



## Open Spaces and City Gardens

**Date:** MONDAY, 12 OCTOBER 2015  
**Time:** 2.00 pm *or at the rising of the West Ham Park Committee*  
**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

**Members:** Alderman Ian Luder (Chairman)  
Graeme Smith (Deputy Chairman)  
George Abrahams (Ex-Officio Member)  
Deputy Alex Deane  
Alderman Gordon Haines (Ex-Officio Member)  
Deputy Robert Howard  
Wendy Mead  
Barbara Newman  
Virginia Rounding (Ex-Officio Member)  
Jeremy Simons  
Michael Welbank  
Verderer Peter Adams (Observer)  
Catherine Bickmore (Observer)  
John Beyer (Observer)

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

Lunch will be served in the Guildhall Club at 1pm

**John Barradell**  
Town Clerk and Chief Executive

# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the minutes of the previous meeting.

**For Decision**  
(Pages 1 - 6)

### **Open Spaces**

4. **ST MARY-AT-HILL CHURCHYARD GATEWAY 4**  
Report of the Director of the Built Environment – report to follow.

**For Decision**

5. **OPEN SPACES LEARNING PROGRAMME**  
Report of the Director of Open Spaces.

**For Information**  
(Pages 7 - 12)

### **City Gardens**

6. **SUPERINTENDENT'S UPDATE**  
Report of the Superintendent of Parks & City Gardens.

**For Information**  
(Pages 13 - 16)

7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

## **Part 2 - Non-Public Agenda**

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

**For Decision**

10. **FINSBURY CIRCUS REINSTATEMENT UPDATE**  
Verbal update by Superintendent of Parks and Gardens.

**For Information**

11. **ISSUE REPORT: SKATE BOARDING**  
Report of the Director of the Built Environment.

**For Decision**  
(Pages 17 - 64)

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

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

**Part 3 - Members Only**

14. **SERVICE BASED REVIEW UPDATE**  
Confidential report to be circulated to Members separately.

**For Decision**

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**OPEN SPACES AND CITY GARDENS**  
**Monday, 27 July 2015**

Minutes of the meeting of the Open Spaces and City Gardens held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 27 July 2015 at 2.30 pm

**Present**

**Members:**

Alderman Ian Luder (Chairman)  
Graeme Smith (Deputy Chairman)  
Wendy Mead  
Barbara Newman  
Virginia Rounding (Ex-Officio Member)  
Jeremy Simons  
Michael Welbank  
Verderer Peter Adams (Observer)  
Catherine Bickmore (Observer)

**Officers:**

Natasha Dogra	Town Clerk's Department
Scott Morgan	Town Clerk's Department
Sue Ireland	Director of Open Spaces
Martin Rodman	Superintendent Parks & Gardens
Esther Sumner	Open Spaces Business Manager
Louisa Allen	City Gardens Manager
Lucy Anne Murphy	West Ham Park Manager
Edward Wood	Comptroller & City Solicitor's Department
Alison Elam	Group Accountant, Chamberlain's
Patrick Hegarty	Technical Manager, Open Spaces

1. **APOLOGIES**

Apologies had been received from Deputy Alex Deane, Alderman Haines, Deputy Robert Howard and John Beyer.

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

There were no declarations of interest.

3. **MINUTES**

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

Matters Arising:

Members agreed that the front sheet of the Open Spaces and City Gardens agendas should list a specified time followed by the wording “*Or, if later, at the rising of the West Ham Park Committee.*”

4. **PROVISIONAL ADDITIONAL WORKS PROGRAMME 2016/17**

The Committee received a report informing Members of a number of works that could be progressed within a reasonable timescale subject to funding being made available from the additional works programme.

Members noted that projects relating to the additional works programme would be reviewed to reflect strategic asset management decisions and the wider corporate objectives to ensure that the City met its overall criteria relative to the management of its property assets.

Resolved – that the report be received.

