH)	994	1,257	1,178	(79)	

Reasons for zero budget lines:

* City Bridge Trust expenditure is a restricted fund which nets to zero.

** The Nursery is a trading account where any surplus or shortfall go to reserve and nets to zero.

a) The reduction of £79,000 is mainly due to Service Base Review reductions and the fall out of the carry forward from 2014/15 to 2015/16.

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Appendix 2

Support Services from/to West Ham Park Committee	Actual 2014-15 £'000	Latest Approved Budget 2015-16 £'000	Original Budget 2016-17 £'000	Movement 2015-16 to 2016-17 £'000	Paragraph Reference
Support Services					
Central Recharges-					
City Surveyor's Employee Recharge	44	39	39	0	
Insurance	26	23	25	2	
I.S.Recharges - Chamberlain	23	42	37	(5)	
Support Services-					
Chamberlain (inc CLPS recharges)	52	55	54	(1)	
Comptroller and City Solicitor	3	3	3	0	
Town Clerk	33	34	31	(3)	
City Surveyor	14	15	15	0	
Total Support Services	195	211	204	(7)	
Recharges Within Fund					
Directorate Recharges	53	49	52	3	
Corporate and Democratic Core	(6)	(7)	(7)	0	
Total Recharges Within Fund	47	42	45	3	
Total Support Services	242	253	249	(4)	

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Appendix 3

Movement of Local Risk Budgets (inc City Surveyor)	Risk	Original Budget 2015-16 £'000	Latest Approved Budget 2015-16 £'000	Movement 2015-16 OR to 2015-16 LAB £'000	Paragraph Reference
EXPENDITURE					
Employees	L	786	752	(34)	
Premises Related Expenses	L	63	95	32	
R & M (City Surveyor's Local Risk inc cleaning)	L	342	334	(8)	
Transport Related Expenses	L	36	34	(2)	
Supplies & Services	L	194	196	2	
Third Party Payments	L	22	34	12	
INCOME					
Other Grants, Reimbursements and Contributions	L	(27)	(27)	0	
Customer, Client Receipts	L	(443)	(415)	28	

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Committee(s):	Date(s):
West Ham Park Committee	07/12/2015
Subject: Detailed design for a new park gate for the sole use of Park Primary School	Public
Report of: Director of Open Spaces	For Decision
Summary	
<p>This report contains a detailed design for a new access gate and path into West Ham Park for the sole use of Park Primary School to</p> <ul style="list-style-type: none"> • Alleviate issues with emergency evacuation procedures, • Provide a more direct route for children to access the park and school during the school's renovation works (for a fixed term period) and • Provide improved access for physical activity and outdoor learning in the long term. <p>The London Borough of Newham has funding available for the installation of the design and its contractors will implement the works. This will be overseen by the Park Manager and City Surveyor.</p> <p>Recommendation</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Agree the detailed design and proposals for the use of the gate; • Delegate authority to the Superintendent of Parks and Gardens and the City Surveyor to agree a Heads of Terms with the London Borough of Newham for the installation of gate and path and if necessary instruct the City Solicitor to agree a License agreement with Park Primary school for the use of the gate going forward. 	

Main Report

Background

1. A report was brought to West Ham Park Committee in February 2015 outlining a proposal from the London Borough of Newham (LBN) to permit the creation of a new entrance to West Ham Park opposite Park Primary School, in conjunction with the planned expansion of the school and a potential upgraded crossing between the school and the proposed new entrance. It was agreed that officers would report back to the committee to seek approval for the design and any reinstatement of land following its installation.

Current Position

2. The Park Manager and representatives from the City Surveyors department and have been working with LBN and Park Primary School to develop a detailed design for the gate and pathway into West Ham Park. The use of the gate and how it will be operated have also been discussed and are outlined below. Redevelopment works at Park Primary School have begun, but are not yet affecting the playground area.

Proposals

3. The detailed design for the gate showing its location and proximity to existing trees is shown in Appendix 1. An aerial photograph in Appendix 2 indicates the location of the proposed gate in proximity to Park Primary School and the existing Linden Gate in the North West corner of the park. The gate would be locked with a secure padlock which would be opened and closed by the school. A copy of the key would also be held by the park.

4. Gate and pathway design

- a. The proposed gate location seeks to reduce the distance that children will have to walk from the school to the park, but aims to minimise the impact to adjacent trees by ensuring that any excavations and the location of the path are not within root protection areas (in accordance with BS5837:2012).
- b. In order to lessen the visual impact of the gate, the design matches that of a pre-existing access gate located behind the changing rooms and mirrors the style of the existing fencing. A footpath constructed of Bodpave 85 paver cells (See Appendix 3 for an example of these) has been recommended as these allow the grass to grow through reinforced cells. This reduces the visual impact of the path while creating a reinforced walkway for the children.

