

Epping Forest & Commons Committee

Date: MONDAY, 9 MARCH 2015

Time: 11.00 am

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Alderman Gordon Haines (Chairman)

George Abrahams (Deputy Chairman)

Deputy Stanley Ginsburg Deputy John Barker Alderman Jeffrey Evans

Deputy Catherine McGuinness

Barbara Newman Virginia Rounding

Ian Seaton

Verderer Peter Adams

Verderer Michael Chapman DL

Verderer Richard Morris Verderer Dr. Joanna Thomas

Sylvia Moys

Deputy Alex Deane (Ex-Officio Member) Alderman Ian Luder (Ex-Officio Member)

Enquiries: Natasha Dogra

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

John Barradell
Town Clerk and Chief Executive

AGENDA

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 - 16)

4. DRAFT MINUTES OF THE WEST WICKHAM COMMONS CONSULTATIVE COMMITTEE

To note the draft minutes.

For Information (Pages 17 - 22)

5. **DRAFT MINUTES OF THE ASHTEAD COMMONS CONSULTATIVE COMMITTEE**To note the draft minutes.

For Information (Pages 23 - 28)

6. DRAFT MINUTES OF THE COULSDON COMMONS CONSULTATIVE COMMITTEE

To note the draft minutes.

For Information (Pages 29 - 36)

7. INFRASTRUCTURE BILL

Report of the Remembrancer.

For Information (Pages 37 - 40)

Epping Forest

8. **SUPERINTENDENT'S UPDATE**

The Superintendent of Epping Forest to be heard.

For Information

9. EPPING FOREST OPERATIONS PROGRAMME FOR 2015-2016

Report of the Superintendent of Epping Forest.

For Decision

(Pages 41 - 56)

10. EPPING FOREST ENFORCEMENT OF ACTIVITY: 1 JANUARY 2014 TO 31 DECEMBER 2014

Report of the Superintendent of Epping Forest.

For Information

(Pages 57 - 66)

11. LBWF MINI HOLLAND PROJECT - WHIPPS CROSS ROUNDABOUT/LEA BRIDGE ROAD REMODELLING WORKS

Report of the Superintendent of Epping Forest.

For Decision

(Pages 67 - 76)

12. MUSEUM ACCREDITATION FOR THE VIEW

Report of the Superintendent of Epping Forest.

For Decision

(Pages 77 - 84)

Burnham Beeches, Stoke Common & City Commons

13. **SUPERINTENDENT'S UPDATE**

The Superintendent of Burnham Beeches, Stoke Common and City Commons to be heard.

For Information

14. PROPOSED PEDESTRIAN CROSSING AT WEST WICKHAM COMMON

Report of the Superintendent of Burnham Beeches, Stoke and City Commons

For Decision

(Pages 85 - 110)

15. SPORTS AND MISCELLANEOUS CHARGES FOR BURNHAM BEECHES, STOKE COMMON AND THE CITY COMMONS

Report of The Superintendent of Burnham Beeches, Stoke Common and the City Commons.

For Decision

(Pages 111 - 114)

16. BURNHAM BEECHES, STOKE COMMON AND CITY COMMONS MANAGEMENT PRIORITIES FOR 2015-16

Report of The Superintendent of Burnham Beeches, Stoke Common and the City Commons.

For Decision

(Pages 115 - 118)

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

18. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Part 2 - Non-Public Agenda

19. **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

20. NON-PUBLIC MINUTES

To agree the minutes of the previous meeting.

For Decision

(Pages 119 - 124)

21. ISSUE REPORT: HIGHAMS PARK LAKE - PROJECT COST VARIATIONS

Report of the Director of the Built Environment.

To be considered by the Project Sub Committee on 25th March 2015.

For Decision

(Pages 125 - 132)

22. THE WARREN HOUSE - COMPLETION OF THE CONSERVATION MANAGEMENT PLAN

Report of the City Surveyor.

For Information

(Pages 133 - 146)

23. **DEMOLITION OF POULTRY SHEDS, WOODREDON, EPPING FOREST** Report of the City Surveyor.

For Information

(Pages 147 - 154)

24. PREVIOUS ACTION ON RESTRICTIVE COVENANTS 724, 728 AND 782

Report of the Superintendent of Epping Forest.

For Decision

(Pages 155 - 162)

25. REVIEW OF PROPERTY SUBJECT TO RESTRICTIVE COVENANT 724, 728 AND 782

Report of the Superintendent of Epping Forest.

For Information

(Pages 163 - 166)

26. THE URBAN DISTRICT COUNCIL OF CHINGFORD TOWN PLANNING SCHEME 1928

Report of the Superintendent of Epping Forest.

For Decision

(Pages 167 - 176)

- 27. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE
- 28. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED



EPPING FOREST & COMMONS COMMITTEE Monday, 12 January 2015

Minutes of the meeting of the Epping Forest & Commons Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 12 January 2015 at 11.30 am

Present

Members:

Alderman Gordon Haines (Chairman)
Deputy Stanley Ginsburg
Deputy John Barker
Deputy Catherine McGuinness
Barbara Newman
Verderer Peter Adams
Verderer Michael Chapman DL
Verderer Richard Morris
Verderer Dr. Joanna Thomas
Alderman Ian Luder (Ex-Officio Member)

Officers:

Jo Hurst Shelley Ross

Paul Thomson

Caroline Brown

Jeremy Dagley

Alison Elam

Natasha Dogra Town Clerk's Department Sue Ireland Director of Open Spaces

Andy Barnard Superintendent, Burnham Beeches, Stoke

Common & City Commons
Superintendent, Epping Forest
Open Spaces Department
Open Spaces Department
Open Spaces Department
Open Spaces Department
Chamberlain's Department

Roger Adams

Greg Williams

John Park

City Surveyor's Department
Public Relations Office
Public Relations Office

1. APOLOGIES

Apologies had been received from George Abrahams, Alderman Evans, Virginia Rounding and Alex Deane.

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

Deputy Catherine McGuiness declared a non-pecuniary interest as a Trustee of Epping Forest Centenary Trust.

3. MINUTES

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

4. BURNHAM BEECHES CONSULTATION GROUP DRAFT MINUTES OF 13TH NOVEMBER 2014

The committee was provided with the draft minutes of the 13th November 2014 meeting of the Burnham Beeches Consultation Group. The Chairman thanked Barbara Newman for chairing the consultation group on his behalf.

Received.

5. SCHEDULE OF VISITS 2015

The Committee considered the schedule of visits for 2015 and agreed the following dates:

Date of Visit	Epping Forest and Commons Committee
7 th March	Epping Forest
9 th May	Epping Forest
20 th June	City Commons
12 th Sept	Burnham Beeches
26 th June	Epping Forest Ladies Day
5 th Sept	Epping Forest
30 th June	Lord Mayor's Visit to Dorneywood
7 th November	Epping Forest

6. PUBLIC RELATIONS UPDATE

Members were updated on Public Relations activities in support of the services for which the Open Spaces and City Gardens Committee were responsible during the period October 2013 to November 2014. The activities in the report were also in support of the Communications Strategy 2014- 2017. Highlights of the support for the services of the Committee included:

- Media
- Public Affairs
- Events
- Website
- Digital communications and social media
- Literature and related activities
- Member and internal communications
- Filming
- Sponsorship

Members thanked Public Relations Officer John Park for all of his hard work throughout the year.

Received.

7. SUPERINTENDENT'S UPDATE

The Committee received the following update from the Superintendent:

Staff changes and training

- The new Head of Visitor Services would commence work in mid-March
- A permanent Grounds person At Wanstead Flats has been successfully recruited.
- A Senior Conservation Officer secured an Achievement in Learning and Development Award from the City. The award was for 'Putting Learning into Practice to Improve Individual Performance' and recognised the Officer's work for his final year project which was developing a Highways vegetation management system for Epping Forest

Volunteers

3,359 volunteer hours were accrued between October and November

Weather

2014 rainfall was 794mm at Epping Forest, continuing the trend of recent years of higher than pre-2002 levels. Rainfall remained lower than the regional total of 1048mm. In particular, November's 92mm rainfall was 50% higher than 1979-2002 average of 60mm. A fortnight's rain fell in just one day on 29th November putting a real strain on Forest paths and drainage systems. The winter storms, including the forecast 'weather bomb' which 'bookended' Christmas were much milder than originally anticipated and had not caused any major damage.

Christmas Events

The hugely popular Christmas Greenery evening was revived and received 55 bookings. The event has already been relisted for 2015 due to popular demand. 450 bookings for Father Christmas at the Hunting Lodge across 13th and 14th December were sold out within a month of being offered for sale, turning over £6,000 at the increased price of £12.95/child.

Molton Brown 'A Splendid Christmas Affair' Campaign

A Tom van Schleven video promotion filmed in July saw part of High Beach at Epping Forest featured as the fairy-tale backdrop for a national campaign by London-based beauty products company Molton Brown.

Saffron Walden Camera Club

Thanks were extended to Forest Keepers by the Camera Club for access to the Deer Sanctuary during the deer rut.

Epping Forest in the news

Senior Forest Keeper Nick Baker was interviewed by Angela Ripon for BBC1 TV's 'Rip Off Britain' on the problems of commercial fungi picking. Further interviews were recorded by Dr Jeremy Dagley for national press and Nick Baker for the Wall Street Journal.

The Newham Recorder covered the Newham Secondary Schools Cross Country Championships – 6 races, 17 schools and 400 school pupils which were held at Wanstead Flats.

Hill Wood Tea Hut

The Hill Wood tea hut has also continued to be covered in the media including articles on the hut's speedway links, family history and local philanthropic activity.

Highams Park Lake

The last section of the cast concrete dam floodwall was completed on 12th December and has now been largely clad in bricks. The drawdown structure is also nearing completion alongside repairs to the landing stage fronting the dam. Some 5,000 cubic metres of silt have now been removed from the Lake and sent to specialist landfill.

Great Gregories Out wintering Facility

Construction of the new barn is now complete barring snagging, alongside the new drainage system which is working well. Works are now underway on pads and the new internal road system. The Local Planning Authority's late condition of a balancing pond are being reported to the Project Sub-Committee.

Calving at Great Gregories

The Redpoll and Longhorn herds, together with Sussex cattle from City Commons are now all on site.

Reservoir Inspection – 13 and 18 November

Dr Andy Hughes completed his second inspection of the year. Dr Hughes was again complimentary over the further improvements in dam vegetation maintenance. A statement of concern has been provided by Dr Hughes concerning Baldwins and Birch Hall Park Ponds which are the subject of a report to be considered by your Committee.

Football at Wanstead Flats

Wanstead Flats hosted 1,352 football matches across the first half of the season – a 60% utilisation, 613 (85%) at Harrow Road, 481 (55%) at Capel Road, and 258 (36%) at Aldersbrook Road. The Flats hosted 5 leagues, 86 clubs, and 212 teams on a regular basis.

Plans are already underway in partnership with London Playing Fields for the 2015/16 season which will celebrate 125 years of football at Wanstead Flats.

Senrab Football Club

One of Wanstead Flats longest serving clubs - SENRAB FC - won the Daily Mirror Pride of Sports Awards 2014 in the Local Team of the Year Category and enjoying a Gala award ceremony at the Grosvenor House Hotel on London's Park Lane on 3 December.

Parkrun

Wanstead Flats Cross Country 'Parkrun' is now into its 4th year with a weekly 5km timed run 9am every Saturday morning. Events now total 192, with 1,879 runners, 12,553 runs and a record attendance of 139 runners at one event.

Community Payback

Following a successful 10 week pilot Community Payback now a regular weekly activity in partnership with London Probation (Serco), clocking up an impressive 1,184 voluntary hours carrying out cleaning, minor maintenance and repainting duties at Harrow Road including litter picking an incredible 776 black bags of rubbish, plus assorted larger items from Harrow Road, Bushwood and Jubilee Ponds.

Fly tipping

Fly tipping incidents had decreased across 2014, however, a series of seasonal sale-related fly tips have appeared across the Forest. A further incidence of cannabis-related fly tipping has been reported to the Police. A fly tip at Crown Hill and 2 fly tips at Fishers Green Lane together resulted in over 70 tonnes of landfill material after our contractor had removed recyclable materials. The cost of disposal of the 11 lorry loads was £7,655.

Rough Sleepers

A total of 53 incidents involving the removal of rough sleeper camps were recorded in 2014, down 12% on 60 incidents in 2014, including a further 5 camps since the last presentation to Committee.

Byelaw Enforcement

Forest Keepers conducted a successful prosecution of Directional Media at Barkingside Magistrates Court 12.12.14 for erecting an advertising hoarding without permission. Directional Media were fined £200 + Victim surcharge £20 with costs of £2,341.50.

New Countryside Stewardship scheme

The launch of the £900M CAP Reform inspired New Environmental Land Management Scheme (NELMs) now rebranded as 'Countryside Stewardship' was launched in November but was somewhat overshadowed by DEFRA's 10 year national pollinator strategy to provide more bee-friendly habitats.

Heritage linked to public wellbeing and community pride

November saw the launch of English Heritage's annual 'Heritage Counts' research which demonstrated for the first time that heritage visits make people happier and account for more spend/head than sport related visits.

Natural England Report on Climate change adaptation and potential Report

November also the launch of a major report that aims to identify localised wildlife *refugia* where wildlife may be able to best adapt to climate change. The indicators appear to be based around persistence rather than adaptation/colonisation. Initial mapping suggests Epping Forest & SW Essex has a low refugia value.

Fred Wigg and John Walsh Towers, Wanstead Flats

The Superintendent met with London Borough of Waltham Forest Officers regarding the potential redevelopment of Fred Wigg and John Walsh Tower Blocks which overlook Wanstead Flats. Tenders for design work are expected in Spring 2015 with the intention of infilling the gap between the towers and developing improved public realm benefits in association with Wanstead Flats.

GLA 'Mini-Holland' Proposals

Further to reports to your Committee in May 2014 regarding the Mayor of London and London Borough of Waltham Forest's £33M 'Mini-Holland' cycling improvement programme, LBWF have now approached the Conservators ahead of their public consultation to discuss changes to the Whipps Cross roundabout.

In response to a query from Members Officers explained that *Refugia* are places where isolated or contracting wildlife populations can best survive or retreat to (i.e. refuge). Officers were aware of the roadworks on the A121 Woodridden Hill and the associated 'rat-running' through Forest roads. Officers were already in discussion with the Highway Authority over width and weight limits which would help manage this continuing problem. The Superintendent would email Members the date when roadworks were expected to be completed.

In response to a query regarding cycling at Pole Hill, the Superintendent agreed to investigate the current policy approach and report back to Members.

Members noted that there had been cases of cyclists digging in to Forest land to create jumps. Officers were aware of this in more areas than Pole Hill and had promptly removed the jumps and repaired surface damage. Officers confirmed that such activity was a byelaw offence of 'disfiguring the Forest'. Officers said that the Corporation has no obligation to provide a facility for cycling, however, in order to manage the problem it may be necessary to provide some 'challenging' areas, away from main routes. Members agreed that being able to cycle in the forest was a great privilege which should not be undermined by the actions of a small minority. A member referenced the recent Local Meeting minutes noting that sport applications were excluded the City Bridge Trust eligibility criteria. Members underlined the importance of the Committee's work in sport and recognised the need to explore other funding avenues to maintain this work.

Members queried whether the correct levels for the landing stage works at Highams Park had been agreed, and the Superintendent was confident that Balfour Beatty were working to the correct levels. In response to a query regarding road verge clearance works, Officers noted that while welcoming the clearance works by the Highway Authority, the Corporation remained responsible for clearing away any hazardous arisings from the roadside.

Members congratulated Officers on their excellent work with the Learning and Development award and thanked the Superintendents for encouraging their staff to undertake such activities.

In response to a query regarding reduced incidents of fly tipping, the Superintendent observed that while the trend on incidents was declining volume was increasing and some incidents were proving to be very expensive.

The Chairman noted that some Members of the Committee had been approached by Forest users to discuss matters of concern. The Chairman encouraged members to contact the Superintendent and his staff for background to these issues to ensure a consistent message was being provided.

8. BALDWIN'S AND BIRCH HALL PARK PONDS - GATEWAY 3 - OPTIONS APPRAISAL

Members were informed that Baldwins Pond and Birch Hall Park (Deer Sanctuary) Pond both store water by virtue of earth dams which are over 100 years old. Both ponds are currently managed under the Health and Safety at Work etc. Act 1973 and are subject to precautionary biannual inspection.

Excessive wet weather over Spring 2012 highlighted leakage at both ponds as well as an overflow problem at Birch Hall Park Pond. Both ponds have been identified since 2010 through the biannual Panel Engineer's inspections as requiring works to stabilise the existing structure and manage leakage.

Members noted that the total estimated cost range of £0.675m to £2.93m has increased significantly since Gateway 2 (£0.4m to £1.5m). The main reason for the significant increase in estimated costs had come from experience gained in developing other reservoir projects.

Discussions ensued regarding the cost of the project. Members were concerned that the projected costs were seriously underestimated and must be revised by Officers in the Department of the Built Environment. There were concerns over the implications to the surrounding area of the ponds.

Members queried whether the Corporation was moving to a legal position where Members were Non-Executive Directors and had personal criminal liability. Officers explained that a recent Committee report had explained issues around Trustee liability and that Health and Safety performance was now reported annually to the Open Spaces Committee. Members were well protected in this case as Officers had extended the Reservoirs Act inspection regime to reservoirs managed under the Health & Safety at Work Act.

Members noted that access and work to Baldwin's Pond would have dramatic implications for the Forest, and Officers assured the Committee that they were looking closely at implications for the Forest under each option. Discussions with the appropriate bodies would also accompany this work.

A member of Loughton Residents Association had approached a Verderer as they wished to cover these proposed works in their newsletter. The Verderer advised them to wait for further information before doing so.

Members agreed that the Options for repairs seemed sensible but concerns were raised regarding the ongoing maintenance. Officers said there were many

lessons to be learned from the 2000 construction and that the new solution must be more durable.

Resolved – That Members:

Agreed to support the Officer's recommendation to the Projects Sub-Committee to develop to the next Gateway. Members noted that at the current gateway, none of the above options are to be discounted, although Option 2 is the least preferable at the present time due to cost and complexity.

9. EPPING FOREST PERMISSION TO OPERATE CIVIL MARRIAGES AND PARTNERSHIPS AT THE QUEEN ELIZABETH'S HUNTING LODGE

Members were informed of the opportunity to utilise the licensing regime under the Marriages Regulations 1995 to generate future income by permitting the use of Queen Elizabeth's Hunting Lodge (QEHL) for Marriages and Civil Partnership ceremonies. The significant heritage of the listed building and the idyllic surroundings of the Forest make the building very desirable as a venue for these ceremonies.

Members noted that in order to use QEHL as a venue for ceremonies a licence must be granted by the local authority, London Borough of Waltham Forest), at a cost of £600 for a 3 year licence, together with appropriate public advertising costing £1,000.

An updated report will be brought to the January 2016 Committee to review the hosting of ceremonies at QEHL.

Members stated that full payment must be sought within a reasonable time and a strong cancellation policy must be drafted. Members also raised concerned regarding parking availability which would be investigated.

Officers informed Members that there a central monitor of income production for schemes like this and Officers were scrutinising Service Based Review related projects to ensure they delivered projected income.

Resolved - That Members:

- Approved submission of an application to London Borough of Waltham Forest to licence Queen Elizabeth Hunting Lodge to host for marriage and civil partnership ceremonies.
- Approved the use of QEHL for marriage and civil partnership ceremonies, for the licence period of 36 months.
- Agreed to review the use of QEHL for marriage and civil partnership ceremonies at the January 2016 meeting.

10. ANNUAL UPDATE OF DOG INCIDENTS WITHIN EPPING FOREST AND THE BUFFER LANDS - 1 DECEMBER 2013 TO 30 NOVEMBER 2014

Members noted the level of dog-related incidents, recorded on Epping Forest and the Buffer Lands that have been reported to Forest Keepers

between December 2013 to November 2014, together with the number of prosecutions and official warning letters for dog-related offences.

There have been 507 reported incidents from 1 December 2013 to 31 November 2014, identical to the overall figure for the same period in 2012/13. The latest figures confirmed a continuing fall in a range of dogrelated incidents, particularly dog attacks on people, other animals and other dogs. Dog fouling reports have also fallen. In contrast there has been a further increase of incidents involving dogs not under effective control, which have risen by 25.8% from 310 to 390 incidents.

Received.

11. LICENCE AND PRODUCE CHARGES 2015

Members were updated on the charges levied for the management of various Forest licences and produce sales at Epping Forest and were requested to approve the proposed charges for 2015/16.

The licencing of activity (excluding filming and photography) on Forest Land and sales of produce has raised a total of £27,326.43 so far in the 2014/15 financial year. Horse Riding Licences raised £12,015.62 + VAT, the licencing of regulatory activity realised £9,724.00, while produce sales have generated £2,155.43.