**5. ST BOTOLPH BISHOPSGATE BALL COURT IMPROVEMENTS**

*This item was considered during the 'City Gardens' section of the meeting.*

The Committee received a report informing Members that the Ball court in the Churchyard had reportedly reached a stage where a full resurfacing was required. Section 106 funding was available to resurface the court and improve the surrounds subject to the provision of times on the court allocated for young people to use the facility. Working in partnership with the Church and the Department of Community & Children's Services, it was proposed to develop a scheme to carry out the improvement works and improve the promotion of the site.

Resolved – that the following be agreed:

- Approval for the proposed works, in principle, to resurface the ball court and improve the court surrounds at the Churchyard of St Botolph without Bishopsgate
- Delegated authority to the Director of Open Spaces in conjunction with the Comptroller & City Solicitor to negotiate a new Churchyard maintenance agreement that includes provision for future maintenance of the ball court and provide for the old agreement to be of no further effect.

**6. REVENUE OUTTURN 2014/15- OPEN SPACES AND CITY GARDENS**

The Committee received a report comparing the revenue outturn for the services overseen by the Committee in 2014/15 with the final agreed budget for the year. In total, there was a £121,000 better than budget position for the services overseen by the Committee compared with the final agreed budget for the year.

The Director of Open Spaces better than budget position of £45,000 had been aggregated with budget variations on services overseen by other committees, which produced an overall better than budget position of £846,000 (Local Risk) across all Open Spaces. It was proposed to carry forward £437,000 of this underspend. These requests would be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

Members noted that the City Surveyors better than budget position of £108,000 was mainly due to one project being deferred at the Superintendent's request

where funding was outstanding from an external source to fund an extended scheme.

Resolved – that the report be received.

**7. CONSOLIDATED REVENUE OUTTURN 2014/15**

The Committee received a report comparing the revenue outturn for the services overseen by the Director of Open Spaces in 2014/15 with the final agreed budget for the year. In total, there was a better than budget position of £1.419M for the services overseen by the Committee compared with the final agreed budget for the year.

Members noted that it was proposed to carry forward £437,000 from the Director's better than budget position of £846,000 (Local Risk) across all Open Spaces. These requests will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

The shortfall of £44,000 at the Nursery was partly offset by underspends elsewhere with £20,000 being transferred from reserve which will be recouped in future years. The £778,000 underspend with the City Surveyor was mainly due to the re-phasing of the additional works programme over the life of the scheme to meet corporate priorities, the needs of the service, and a longer project lead-in over a longer period. There was also a £225,000 project at Capel Road where work was expected to be undertaken during the prescribed three year window of the additional works programme, but uncertainty remained as the future use of this facility.

The Chairman reported that he had raised the need for financial support to manage the recent outbreak of Oak Processionary moth with the Chamberlain. The Committee were informed that unfortunately Oak Processionary Moth (OPM) had recently been discovered in Stratford and New Spitalfields areas. The Director of Open Spaces chairs the OPM advisory group for the Forestry Commission, supporting the London wide challenge in managing this pest. The Forestry Commission had for the last 3 years secured funding from DEFRA, to manage the impact on parts of west and south east London. Officers confirmed that OPM affects oak trees because the caterpillars feed on the leaves and then form nests.; consequently it would not be found on timbers used in construction. Members agreed that the priority now was to determine the effect it had on human health.

At this stage the costs had been limited to nest removal but the costs of spraying next spring and in future years were not yet quantifiable. Members noted that the costs to date had been met from the Director of Open Spaces' local risk budget. If, regrettably, the incidence spreads and becomes of a much larger scale, the Chamberlain had agreed in writing that a request against contingencies could be considered.

Resolved – that the report be received.

8. **BUSINESS PLAN OUTCOME REPORT - QUARTER 1 2015/16**

The Committee received a report informing of the first quarter of the 2015/16-17/18 business plan. Currently the Sports, Learning, and Lodges & Operational Property programmes were reporting as amber. All other programmes were green.