5. Use of gate and operational factors

- a. Emergency access (Permanent): The immediate health and safety risk for the school is during emergency evacuation the current muster points cannot be used as students and staff would not physically be far enough away from a building to ensure safety. The school would therefore like to use the gate for 'Emergency Access' as soon as it is able and continue to do so in perpetuity. This usage will have only a small impact on the park as it is likely to only be used for evacuation drills once or twice a year and/or in the case of an actual emergency.
- b. Safe travel to and from school (Temporary): While the works are taking place the school has limited gate access. Parents and children are being forced to congregate along Ham Park road, with the pavements often being very congested, resulting in parents and children spilling on to the carriageway, putting themselves at risk and causing issues with vehicle traffic. Park Primary School wishes to open the gate from

Spring 2016 to Spring 2017 (between 8:35am and 9am and between 3pm and 3:20pm in the afternoon) to ease the flow of people to and from school and remove this risk. Although this will increase the use of the gate and path, many parents already travel through the park to take their children to/from school, so the overall impact on the whole site will remain constant. In wet weather and when ground conditions are poor the gate would remain closed to limit damage to the grass.

- c. Break times (Temporary): From September 2016 to February 2017 the school propose to utilise the park for some of the children's playtimes while redevelopment works render their playground unusable. The school will submit an 'Intention to Use Plan' for approval by the Park Manager prior to the start of each term. This will set out areas within the park that the children can use in order to avoid conflict with other park users or events. The school have advised that they do not have sufficient resources to supervise break times in the park in the long term. The school operate a 'wet weather plan' during which times the children would remain at the school rather than utilising the park to avoid damage to the landscape and children becoming muddy. This could also be evoked to protect the park if ground conditions were wet but the weather good. Atherton Leisure centre on Romford road is currently being rebuilt and is due to be opened in 2015. The school plan to utilise this space for 'activity days' to keep the children active during the winter period and reduce the overall impact on the park during this 6 month period.
- d. Outdoor Learning and Physical Activity (Permanent): The school wish to use the gate to deliver lessons in the park during the school day. The location of the gate will reduce the travel time maximising the available time for the delivery of education and physical activity lessons. The use of any formal sports areas e.g. cricket or football pitches would be available to Park Primary School at the standard concessionary rates and would be booked through the West Ham Park Office. Currently these are under-utilised during the school terms and would increase income to the park without having any detrimental effect. The use of the park for outdoor learning would be detailed in the 'Intention to Use Plan' agreed at the start of each term. This would ensure that activities within the park are balanced.

Corporate & Strategic Implications

6. Working with LBN and Park Primary School as outlined in this report supports the following community strategy themes:
 - Supports our communities – by encouraging well-being and participation in activities
 - Protects, promotes and enhances our environment – by encouraging use and enjoyment of the City's open spaces

7. It also supports some of the key aims identified in the Open Spaces Department Business Plan 2014-17:
 - 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

8. **Financial implications:** LBN has funding allocated for the design, consultation and implementation of the scheme within the Local Implementation Plan 2016/17 for 'Physical Measures Outside Schools'. LBN has approved the use of this funding for the implementation of the gate and path (approximately £12,000). LBN has also agreed to a one off lump sum payment of 20% towards the maintenance of the gate.
9. **Property implications:** The implementation of the project would be carried out by LBN but overseen by the City Surveyor's department who have approved the gate and path design.
10. **Legal Implications:** The legal implications of the proposal remain as reported in February - Members must consider whether the proposal is in the best interests of the West Ham Park charity, including the promotion of its objects, which are that the Park is to be held "for ever as open public grounds and gardens for the resort and recreation of adults and as play grounds for children and youth".
11. Under the conveyance of 1874 the City covenanted to for ever maintain the existing entrances and also to construct and maintain a new footpath and entrance at a particular location. There is no other explicit reference to footpaths in the conveyance, although additional paths are known to have been constructed in the early 20th Century. If a specific statutory power is required it may be found in section 19 of the Local Government (Miscellaneous Provisions) Act 1976. The City additionally covenanted to maintain and preserve the Park in a proper and ornamental condition and therefore any works should not interfere with its ornamental character.
12. **Other implications:** LBN has undertaken consultation with the Park Primary School community including Governors, and with Cabinet Members. All have shown strong support for the proposed scheme.

Conclusion

13. West Ham Park has worked closely with Park Primary School and the London Borough of Newham to create a detailed gate and path design which provides the school with more direct access to the park maximising the time for outdoor

learning and physical activity, with minimal visual impact to the park boundary. Plans have been put in place to ensure that other users are not adversely impacted by the increased usage in the short term. Longer term, there is the potential for increased income from use of formal sports facilities, which will contribute to the Park's income.