In line with the Service Based Review targets for increased income between 2015/16 – 2017/18, it is proposed that charges for licences and produce sales in 2015/16, be raised by a figure of 10% with the exception of Horse Licence charges. Horse Licence charges have remained fixed since their introduction in 2003. The proposal was to raise those charges in line with the guidance outlined in the "Additional Byelaws for the Regulation of Horse-riding" which amounts to a 37.5% increase.

A Verderer informed the Committee that she had had much involvement with riders and Forest users on this subject recently. Unfortunately, there was a great deal of misinformation in the public domain. – some have it completely wrong how much we are increasing by and to. Concerns were raised regarding the attempt at consultation through appropriate forums and there was perceived unfairness from targeting a known and visible group as they are not the only users of the surfaced rides. Members agreed that there was a need to look at making this system more equitable.

Members agreed that cost collection needed to be reviewed, suggesting that a five-year scheme may be more useful. Members queried whether other events which were charged for needed to be reviewed. There was a suggestion that changes to charges should apply whenever RPI indicated a rise of £1 or more.

Officers said that there was some consultation, and smaller increases may have been better in hindsight. The charges were being increased in line with inflation only and the licences were very modest when compared with Windsor Great Park and Ashdown Forest both charging well in excess of £100. In response to a question from a Verderer calculations showed that a single licence holder would have saved £80.94 over the past 11 years due to the lack of intervening increases.

Officers needed to review the damage that all of our different users do to the Forest. Licencing was founded on the established principle that horses do proportionally more damage than others users, however the growth of mountain biking needed to be considered. There was some consideration of charging for bikes, but that is a complex matter.

Resolved - That Members:

- Approved the proposed charges for 2015/16
- Served the appropriate statutory notice upon the public for changes to horse licence charges
- Approved the delegation to the Superintendent of discretionary powers to set terms and conditions and impose deposit arrangements for licences, and to set charges in the case of unusual licence requests.

12. EPPING FOREST WORK PROGRAMME OUT-TURN 2013-14

Members noted the work completed as part of the access and habitat Work programme for Epping Forest from April 2013 to March 2014 inclusive.

Received.

13. EPPING FOREST GRAZING MONITORING AUDIT

Members were informed of the progress with monitoring work on grazing and were provided the third annual assessment by the Independent Grazing Assessor, Dr Peter Dennis of Aberystwyth University.

Resolved: **Members:**

- Noted the observations of this 3rd Grazing Assessor report and progress with the conservation grazing monitoring programme;
- Approved the production of a 4th report by the Assessor, to be provided to the Management Plan Steering Group for consideration prior to being submitted to Committee by January 2016.

14. AUTHORISATION OF AN EPPING FOREST OFFICER

Members were requested to exercises powers delegated by the Court of Common Council to authorise Superintendent, Paul Thomson, to appear on behalf of the City of London in Magistrates' Courts.

Under the "Courts Act 2003" sections 8 and 10, Officers that have been authorised by the Committee and sworn in by a Magistrate can present a case at any Magistrates Court that is chosen by the Local Authorities that have Epping Forest land within their boundaries. The Authorities are the London

Borough of Waltham Forest, the London Borough of Redbridge, the London Borough of Newham and Essex County Council.

In response to a query from Members, the Director clarified that this authorisation was to ensure that the Corporation was fully compliant in any Court proceedings. It would also allow the Superintendent to start any such process when he encounters by elaw offenders in the Forest.

Resolved: Members recommended that in accordance with Sections 101 and 223(1) of the Local Government Act 1972 and Section 31(4) of the Epping Forest Act 1878 that Paul Thomson be authorised to appear on behalf of the City of London in Magistrates' Courts.

15. SUPERINTENDENT'S UPDATE

The Committee received the following update from the Superintendent:

Countryside Partnerships

The two countryside projects that we support, the Lower Mole Countryside Project and the Down lands Countryside Project (£15k each so £30k in total), have been merged under a single management unit along with a third - the Surrey Heathland Project - to form the Surrey Countryside Partnerships. The partnerships have a new organisational structure and new governance arrangements, including a Project Board to oversee their work. At recent Project Board meetings the partnerships have reported a funding shortfall for 2015/15 and funding partners have been asked to provide additional financial support. We have stated a reluctance to provide any additional core funding (against backdrop of SBR etc.) although it might be possible for us to accommodate additional task days to allow them to earn some additional money.

Burnham Beeches and Stoke Common

At Stoke Common, small scale heathland restoration was undertaken in October with 38 Cubs, Scouts and Explorer Scouts from Aylesbury plus leaders and Friends of Stoke Common attending. We cleared a 200metres by 150metres are of small birch in a 5 hour day. We have had an average of 2 volunteer sessions per week focussing on heathland restoration from Mid-September until Early December.

The Litter & recycling officer led his last task before retirement on 27 December.

The dog control order (DCO) project was a focus for November. Old 'No Cycling' signs were taken out and 36 dual message signposts installed, made from Oak cut at BB and milled locally. The sign installation took 1 week and Rangers patrolled more in the build up to the 1st December when DCOs came into force. Rangers have been continuing these high visibility patrols and handing out leaflets to educate people for the lead in period (4 weeks).

For the first month since the introduction of DCOs, Rangers have been increasing their patrols, concentrating in the busiest areas. This has been done

as an educational exercise, issuing DCO leaflets and informing people about how and where the DCOs apply and how they can comply with the new rules, if they weren't already. On the whole the majority of visitors seem to be adhering to the new rules – of those that aren't most seem to have made a genuine mistake and have complied when asked to do so but a small minority have persisted in breaching the new rules. Rangers are making notes of people they speak to and having weekly debriefs to flag up any regular issues.

About 200 people attended a very popular Christmas Carols event on 14 December.

Ashtead Common

Bridleway 29 at Ashtead Common was resurfaced in October. The contractor used crushed granite to restore the degrading right of way. The bridleway is of particular importance since it takes the public past the majority of the Common's veteran trees.

In November and December, Ashtead Common Volunteers cleared scrub and Sycamore at Willow Field and Craddoks to allow more light to the woodland and grassland flora and coppiced Hazel near Bridleway 33. Volunteering on these projects took place on 19 days between with volunteers giving a combined total of almost 1,100 hours of their time.

Veteran tree work is ongoing at Ashtead Common. In December, the most iconic tree on the Common – King Oak (pictured before work), had its crown trimmed as part of the conservation work to extend the life of the tree. Each veteran tree has its own management plan to determine what treatment will be done when. The crown trimming mimics natural processes, such as the snapping of branches. In January, halo release work will be undertaken on selected veteran trees – clearing woody vegetation from around trees to minimise the competition for resources, such as water, light, nutrients and crown space between old veteran tree and young vigorously growing trees. Halo release will also support ground flora such as wild flowers and brambles. Bramble patches are an important habitat for nesting birds and dormice and fruits are an excellent food source.

Coulsdon Commons

The annual Remembrance Parade, led by the RAF, was held on Remembrance Sunday at Kenley Airfield. A two minute silence was observed at 1:00pm and the Superintendent laid a wreath on behalf of the City of London.

Kenley Revival Project

Following a meeting with HLF at the end of November Officers have been progressing the application towards the concept design stage (RIBA C). The conservation workshop held in June altered the approach taken to conserving the airfields heritage assets and meant that further consultancy work needed specifying and procuring to ensure designs and costs reflected the new approach. This delayed development work and meant that the proposed

submission date of December was no longer achievable. At the time it was thought that this work, together with the completion of the Conservation Management Plan, Activity Plan and Maintenance Plan could be completed in time for a March submission. However further feedback from the HLF indicates that this is no longer viewed as possible, so we are now aiming for the next available submission date in June. Unfortunately this means that we will not know the outcome of the bid until after August, which is when Kenley will mark the 75th anniversary of 'The Hardest Day' of the Battle of Britain.

Two charcoal making activities were run at Kenley Common in November using timber from scrub clearance. Rangers and volunteers worked together to clear the scrub at Bunker Bank to reveal heritage features of the old airfield and extend the chalk grassland habitat. There were 9 days of volunteering on scrub clearance and charcoal burning at Kenley Common, a combined total of over 300 hours of volunteering time.

Blood tests were carried out on the breeding herd ahead of the majority going to Epping Forest. All clear for everything except 4 new cases of Neosporosis. These may have picked it up from the ground and the likely cause would be dog faeces. Neosporosis has already caused the abortion of one calf this year, a reminder of the importance of picking up dog mess. We will not breed off animals that have tested positive as the disease can be passed on this way. They will be kept as part of the grazing heard. 10 pregnant cattle were moved to Epping early in December. The remainder of the breeding herd were moved to Epping shortly before Christmas. All will be returning to our Commons in April or May dependant on conditions.

New hi-tech nature trail at Farthing Downs and Happy Valley. The new Nature Trail uses 'QR codes' which can be scanned by smart phones and similar devices to tell visitors about the wildlife and history of these areas. The project was made possible by partnership working between Croydon Council, the City of London Corporation, the Friends of Farthing Downs and Quadron Services Ltd. Article in Croydon advertiser.

West Wickham Commons

Heavy horses were used at Spring Park during the first week of November to tow approximately 25 tonnes of timber out of the wood as part of the Small-leaved Lime Conservation Project. This project was funded for a second year by the SITA Trust, who awarded us £5,000 for this year's work at Spring Park, which has the largest population of the rare Small-leaved Lime tree in London. Heavy horses were used as they are kinder to the woodland ground, roots and understory than machinery. The heavy horses week was well promoted with a printed article in the local NewsShopper paper, online news articles and event listings and through social media. Other activities during the week included a tea and coffee gathering which attracted about 30 people, an opportunity for a local photography group to come behind the scenes to see the horses up close, and the chance for volunteers to try layering of the Small-leaved Lime trees. A local film group has also kindly volunteered to create a video of the horses in

action from footage they gathered during the week. We should receive this sometime in January and will use this to promote the work further.

The West Wickham & Spring Park volunteers (WWaSPs) met on 10 days in November and December and volunteered over 130 hours of their combined time. The WWaSPs cleared holly from the edge of West Wickham Common's heathland which forms part of an ongoing restoration project which will eventually increase the area of heath to the edge of the easy access path. November was also Hazel Coppicing week where the WWaSPs came to Spring Park to coppice another compartment on the scheduled rotation of coppicing in the wood.

Members queried the use of 'QR' codes, and Officers agreed to investigate whether this could be implemented at other Open Spaces. Officers confirmed that usage information could be retrieved should Members like that data.

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

A Verderer raised a query regarding the forthcoming excavation of a possible Egyptian artefact in Wanstead Park regarding the licence conditions, and whether there was any commitment from CoL towards further work or expenditure on the conservation of the artefact. Officers confirmed that the excavation would be funded by the Friends of Epping Forest and the process was being overseen and licenced by Forest Keepers. Any further work or other obligation regarding the artefact would be subject to another report and approval from this Committee. The letter sent to Wanstead Research Group gave no commitment to further undertakings.

17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Town Clerk circulated the terms of reference to the Committee for the annual review and Members agreed that the document was up to date.

18. 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.

19. NON-PUBLIC MINUTES

Resolved: That the minutes of the previous meeting were agreed as an accurate record.

20. CROSS ROADS, HIGH BEACH REFRESHMENT SITE - LETTING

The Committee received the report of the Superintendent of Epping Forest.

21. CONSTRUCTED NATURAL PLAY PROPOSAL BY THE LONDON BOROUGH OF WALTHAM FOREST FOR LEYTON FLATS

The Committee received the report of the Superintendent of Epping Forest.

- 22. **BUTLERS RETREAT CAFE LEASE RENEWAL**The Committee received the report of the Superintendent of Epping Forest.
- 23. **ARBITRATION LAND RESTRICTIVE COVENANTS**The Committee received the report of the Superintendent of Epping Forest.
- 24. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There was one non-public question.

25. 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 1.20 pm		
Chairman		

Contact Officer: Natasha Dogra Natasha.Dogra@cityoflondon.gov.uk

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WEST WICKHAM COMMONS CONSULTATIVE COMMITTEE

Tuesday, 20 January 2015

Minutes of the meeting of the West Wickham Commons Consultative Committee held at the Metropolitan Police Sports Club, The Warren, BR2 7AL at 7.00 pm

Present

Members:

Alderman Gordon Haines (Chairman) Bridget Hogan (West Wickham and Spring

Barbara Baker (Heartsease Girl Guide Park Volunteers' Group)

Camp) Cllr Neil Reddin (London Borough of

Sylvia Moys Bromley)

Gladys Edmonds (Wickham Common Sue Short (Heartsease Girl Guide Camp)

Residents' Association) Sam Wheatcroft (Wickham Common

Keith Harris (West Wickham Residents' Residents' Association)

Association)

Officers:

Philippa Sewell Town Clerk's Department

Andy Barnard Superintendent, Burnham Beeches, Stoke & City

Commons

Allan Cameron Head Ranger
Barry Gutteridge Senior Ranger
Richard Van Neste Information Ranger

In Attendance:

Vicky Hughes (public)

1. APOLOGIES

Apologies were received from the Deputy Chairman George Abrahams, Barbara Newman, Verderer Peter Adams, Cllr Nicholas Bennett, Avril Glover, Cllr Hannah Gray, Geoff Newton, and Cllr Tom Philpott.

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

There were no declarations.

3. MINUTES OF THE PREVIOUS MEETING

RESOLVED - That the public minutes and non-public summary of the meeting held on 22 January 2014 be agreed as an accurate record.

Matters Arising

Visitor Survey 2012

The Chairman confirmed that officers had liaised with the London Borough of Bromley regarding the possible extension of the footpath in Spring Park.

4. TERMS OF REFERENCE

The Committee noted their terms of reference, and requested that an additional Member be added.

RESOLVED – That the terms of reference be amended to include a representative from the Hayes & Coney Hall Police Community Advisory Panel.

5. UPDATE ON STRUCTURAL CHANGES

The Superintendent of Burnham Beeches, Stoke Common and City Commons updated the Committee on the changes made over the last year as a result of the two divisions being merged. Members noted that many adjustments had been made, but more were to needed to address the impact of combining two roles, four separate charities and the geographic spread of sites totalling 2000 acres across three counties. The restructuring of the City Commons team was completed in April 2014, including the permanent appointment of the Superintendent, the reduction of one Head Ranger post and the creation of a Support Services Manager, Livestock Ranger and Information Ranger.

In response to a Member's question regarding communications, the Superintendent advised that, prior to the merge, the two divisions operated very differently and the team were now trying to improve communication processes to work more effectively.

RECEIVED.

6. SERVICE BASED REVIEW

The Committee received a verbal report of the Superintendent regarding the Service Based Review. Members were informed that the Open Spaces Department was required to make savings of £2.189 million by 2017/18, which represented a 14% budget reduction over three years. The Superintendent advised that the savings proposals made for Open Spaces were being considered in three strands: focusing on the core activities (nature conservation and recreation), increasing operational efficiency, and generating income. £1.175 million of savings would be met through the first strand, such as third party provision of sports facilities and a review of the Department's facilities; £541,000 would be met through operational efficiencies such as improved vehicle fleet management; and £473,000 would be met through increased income generation by increasing car park charges, adding new charges and letting out surplus properties on the Commons.

In response to Members' questions, officers advised that there were no plans to reduce staff visibility and that charges for wayleaves were likely to be reviewed (currently an annual fee of £5 was levied for West Wickham Common). The Chairman added that the joint efforts of the local team and community would be instrumental in communicating the upcoming changes and reasoning behind them, and thanked members of the Consultative Committee in advance for their support required during this financial challenge.

RECEIVED.

7. EPPING FOREST LEGISLATIVE CHANGES

The Committee received a verbal report of the Superintendent regarding changes to legislation governing the City of London Corporation's Open Spaces. He explained that each open space within the directorate was governed by specific Acts of Parliament from the 1870s and amendments had to be agreed by Parliament via Various Powers Acts. This had been used to enact specific changes in the past, but Members noted that there was now a need to amend and update the Acts more generally to incorporate the motor car, increasing financial challenges, population increase, and anti-social behaviour.

The Superintendent added that the following issues could be addressed with a Various Powers Act amendment:-

- Surplus vacant accommodation on the Commons could be let to domestic or commercial private tenants instead of remaining vacant or being demolished;
- Business and Commercial contracts could be no longer limited to three year periods;
- Fines that were limited to specific amounts across the Open Spaces Directorate could be increased in line with the national scale of fines to better act as a deterrent against anti-social behaviour;
- Exclusion of the public from small areas to allow staff to charge for filming to take place;
- Damage to verges caused by vehicles and commuter parking could be addressed via a legal framework within the Acts.

In response to a Member's question, officers advised that each Common had different byelaws, which would not be affected by this Act and could only be changed through a separate process.

Members were advised that a summary paper would be circulated to all Consultation Committee Members and that feedback would be welcome during the consultation process up to 15 April 2015. This would shape the Superintendent's report to the City's Court of Common Council, after which (if approved) formal consultation would take place before a Parliamentary paper submitted in November 2015.

The Superintendent will circulate his presentation and a separate paper giving more details, to inform Member's considerations.

RECEIVED.

8. PROPOSED CROSSING BY TFL ON THE A232 AT HARTFIELD CRESCENT

The Committee received a verbal report of the Head Ranger regarding the pedestrian crossing proposals from Transport for London (TfL) on the A232 at Hartfield Crescent. He gave a history of proceedings, which dated from 2004, and confirmed that in November 2014 TfL met with City of London Officers to present three options. These were outlined in detail to the Consultative Committee, who discussed the suitability of each. Members noted that the three

options would be presented to the Epping Forest & Commons Committee in March 2015 for approval.

In response to Members' questions, officers confirmed that the approximate area of land-take of each option did not include the reclamation of car park space, as this was deemed to be too expensive and complex to act as mitigation and would not necessarily be advantageous for visitors. Officers also advised that Options 2 and 3 only concerned City of London land, but Option 1 affected land owned by both the London Borough of Bromley and City of London. With regard to highway safety, Members discussed the history of the junction, which had always been a hazard for pedestrians, and discussed the positive impact a crossing would have independently of the option of widening Hartfield Crescent.

The Committee requested that plans for all three options be circulated electronically, and it was agreed that all comments would be fed back to officers by 1 February 2015.

RESOLVED - That:

- (a) Plans for all three options be circulated to Consultative Committee Members electronically; and
- (b) All comments be fed back to officers by 1 February 2015.

9. **REVIEW OF THE 2014/15 WORK PROGRAMME**

The Senior Ranger introduced a presentation to the Committee on the 2014/15 Work Plan:

Tree Inspections

Four rangers had completed a Professional Tree Inspector course to bring tree safety inspections in house.

Oak Processionary Moth surveys

Owing to a rise in moth population in nearby areas, the Forestry Commission would be carrying out a winter survey on the Common, the results of which would be circulated in March/April.

Heathland restoration on West Wickham Common

This was a key project which was progressing well thanks to help from volunteers.

Infrastructure

Six-monthly reviews of infrastructure continued, with green woodworking skills used for improvements.

Signage

Hedges around the car park had been lowered, new signage put up, and the car park was being closed after dark; Members noted that this would be more welcoming for visitors as well as deterring anti-social behaviour.

WWaSP

A decade of the WWaSP volunteering had been celebrated this year; the Chairman expressed his thanks to all those involved.

Small-Leaved Lime Project

Year two of the project had been completed; 35 tonnes of lumber had cleared by heavy horses, and the area had re-established and restored itself quickly.

Community Engagement

Education and promotion had been increased, including visits from Wickham Common Primary School and talks to the local community; additional talks had been booked for spring/summer as these had been well attended and well received.

Green Flags

A decade of flying Green Flags had been celebrated this year; the Chairman expressed his thanks to all the volunteers and officers that helped achieve this.

RECEIVED.

10. MANAGEMENT PRIORITIES & ANNUAL WORK PROGRAMMME 2015/16

The Senior Ranger introduced a report on Management Priorities and the Annual Work Programme for 2015/16, noting that the key priorities for West Wickham Common and Spring Park were:

- The final year of the Small-Leaved Lime project;
- Heathland Restoration:
- Heritage Conservation both the proposal to apply for West Wickham Common to become a Scheduled Ancient Monument, and the Green Heritage Award application;
- Monitoring the A232 pedestrian crossing; and
- The coppicing at Spring Park.

A Member queried the late circulation of newsletters and notification of events, and officers advised that the recently appointed Information Ranger would be overseeing community engagement to ensure any delays in communication were avoided.

RECEIVED

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

There were no questions.

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

13. **DATE OF NEXT MEETING**

RESOLVED – That dates be circulated electronically to confirm the date of the summer visit.