Members noted that there was still further work to be done in developing meaningful baskets of indicators for Finance and Developing Our Staff.

Resolved – that the update be noted.

9. **SUPERINTENDENT'S UPDATE**

The Committee received an update from the City Gardens Manager and noted that the City's Open Spaces had collectively been awarded 14 Green Flags.

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

There were no questions.

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

There was no urgent business.

12. **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.

13. **DEBT ARREARS - INVOICED INCOME FOR PERIOD ENDING 31 MARCH 2015**

The Committee received a report regarding the debt arrears for the period ending 31 March 2015.

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

There were no questions.

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

There was no urgent business.

**The meeting ended at 3.30 pm**

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Chairman

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

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

## Summary

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

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

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

## Recommendation

It is recommended that:-

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

## **Main Report**

### **Background**

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

activities should continue to be funded through external sources to reduce impacts on the Open Spaces Charitable Trust budgets and contribute to departmental savings. As a result, in order to fund the new learning programme, the report proposed the submission of an application for funding to the City Bridge Trust.

## **Current Position**

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

## **Progress**

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

11. The outcomes-based learning programme will have a new strategic focus on engaging with deprived communities surrounding our open spaces. The City's open spaces border some of the most deprived communities in London with the poorest access to green spaces. A variety of opportunities including family events, school sessions and play activities will be provided to help overcome the barriers for accessing green spaces in these communities.
12. To better direct and report on the successful delivery of the strategic impact framework, the learning programme will be managed as a coordinated programme of activities encompassing formal education opportunities, organised play activities, volunteering, and research.
13. Experience from previous projects has demonstrated that engaging volunteers in the delivery of learning opportunities has many benefits including: increasing confidence; involvement and wellbeing of the volunteers; creating robust legacies for learning activities beyond the end of projects; increasing the employability of volunteers and building community support for learning activities. As a result, developing teams of volunteers in the creation and delivery of learning activities will be a priority in the future. The learning programme will also seek to work closely with existing and new partners to develop more successful learning projects and activities.

## **Corporate & Strategic Implications**

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

## **Implications**

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

**18. Human Resources Implications** – The full implications of a new operating model for learning remain dependent on the outcome of external funding. The model is expected to impact on the roles and responsibilities of some staff that currently deliver learning activities; details are provided in a separate report to this meeting.

## **Conclusion**

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

## **Appendices**

- Appendix 1 – Strategic Impact Framework for Learning

## **Background Papers**

Open Spaces Education Strategy – 13<sup>th</sup> October 2014 (Open Spaces Committee)

### **Grace Rawnsley**

Education Projects Development Manager, Open Spaces

T: 020 7332 3523

E: [grace.rawnsley@cityoflondon.gov.uk](mailto:grace.rawnsley@cityoflondon.gov.uk)

## Appendix 1 – Strategic Impact Framework for Learning

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



<b>Committee:</b>	<b>Date:</b>
Open Spaces & City Gardens Committee	12 <sup>th</sup> October 2015
<b>Subject:</b> Superintendent's update October 2015	<b>Public</b>
<b>Report of:</b> Superintendent of Parks & Gardens	<b>For Information</b>
<p style="text-align: center;"><b>Summary</b></p> <p>This report provides an update to Members of the Open Spaces &amp; City Gardens Committee on management and operational activities across the City Gardens section since July 2015.</p> <p><b>Recommendation</b></p> <p>Members are asked to:</p> <ul style="list-style-type: none"><li>• Note the report.</li></ul>	

## **Main Report**

### **Budget**

1. The City Gardens budget is in line with agreed budget profiles.

### **Personnel**

2. A full complement of staff is in place.

### **Operational Activities**

3. The landscaping and planting of the pond at Beech gardens is now complete.
4. Over the last 6 months, the City Gardens team and City Procurement have worked in partnership to tender a new contract for horticultural goods and sundries. The scope of supplies will include semi mature trees, plants, soil and turf. The specification has been developed in collaboration with a number of open spaces teams and, by buying together and in bulk, there will be cost savings and evidence of achieving Best Value. The shared specifications also incorporate the required sustainability standards and product quality. Officers have undertaken site visits to validate supplier bids and to ensure the quality of the products offered meets standards.