Appendices

- Appendix 1: Phase 1 West Ham Park Entrance gate and path (Drawing No: 12220/1000/01 B)
- Appendix 2: Aerial view of the location of the proposed gate entrance to West Ham Park
- Appendix 3: Bodpave 85 paver cells

Background Papers:

- Application for new park gate by Park Primary School (Report to West Ham Park Committee - 2/02/2015)

Lucy Murphy

West Ham Park Manager

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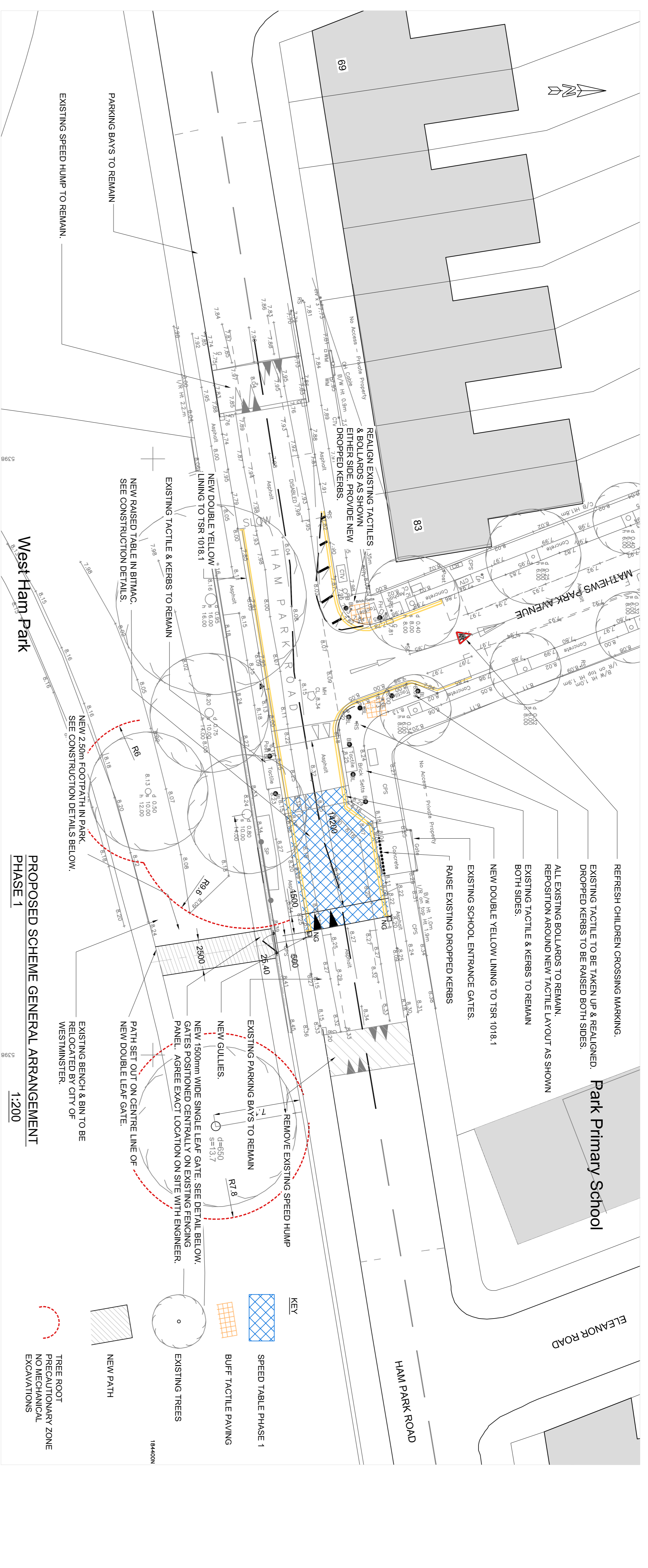
E: lucy.murphy@cityoflondon.gov.uk