The meeting closed at 8.45 pm		
Chairman		

Contact Officer: Philippa Sewell philippa.sewell@cityoflondon.gov.uk

ASHTEAD COMMON CONSULTATIVE COMMITTEE Tuesday, 27 January 2015

Minutes of the meeting of the Ashtead Common Consultative Committee held at Committee Room 4 - 2nd Floor West Wing, Guildhall on Tuesday, 27 January 2015 at 11.30 am

Present

Members:

Alderman Gordon Haines (Chairman)
George Abrahams (Deputy Chairman)
Barbara Newman
Sylvia Moys
Douglas Mobsby
David Baker (Ashtead Residents' Association)
Bob Eberhard (CTC Local Rights of Way)
James Irvine (Volunteers Representative)
Paul Krause (Surrey Wildlife Trust)
Gary Nash (Surrey County Council Youth Worker)
Councillor John Northcott (Mole Valley District Council)

Officers:

David Arnold Town Clerk's Department

Andy Barnard Superintendent, Burnham Beeches, Stoke

Common & City Commons

Andrew Thwaites Head Ranger, Ashtead Common Shaun Waddell Senior Ranger, Ashtead Common

1. APOLOGIES

Apologies for absence were received from Joseph Byllam-Barnes, Conor Morrow (Lower Mole Countryside Management Project), Councillor Chris Townsend (Surrey County Council), and Pippa Woodall (British Horse Society).

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

There were none.

3. MINUTES

RESOLVED – That the public minutes of the last meeting held on 17 February 2014 be agreed.

Matters Arising

Site of Specific Scientific Interest (SSSI) Boundary

In response to a member's question, the Head Ranger for Ashtead Common advised that Natural England had been contacted regarding Wood Field and Craddocks Wood not being included within the SSSI boundary. He added that it

was a lengthy process to include these areas within the SSSI and there was a risk of other parts of the SSSI being excluded if standards were not met.

4. TERMS OF REFERENCE

The Committee received the approved Terms of Reference for the Ashtead Common Consultative Committee.

RESOLVED – That the approved Terms of Reference be noted.

5. UPDATE ON STRUCTURAL CHANGES

The Committee received a verbal report of the Superintendent regarding structural changes within the Open Spaces Department. He explained that Ashtead Common was the responsibility of the Burnham Beeches, Stoke and City Commons division within the City of London Corporation Open Spaces Directorate. He advised that he had been appointed as Superintendent of Burnham Beeches, Stoke and City Commons on a permanent basis in December 2014 and there had been a reduction of one Head Ranger post within the division to create a Support Services Manager post, which was currently being recruited.

The Chairman congratulated the Superintendent on his permanent appointment and thanked him for the excellent work carried out by his team so far.

Members were advised that the next steps following the structural changes included the development of the vision and strategic objectives for the Burnham Beeches, Stoke and City Commons division and to meet the financial challenge of the Service Based Review.

In response to a Member's question, the Superintendent advised that he had been working at least one day a week at each Commons' office. He added that his next objective was to spend more time out on the open spaces to gain a better understanding of each site.

RECEIVED.

6. **SERVICE BASED REVIEW**

The Committee received a verbal report of the Superintendent regarding the Service Based Review. Members were informed that the Open Spaces Department was required to make savings of £2.189 million by 2017/18, which represented a 14% budget reduction. The Superintendent advised that £1.175 million of savings would be met through core areas such as third party provision of sports facilities and a review of the Department's facilities; £541,000 would be met through operational efficiencies such as improved vehicle fleet management; and £473,000 would be met through increased income generation by increasing car park charges, adding new charges and letting out surplus properties on the Commons. Members were assured that core activities such as nature conservation and recreation would continue to be delivered to a high standard whilst savings were delivered.

The Chairman added that the Superintendent had an excellent track record of being economical and imaginary with limited funds available from his experience at Burnham Beeches. He thanked members of the Consultative Committee in advance for their support required during the financial challenge ahead.

In response to a member's question, the Head Ranger for Ashtead Common advised that there was an existing close working relationship with the Borough of Epsom and Ewell and the possibility of a more strategic relationship to share resources and make savings would be explored.

Members noted that there could be opportunities for funding through the Heritage Lottery Fund or grants from the European Union (EU) for biodiversity projects. Collaboration with Surrey University or the Surrey Wildlife Trust during projects could help further reduce costs. The Superintendent added that the possibility of EU grants had been looked at previously but the application process was both lengthy and costly.

In response to a member's question regarding increased wayleave charges, the Head Ranger advised that full details of the changes would be circulated to volunteers later in year to ensure that neighbours to the Common received correct information.

RECEIVED.

7. EPPING FOREST LEGISLATIVE CHANGES

The Committee received a verbal report of the Superintendent regarding changes to legislation governing the City of London Corporation's Open Spaces. He explained that each open space within the directorate was governed by specific Acts of Parliament from the 1870s, so decisions relating to spending had to be reflected in those Acts. Amendments had to be agreed by Parliament via Various Powers Acts, which had been used in the past for specific changes. He advised that there was now a need to amend and update the Acts more generally to incorporate the motor car, increasing financial challenges, population increase, and anti-social behaviour.

The Superintendent added that the following issues could be addressed with a Various Powers Act amendment:-

- surplus vacant accommodation on the Commons could be let to domestic or commercial private tenants instead of remaining vacant or being demolished;
- business and Commercial contracts could be no longer limited to three year periods;
- fines that were limited to specific amounts across the Open Spaces Directorate could be increased in line with the national scale of fines to better act as a deterrent against anti-social behaviour;
- members of the public could not be ejected from the site under the current legislation so new powers would enable staff to do this and to temporarily exclude the public from small areas to encourage income from the film industry;
- damage to verges caused by vehicles could be addressed via a legal framework within the Acts.

In response to a Member's question, the Superintendent advised that small areas of the sites would be reserved for filming for perhaps one week at a time and a local filming policy would be developed for each of the City Commons. The Superintendent also advised that each part of the Division may need its own local policy on such matters.

A member informed the Committee that the Tea Room building between Ashtead Station and the Ashtead Common offices were rumoured to be subject to a development proposal. Members noted that the City of London Corporation should object to the proposal if it came to fruition. Members suggested that there may be an opportunity to create a car park for the Common if the buildings were demolished and development of the site was necessary. However, members acknowledged that there was no existing need for a car park to the Common as it was primarily used by local people.

Members were advised that a Private Members' Bill would be presented to Parliament in November 2015. Members were further advised that the Superintendent would circulate his presentation and a summary document on the matter in the near future and that their feedback in relation to the above issues at Ashtead Common would be welcome during the consultation process up to 15 April 2015 via the City Commons email address. A formal consultation process involving members of the public would then take place; details of which would be placed in literature at Ashtead Common and on the Common's website.

RECEIVED.

8. MANAGEMENT PRIORITIES FOR 2015/16

The Committee received a verbal update by the Head Ranger of Ashtead Common regarding the management priorities for 2015/16. Members were advised of the following matters:

<u>Grazing</u>

The Head Ranger advised that a small grazing herd of five Sussex cattle would return to wood pasture and scrub grassland areas, whilst future options would be reviewed incrementally. In response to members' questions. He added that an invisible fence system had proved successful with cattle at Epping Forest but artificial insemination of females had not been as successful as it had been at Epping.

Tree Health

The Head Ranger advised that tree wardens and staff would regularly monitor for Oak Processionary Moth (OPM) and Ash Dieback. Members were advised that the threat of OPM was moving ever closer through West and South West London, so wardens had been trained to check for its effects.

In response to a member's question, the Head Ranger advised that there was no minimum time required by volunteer tree wardens so local Duke of Edinburgh students were able volunteer as much of their time as they could.

Management of Pollution at the Rye Brook

Members were advised that an oily substance had been polluting water at the Rye Brook. An improved response was required from the Environment Agency (EA) and Thames Water, whose responsibility it was to deal with the water quality. Volunteers had helped survey the diversity of fauna in the Brook, in partnership with the Lower Mole Project; they found that the water in the polluted area of the Rye Brook scored lowest on the Angler's Score Index (ASI), a measurement of species diversity in water. This suggested that the pollution had affected species diversity in the water but the second inspection showed a higher ASI score than the first, which was a positive improvement.

In response to a question from the Chairman, the Head Ranger advised that the EA had been getting Thames Water to conduct investigations into the source of the pollution. The Senior Ranger added that the work of Surrey Wildlife Trust volunteers had been extremely valuable in surveying for the effects of the pollution. The Chairman added his thanks to all volunteers for their excellent efforts across all areas of the Common.

RECEIVED.

9. REVIEW OF ANNUAL WORK PROGRAMME 2014/15 AND PRESENTATION OF THE 2015/16 ANNUAL WORK PROGRAMME

The Committee received a verbal updated from the Senior Ranger of Ashtead Common that reviewed the 2014/15 annual work programme. Members were advised on the following matters:

Veteran Trees

The Senior Ranger advised that it had been year five of the Veteran Tree Schedule, with the cutting season due to finish at the end of February 2015. Members were advised that 96 Oak trees had been retrenched along with 138 halo released and 78 high halo released. The Senior Ranger added that this work had been carried out by a team of three contractors from KPS, who were currently on site. In response to members' questions, he advised that the retrenched veteran trees were given a 10 – 15% reduction of limbs to give a natural look. Members were advised that one or two veteran trees succumb to strong winds each year but they provided excellent deadwood habitat for wildlife.

Bracken Control

The Senior Ranger advised that bracken management was focussed on more than ever during 2014. Bracken would continue to be tractor mowed and hand pulled as part of a plan to develop more areas for wood pasture.

Volunteering

The Senior Ranger advised that Monday Estate Team of volunteers had made a significant contribution to the fabric and furniture of the Common in 2014, helping towards the application for a Green Flag Award. He added that higher level volunteer experiences had also been developed: a student volunteer from Merrist Wood College had worked for the tree team for 300 hours over a three month period.

In response to a member's question, the Head Ranger advised that there was not a waiting list for volunteers at present but a good level of interest remained; new volunteers were able to provide assistance in certain areas straight away. He added that volunteering did not take place at weekends but this could be facilitated for a large, established group of volunteers.

Ecological Monitoring

The Senior Ranger advised that ecological monitoring surveys on mammals, reptiles, birds, river flies, and the Great Crested Newt had been carried out by staff and volunteers. Future surveys on other notable species such as butterflies and moths would be carried out during 2015.

Access Improvements

Members were advised that Bridleway 38 would be re-profiled after the successful re-surfacing of Bridleway 29 in 2014. Members noted that Bridleway 38 was currently waterlogged at the point immediately north of Lady Howards Crossing points so the Senior Ranger advised 460 yards would be re-profiled, including the problem areas.

RECEIVED.

- 10. QUESTIONS ON MATTER RELATING TO WORK OF THE COMMITTEE There were none.
- 11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT There was none.

12. DATE OF NEXT MEETING

It was agreed that the Town Clerk would circulate a date for the summer visit after consultation with the Chairman, Superintendent and Head Ranger.

The meeting ended at 1.10 pm	

Contact Officer: David Arnold David.Arnold@cityoflondon.gov.uk 020 7332 1174

COULSDON COMMONS CONSULTATIVE COMMITTEE

Wednesday, 14 January 2015

Minutes of the meeting of the Coulsdon Commons Consultative Committee held at the Merlewood Estate Office, Caterham, CR3 5LN at 7.00 pm

Present

Members:

Alderman Gordon Haines (Chairman)

Sylvia Moys

Verderer Peter Adams

Rachel Adams (Croydon Conservation

Volunteers)

Councillor Liz Bonsall (Chaldon Village

Council)

Richard Carter (South London Harriers)

Alan Clifford (Old Coulsdon Residents'

Association)

Malcolm Jennings (Association of Croydon

Conservation Societies)

Graham Lomas (Friends of Farthing

Downs)

Phil Rathbone (Croydon Conservation

Volunteers)

Councillor Celia Rudland (Whyteleafe

Village Council)

Avril Sleeman (British Horse Society)

Councillor Hilary Turner (Tandridge District Council & Kenley Airfield Friends' Group)

Officers:

David Arnold Town Clerk's Department

Andy Barnard Superintendent, Burnham Beeches, Stoke Common &

City Commons

Allan Cameron Head Ranger for Coulsdon Common
Andrew Thwaites Head Ranger for Ashtead Common

Steve Wise Senior Ranger

Steve Bruce Ranger
Luke Ellis Ranger
Sean O'Kelly Ranger
David Wraith Ranger

1. APOLOGIES

Apologies were received from George Abrahams (Deputy Chairman), Barbara Newman, Gwyneth Fookes (Bourne Society), Dr Jane McLauchlin (Croydon Natural & Scientific Society), Councillor Stephen O'Connell (London Borough of Croydon), and Councillor Chris Wright (London Borough of Croydon & Friends of Farthing Downs).

The Chairman welcomed those present to the meeting, particularly the new members Councillor Liz Bonsall (Chaldon Village Council) and Councillor Celia Rudland (Whyteleafe Village Council), and thanked everyone for attending.

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

There were no declarations.

3. MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the public minutes and non-public summary of the meeting held on 12 February 2014 be agreed as an accurate record.

Matters Arising

The Chairman thanked Sylvia Moys for kindly standing in as Chairman at the last meeting.

Committee membership

The Head Ranger of Coulsdon Commons advised members that four local Parish councils were contacted with a view to nominate a representative to the Committee. Whyteleafe and Chaldon Village Councils each nominated a representative but Netherne and Caterham Valley Village Councils declined the offer.

Introduction to Structural Changes

The Superintendent of Stoke Common, Burnham Beeches and City Commons advised that a document detailing the updated team structure would be circulated to all members of the Committee.

4. TERMS OF REFERENCE

The Committee received the approved Terms of Reference for the Coulsdon Commons Consultative Committee.

Graham Lomas noted that the Committee lacked youth representation from local schools, Parent Teacher Associations or School Councils, as stated in section 1(h) of the Terms of Reference. However, Silvia Moys pointed out that the Committee has a good informal relationship with Riddlesdown Collegiate, at which she is a Governor and Councillor Liz Bonsall was previously Deputy Head Teacher.

Councillor Celia Rudland added that she was a current teacher at Whyteleafe School and was aware of local students using Kenley Common regularly. Members noted that the Commons were also used by many local schools for the Duke of Edinburgh Award.

RESOLVED – That the approved Terms of Reference for the Coulsdon Commons Consultative Committee be noted.

5. UPDATE ON STRUCTURAL CHANGES

The Committee received a verbal report of the Superintendent regarding structural changes within the Open Spaces Department. He explained that Coulsdon Commons were the responsibility of the Burnham Beeches, Stoke and City Commons division within the City of London Corporation Open Spaces Directorate. He advised that he had been appointed as Superintendent of Burnham Beeches, Stoke and City Commons on a permanent basis in December 2014 and there had been a reduction of one Head Ranger post within the division to create a Support Services Manager post, which was currently being recruited.

The Chairman congratulated the Superintendent on his permanent appointment and thanked him for the excellent work carried out by his team so far.

RECEIVED.

6. SERVICE BASED REVIEW

The Committee received a verbal report of the Superintendent regarding the Service Based Review. Members were informed that the Open Spaces Department was required to make savings of £2.189 million by 2017/18, which represented a 14% budget reduction. The Superintendent advised that £1.175 million of savings would be met through core areas such as third party provision of sports facilities and a review of the Department's facilities; £541,000 would be met through operational efficiencies such as improved vehicle fleet management; and £473,000 would be met through increased income generation by increasing car park charges, adding new charges and letting out surplus properties on the Commons. Members were assured that core activities such as nature conservation and recreation would continue to be delivered to a high standard whilst savings were delivered.

The Chairman added that the Superintendent had an excellent track record of being economical and imaginary with limited funds available from his experience at Epping Forest. He thanked members of the Consultative Committee in advance for their support required during the financial challenge ahead.

Members noted that the Director of Open Spaces had given a helpful talk to the Friends of Farthing Downs regarding additional sources of income available for Coulsdon Commons.

RECEIVED.

7. EPPING FOREST LEGISLATIVE CHANGES

The Committee received a verbal report of the Superintendent regarding changes to legislation governing the City of London Corporation's Open Spaces. He explained that each open space within the directorate was governed by specific Acts of Parliament from the 1870s, so decisions relating to spending had to be reflected in those Acts. Amendments had to be agreed by Parliament via Various Powers Acts, which had been used in the past for specific changes. He advised that there was now a need to amend and update the Acts more generally to incorporate the motor car, increasing financial challenges, population increase, and anti-social behaviour.

The Superintendent added that the following issues could be addressed with a Various Powers Act amendment:-

- Surplus vacant accommodation on the Commons could be let to domestic or commercial private tenants instead of remaining vacant or being demolished;
- Business and Commercial contracts could be no longer limited to three year periods;

- Fines that were limited to specific amounts across the Open Spaces Directorate could be increased in line with the national scale of fines to better act as a deterrent against anti-social behaviour;
- Troublesome members of the public could not be ejected from the site under the current legislation so new powers would enable staff to do this and to temporarily exclude the public from small areas to encourage income from the film industry;
- Damage to verges caused by vehicles and commuter parking could be addressed via a legal framework within the Acts.

In response to a member's question, the Superintendent advised that Metropolitan Police were used to help exclude the public from certain parts of the open spaces but it was often a long and difficult process due to a lack of resources available to the Police.

Members were advised that a Private Members' Bill would be presented to Parliament in November 2015 and that their feedback in relation to the above issues at Coulsdon Commons would be welcome during the consultation process up to 15 April 2015 via the City Commons email address.

RECEIVED.

8. KENLEY REVIVAL PROJECT

The Committee received a verbal update regarding the Kenley Revival Project from the Head Ranger for Ashtead Common. The Head Ranger advised that the main objectives for the revival project were to preserve its physical features, collate an archive of relevant documents, and to involve a wider range of people in the heritage of the airfield.

He advised that round one funding from the Heritage Lottery Fund (HLF) had been secured in 2014, which allowed a bid to be developed for round two. Project work could start if and when round two funding was secured. Members were advised that the bid would be submitted in June 2015.

The Activity Plan for the project would target young people and online users through outreach talks and guided walks, resource packs for local schools, and an e-learning festival. The conservation aspect of the project would involve identifying certain areas of the airfield for high level conservation and restoration to make the airfield more legible.

In response to a member's question, the Head Ranger advised that an event would be taking place at the airfield on or around 18 August 2015 to commemorate the 75th anniversary of the Battle of Britain.

RECEIVED.

9. REVIEW OF THE 2014/15 WORK PROGRAMME

The Committee received a verbal update from the Head Ranger of Coulsdon Commons that reviewed the 2014/15 annual work programme.

The Head Ranger advised that improving tree safety had been one of the focuses during 2014/15 as he and his staff had a legal responsibility to keep the site safe for users. As a result, of the revised departmental Tree Risk policy it had been necessary to train staff to a national standard and four rangers were now accredited National Tree Rangers. The accredited Rangers had inspected low risk trees during autumn 2014 whilst inspections on high risk trees were carried out by contractors. Inspections revealed that a fungus (*Meripilus giganteus*) had infected the root system of some trees in the car park at Riddlesdown but no warning was available until the fungus became visible above ground. Affected trees had been reduced in height for safety. Rangers were hopeful that the trees would survive but if not would provide a valuable standing deadwood habitat.

The Head Ranger advised that the Higher level stewardship programme was coming into its fifth year out of ten. Contractors had carried out works to reclaim chalk grassland on Kenley Common and staff had carried out hay-making to maintain the Common as a species-rich habitat. Members were also advised of a wider project of in-house habitat management which had involved the transfer of wood chip from cut areas of scrub to repair bridleways to a high standard.

The Head Ranger advised that 1.5 kilometres of fencing had been replaced as well as audit carried out of all boundary fences during autumn 2014. This was part of a five year project to improve all boundary fencing at the Commons.

The Committee were also advised of the following works and activities had taken place during 2014/15:-

- The breeding cattle herd returned to the Commons after winter accommodation at Epping Forest;
- Ragwort pulling in Farthing Downs had been carried by the New Hill Billies and two corporate volunteer groups;
- Staff had worked with local supermarkets during the Farm to Form campaign, which helped raised young people's awareness of where their food came from:
- 300 bags of charcoal had been produced and would be sold to generate some income;
- A film crew from Sport England had paid a total of £2,600 to use parts of the Common for filming on three occasions;
- The population of 75 sheep at the Commons would not be increased in 2015 through the breeding programme, which was on hold for operational and financial reasons
- Four Green Flags and two Green Heritage Awards were awarded to the Commons in 2014 and applications were now underway for the 2015 awards.

RECEIVED.

10. MANAGEMENT PRIORITIES & ANNUAL WORK PROGRAMME 2015/16

The Committee received a verbal update by the Senior Ranger of Coulsdon Commons regarding the management priorities and Annual Work Programme for 2015/16. Members were advised that priorities would be similar to those in

2014/15 as they would be completing work started in 2014. Some priorities would include:-

- to carry out A22 grassland restoration at Riddlesdown Common;
- vegetation management would be carried out around the important historic features at Kenley Common;
- boundary and stock fencing across the Commons would be reviewed and audited:
- blocks of retained scrub would be managed on Farthing Downs and succession restored on New Hill;
- sheep and cattle would continue to graze the four Coulsdon Commons;
- staff and volunteers would be clearing secondary woodland at Kenley Common to restore it to grassland and conserve its World War Two heritage features.