The type of contract to be awarded is a four year framework agreement and this means there will be a range of suppliers to seek quotes from, ensuring continuous competition and Best Value. The timescales to purchase are also significantly reduced as is the overall administration, saving time and effort for officers. The finance and insurance teams will have cleared all of the suppliers and health and safety policies and procedures have been vetted. The tender has been carried out in accordance with EU and UK procurement regulations in a fair and transparent manner and the contract will be awarded following further scrutiny by the Land Management Category Board chaired by the Director of Open Spaces.

## **Events and Awards**

### **5. City, London and Britain in Bloom Campaign**

On the 15th September, officers attended the London in Bloom finalist award celebrations. The City won an overall Gold for the Town category.

The full list of accolades is set out below:

#### *Town Category*

City of London – Gold (assessing the overall impact of managing open spaces including: horticultural achievement, environmental responsibility and community participation)

#### *Small Cemetery*

Silver Gilt & Category Winner- Bunhill Fields, City of London

#### *Small Park of the Year*

Silver Gilt - Cleary Gardens, City of London

Silver Gilt - Festival Gardens and Queens Diamond Jubilee Garden, City of London

Silver Gilt - Portsoken Street Garden, City of London

Silver Gilt - Christchurch Greyfriars Church Garden, City of London

#### *It's Your Neighbourhood*

Friends of City Gardens achieved 'Thriving' in the community based awards (this programme focuses on community participation, environmental responsibility and gardening achievement).

#### *City in Bloom*

On Monday 14<sup>th</sup> September over 100 guests were welcomed to the headquarters of Nomura International plc for the City in Bloom Award Ceremony organised by Friends of City Gardens and supported by City Gardens. City in Bloom is an annual campaign that recognises the work of community groups, businesses and residents in making the Square Mile a greener place to live, work and visit. Over 120 entries were received across

nine different categories from window boxes and hanging baskets to roof gardens, terraces and green roofs. Entries were judged by 20 volunteer judges using criteria including horticultural excellence, site suitability and biodiversity and sustainability with those shortlisted invited to the award ceremony. Both entries and individuals were awarded one of a total of 26 awards recognising the outstanding contribution to areas, including food growing, community engagement and commercial planting with Best in Show awarded to Cannon Bridge House.

#### *Bat Walk*

On Tuesday 8<sup>th</sup> September City Gardens held a 'how to lead a bat walk' training session delivered by the Bat Conservation Trust. Eighteen people attended the training which involved a classroom based learning session followed by practical training after dusk in some of the City's open spaces. Those attending learnt about the basic ecology of bats, use of bat detectors and the practicalities of leading a bat walk. As part of the practical session the group visited Barber Surgeons Garden and the Barbican Estate where common pipistrelles were seen circling over the garden and lakes. It is anticipated Friends of City Gardens will support resident and community groups to lead future bat walks to raise the awareness, understanding and enjoyment of bats in the City. The training was funded by a local area agreement bid to support the update of the City of London's Biodiversity Action Plan for 2015-2020 and ongoing monitoring and understanding of biodiversity in the Square Mile.

#### *The Christmas tree Lighting Event*

The Christmas tree lighting ceremony will take place on 8th December at 4pm, the Lord Mayor will be in attendance and the St Paul's Cathedral School Bread Street choir will be singing at the event.

### **Property Matters**

6. None to report

#### **Louisa Allen**

City Gardens Manager

T: 020 7374 4140

E: [Louisa.allen@cityoflondon.gov.uk](mailto:Louisa.allen@cityoflondon.gov.uk)

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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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