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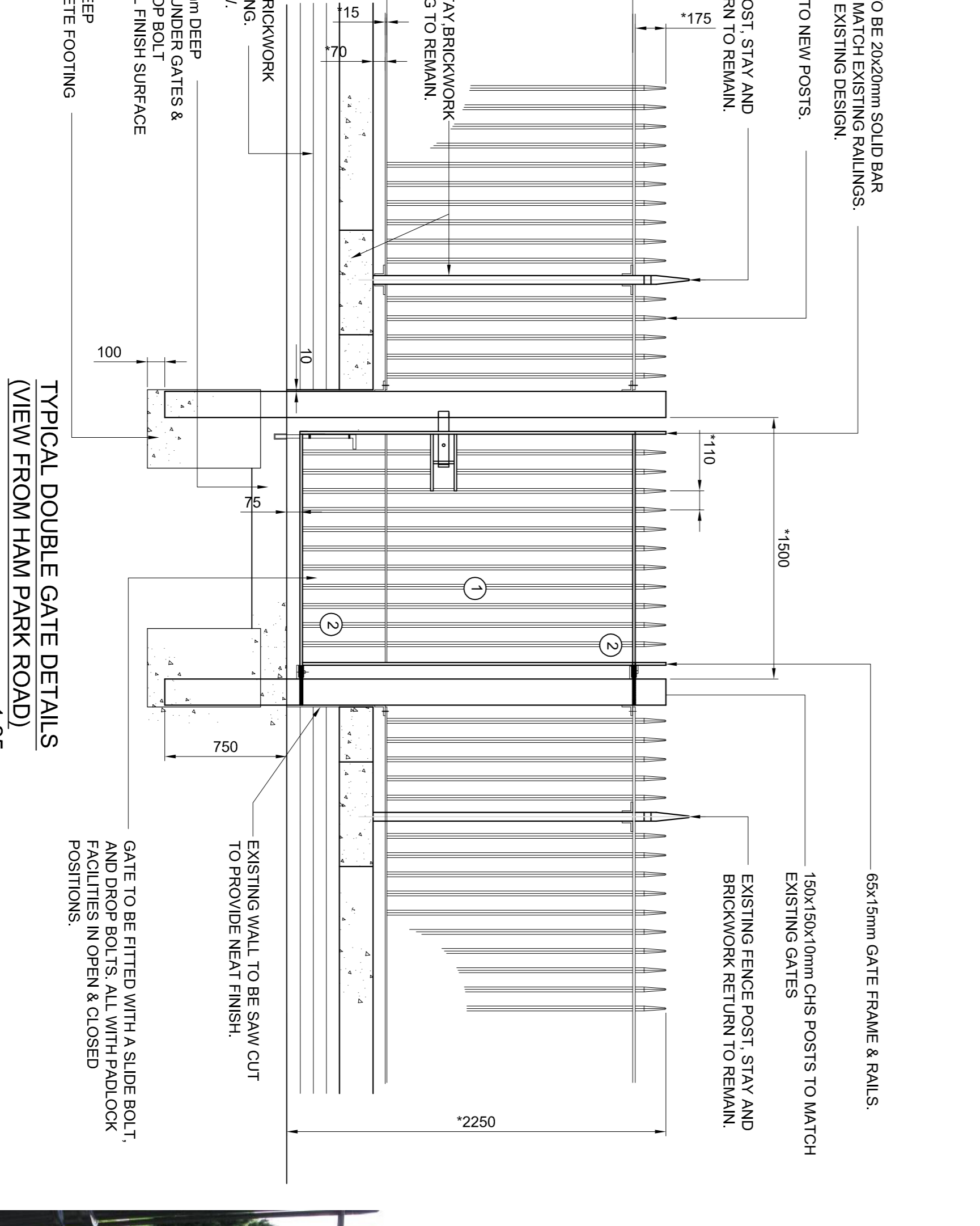
NOTES