In response to a member's question, the Senior Ranger advised that spurge laurel still remained in open areas of the Commons. Rangers would neither encourage nor discourage its growth to determine how it developed. The Senior Ranger added that it needs areas of woodland to survive but it was currently growing in areas needed for chalk grassland.

The Committee thanked all staff for their hard work in preparing and implementing the Work Programme and for the excellent use of volunteer groups.

RECEIVED.

11. FRIENDS' GROUPS UPDATES

Graham Lomas provided an update on the work of the Friends of Farthing Downs:-

- The 2015 Programme for the Friends of Farthing Downs was being developed through meetings and walks and a quiz night was to be held soon to fundraise;
- There was a good attendance at their Annual General Meeting and the lecture provided by the Director of Open Spaces;
- They were hoping to implement a system of QR codes at Farthing Downs and Happy Valley to help the public navigate the sites;
- Additional volunteers would be installing flowers and shrubs on the platform of Coulsdon South train station, as well as promoting Farthing Downs to members of the public;
- Four large photos of the Downs should soon be installed in the ticket hall at Coulsdon South station, once talks with the Senior Management Team at Southern Rail had been completed;
- A new booklet to promote and recruit new members to the Friends of Farthing Downs would soon be available;
- A London Green Belt map had been published with contributions from the Friends of Farthing Downs, which was the first of its kind and included significant detail such as constituency, borough, and Sites of Specific Scientific Interest boundaries.

The Committee thanked Graham Lomas for his update and the Chairman recommended that the London Green Belt map be viewed by everyone.

RECEIVED.

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

There were no questions.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT There was no other business.

14. **DATE OF NEXT MEETING**

The date of the summer visit was provisionally scheduled for 27 June 2015. The Town Clerk would circulate the final details to members once these had been agreed.

Please note that subsequent to the meeting, a new provisional date of Wednesday 24 June 2015 was suggested by the Superintendent and Head Ranger.

The meeting closed at 8.40 pm	
 Chairman	

Contact Officer: David Arnold David.Arnold@cityoflondon.gov.uk 020 7332 1174

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Committee:	Date:
Open Spaces West Ham Park Epping Forest and Commons Hampstead Heath, Highgate Wood and Queen's Park	2 nd February 2015 2 nd February 2015 9 th March 2015 23 rd March 2015
Subject: Infrastructure Bill	Public
Report of: Remembrancer	For Information

Summary

This report advises the Committee of the relevant provisions of the Infrastructure Bill, currently before Parliament, which will introduce a new regime to facilitate the control of non-native invasive species. Under this regime, Government bodies will be able to enter into voluntary agreements with landowners, setting out what measures are to be taken in order to eradicate or control an invasive species. Where the voluntary process is unsuccessful, it will be possible to make binding orders requiring the landowner to take action or to pay the costs of doing so.

Recommendation:

It is recommended that the Committee receive this report.

Main Report

- 1. The Infrastructure Bill was presented to Parliament last summer and is expected to be enacted this spring. Among other measures, the Bill will introduce a new regime to facilitate the control of non-native invasive species. The regime may be invoked in relation to any non-native species of flora or fauna which is liable to have a significant adverse effect on the environment. It is of potential application to the City Corporation's open spaces.
- 2. Under the new provisions, the Secretary of State, Natural England, the Forestry Commission and the Environment Agency will each be empowered to enter into voluntary "species control agreements" with landowners. Such agreements will set out what measures are to be taken to eradicate or control a non-native invasive species, who is to carry them out, and who is to pay for them.
- 3. Where a species control agreement is rejected or not complied with by the landowner, or in urgent cases, the bodies referred to in paragraph 2 above will be able to take remedial action in the form of a "species control order." Such an order will either require the landowner to take specified measures to eradicate or control an invasive species, or enable the authority concerned to carry out those

measures itself and to recover the costs of doing so from the landowner. There will be a right of appeal to a Tribunal against a species control order. The Government has indicated that it expects this power to be invoked only rarely.

4. The Director of Open Spaces has been consulted during the preparation of this report and commented as follows on the operational implications of the new legislation:

"Across the Open Spaces a range of non-native invasive species occur, more often in small areas but occasionally over a significant part of the open space. The main invasive species which we have to manage include:

- a. Himalayan Balsam (*Impatiens glandulifera*) a fast-growing annual, spread by seed, related to the Busy Lizzie but capable of growing to head height. It was introduced to the United Kingdom in 1839 and is especially a problem on riverbanks and areas adjacent to human habitation.
- b. Swamp Stonecrop (*Crassula helmsii*) related to the Jade plant, Crassula ovata, this is an aquatic or semi-terrestrial species which grows on the margins of ponds. However, it can often completely carpet the surface.
- Japanese Knotweed (Fallopia japonica) a large, herbaceous perennial plant with a very invasive root system and an ability to damage structures and buildings.
- d. Giant Hogweed (*Heracleum mantegazzianum*) this plant can grow to 20ft in height and contains a toxic sap.

"The approach to managing these varies depending on the site, its location with respect to other plants, public access, and site designation. At most sites, we are already undertaking control measures, so it may be the case that government agencies would choose to work with us rather than implement formal agreements."

Recommendation:

5. It is recommended that the Committee receive this report.

Contact:

Sam Cook, Assistant Parliamentary Affairs Counsel, Remembrancer's Office, 020 7332 3045, sam.cook@cityoflondon.gov.uk. This page is intentionally left blank

Agenda Item 9

Committee(s)	Dated:
Epping Forest and Commons	09032015
Subject: Epping Forest Operations Programme for 2015-2016	Public
Report of:	For Decision
Superintendent of Epping Forest	
SEF 11/15	

Summary

This report outlines the conservation, visitor access and risk management projects proposed in the Forest for the year 2015-16.

A dominant theme of the 2015/16 Work Programme will be the need to increase the area of land under wood-pasture restoration from 16.5 ha to approximately 40 ha each year. This increase is to ensure we meet the 10-year grant commitment under Natural England's Higher Level Scheme seeking to enhance this Habitat of Principal Importance.

The programme also seeks to consolidate works initiated in 2013-14, such as those undertaken through the Wanstead Park Steering Group or at Highams Park to continue with the vegetation management works visited by your Committee in November 2014. Volunteers will be instrumental in delivering both the Highams Park works and also activity to improve access at Swaines Green as well as key areas of wood-pasture restoration work elsewhere in the Forest.

Tree safety will continue to be a significant aspect of the Operations Teams work in 2015. The Forest structures survey, completed by the Built Environment team in 2014, will be developed in 2015 to create a comprehensive structures database for Epping Forest. The first major road junction mini management plan for the Forest, Robin Hood Roundabout, was completed in 2014 and works arising from this will be implemented in 2015 with two further plans produced in the year.

The grassland mowing programme will be extended to include additional cutting of wood-pasture restoration areas. Cattle grazing will be extended into new areas, such as Honey Lane Quarters, with the help of the new infrastructure including the nine new loops of the invisible fence network.

In partnership with the City Procurement Service, the programme will continue to improve the value for money we achieve from the contract work through tendering and letting works under the bulk Estates Maintenance Contract. In addition, we will be working with the Epping Forest Centenary Trust (EFCT) to identify external funding to help with the cost of improving the all-ability trail at High Beach.

Recommendation(s)

Members are asked to:

 approve the annual work programme as summarised in the main report and in Appendices 1 and 2.

Main Report

Background

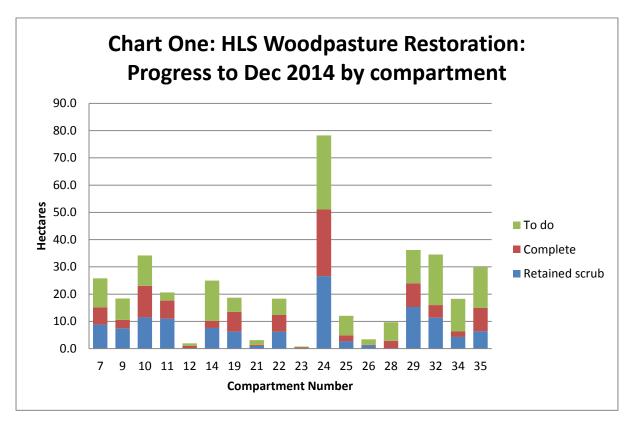
- 1. This report describes significant conservation, visitor access and risk management projects proposed in the Forest for the programme year 2015-16.
- 2. The 2015-16 work programme has been prepared drawing on the following resources:
 - Epping Forest Management Plan 2010, approved in 2004, and the additional site-specific conservation management plans for Barn Hoppitt, Lords Bushes & Knighton Woods and Wanstead Flats;
 - Conservation strategies included in the *Branching Out* Project Stage II Plan (Nov 2008) – the Grazing Strategy (and subsequent approved Grazing Expansion Plan) and the Keystone Trees Strategy;
 - Highams Park Dam improvement project and reports of the City of London's Panel Engineer;
 - Wanstead Park Conservation Statement (2011)
 - Consultations with the Epping Forest Centenary Trust (EFCT) and Epping Forest Conservation Volunteers (EFCV).

Current Position

- 3. We are at the end of the sixth year in a 10-year agreement with Natural England for funding the restoration of 390ha of wood-pasture at Epping Forest. In preparation for the 2015 Work Program a review of the progress of the funded Woodpasture Restoration program was undertaken. The outcome of the review is show graphically in Chart One and was discussed in detail at the December 2014 Local Meeting
- 4. Overall, the review demonstrated that 58% of the agreed programme target has been met at the end of Year 6. However, 25% of the target was met through works on the ground over the last six years (Red on chart one) and we now have 42% of the programme target (Green on chart one) to deliver through works on the ground in four years. The blue land is areas where under the terms of the agreement we consider no work is required.
- 5. In summary, the area worked each year will increase from an average of 16.5 ha to around 40ha. The impact of this changed scale of working will be mitigated to

some extent by the scaling down of the HLF Keystone tree programme in 2015. Necessarily, as a key to the favourable condition of the Site of Special Scientific Interest (SSSI) this increased work requirement will dominate the annual work calendar.

6. The key areas of work in the proposed 2015 programme (below) in addition to the wood-pasture restoration are based on improving visitor access, continuing to enhance the condition of the established surfaced ride network for all users, continuing the landscape and visitor improvement works at Wanstead and Highams Park and managing risks - particularly those related to highways woody verge vegetation and tree safety.



- 7. The habitat priorities have been modified slightly from previous years with increased activity to maintain previously cleared wood-pasture areas and reduced Keystone Tree activity. As in previous years we will continue with the maintenance of the grassland swards and other habitats that contribute to the Forest's favourable condition.
- 8. Both the grasslands and wood-pasture operations are supported by agrienvironment payments from the Rural Payments Agency and Natural England.

Proposals

9. **Estates Maintenance Contract (EMC):** As in 2014, in partnership with the City Procurement Service (CPS) it is intended to let much of the contract works in 2015 as part of two bulk contracts tendered to a range of providers.

- 10. **Habitat Conservation Programme 2015 -2016:** The key activities of the habitat conservation programme are described below:
 - **Keystone Trees**: The HLF-supported Keystone Tree programme under the *Branching Out* project ended in 2014. We have ongoing maintenance to the 1,046 Keystone trees completed during this 5-year project and a commitment to HLF under the 20-year Legacy to reach a total of 1,200 managed Keystone Trees. In 2015/16 we will achieve this through tackling Keystone Trees which are within existing wood-pasture restoration areas and also those identified for work due to other reasons, such as tree safety.
 - Wood-pasture Restoration: To ensure we meet our HLS commitments we will be continuing with the annual wood-pasture restoration programme but at an enhanced level for the next four years. In 2015-16 we are planning to work 45.28 ha across 14 locations in the usual Forest compartments for this conservation work. Appendix One gives an itemised breakdown of the location and the work required along with a map. An example of a work specific map for one compartment is given in Appendix Two.
 - In some compartments larger areas will be worked in one block than has previously been the case. The following locations have working areas in excess of 4ha:
 - Wake Valley (4.23 ha across 6 working blocks)
 - Lords Bushes (4.69 ha- across 5 working blocks)
 - Bury Wood (5.44 ha across 4 working blocks)
 - Pillow Mounds and Comical Corner (6.09 ha across 7 working blocks)
 - Honey Lane Quarters (6.52 ha –across 5 working blocks)
 - In these locations with larger worked areas we will undertake a public information exercise to inform people in advance of the works. This will include advance on-site signage as well as the use of social media.
 - Wood-pasture restoration work is scheduled to commence from mid-July, following the tree safety work, and will continue through to February 2016, It is anticipated that it will occupy the Arborist teams for much of that time. We also propose to engage woodland contractors to help with implementing some of this programme for the first time.
 - Grassland work: The grassland work will continue across the Forest as in recent years using a similar programme. As with 2014, this will be implemented by combined in-house and contractor teams. The grassland work is supported by the Environmental Stewardship Scheme funded by Natural England.
 - Almshouse Plain: We are presently working on plans to improve the drainage along paths at Almshouse Plain while at the same time directing more of the water onto the grassland areas to ensure the conservation of the damp grassland flora.

- In a small way this is a first attempt at managing the water catchment to moderate water flows. This could ultimately be part of the solution to managing the flooded areas around Connaught Water and such work will be aimed at providing concomitant positive wildlife benefits to enhance the SSSI and its favourable condition. When complete the proposals will be reported to your Committee and consent will be sought from Natural England prior to any implementation to change drainage on the grassland areas, though some minor works to the path drainage may well be implemented sooner in 2015.
- Grazing: The areas covered by cattle grazing will be extended as a result of
 the cattle grid and fence infrastructure supported by the new invisible fence
 network. This will allow extensive grazing across Honey Lane Quarters,
 Rushey Plain and Warren Wood Slope this year in addition to the main sites
 of Chingford Plain, Fairmead and Deershelter Plain.
- Ponds/Lakes: Volunteers and staff have been working for a number of years to control 'Floating Pennywort' (Hydrocotyle ranunculoides) an invasive aquatic plant at the Perch Pond in Wanstead Park. Despite their efforts in 2014 it has spread to other parts of Perch Pond and we need to implement more robust and extensive control measures. A concern is that, uncontrolled, it could spread to the Ornamental Waters which is lower down in the Wanstead Park cascade. During 2015/16 we will implement a contractor-led control programme of Floating Pennywort in Perch Pond
- A second invasive aquatic species, Australian Swamp Stonecrop (*Crassula Helmsii*) has been established across 19 of Epping Forest's water bodies for some years and was the subject of a detailed survey in 2012 by the Ecology Team. This is not an easy plant to control and there has been no effective large-scale control in the UK to date, short of pond infilling. A concern is that it is abundant in Alexandra Lake on Wanstead Flats with a risk of the plant being spread to the nearby Jubilee Pond, where we have recently invested substantial sums to improve its water retention and natural aspect. During 2015 we will review the management of *Crassula* on Wanstead Flats with the aim of identifying a strategy to restrict it from spreading to other water bodies in the area.
- Following the end of the Jubilee Pond Project a number of legacy actions have been identified to improve the aesthetics of the surrounding fencing, improve both terrestrial and aquatic vegetation and to promote greater community involvement in the care of the area. A separate plan detailing proposals will be presented to the Local meeting
- 11. **Wood-pasture Maintenance**: Following work to restore areas to wood-pasture annual maintenance is required to control tree stump and seedling growth and coarse vegetation, such as brambles. Such work is necessary under the HLS scheme requirements and is undertaken on a 1-2 year rotation depending on the vigour of the local vegetation. In 2015 we have around 100 hectares that is to be cut with tractor mounted flails. This work will be undertaken with a mix of in-house and contract staff.

- 12. Fernhills Livestock Fencing: Work started in 2013/14 to repair or replace the livestock fences around Fernhills. We had hoped to undertake the fencing as part of the Scout project but the focus of this project was changed. The fence improvement works will now be undertaken by contractors during 2015 to allow grazing to re-commence at this site, which attracts annual Higher Level Stewardship funding for the grazing of its flora.
- 13. **Visitor Access Management Programme:** In addition to at least an annual cut of official bridleways the following specific visitor access works are proposed to take place in the Forest during the year:
 - Swaines Green: Staff and, in particular, volunteers from the Epping Forest Conservation Volunteers have done considerable work in 2014 to open up the access around Swaines Green. Staff will maintain this restored open ground in 2015 and the EFCV will continue their program of opening up the access and the meadows.
 - Wanstead Park: The program of vegetation management works implemented in 2014 to open up paths in the park will be continued. The work will be focussed on the peripheral path around Ornamental waters to widen the path and to remove lake side woody vegetation. This work will tend to be focussed in the months when Arborist teams are not engaged with woodpasture restoration work, ie work taking place as required in the period March-August each year.
 - Highams Park: Work started in 2014 to remove holly and scrub to open views onto the lake and improve access and to reduce competition around Keystone Trees will be continued. The 2014 works were implemented by Arborist teams as part of works linked to the lake desilting and dam improvements. In 2015 much of the work will however be delivered through a volunteer program organised by both EFCT and the Central Keeper team.
 - Path improvements: Improvements to the all-ability trail at High Beach undertaken in 2014 by the Epping Forest Centenary Trust's supported 'Scout Project' will be extended to complete the improvements to the path surface. It is proposed that we work through the EFCT to identify and seek external funding to cover the cost of contractors to undertake this work. Also during 2015 we will surface a short section of path from the Gilwell Scouts' facility to Yates meadow.
 - Ride improvements: Routine maintenance of path edge vegetation and drainage will be continued across the whole network. Re-posting of the bridleways across the central area will be completed in 2015.
- 14. **Risk Management Activity:** As well us undertaking significant highways vegetation management works during 2014 we were fortunate that Essex Highways undertook extensive works on the A-road verges. Much of this work anticipated works we had planned for 2014 work program. During 2015 we will

implement works identified in the Robin Hood Junction Mini-management plan and will complete plans for two further junctions at Wake Arms Roundabout and the Waterworks Roundabout. Ongoing maintenance of highways edge vegetation will largely be contracted out through the Estate Maintenance Contract with in house works focussed on the more herbaceous verges or where technical arboricultural intervention is required.

- 15. A potentially disruptive and visible Highways vegetation management project to be undertaken in 2015 will be at James Lane near Leyton Flats. Tree safety works require us to close the road and we will use the opportunity of the road closure to restructure the road verge vegetation to make it simpler and safer to manage. This will result in an outcome similar to what was undertaken at the 'Cross roads' by the Robin Hood Roundabout in 2013.
- 16. Trees identified for hazard removal will be a significant proportion of spring and summer programmes for the Arborist Teams. In a change from recent years the Tree Safety assessments in 2015 will be undertaken by two different surveyors. Surveyors will be rotated around the four Tree safety zones so as to ensure that each year we have a fresh pair of eyes surveying each zone.
- 17. Wanstead Flats: As part of continuing works to discourage rough sleeping we will have at least a single cut with tractor flail of previously cleared scrub areas to deter rough sleepers by keeping these areas open.
- 18. During 2014 the Built Environment team undertook a survey of structures across the Forest and Buffer lands. This has been reviewed by the Epping Forest Keeper team and a number of additions made. During 2015 we will be drawing this work together to establish a single Geographic Information Service (GIS) database (digital maps) of structures across Epping Forest along with a plan on their safe management. As reported in the 2014 Work Programme report to the EFCC the outcome of this work will be taken to your Committee for consideration.

Implications

- 19. **Financial** The work outlined in the proposed work programme is to be covered by the local risk budget of Epping Forest Division supplemented by the Single Payment Scheme (SPS), its successor the Basic Payment Scheme (BPS) and the Environmental Stewardship Scheme grant awarded by Natural England covering both Entry Level (ELS) and Higher Level (HLS) work. Grant income from these schemes in 2015 2016 will be £245,000 approximately (uncertainty regarding the new BPS scheme rates and the Euro-Pound exchange rate mean an exact figure is not possible at this stage). This total includes a Stewardship grant element for Forest habitats of over £160,000.
- 20. Legal The habitats work programme is carried out in accordance with the Conservators' powers and duties under the Epping Forest Act 1878. Management of those parts of the Forest designated as a Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC) is also informed by statutory regimes relating to those designations. In this regard, the

- programmed work has received the necessary statutory written consent from Natural England under Section 28E of the Wildlife and Countryside Act 1981 (as amended).
- 21. **Property -** The continued development of the Epping Forest structures database will require support from the Built Environment team

Corporate & Strategic Implications

- 22. **City Together Strategy** The work proposals above meet two of the key themes "A world class City that supports our communities" and "A World Class City which protects, promotes and enhances our environment"
- 23. **Open Spaces Department Business Plan** The proposals follow from three of the Open Spaces Department's Strategic aims of: providing high quality accessible open spaces, involving communities in site management and adopting sustainable working practices.
- 24. **Epping Forest Management Plan** The proposals match a number of the Epping Forest Vision for the 21st Century's key visions including:
 - Epping Forest's position as a unique and ancient landscape for people and wildlife will be strengthened;
 - The Forest will retain its natural aspect with the diversity of wildlife habitats enhanced and the features of international importance protected.
 - Epping Forest will be highly valued as part of a larger and fully accessible protected landscape area.
- 25. Natural England Officers have been consulted about this work programme and issued formal consent under the Wildlife & Countryside Act 1981..