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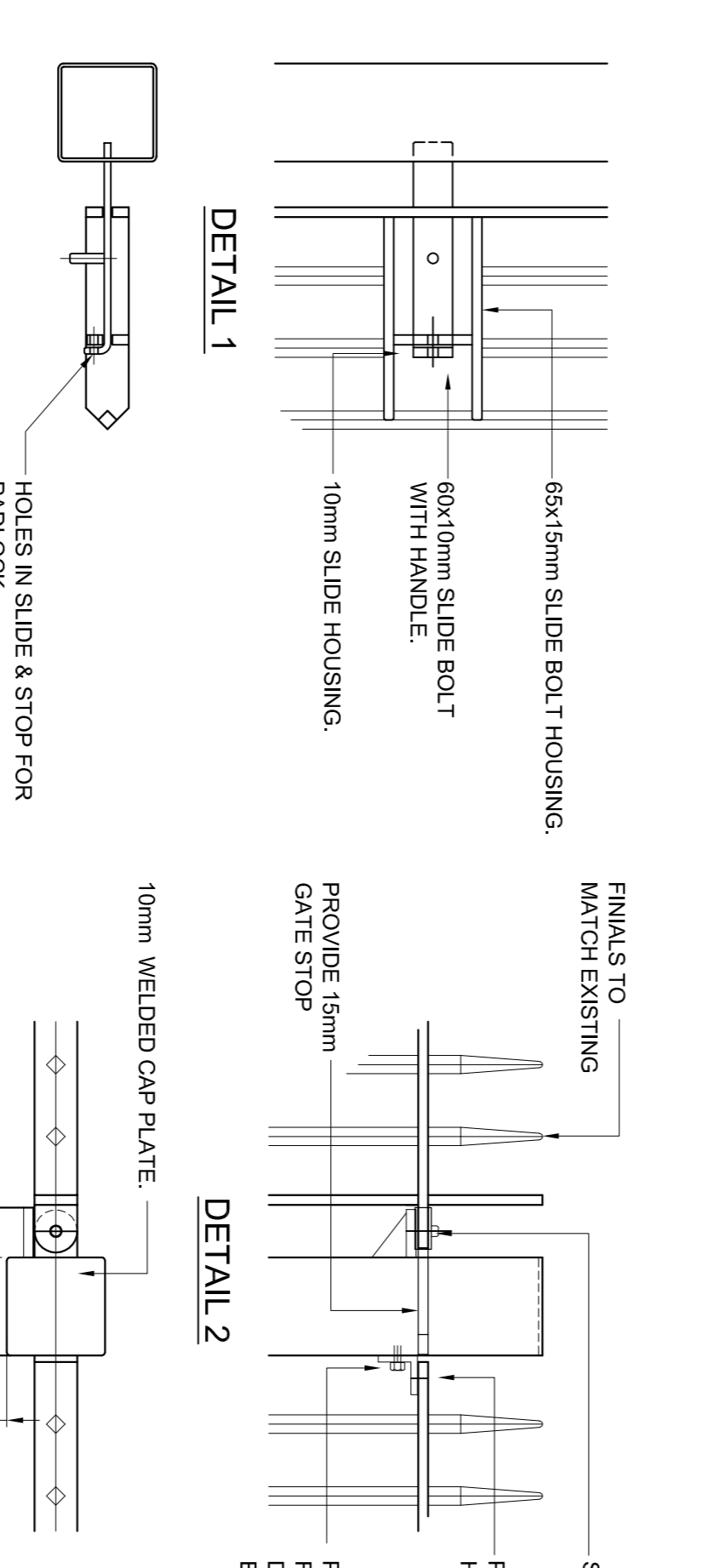
- ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED. GATE DETAILS ARE APPROXIMATE AND ARE FOR ESTIMATE PURPOSES ONLY.
- THIS DRAWING TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACT DOCUMENTS.
- GATE & FENCING TO COMPLY TO BS 1722 UNO, ALL GATE COMPONENTS SHALL BE MILD STEEL AND GALVANISED.
- GATES TO BE PAINTED - COLOUR FOR ALL ELEMENTS DULUX HERITAGE RANGE INVISIBLE GREEN.
- ALL MEMBERS TO BE WELDED TOGETHER IN ACCORDANCE WITH RELEVANT BRITISH STANDARDS. ALL WELDS SHALL BE SMOOTH AND EVEN. WELD SPLATTERS SHALL BE REMOVED.
- SOLID GATE INFILL RAILINGS TO BE FULLY WELDED TO TOP & BTM RAILS.
- NUMBER OF INFILLS TO SUIT EACH GATE WIDTH WITH MAX. CENTRES AS STATED.
- GATE HINGERS SHALL BE FABRICATED FROM 15mm THICK STEEL PLATE WITH 20mm DIA. STEEL PIN. STEEL PIN SHALL BE SECURED TO PREVENT REMOVAL OF GATE.
- STOP PLATE 100x40x6mm WELDED TO GATE POST WITH 10mm THICK NEOPRENE RUBBER STRIP FIXED TO STOP PLATE WITH COUNTER SINK SELF TAPPING SCREWS & SUITABLE ADHESIVE AS PER DETAIL. NEOPRENE RUBBER SHALL DAMPEN METAL CLOSING SOUND AND REQUIRES ENGINEERS APPROVAL PRIOR TO FABRICATION OF GATE.
- ALL BOLTS SHALL BE SECURITY TYPE WITH WASHERS. SIZE OF WASHERS SHALL BE SUITABLE FOR NUT AND BOLT SIZE.
- CLEARANCE BETWEEN THE GROUND AND THE UNDERSIDE OF THE GATE SHALL BE SITE CHECKED TO ENSURE THAT THE GATE SHALL NOT CLASH WITH SLOPING GROUND.
- ALL DIMENSIONS (MARKED) AND LEVELS SHALL BE SITE VERIFIED PRIOR TO COMMENCEMENT OF WORK. ANY DISCREPANCY BETWEEN THE LEVELS/DIMENSIONS SHOWN ON THE DRAWINGS AND THE ACTUAL SITE CONDITIONS SHALL BE NOTIFIED TO THE ENGINEER. AFFECTED WORKS SHALL ONLY BE PROGRESSED AS PER THE ENGINEER/CHECKER OF WORKS INSTRUCTIONS.
- PROVIDE 20mm DIA. x 400mm DROP BOLT ASSEMBLY WITH SLEEVED HOUSING CAST IN CONCRETE IN OPEN AND CLOSED POSITION.
- SECURITY PADLOCK TO BE SUPPLIED BY OTHERS.
- WHERE NECESSARY ALL TREES SHALL BE PROTECTED & ROOT PROTECTION AREAS OBSERVED IN ACCORDANCE WITH BS5837:2012.
- THE POSITIONS OF ANY CONTRACTORS SITE ACCOMMODATION OR MATERIAL STORE ETC. SHALL BE AGREED WITH THE SUPERVISING OFFICER AND THE PARK AUTHORITY.
- THE CONTRACTOR SHALL TAKE ALL RESPONSIBILITY FOR PROTECTING EXISTING SERVICES AND PAVING ETC. WHICH ARE TO REMAIN. FROM BEING DAMAGED. ANY DAMAGE CAUSED SHALL BE MADE GOOD OR REPLACED AT NO EXTRA COST TO THE CONTRACTOR.