Conclusions

- 26. The work outlined above is drawn from the 2004-10 Epping Forest Management Plan and associated documents developed from that Plan. Most of the work is a continuation of projects started in previous years along with continued expansion in risk management works.
- 27. The habitat work concentrates on ensuring we meet our 10-year commitments under the HLS. The work required to achieve this is nearly triple previous year's activity rates and represents a considerable proportion of the Arborist teams' activity in 2015/16. Woodpasture and grazing is supported by Natural England, with a grant of over £160,000 for Stewardship work last year
- 28. Volunteers will be instrumental in delivering a large proportion of the work on a number of key projects in 2015/16. In particular we will be reliant on their efforts to deliver the works at Swaines Green and Highams Park Lake along with a significant amount work on wood-pasture restoration. In addition we will work with the EFCT to identify and apply for external funding to undertake the work to improve the all ability trail at High Beach.

29. In-house teams will deliver much of the work detailed in the report. Contractor support will be expanded to help with the delivery of the increased Woodpasture Program and to continue with their support on implementing the grass cutting and highway vegetation management works.

Appendices

- **Appendix 1** 2015 Detailed Wood-pasture Programme
- Appendix 2 Wood-pasture Programme map for 2015 in Compartment
 24

Background Papers:

The Epping Forest Management Plan 2004-2010

The Barn Hoppit Wood-pasture Restoration Plan 2006-2011

The Lords Bushes and Knighton Woods Integrated Site Plan 2004-2010

The Wanstead Flats Integrated Site Plan 2006-2011

Branching Out Stage II Project Plan (Nov 2008) – including the Keystone Trees and Grazing Strategies

SEF 01/13 Epping Forest & Commons Committee Report: Grazing Expansion Plan for Implementing the Epping Forest Grazing Strategy. 13th February 2013. Wanstead Park Conservation (2011)

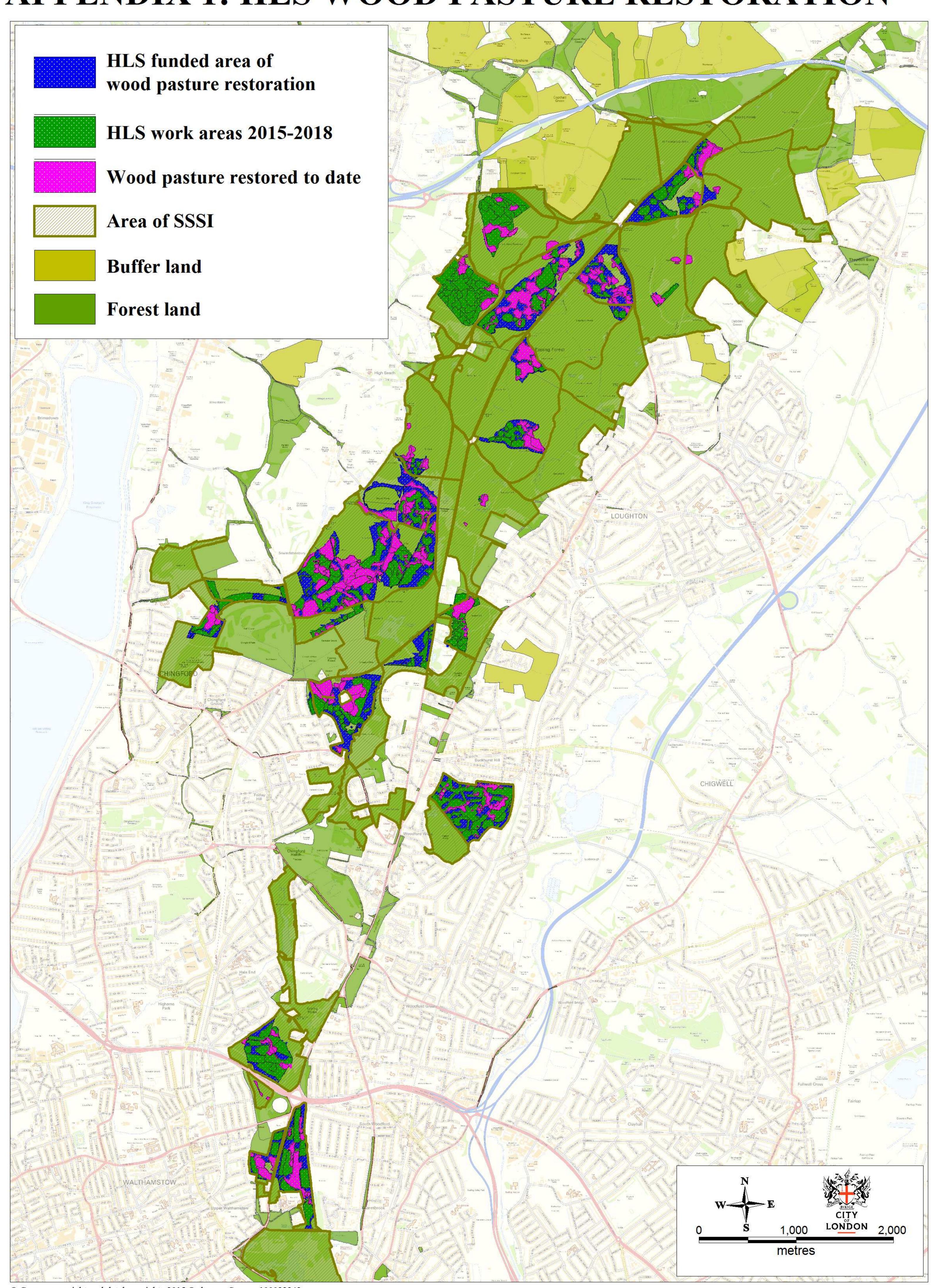
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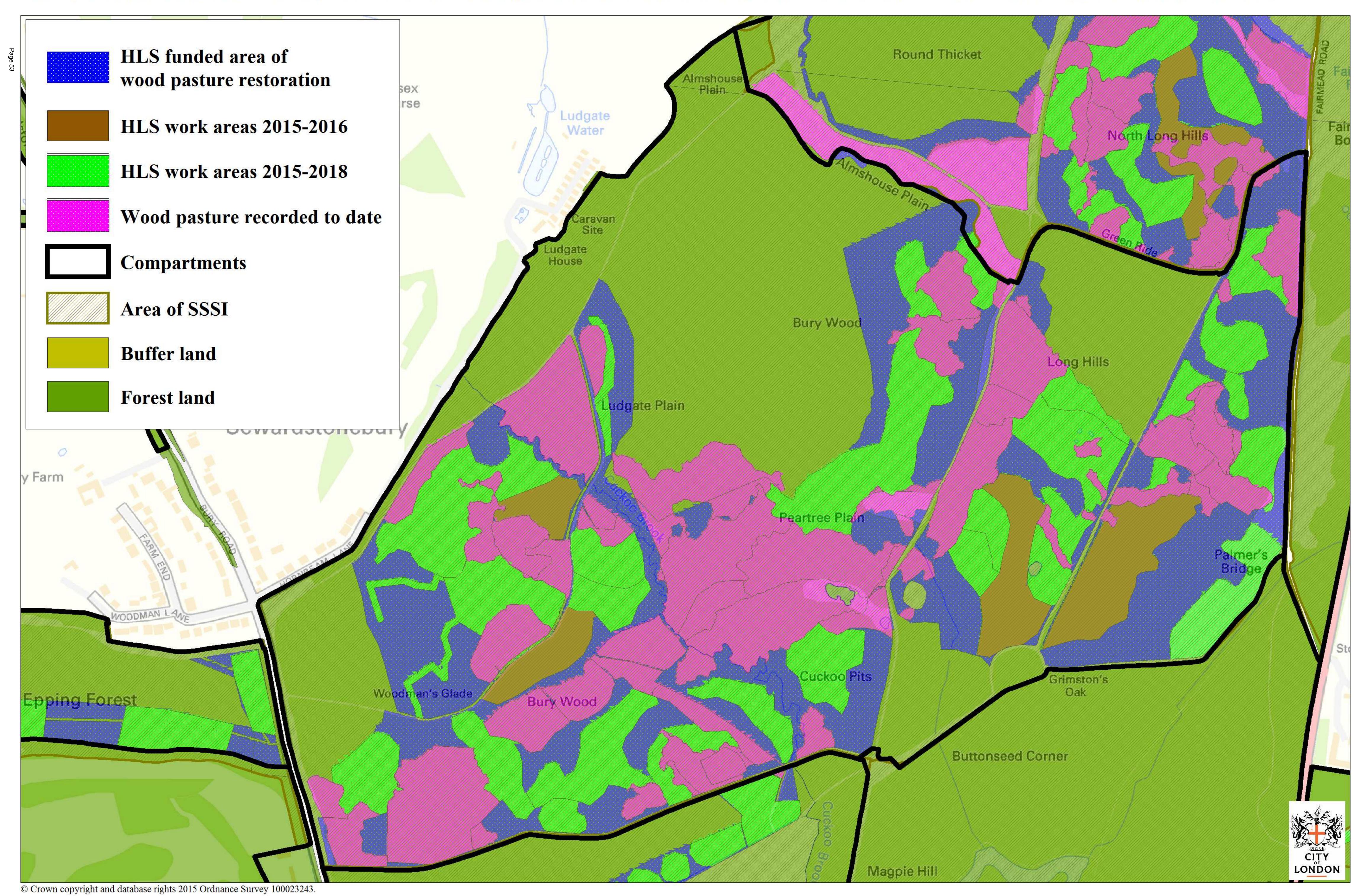
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APPENDIX 1: HLS WOOD PASTURE RESTORATION



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APPENDIX 2: HLS WOOD PASTURE RESTORATION - COMPARTMENT 24



2015/16 Woodpasture Programme by Compartment

Operational Activity	CMPT	Location	Month	Year	Area (Ha)	Cycle	Description	Keeper	Team	Project
WMM - Wood pasture restoration	7	Long Running and Ambresbury Banks	Jul-Oct	2015	3.33	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Blow chips into discrete piles, not widely sprayed. Blocks 1, 2, 3, 16-20.	N	Α	HLS
WMM - Wood pasture restoration	9	Honey Lane Quarters	Sept- Feb	2015	6.52	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Seperately identified Hawthorn to be cut to a height of 4-5 foot. Arisings can be burnt in pre-agreed blocks. Blocks 2-4, 11-13.	N	Con	HLS
WMM - Wood pasture restoration	10	Wake Valley	Jul-Aug; Dec-Feb	2015	4.23	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Blocks: 6, 7, 8, 12, 13, 16.	N	А	HLS
WMM - Wood pasture restoration	11	Great Monk Wood & Deershelter Plain	July	2015	0.78	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Crown reduction on two Keystone Trees required. Blocks: 1, 2.	N	А	HLS
WMM - Wood pasture restoration	12	Furze Ground	July	2015	0.9	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec.	N	А	HLS
WMM - Wood pasture restoration	14	Pillow Mounds and Comical Corner	Aug-Oct	2015	6.09	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Crown reductions on veteran trees required. Blocks: 9, 11, 14, 20-22, 24.	N	Con	HLS
WMM - Wood pasture restoration	19	Debden Slade	Aug- Sept	2015	1.56	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Blocks: 2, 4.	N	А	HLS
WMM - Wood pasture restoration	22	North Long Hills	Aug-Nov	2015	1.28	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Block 1.	С	А	HLS
WMM - Wood pasture restoration	24	Bury Wood	Dec-Feb	2015	5.44	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Arisings can be burnt in pre-agreed locations. Blocks: 2, 10, 18, 22	С	А	HLS
WMM - Wood pasture restoration	28	Warren Hill	Sept- Feb	2015	1.33	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Seperately identified Hawthorn to be cut to a height of 4-5 foot. Arisings can be burnt on pre-agreed locations. Blocks: 9, 13, 20.	С	A	HLS

2015/16 Woodpasture Programme by Compartment

WMM - Wood pasture restoration	29	Barn Hoppitt	Aug- Feb	2015	3.2	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Seperately identified Hawthorn to be cut to a height of 4-5 foot. Arisings can be burnt on pre-agreed locations. Blocks: 15, 16, 19, 24, 27b, 25, 29.	C	А	HLS
WMM - Wood pasture restoration	32	Lords Bushes	Oct-Feb	2015	4.69	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Includes glade restoration/creation. Blocks: 10, 11, 13, 15, 20.	O	Α	HLS
WMM - Wood pasture restoration	34	Walthamstow Forest	Sept	2015	2.74	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Blocks: 3, 5.	Ø	Α	HLS
WMM - Wood pasture restoration	35	Gilberts Slade	Dec-Feb	2015	3.19	0	Woodpasture restoration: Initial works to clear woody vegetation, activity as per standard spec. Lop and top can be burnt on pre-agreed locations. Blocks: 5, 6.	S	Α	HLS

Key

Keeper

Northern Keeper Team N

C Central Keeper Team

S Southern Keeper Team

Team

A Epping Forest Arborist team Con Contractor

Project

HLS Higher Level Scheme

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Agenda Item 10

Committee(s)	Dated:
Epping Forest and Commons	09/03/2015
Subject:	Public
Epping Forest Enforcement of Activity: 1January 2014 to 31 December 2014	
Report of:	For Information
Superintendent of Epping Forest SEF 10/15	

Summary

This report informs your Committee of the byelaw enforcement activity undertaken by Epping Forest Keepers within Epping Forest during the period of 1 January 2014 to 31 December 2014.

The report shows a 200% increase on last year's figure, a similar level of enforcement of the Epping Forest Byelaws (EFBL) was last recorded during 2010. Both these peaks are mainly as a result of a high level of prosecutions for illegal fungi picking. The period of 2007 to date covers a conscious programme of informal education rather than formal prosecution or warning. This is evidenced by the 7,919 "Advisory conversations" conducted by Forest Keepers during the period under report, an increase of 844, or 12% on the figure of 7,075 reported for 2013.

There were twenty four prosecutions undertaken during the period, eighteen for illegal fungi picking, one each for fly tipping; damaging and disfiguring the Forest; taking a vehicle more than forty five metres from the highway; and for erecting an advertising hording on the Forest.

Two further successful prosecutions were presented for a quad bike being driven on the Forest during which the riders assaulted two Forest Keepers.

There have been ten warning letters sent for various misuse of the Forest, including, litter, feeding wildfowl, a dog not under effective control, metal detecting, obstructing an officer, and taking a vehicle onto Forest land.

Your Committee approved, in March 2014, an increase in the level of Court costs and charges for the disposal of fly tips, in line with the three year Retail Price Index (RPI) of 10.01%. It is proposed to increase charges again using the RPI of 1.4%.

Recommendation(s)

Members are asked to:

Receive this report

Approve an increase on the current figures for 2015/16, as per Table 5, of 1.4% for court costs (in line with Retail Price Index increase of 1.4%) and 8% for disposal costs (in line with the Government Landfill Tax escalator).

Main Report

Background

- 1. Epping Forest Keepers possess constabulary powers under section 43 of the Epping Forest Act 1878, for both the Essex and Metropolitan Police Districts. Forest Keepers have the power to enforce both the Epping Forest byelaws and selected areas of relevant national legislation.
- 2. This annual report provides information on the number of prosecutions and warning letters that have been issued by the Superintendent of Epping Forest during 2014.

Current Position

- 3. There have been twenty four prosecutions for byelaw offences during the period under report; eighteen were for a breach of byelaw 3(4) "taking anything from the Forest". One for a breach of the Environmental Protection Act (EPA) 1990 Section 33, fly tipping on Forest land. Further prosecutions were for, a breach of byelaw 3(11) b "driving a vehicle more than 45 meters from the highway", another was for a breach of byelaw 3(5) "damaging or disfiguring trees or other growing things" and one for erecting an advertising hording on Forest land.
- 4. The remaining two prosecutions were for quad bikes being driven around the Forest. The riders of the quads assaulted two Forest keepers when they were apprehended. In response to the assault the police were called and attended the scene, both defendants were arrested and taken to Harlow Police station, their quad bike was seized and taken to Loughton police station. After name checks were carried out and the ownership of the quad established they were released and collected the quad from Loughton. During the prosecution the two Forest Keepers were awarded compensation by the Court. The incident has been fully reviewed as part of the Forest Keepers incident response training and Counselling has been offered to both staff members. Details of the prosecutions are shown in Table 1.
- 5. There have been ten warning letters sent for byelaw offences during the period under report; two were for excessive feeding of wildfowl, one was for taking a vehicle onto Forest land, one was for littering and a further warning letter was sent for "offensive use of the Forest"
- 6. The five remaining warning letters were sent, four for metal detecting without a licence, and one for having a dog not under effective control.
- 7. The level of byelaw enforcement over the period 2005/2014 is shown in Tables 2 and 3. The tables show a overall downward trend, from 2005/2006, in both the number of prosecutions to 20 and warning letters. This decrease in part reflects the reduction in the number of Forest Keepers from 19 prior to the 2007

Resources Review to a level of 8, and finally 12 under the 2009 Mounted Officer Review. However, much of that steady downward trend is also the result of a conscious effort which is being made to educate those people found to be breaking the byelaws, rather than resorting to a more formal approach.

- 8. Prosecutions have averaged 10 per year since 2007. There was a sharp rise in prosecutions in 2010 as a result of the withdrawal of the "fungi picking licence scheme" in November 2008 and the abundance of fungi in the Forest during the autumn of 2010. A sharp rise of 200% is also shown for 2014 again as a result of the abundance of fungi on the Forest.
- 9. To reflect the new focus on education Forest Keepers now record the number of "Advisory conversations" with Forest users as one of the Epping Forest Key Performance Indicators (KPIs) Mirroring the rise in prosecutions, Advisory conversations rose by 12% from 7,075 in 2013 to 7,919 for the current reporting period. Details are shown in Table 4.
- 10. A prosecution will always be sought, where evidence allows, for all environmental crime and for any offences against a member of staff. All other offences are investigated on their own merit using the recommendations of the officers involved and the impact on the Forest.
- 11. At the meeting of 10 March 2013 your Committee approved a 10%, increase in Court costs requested and the standard fly tipping disposal charge, this was in line with The Office for National Statistics (ONS) Retail Price Index (RPI) for the three years following the last increase in 2011. Court costs are based on the average number of hours that Forest Keepers and administration staff spend on a case. The standard fly tipping disposal charge is calculated on the running costs, including staff costs, of the vehicle used to remove the waste plus the cost per tonne for disposal. The charges are shown in Table 5 below.

Options

- 12. There are two options available:
 - Costs remain the same as a result of the increase agreed in 2013
 - or, a price rise in line with the RPI of 1.4% for costs and 8% in line with the Government landfill tax escalator, for disposal of fly tips, to be added to the current figures.

Magistrates Court

	2014 Tariff	2015 (proposed Tariff)
Forest Keeper's initial involvement, reports etc.	£66	£67
Office Administration	£88	£90
Forest Keeper's Court appearance	£88	£90
Other costs, travel etc.	£22	£23
	£264	£270

Costs requested for disposal of dumped waste	£141	£152
(Minimum charge for up to 1 tonne)		
+ each additional tonne	£107	£116
Flytipping Reward Scheme	Up to £500	Up to £500

Proposals

13. It is proposed that the Court costs are increased by 1.4% rounded up to the nearest £1. This reflects the annual rise in RPI for 2014 as reported by the ONS. It is further proposed that the cost of disposal for fly tips is increased by 8% again rounded up to the nearest £1 in line with the Government landfill tax escalator, Figures shown in Table 5 below.

Corporate & Strategic Implications

- 14. **The City Together Strategy** is directly supported by the enforcement of byelaws within the City of London Open Spaces. In particular this strategy matches the *City Together* theme of "a World Class City which protects, promotes and enhances our environment:
 - To promote and enhance safe access to the City Of London Open Spaces
 - To improve people's health, safety and welfare within the City Of London Open Spaces environment through proactive and reactive advice and enforcement activities.
 - To protect and enhance the City of London Open Spaces environment and public realm
 - To conserve and enhance biodiversity within the City of London Open Spaces
 - To continue to ensure the City of London Open Spaces are a safe place in which to do business, work, visit and live.
- 15. **Open Spaces Department Strategic Aims:** the enforcement activity complies with the strategic aim to provide safe, secure and accessible Open Spaces and services for the benefit of London.

Implications

16. **Financial-** The cost of taking a case to the local Magistrates' Court is initially covered by the local risk budget of Epping Forest in the form of staff costs. These monies are then put to the Court as "case costs" and can be recovered at the magistrates' discretion using section 18 of the Prosecution of Offences Act 1985. The latest levels of costs put to the Court are as shown in Table 5 and are subject to review on a regular basis. If additional Court appearances are required then the costs are adjusted as necessary. Also shown in Table 5 is the level of costs requested for the disposal of dumped waste as a result of a byelaw offence.