**PROPOSED SCHEME GENERAL ARRANGEMENT
PHASE 1
1:200**



**TYPICAL DOUBLE GATE DETAILS
(VIEW FROM HAM PARK ROAD)
1:25**



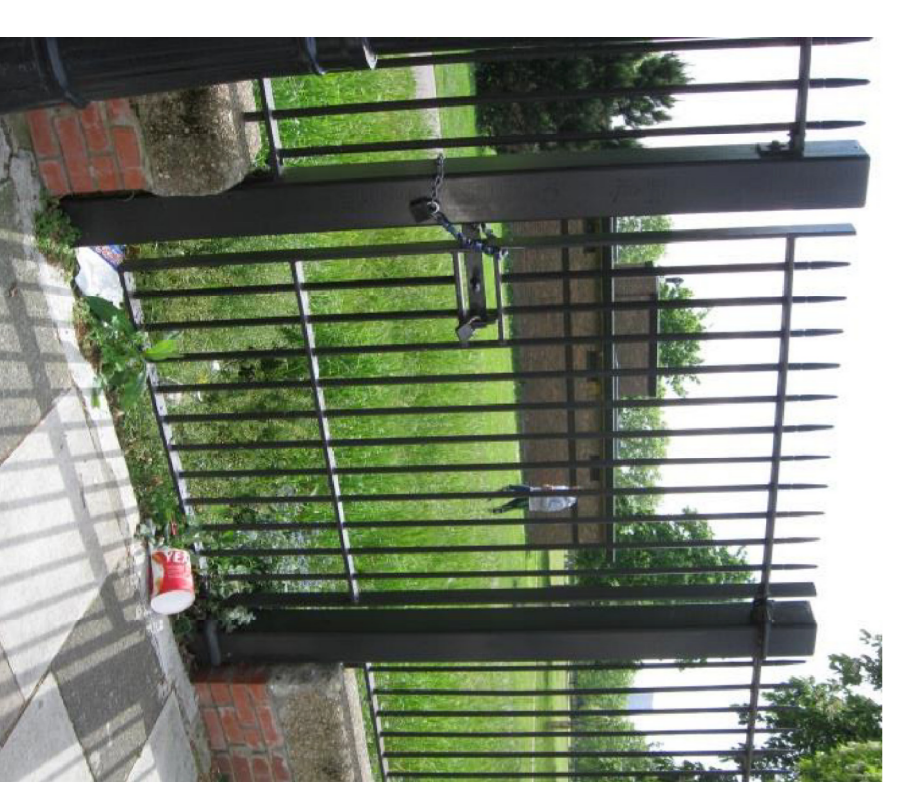
DETAIL 1

DETAIL 2

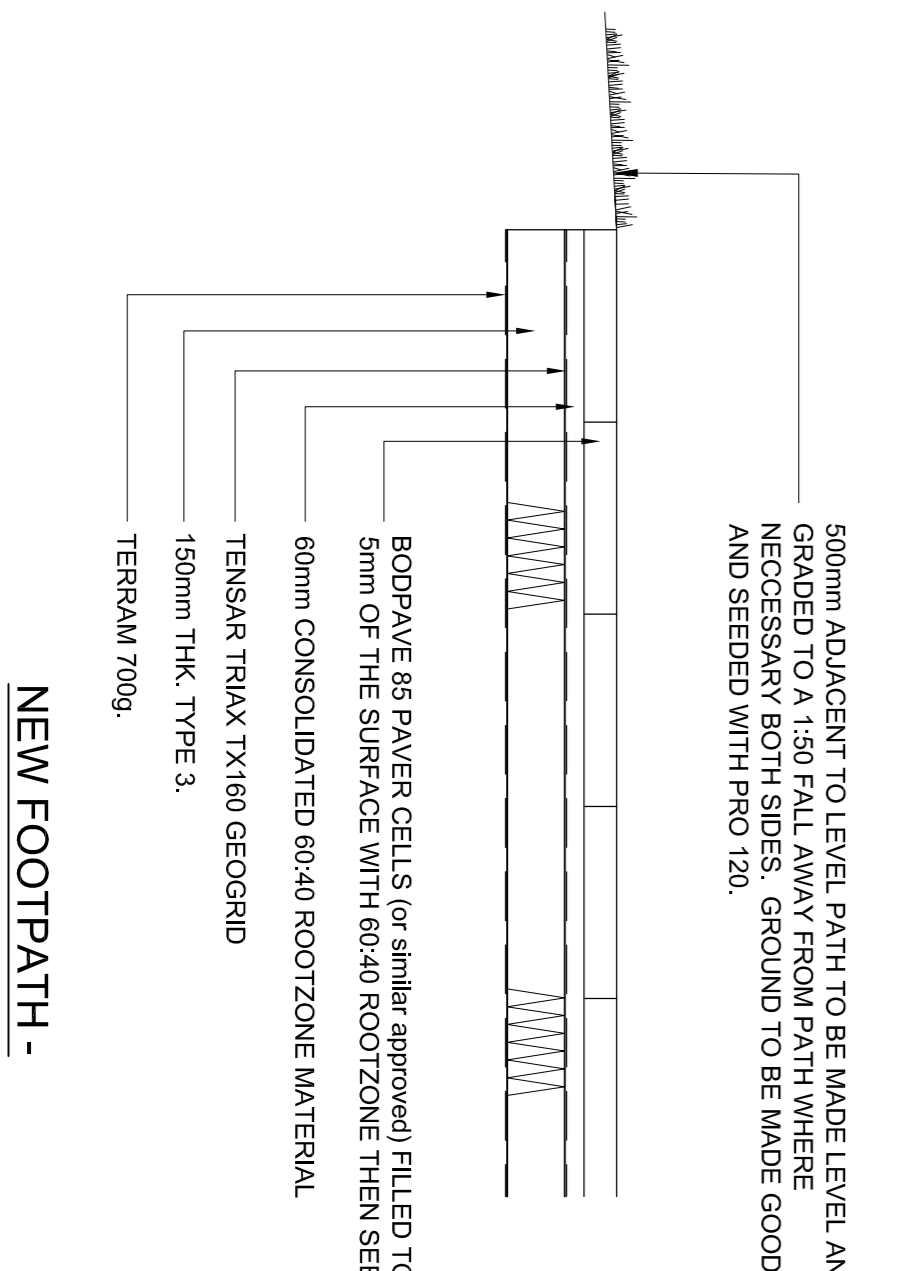
VERTICAL PALES TO BE 20x20mm SOLID BAR POINT TO VIEW TO MATCH EXISTING RAILINGS. FINALS TO MATCH EXISTING DESIGN.
FIX INFILL PANELS TO NEW POSTS.
EXISTING FENCE POST, STAY AND BRICKWORK RETURN TO REMAIN.
EXISTING POST, STAY BRICKWORK RETURN & CAPPING TO REMAIN.
30mm EXISTING BRICKWORK & CONCRETE COPING. SEE NOTES BELOW.
PROVIDE 300x200mm DEEP CONCRETE STRIP UNDER GATES & INCORPORATE DROP BOLT SOCKETS. TROWEL FINISH SURFACE
400x400x750mm DEEP C16/20 SR CONCRETE FOOTING

CONTRACTOR TO OBSERVE CARE WHERE REMOVING EXISTING BRICKWORK & CONCRETE TO FORM NEW OPENING FOR GATE. RESULTING BRICKWORK & COPINGS TO BE CLEANED & NEATLY STORED ON SITE FOR COLLECTION BY CLIENT.