- 17. These costs are not always awarded in full, and are often unpaid by the guilty parties. It is the responsibility of the Courts to recover these monies and pass them on to the City of London. Payments to the City of London currently broadly reflect the national average collection rate of 52%.
- 18. From 1 April 2007 the Criminal Justice Act 2003 (Surcharge) Order 2012 introduced a "Victims surcharge", which is levied in addition to the fine and is aimed at helping improve services for victims of crime.
- 19. **Legal -** Byelaws have been made by the Conservators under section 36 of the Epping Forest Act 1878 (as amended). Any person convicted of an offence against the byelaws is liable to a fine not exceeding level 2 on the standard scale (currently £200). Prosecutions are also brought under the Environmental Protection Act 1990 and other relevant national legislation where appropriate.
- 20. **HR -** Forest Keepers receive personal safety training together with professional witness and court training to support the enforcement of the Epping Forest byelaws.

Conclusion

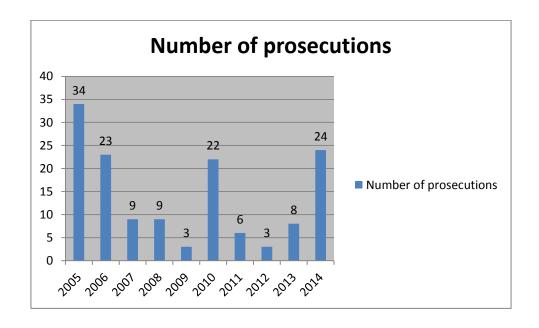
- 21. The enforcement of the Epping Forest byelaws promotes the protection and enhancement of the Forest and assists with the safety and education of those who choose to use it. Byelaw enforcement is one of many tools available to manage the Forest, but is only used where appropriate and necessary, and increasingly as a last resort.
- 22. The level of costs and fly tipping disposal charges requested from the Courts are now reviewed annually and increased in line with the RPI.

Table 1: Epping Forest Byelaw Prosecutions 2013

Byelaw offence(s)	Court	Outcome
Fungi picking x 8 cases	Chelmsford	Fine £130.00
		Costs £80.00
		Surcharge £20.00
Fungi picking x 2 cases	Chelmsford	Fine £200.00
		Costs £80.00
		Surcharge £20.00
Fungi picking	Chelmsford	Fine £35.00
		Costs £340.00
		Surcharge £20.00
Fungi picking x 5 cases	Chelmsford	Fine £120.00
		Costs £80.00
		Surcharge £20.00
Fungi picking	Chelmsford	Fine £240.00
		Costs £80.00
		Surcharge £20.00
Fungi picking	Chelmsford	Fine £300.00
		Costs £100.00
		Surcharge £20.00
Damage to trees and	Colchester	Fine £260.00
disfiguring the Forest		Costs £200.00
		Surcharge £20.00
Environmental Protection	Chelmsford	Fine £1000.00EPA
Act 1990. Fly tipping		Fine £135.00 EFBL
		Costs £660.00
Obstructing a Forest		Surcharge £20.00
Keeper		
Taking a vehicle more	Chelmsford	6 months conditional
than 45 metres, from the	Oncimisiona	discharge
highway		Costs £200.00
mgway		Surcharge £20.00
Byelaw 3(10),(11)&(47)	Colchester	Fine £600.00
= 2 y s.a s(1 s),(1 1 y a(11 y	00101100101	Costs £260.00
		Comp £200.00
		Surcharge £60.00
Byelaw 3(10),(11)&(47)	Colchester	Fine £600.00
, , , , , , , , , , , , , , , , , , , ,		Costs £260.00
		Comp £200.00
		Surcharge £60.00
Byelaw 3(21)Erecting or	Barkingside	Fine £200.00
building on Forest land	9: : 3	Costs £2341.00
		Surcharge £20.00

<u>Table 2: Epping Forest Byelaw Prosecutions:</u>

Years 2005-2014



<u>Table 3: Epping Forest Byelaw Warning letters:</u>
Years 2005-2014

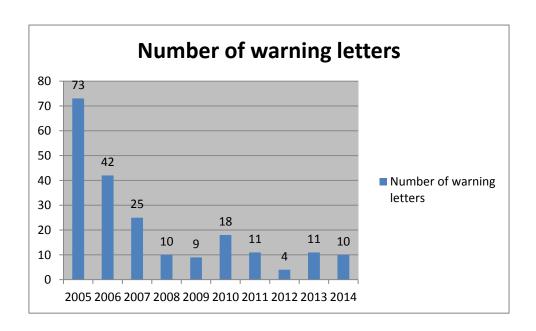
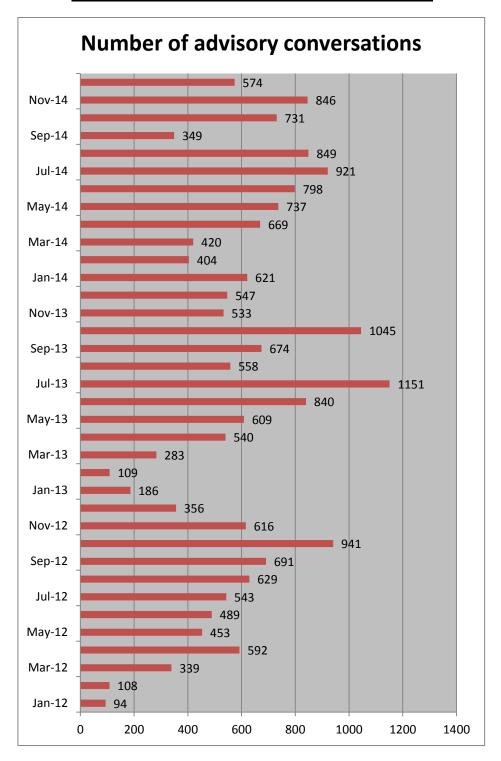


Table 4: Forest Keeper Advisory Conversations



<u>Table 5: Current and proposed 2015 Tariff of "Court Costs" requested at Magistrates Court</u>

	2014 Tariff	2015 (proposed Tariff)
Forest Keeper's initial involvement, reports etc.	£66	£67
Office Administration	£88	£90
Forest Keeper's Court appearance	£88	£90
Other costs, travel etc.	£22	£23
	£264	£270
Costs requested for disposal of dumped waste	£141	£152
(Minimum charge for up to 1 tonne)	04.07	0440
+ each additional tonne	£107	£116
Flytipping Reward Scheme	Up to £500	Up to £500

Background papers

EFCC May 2011 SEF 16/11 EFCC March 2013 SEF 7/13 EFCC March 2014 SEF 7/14

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Agenda Item 11

Committee(s)	Dated:
Epping Forest and Commons	09032015
Subject: LBWF Mini Holland Project - Whipps Cross Roundabout/Lea Bridge Road remodelling works	Public
Report of: Superintendent of Epping Forest SEF 12/15	For Decision

Summary

In March 2014, London Borough of Waltham Forest (LBWF) received £30m of funding under the Mayor of London's 'Mini Holland' scheme to improve conditions for cyclists across the borough. As part of this scheme, LBWF proposes to redevelop Whipps Cross Roundabout, located on Forest land dedicated to highway.

In July 2014, your Committee received report SEF 12/14 outlining this background and the initial design for Whipps Cross Roundabout. Since then, LBWF have produced a final design, which is still subject to successful traffic modelling and subsequent public consultation. This report presents this design to your Committee.

The final design for the remodelling of the junction (Appendix 1) sits within the footprint of the existing highway dedication of the current roundabout (Appendix 2). The design will see some areas of land cease to be used for highway purposes.

The proposed design has no financial implications for the City of London and represents a significant increase in access to the Forest for pedestrians and cyclists. Proposals are in line with the City of London's policy to promote sustainable transport and the Conservators' aim to provide 'improved accessibility to the Forest for all users especially those arriving by public transport, on foot, bicycle or horseback'.

Recommendation(s)

Members are asked to:

- Receive the design for the remodelling of Whipps Cross Roundabout and Lea Bridge Road
- Delegate authority to the Superintendent in consultation with the Chairman and Deputy Chairman to agree any formal responses to public consultation and to enter into any agreements required to implement the remodelling (subject to the terms being in the best interests of the Forest)

Main Report

Background

- In March 2014, London Borough of Waltham Forest (LBWF) was successful in its bid for 'Mini Holland' funding from the Mayor of London and Transport for London (TfL). LBWF secured £30m to 'dramatically improve conditions for cyclists around Walthamstow town centre, to help trigger a cycling culture across the whole borough'.
- Whipps Cross Roundabout and Lea Bridge Road represent a significant barrier to local residents wishing to access the Forest. Proposals aimed at improving access for cyclists would also benefit Forest users accessing Leyton Flats on foot.
- 3. As part of the Mini Holland bid, LBWF produced initial proposals for 'a new Cycle Super Highway along the length of Lea Bridge Road, with a radical rework of the Whipps Cross Roundabout'. Around £3.5m was originally budgeted for these changes. On 7 July 2014, your Committee received report SEF 12/14 detailing these initial proposals for the remodelling of Whipps Cross Roundabout.
- 4. Forest Land at Whipps Cross, Walthamstow, was the subject of a dedication agreement for Highways Purposes with The Mayor, Alderman and Burgesses of the Borough of Leyton in1939. The Whipps Cross Roundabout is therefore situated on former Forest land dedicated to highway and remodelling for highway purposes is permitted under the existing dedication.
- 5. Your Committee agreed that Officers should review historic City of London documents to develop a definitive plan of the land dedicated to highway at Whipps Cross Roundabout to determine if plans encroach on Forest land.
- 6. Your Committee resolved that Epping Forest Officers should attend key stakeholder meetings and review designs, to ensure that plans were in the best possible interest of Epping Forest and its visitors.
- 7. The cycle-friendly proposals are in line with the Conservators' position of both supporting recreational cycling and encouraging sustainable methods of transport to access the Forest.

Current Position

- 8. LBWF have shared a final design for the remodelling of Whipps Cross Roundabout with the Superintendent and Epping Forest Officers (Appendix 1).
- 9. The junction in the final design has undergone traffic modelling by TfL and engineers are content that the design does not negatively impact local traffic flow. However, wider traffic modelling to ensure that the new junction has no adverse effects on traffic between Hackney and the North Circular is scheduled to be completed by the end of April 2015.

- 10. Providing there are no issues resulting from the traffic modelling process, the current design will move straight into full public consultation. A 'soft' consultation with local businesses has already begun.
- 11. The design would increase the amount of accessible Open Space in and around the junction.
- 12. In consultation with the Superintendent, LBWF have agreed that the eastern area marked as 'Increase in Hollow Ponds area' in Appendix 1 will revert back to Forest, extending Leyton Flats around Hollow Pond. The process LBWF propose to use to achieve this has yet to be detailed, but it would seem likely to involve stopping up of the existing highway and transfer back to the Forest. Delegated authority to put the necessary arrangements in place is sought in Recommendation 2.
- 13. Other areas marked in green would remain dedicated to highway and it is expected that they will remain the responsibility of LBWF to maintain.
- 14. As part of the scheme, LBWF are required by TfL to provide welfare facilities for their bus drivers due to the poor nature of existing provision. LBWF have engaged architectural firm What If to scope the potential siting of a facility in the central refuge of the roundabout, which will be more accessible as a result of the remodelling works. There is the potential to extend any facilities to the public, which could provide valued services for the community, including but not limited to public toilets.
- 15. During meetings with City of London Officers, LBWF indicated that they would be willing to fund cycle parking facilities for Forest users near the remodelled roundabout, including potentially in the Boat House car park, Hollow Pond.
- 16. LBWF aim to have the remodelling works completed by the end of the financial year 2016/17. This will cause some disruption for Forest staff and users.

Options

- 17. **Option 1:** Receive the design for the remodelling of Whipps Cross Roundabout and Lea Bridge Road. Delegate authority to the Superintendent to negotiate and enter into any necessary agreements including a suitable Care and Maintenance agreement with LBWF for areas of Open Space not reverted to Forest, if considered appropriate. There are no direct financial implications for the City of London, with the exception of staff time. This option is therefore **recommended.**
- 18. Option 2: Receive the design for the remodelling of Whipps Cross Roundabout and Lea Bridge Road. Do not liaise with LBWF to stop up the land to the east of the junction. There are no direct financial implications for the City of London, but this course of action may not see land returned to City of London control. This option is therefore not recommended.

Proposals

- 19. Officers will continue to feed into the planning process to ensure that any changes to the current design are in the best interest of the Conservators, and will continue to work with LBWF to put in place any necessary arrangements required to implement the proposals, and to protect the interests of the Forest.
- 20. The Superintendent will continue to liaise with LBWF on plans for the central refuge area, which will be subject to future approval by your Committee.

Corporate & Strategic Implications

- 21. City Together Strategy: The remodelling of the roundabout is in line with the vision of the City of London as 'The heart of a World Class City that: 'supports our communities', specifically by encouraging and supporting services and initiatives which benefit communities within the City and City fringes, contributing to local prosperity; and 'protects, promotes and enhances our environment', by continuing to minimise noise, land and water pollution and improving air quality, and by encouraging sustainable forms of transport.
- 22. City of London Corporate Plan 2013-2017: The remodelling of the roundabout complies with the strategic aim 'To provide valued services to London and the nation.' It is also in line with Key Performance Priority 4: 'Maximising the opportunities and benefits afforded by our role in supporting London's communities'.
- 23. City of London Sustainability Policy: The remodelling would also comply with the following elements of the City's Sustainability Policy:
 - i. EN 7 Reduce the negative impact of transport on the environment.
 - ii. EN 14 Protect, maintain and enhance open spaces, and other areas with landscape, wildlife or historical interest on all the property it manages, in partnership with the local community.
 - iii. SO 1 Enhance and encourage preventative health services, activities and education.
- 24. **Forest Transport Strategy:** The final design is in line with the Forest Transport Strategy, which aims to provide 'improved accessibility to the Forest for all users especially those arriving by public transport on foot, bicycle or horse-back'.

Implications

- 25. The overall 'Mini Holland' scheme is expected to cost LBWF £30m, though most of these costs are not associated with the Whipps Cross Roundabout remodelling. The majority of this funding comes from the GLA and TfL.
- 26. The remodelling of Whipps Cross Roundabout and Lea Bridge Road is currently estimated at £3.5 million.
- 27. **Financial:** Financial implications for the City of London are limited to staff time liaising with LBWF and compliance with legal requirements. There will be

- additional costs associated with the restoration of the portion of Leyton Flats land returned to the City of London, which will be met from the local risk budget.
- 28. **Property:** The review of historic highway dedications conducted by City Surveyors (Appendix 2) indicates that the new design will sit within the existing highway dedication and will not encroach further on Forest land.
- 29. Land to the east of the junction, marked as 'Increase in Hollow Pond area' in Appendix 1, will be returned to the City of London by LBWF.
- 30. Additional Open Space within the current dedication, specifically all verges, the revised central refuge and the area marked as 'New Urban Park Space' would remain dedicated to highway and be the responsibility of LBWF to maintain.
- 31. Any proposals which go beyond the scope of existing highway dedication agreements, such as LBWF's potential proposals to provide facilities for bus drivers and/or the public, would be subject to a subsequent report to this committee.

Conclusion

- 32. The proposed design for the remodelling of Whipps Cross Roundabout and Lea Bridge Road would sit within the footprint of the current highway dedication.
- 33. The proposed plans are in line with the City of London's position of encouraging sustainable transport methods of access to the Forest, including cycling.
- 34. The new design for the junction would therefore be in the interests of the Conservators and Forest users.

Appendices

- Appendix 1 Proposed design for Whipps Cross Roundabout/Lea Bridge Road remodelling works detailing green space created
- Appendix 2 Proposed design for Whipps Cross Roundabout/Lea Bridge Road remodelling works showing existing highway dedication

Background Papers

SEF 12/14 Epping Forest & Commons Committee Report: Whipps Cross Roundabout Highway Dedication Scheme

Waltham Forest Council Mini Holland Bid Document, December 2013

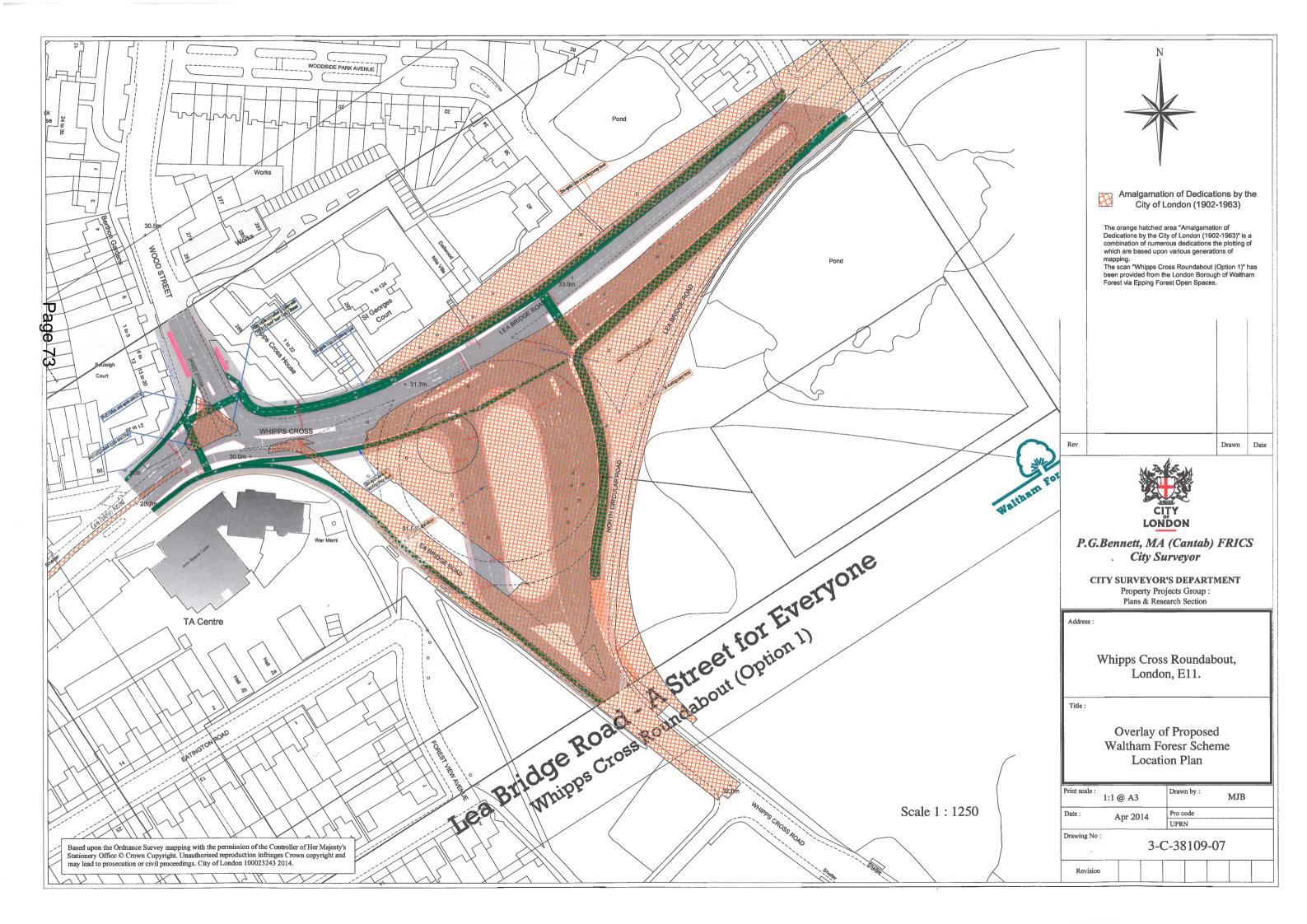
Caroline Brown

Projects Officer

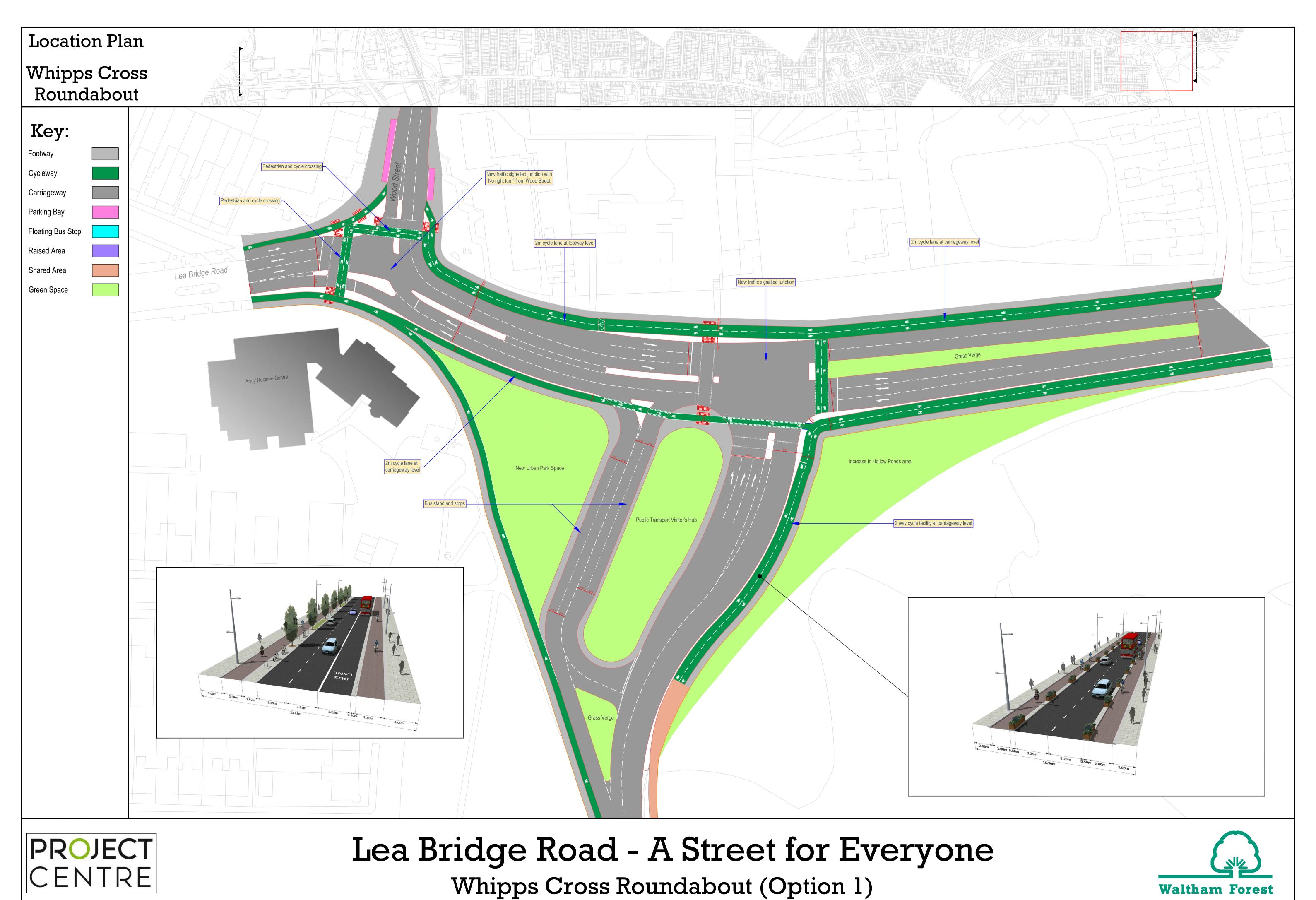
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Agenda Item 12

Committee(s)	Dated:
Epping Forest and Commons	09032015
Subject: Museum accreditation for The View	Public
Report of: Superintendent of Epping Forest SEF 13/15	For Decision

Summary

Your Committee of 24th March 1993 agreed to apply for museum registration (the predecessor to the accreditation scheme) for Queen Elizabeth's Hunting Lodge (SEF 13/93) and committed to maintaining and caring for the museum collection in section 8 of the Historic Environment Policy adopted by your Committee on 8th September 2014 (SEF 28/14).

Arts Council England museum accreditation would provide a wide range of benefits for Epping Forest's museum collection. As well as opening up a number of funding channels, accreditation would ensure that the material heritage of the Forest is well cared for within a nationally recognised heritage industry framework, raise the profile of the collection and the history of the Forest, provide opportunities for workforce development and partnership working, formalise the management of the collection and provide opportunities for inter-museum loans.

Though significant progress has been made towards achieving accreditation in the last 12 months, The View's 'working towards accreditation' status is due to expire on 31 March 2015. Applying for an extension until 31 March 2016 would enable work to be completed in areas where the management of the collection does not currently meet the required standard.

To achieve museum accreditation, the Conservators are required by the scheme to have access to appropriate professional advice. Consequently, a well-qualified, Museum Mentor, who will not charge for professional advice, has been identified.

This report is required to approve the appointment of the identified Museum Mentor and to enable the process of museum accreditation to continue, bringing all the benefits associated with the scheme and demonstrating the commitment of the Conservators to preserving Epping Forest's material heritage.

Recommendations

Members are asked to:

- Authorise the Superintendent to apply for an extension to 'working towards accreditation' status and undertake the work necessary to meet the accreditation standard
- Approve the appointment of Helen Giles as the Museum Mentor for The View and Epping Forest Collection

 Authorise the Chairman to sign the Museum Mentor agreement on behalf of the Epping Forest and Commons Committee

Main Report

Background

- 1. Epping Forest's museum collection is invaluable material heritage that helps to communicate the many fascinating stories that Epping Forest has to tell. Much of the collection is on display at The View. The other Forest Centres also display objects from the collection, often on a temporary basis, and images from the collection are used in Forest publications and interpretation. The remainder of the collection is kept in storage at The Warren.
- The Epping Forest & Open Spaces Committee approved seeking museum registration, the forerunner to accreditation, for Queen Elizabeth's Hunting Lodge on 24th March 1993 (SEF 13/93).
- 3. This process was still ongoing in 2003, when the Epping Forest & Open Spaces Committee last approved a Collections Management Policy for the museum collection (received with report SEF 47/03). This document is now out of date.
- 4. The application for registration was paused during Stage II and Stage III of the Heritage Lottery Funded Branching Out project, as this involved the building of The View and had implications for the future of archival material in the collection, much of which was transferred to the London Metropolitan Archives. The aspects of the Branching Out project that affect the museum collection have been completed.
- 5. Following the Branching Out project, Queen Elizabeth's Hunting Lodge no longer qualifies for accreditation, as it does not permanently display museum objects. The View, however, with its permanent exhibition, is eligible for the scheme.
- 6. On 8 September 2014, your Committee approved the Historic Environment Policy (SEF 28/14), which included a commitment to maintaining and caring for the museum collection. The report also discussed museum accreditation. Your Committee requested further information on the benefits of the scheme.
- 7. The museum accreditation scheme is administered by Arts Council England. The stated aims are:
 - to encourage all museums and galleries to achieve agreed standards in how they are run, how they manage their collections and the experience of users and visitors;
 - ii. to encourage confidence in museums as organisations that manage collections for the benefit of society;
 - iii. to reinforce a shared ethical and professional basis for all museums.
- 8. Museum accreditation is a national standard. However, the scheme is administered using the principle of scalability, ensuring that all museums, regardless of size and available resources, are able to meet the requirements.

- 9. Accreditation requires that the museum's governing body has access to advice and guidance from a museum professional.
- 10. Accreditation enables museums to assess their current performance and supports them in planning and developing their services. There are a number of direct benefits from participating in the scheme:
 - i. Patronage: demonstrates that a museum has met a national standard, which strengthens applications for public and private funding and gives investors confidence.

There are a number of funds and grants which are only available to those museums with accredited (or 'working towards accreditation') status. These include the Arts Council England Small Grants Scheme and Museum Resilience Fund, the Heritage Lottery Fund Collecting Cultures funding programme, Museum of London Collections Grants and a number of other small programmes.

- ii. **Performance:** acts a quality standard that serves as an authoritative benchmark for assessing performance, rewarding achievement and driving improvement.
- iii. **Profile:** raises awareness and understanding of the museum, building confidence and credibility with the public.
- iv. **People:** helps museums to improve their focus on meeting users' needs and interests and developing their workforce.

Our current 'working towards accreditation' status has enabled the Forest Centres Officer for Heritage and Interpretation (FCO (H&I)) and other members of staff to attend trainings at the Museum of London on collections care, documentation and interpretation free of charge.

- v. **Partnerships:** helps museums to examine their services and to encourage joint working within and between organisations. Many museums will only loan objects to other accredited organisations, as the scheme ensures standards of care will be met.
- vi. **Planning:** helps with forward planning by formalising procedures and policies.
- 11. Museum accreditation would be a valuable means of securing the future of Epping Forest's museum collection by ensuring high standards of collections care, opening up a range of funding avenues, raising the profile of the collection and providing opportunities for mutually beneficial partnerships with other museums.

Current Position

- 12. The View currently has a status of 'working towards accreditation'. As a result, the FCO (H&I) has raised grants of £7,369 in the last three financial years (2010-11 to 2013-14) to fund the development of the museum and the museum collection, including some staffing costs.
- 13. Work has been undertaken to draft versions of all policies required under the scheme. On completion, these policies are required to appear before your Committee as the governing body of the museum for approval.
- 14. Second-hand storage units, which meet appropriate accreditation standards for storage, have been acquired from another museum at no cost and staff have undertaken a deep clean and reorganisation of the store in The Saw Mill.
- 15. The View, Queen Elizabeth's Hunting Lodge and The Temple have all been recognised under Visit England's Visitor Attraction Quality Assurance Scheme (VAQAS). This scheme is recognised by Arts Council England and counts towards accreditation, acting as evidence that the museum meets many of the user-focussed criteria.
- 16. No member of staff currently meets the definition provided for a 'museum professional', so the accreditation scheme requires the recruitment of a Museum Mentor.
- 17. A role description was developed which placed emphasis on the skills required to advise a small museum with a mixed collection within a larger organisation.
- 18. This voluntary position was advertised online and candidates were measured against this role description and the criteria for Museum Mentors developed by Arts Council England.
- 19. An appropriate Museum Mentor has been identified. Helen Giles is an Associate of the Museums Association, holds a Postgraduate Diploma in Museum and Gallery Studies and has over 17 years' experience working in museums, mostly in a local authority setting.
- 20. Helen Giles has agreed to undertake this unpaid position, subject to Committee approval, which means that Epping Forest would gain a valuable source of advice on the museum collection at no additional cost.
- 21. Visitor Services has recently recruited a new Heritage Information Assistant, who, alongside their front of house duties in the Forest Centres, will focus on caring for, documenting and improving the storage conditions of the museum collection.
- 22. The View's current 'working towards accreditation' status expires on 31 March 2015. Arts Council England has advised that an extension would be permitted until 31 March 2016, but that this would be the last opportunity for an extension. If accreditation is not achieved by the end of this period, the museum collection will lose its existing status and the associated funding streams.

Options

- 23. The City of London has two options with regard to museum accreditation
 - i. Option 1: Do not authorise an application for an extension to 'working towards accreditation' status. This would not incur any additional costs for the City of London, but would result in a loss of funding opportunities and would not help to guarantee the future of the museum collection. This option is therefore not recommended.
 - ii. Option 2: Authorise the Superintendent to apply for an extension to 'working towards accreditation' status for The View and approve the appointment of the Museum Mentor. The majority of the costs associated with pursuing accreditation are already being met from the local risk budget (Visitor Services). Achieving full accreditation would open up additional funding streams, raise the profile of the museum collection and help to secure its future. This option is therefore **recommended.**

Proposals

- 24. An application for the permitted extension to 'working towards accreditation' status will be made.
- 25. Areas of the management of the museum collection that currently fall short of the accreditation standard will be addressed and an application towards full accreditation will be submitted before the extended deadline.
- 26. Staff will work closely with the Museum Mentor and seek her advice on collections care, the management of the collection and the accreditation process.
- 27. Further improvements to The Saw Mill, specifically control of pests and damp, may be required.
- 28. The FCO (H&I) will explore additional funding streams, subject to gaining accreditation, to secure the long-term future of the museum collection.

Corporate & Strategic Implications

- 29. Open Spaces Department Business Plan 2013 2016: Pursuing museum accreditation meets the Department Improvement Objective: "Achieve nationally recognised standards and delivering value for money in providing our Open Spaces service".
- 30. Open Spaces Department Business Plan 2014 2017: Pursuing museum accreditation meets the Departmental Strategic Objective of "Improving our use of resources through increased income generation", as well as meeting one of the objectives associated with the Department Value of 'Quality': "We will participate in schemes which measure and benchmark our quality".

31. Corporate Plan 2013 – 2017: Pursuing museum accreditation meets one of the strategic aims of the Corporate Plan: "to provide valued services to London and the nation". Museum accreditation is also working towards Key Policy Priority 5: "Increasing the impact of the City's cultural and heritage offer on the life of London and the nation".

Implications

- 32. **Financial:** As a volunteer, the Museum Mentor is providing advice without cost apart from small expenses for travel, which will be met from the local risk budget.
- 33. All staff costs will be met within the existing local risk budget (Visitor Services).
- 34. Following the advice of the Museum Mentor, some improvements may be needed to The Saw Mill to control pests and damp. The resultant minor costs will be met from the local risk budget.
- 35. Achieving accreditation would open several possible funding streams, for example the Arts Council England Museum Resilience Fund (up to £300,000, but smaller grants are also available) or Small Grants Scheme (up to £1,000) and Museum of London Collections Grants (up to £2,000).
- 36. **Property:** There are minor housekeeping items to be undertaken to the Saw Mill to accommodate the proposals which are to be met from the local budget, but nothing substantive nor any additional or long term property maintenance expenses or implications arising therefrom.

Conclusion

- 37. Applying for an extension of 'working towards accreditation' status and achieving full recognition under the scheme would have a number of significant benefits for the museum collection. Pursuing accreditation would help to demonstrate the commitment of the Conservators to preserving the heritage of Epping Forest.
- 38. The Museum Mentor recruitment would bring invaluable expertise not only to the management of the museum collection, but also in ensuring that all museum policies meet legal and national ethical standards.
- 39. In time, gaining full accreditation would help to secure the long-term future of the museum collection at Epping Forest.

Appendices

No appendices

Background Papers

SEF 13/93 Epping Forest & Open Spaces Committee Report: Queen Elizabeth's Hunting Lodge: Proposed Registration with Museums & Galleries Commission

SEF 47/03 Epping Forest & Open Spaces Committee Report: Epping Forest Museum Status

SEF 28/14 Epping Forest & Commons Committee Report: Epping Forest Historic Environment Policy

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Committee(s):	Date(s):
Epping Forest and Commons Committee	9 th March 2015
Subject:	Public
Proposed Pedestrian Crossing at West Wickham Common	
Report of:	For Decision
Superintendent of Burnham Beeches, Stoke and City Commons	

Summary

In July 2007 your Committee considered and agreed a proposal by Transport for London (TFL) to locate a Pegasus crossing on the A232 Croydon Road at West Wickham Common, subject to TFL gaining support from local residents for the scheme.

The public consultation was unfavourable, and TFL have recently provided a revised proposal to locate a Pelican crossing 20 metres further west along the Croydon Road that is more likely to gain local support. TFL are seeking the City's agreement, prior to the necessary further public consultation on this revised proposal.

Recommendations

I RECOMMEND:

- Members approve Option 3 i.e. to facilitate the installation of a Pelican crossing on West Wickham Common. Location as shown in Plan 3.
- The Committee authorise the Superintendent of the Burnham Beeches, Stoke & City Commons to liaise with Transport for London on the proposal, minimising the impact on the Open Space as far as is reasonably practicable.
- The Superintendent of Burnham Beeches, Stoke and City Commons is instructed to report back to the Committee on the outcome of the public consultation and TFL's response, with more detailed proposals clarifying any subsequent requirement to dedicate land for highway use.

Main Report

Background

 In 2004 Transport for London (TFL) received several letters from local residents concerned about the safety of pedestrians crossing the A232 Croydon Road, West Wickham close to Hartfield Crescent.

- 2. TfL commissioned a survey in September 2004. During a typical day the survey found the following: 69 pedestrian crossings movements, 40% of which were made by children and 10% by elderly people. There were 19,000 vehicle movements during the same period.
- A public consultation exercise followed in February 2006 where TFL proposed two options involving pedestrian refuges. Both options required the carriageway to be widened and a significant land-take from open space owned by the City of London at West Wickham Common.
- 4. Written feedback from residents and stakeholders indicated that 10% of respondents rejected the idea of a crossing facility outright, because the proposals failed to preserve the rural character of the area. Over 29% of the 85 written remarks received by TFL advocated a signalised crossing and most of the negative feedback stated that the proposals did not go far enough to facilitate easy pedestrian access across the Croydon Road.
- 5. As a result of the public consultation these two proposals were rejected by the previous Superintendent with agreement from the local Residents Association.
- 6. In autumn 2006 Officers of the City of London and the London Borough of Bromley met TFL on West Wickham Common. TFL sought views on the feasibility of installing a Pegasus crossing over the A232 relatively close to the junction with Hartfield Crescent.
- 7. Officers from the City of London and London Borough of Bromley felt that the proposal would:
 - Create an unnecessary intrusion into a currently unspoilt part of West Wickham Common.
 - Not contribute significantly to the safety of children crossing the A232 because it is in the wrong place
 - Failed to recognise a 'desire line' for pedestrians and horse riders.
- 8. To better reflect the above and the City's overriding duty to keep the Common unbuilt upon the Superintendent suggested that another proposal should be considered i.e. to mitigate the land-take by reducing the amount of new build and returning the public car park at West Wickham to open space.
- 9. In June 2007 TFL responded by letter detailing new proposals for a Pegasus crossing. This also set out proposals to either close Hartfield Crescent to traffic or create a one way system, a matter of no direct consequence to the City but of potential debate and disagreement within the local community. TFL sought a definitive response from the City of London with regard to the proposals prior to engaging in any further public consultation. (Appendix 1)
- 10. In July 2007 your committee received a report of the Superintendent of the City Commons outlining all of the above issues. Having considered its contents Members approved the creation of new hard surfaces upon City of London land

on the basis that it would be mitigated in part by the closure and return to its natural aspect of the public car park at West Wickham. This approval represented a total loss to the open space of approximately 140sqm. (Appendix 2)

- 11. TFL then consulted the local community and published the results in June 2008. The majority of respondents (67%) were in favour of the proposed location of the crossing. However, 71% were against the closure of Hartfield Crescent, an intrinsic component of the design.
- 12. As a result TFL felt unable to implement this scheme, and now wish to present revised options for consideration instead.

The current situation

- 13. On the 6th May 2014 TFL met with your Officers and presented 3 new options for the construction of a pedestrian (Pelican) crossing on the A232 at West Wickham Common. The revised options include alterations to the existing bus stops, the widening of Hartfield Crescent and the development of a new footway.
- 14. These three options discount the previously agreed position of returning all or part of the car park at West Wickham Common to open space as mitigation for the net loss of common. It is now felt by your Officers that loss of this amenity would be a significant detriment to the local community in terms of accessibility, in particular for users with impaired mobility, as well as restricting access to the open space for emergency vehicles.
- 15. Transport for London now wishes to consult local residents on the proposed designs and location for a Pelican crossing to be located 20 metres to the west of Hartfield Crescent. Prior to this consultation taking place it requires the City's support and approval to dedicate the required area of land at a future date to implement the proposal.
- 16. Members of the West Wickham Consultative Committee were presented the three options at their recent meeting on the 20th January 2015. These responses indicate approval for the scheme in general and for Option 3 (as shown below) in particular
- 17. Representatives from the local Residents Association have indicated that there is likely to be strong local support for the general proposal and for Option 3 in particular.

Proposals

- 18. That Members consider Transport for London's proposals for the installation of a pedestrian crossing on the A232 at West Wickham Common.
 - **Option 1.** Installation of Pelican Crossing 20 meters to the west of Hartfield Crescent. Full provision of pathways to bus stops north and south of main carriageways. Creation of a safe pathway on the western side of Hartfield Crescent. Full 'double carriageway', 5.5 m

road widening at Hartfield Crescent. Loss of City of London Open Space: **239m². Plan 1.**

Option 2. As Option 1 but with no provision of pathways to bus stops, Loss of City of London Open Space: **118 m². Plan 2.**

Option 3. As Option 2 but with provision of a single carriageway 3.5 m road at Hartfield Crescent. Loss of City of London Open Space: **78.5** m². **Plan 3.**

- Option 4. Reject all options as currently presented.
- 19. All three schemes require the City of London to release land to facilitate the proposals. Option 1 has by far the greatest impact but the proposal is designed to provide more formal approaches to the bus stops on either side of the carriageway. The construction of the footpath adjacent to the carriageway on Hartfield Crescent is an improvement on previous designs and will facilitate safer passage for pedestrians in all cases.
- 20. Options 1&2 represent an opportunity for TFL to carry out some road widening at this junction. They state "the narrow widths of Hartfield Crescent at its entrance does cause occasional problems with conflicting traffic affecting movements on the busy Croydon Road". This might be viewed as a secondary issue to that of providing safe pedestrian access across the A232.
- 21. Option 3, is TFL's least favoured option stating that they would be widely criticised if they did not design a project which stood the test of time or was sub standard, from their perspective. This view is unsympathetic to the City's duties under the City of London Open Spaces Act, 1878.
- 22. All three options provide an opportunity to resolve long standing issues with some of the extensive and intrusive street furniture on common land at the junction of Hartfield Crescent and the A232, most of which is out of date and/or in poor condition.