EXISTING WALL TO BE SAW CUT TO PROVIDE NEAT FINISH.
GATE TO BE FITTED WITH A SLIDE BOLT, AND DROP BOLTS, ALL WITH PADLOCK AND LINES IN OPEN & CLOSED POSITIONS.
GATE ELEMENTS TO MATCH EXISTING PARK GATE AS ATTACHED PHOTOGRAPH



EXISTING PARK GATE



**NEW FOOTPATH -
CONSTRUCTION DETAILS
1:20**

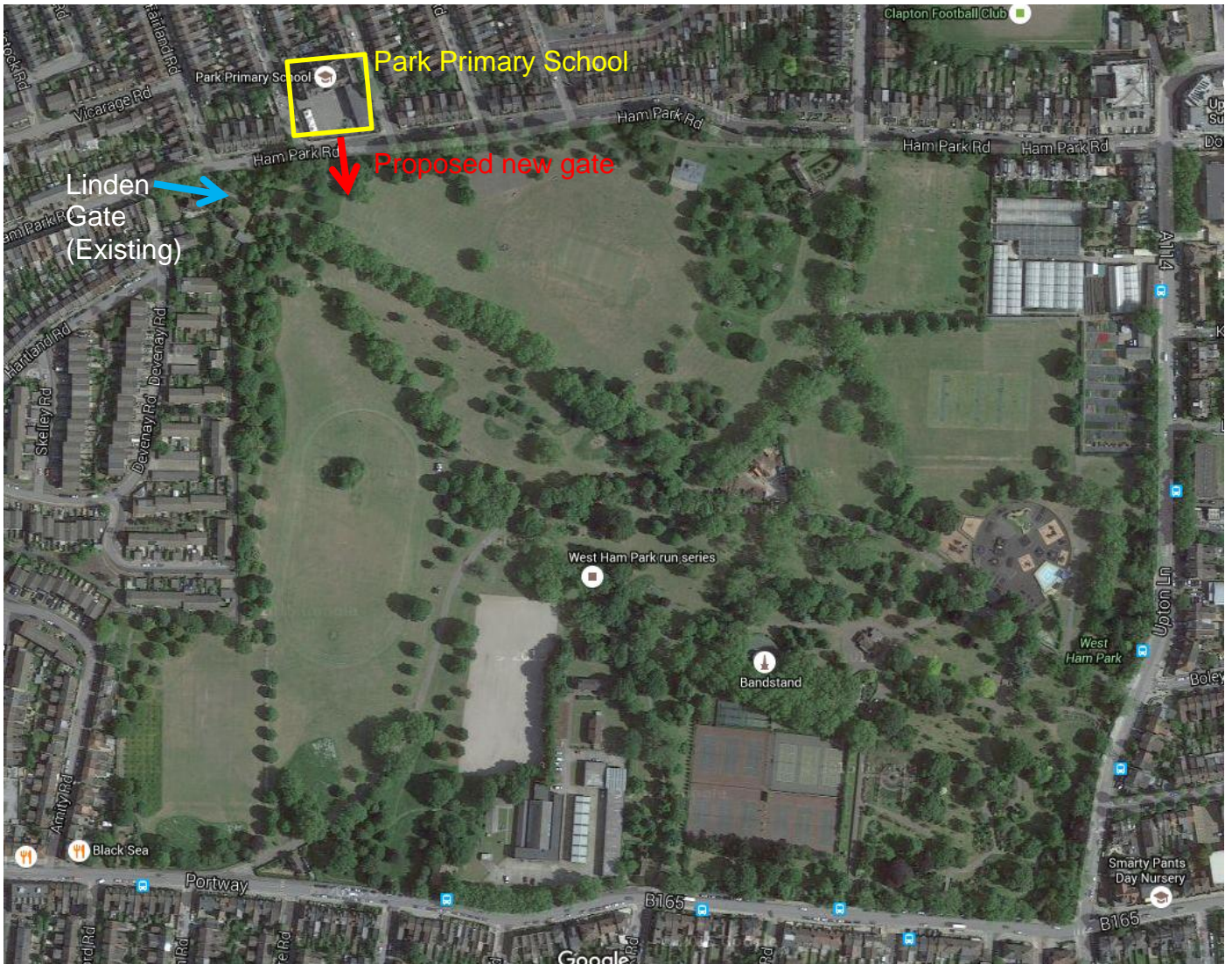


PLAN

PROJECT NO.	12220 / 1000 / 01	DATE ISSUED	PRELIMINARY
SCALE	1:200, 20:5@A1	DESIGNED	PRC
CONTRACT NO.		CHECKED	PRC
CLIENT	PHASE 1 WEST HAM PARK ENTRANCE GATE & PATH	APPROVED	PRC
PRODUCT	PHYSICAL MEASURES OUTSIDE SCHOOLS PARK PRIMARY SCHOOL	DATE ISSUED	PRELIMINARY

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Appendix 2: Aerial view of the location of the proposed gate entrance in to West Ham Park



Appendix 3: Bodpave 85 paver cells



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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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