Financial Implications

23. All the costs associated with this project will need to be met by Transport for London

Legal Implications

- 24. Members must consider whether the proposal is in the best interests of the West Wickham Common and Spring Park charity, including the promotion of its objects, being the preservation of the open space for the recreation and enjoyment of the public.
- 25. Under section 10(g) of the Corporation of London (Open Spaces) Act 1878 the City has the power to make new footpaths and roads over West Wickham Common, and to dedicate these to the public, subject to applicable highways legislation.

- 26. However, under section 7 of the Corporation of London (Open Spaces) Act 1878 the City must preserve the natural aspect of West Wickham Common as far as possible, and must protect the trees, shrubs, underwood, heather, gorse, turf, and herbage growing thereon.
- 27. In balancing these provisions, it is open to your Committee to agree to the dedication of additional land at West Wickham Common for highway purposes, if Members consider this to be desirable in order to improve access to and across the open space for the public, having particular regard to the City's responsibilities to disabled users under the Equality Act 2010. However the amount of land so dedicated should be limited to the minimum necessary to safely and effectively achieve this purpose.
- 28. If in the future any land dedicated for highway purposes was no longer required for these purposes then it would revert to being part of the Common.

Community Strategy & Other Significant Implications

- 29. This Transport for London proposal could be considered to link two themes from the City of London Community Strategy as follows:
 - a) **Good transport for a thriving City** by encouraging walking across West Wickham Common.
 - b) An inclusive and outward looking City by permitting the proposal to install a pedestrian crossing we would be supporting an initiative which benefits an area beyond the City.

Conclusion

- 30. The unfavourable outcome of the 2008 public consultation on the previous proposal for a Pegasus crossing at West Wickham Common has led local residents to demand further options be developed. Transport for London (TFL) is willing to meet this demand, but requires the City's prior approval for any new design it presents for public consultation.
- 31. TFL wish to consult local residents on three new designs for a crossing at a new location 20m to the west of Hartfield Crescent and requires a commitment from the City of London based on the options provided in this report.

Background Papers:

Appendix 1: TFL Proposed Pegasus Crossing June 2007

Appendix 2: Epping Forest and Commons Committee report of 9th July 2007

Appendix 3: City of London aerial photographs detailing the extend of land required under the 3 proposals

Appendix 4: Visual & Schematic representations of typical pelican crossing.

Contact: Allan Cameron

Head Ranger West Wickham & Coulsdon Commons allan.cameron@cityoflonon.gov.uk

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Transport for London

London Streets

ASHTEAD COMMON RECEIVED



Your ref:

Our ref: DRND/S/BRO/3630/1.aa [SM015879/3]

Bob Warnock
City of London
Planning and Transportation
PO Box 270
Guildhall
EC2P 2EJ

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London Streets DRND

Windsor House 42-50 Victoria Street London SW1H 0TL

Phone 020 7222 5600 www.tfl.gov.uk

13 June 2007

Dear Mr Warnock

Hartfield Crescent, A232, Bromley

Please find enclosed the two shortlisted options for the proposed Pegasus crossing facility on A232 Croydon Road, near the junction with Hartfield Crescent.

As you may be aware, this scheme has now been in development for some time. Our studies in the area commenced in 2004, but comments from residents indicated concerns were raised some years before. The area transport safety consultant (Atkins) was commissioned to collect data on pedestrians and traffic flows that year and their report revealed the following data: between 7am and 7pm on a weekday in September 2004 there were 69 pedestrian crossing movements, 40% of which were made by children, with a further 10% made by elderly people. This is in contrast to the 19,000 vehicles counted along the road during the same time.

Their study also found that pedestrian waiting time could be up to 71 seconds; this is above the 60 second maximum waiting time as set out in the Mayor's Transport Strategy. This long waiting time increases the likelihood of pedestrians taking unnecessary risks in crossing a road with a speed limit of 40mph.

A public consultation exercise (including a public meeting) was held in February 2006 where TfL proposed two options involving pedestrian refuges; these options would require the carriageway to be widened and therefore required greater land-take than the current signalised options enclosed with



this letter. After the meeting, residents and stakeholders were asked to provide written feedback on their views on the proposals and 10% of respondents rejected the idea of a crossing facility outright, in general because the proposals failed to preserve the rural character of the area.

It should also be noted that over 29% of the 85 written remarks received by TfL advocated a signalised crossing, with no prompting from any of the stakeholders present at the meeting to make such a suggestion. Most of the negative remarks made about the scheme were that it did not go far enough to facilitate easy pedestrian access, especially for the children making their way to and from Hayes School.

There were also comments from those representing people with impaired movement and those with young children; one respondent cited the lack of crossing as a reason for driving short distances instead of walking as she "could not bear to cross Croydon Road".

As an executive arm of the Greater London Assembly, we should be complying with the goals of the Mayor's Transport Strategy, including waiting time, accident reduction and modal shift. Schemes such as this could encourage motorists to switch from private motor vehicles to foot and bus. This is especially the case as bus accessibility would be improved, encouraging more children, commuters and other members of the public to travel by bus. In turn this has the potential to reduce local congestion which would itself improve the quality of the common for those who use it.

There has been considerable public support for a crossing for some time now, with some campaigns extending over a decade. Additionally, there is widespread support from Transport for London, London Borough of Bromley and the numerous residents' organisations. The current proposals cause comparatively little land-take and may lead to other benefits to the Common's environment such as a reduction in congestion.

Please find details of the two crossing options enclosed with this letter.

Given that you have now been involved in discussions with residents, TfL and Bromley over the last couple of years on this project it is essential that we receive a definitive reply from the Corporation as to whether or not they will support one or other of these proposals. Assuming that we receive a positive response from you we shall then carry out a consultation exercise with local residents on the specific proposals to seek their views before progressing to implementation. If, however, we receive a negative response from you then we shall have no option but to inform those residents, who are still continuing to press TfL for this facility to be provided, that we are unable to do so because of the Corporation's decision on this matter.

In order to bring this matter to a rapid conclusion we would be grateful if you could provide your formal response and indication of your preferred scheme to us as soon as possible, and ideally by 29 June 2007.

Please let me know should you require any further information or additional time to respond.

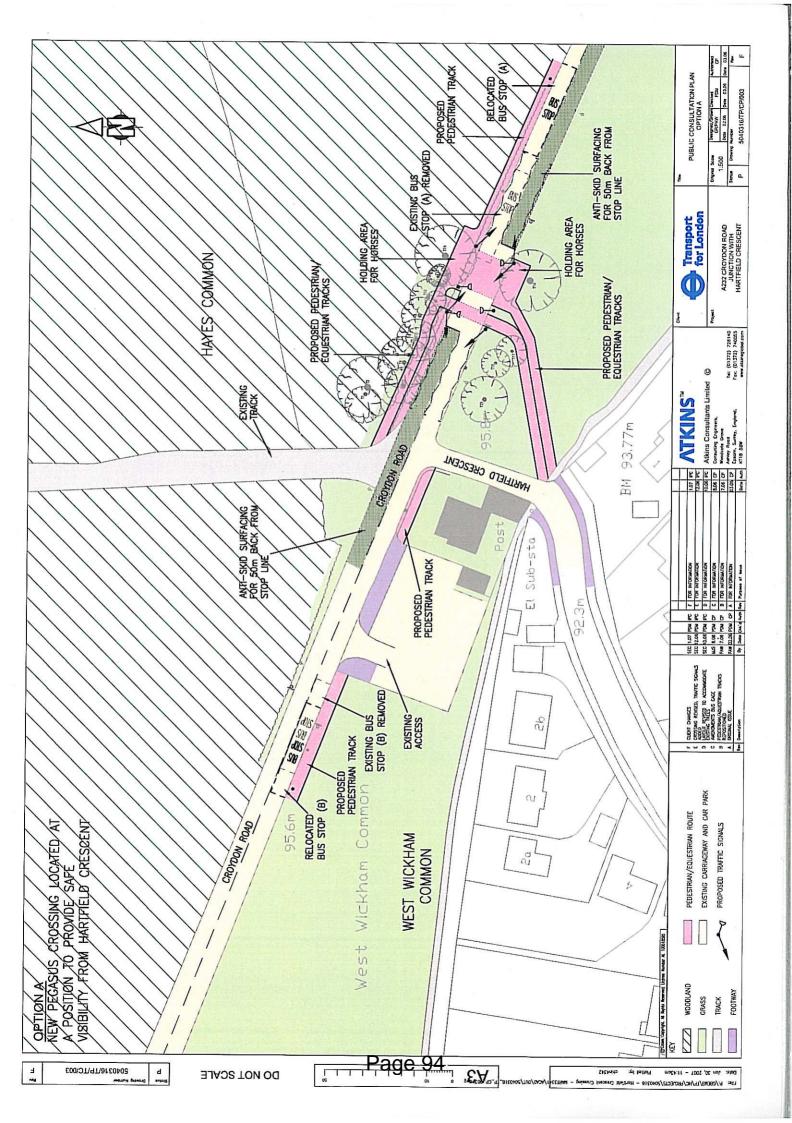
Yours sincerely

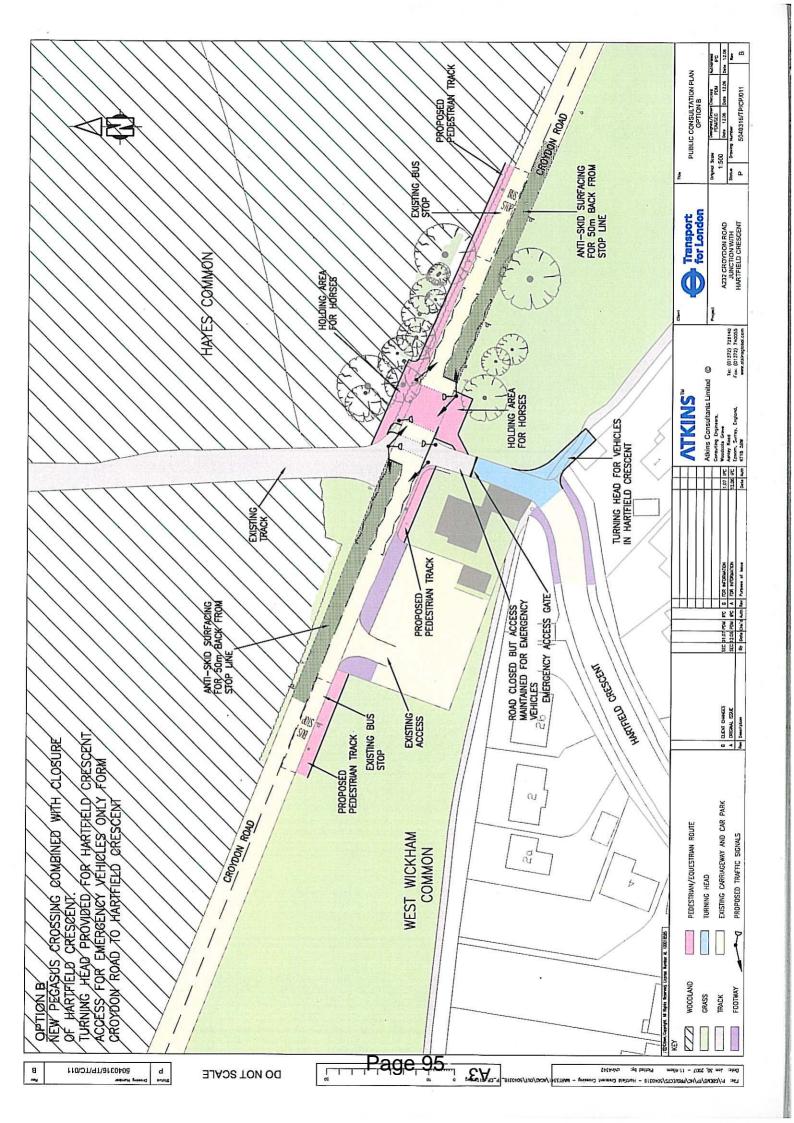
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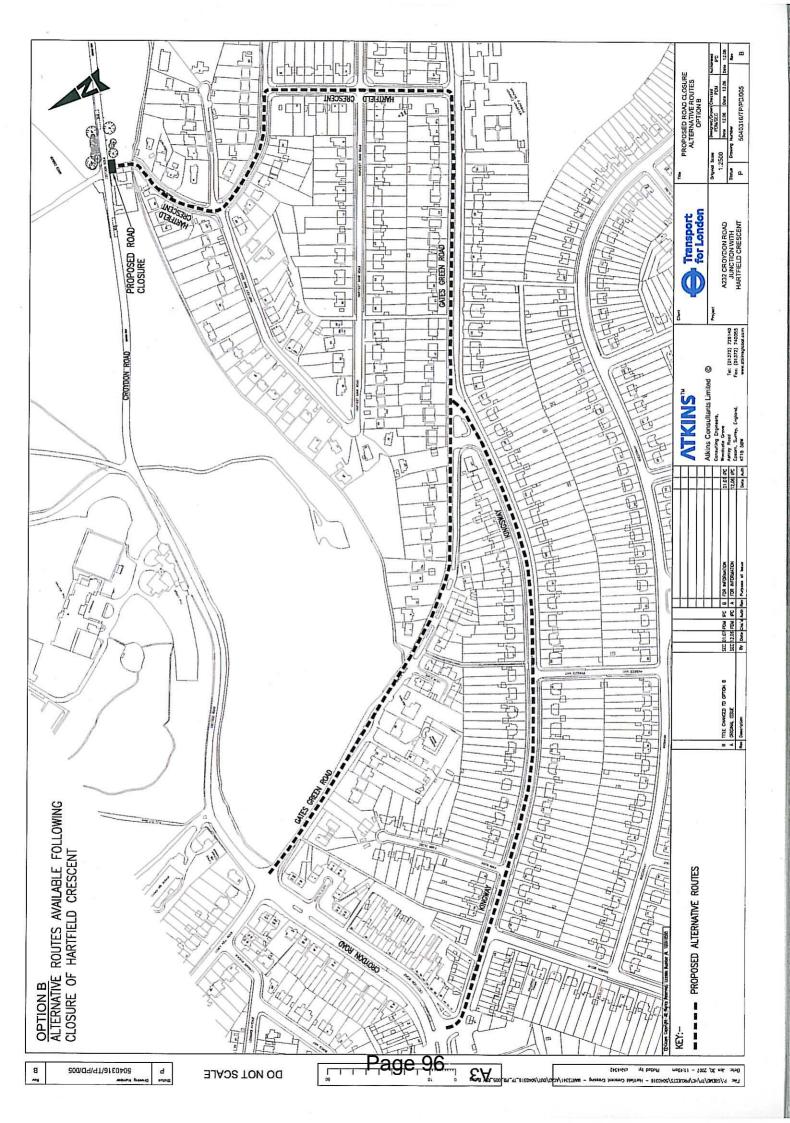
Senior Engineer, Road Network Development (South)

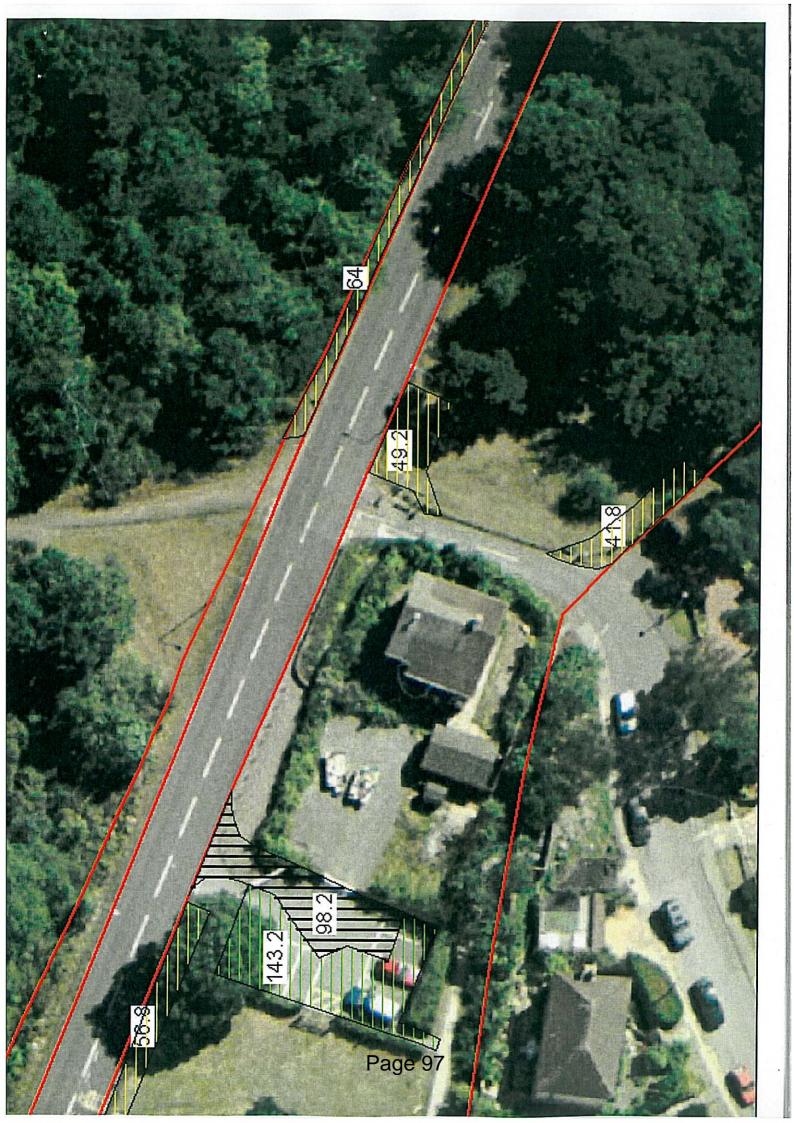
Email: ayo.adesina@tfl.gov.uk Direct line: 020 7027 3494

Copy to: Chris Martin









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Committee(s):	Date(s):		Item no.		
Epping Forest and Commons Committee	9 th July 2007				
Subject:					
Proposed Pegasus Crossing Facility on the A232 Croydon Road					
Report of:		Public			
Superintendent of the City Common					

Executive Summary

Transport for London are seeking a definitive response from the City of London with regard to their proposals for a Pegasus crossing on the A232 Croydon Road, West Wickham prior to engaging in any further public consultation.

Recommendations

- The Committee approve option C including the dedication of land to highway purposes.
- The Committee authorise the Superintendent to consult with TFL to accomplish the proposals.

Main Report

Background

- 1. In 2004 Transport for London (TFL) received several letters from local residents concerned about the safety of pedestrians crossing the A232 Croydon Road, West Wickham close to Hartfield Crescent. In particular specific concerns were expressed about the safety of children making their way to and from Hayes School.
- 2. In response to pressure from local residents TFL commissioned the area transport safety consultant Atkins Consultant Ltd to complete a survey of pedestrians and vehicles using the road in September 2004.
- 3. The survey revealed that between 7am and 7pm on a weekday there were 69 pedestrian crossing movements, 40% of which were made by children and 10% by elderly people. At the same time 19,000 vehicles used the road during the same time.

- 4. Their study also found pedestrian waiting time could be up to 71 seconds, which is above the 60 second maximum waiting time as set out in the Mayor of London's Transport Strategy. This long waiting time increases the likelihood of pedestrians taking unnecessary risks in crossing a road with a speed limit of 40mph.
- 5. A public consultation exercise (including a public meeting) was held in February 2006 where TFL proposed two options involving pedestrian refuges. Both these options required the carriageway to be widened and a significant land-take from open space owned by the City of London at West Wickham Common.
- 6. Written feedback was sought from residents and stakeholders and 10% of respondents rejected the idea of a crossing facility outright, because the proposals failed to preserve the rural character of the area. Over 29% of the 85 written remarks received by TFL advocated a signalised crossing and most of the negative feedback stated that the proposals did not go far enough to facilitate easy pedestrian access across the Croydon Road.
- 7. As result of the public consultation these initial two proposals were rejected by the previous management team from the West Wickham & Coulsdon Commons with agreement from the local residents association. The situation remained quiet for a number of months but the scheme resurfaced again later in the year.
- 8. In autumn 2006 the Head Ranger Paul Ritchie and colleagues from the City of London and the London Borough of Bromley met on West Wickham Common with representatives from TFL to discuss alternative options. At this site meeting TFL sought views on the feasibility of installing a Pegasus crossing over the Croydon Road relatively close to the junction with Hartfield Crescent.
- 9. This initial proposal is shown in more detail on the drawing entitled Option A and involves creating hard surfaced routes for pedestrian and horse use to and from the crossing itself. Despite TFL's assertion that "The current proposals cause comparatively little land-take..." this Option A involves a significant loss of open space both sides of the Croydon Road for further urban development to resolve issues caused by increasing volumes and speed of passing traffic.
- 10. The officers from both the City of London and London Borough of Bromley rejected the scheme as it was being presented in Option A for the following reasons:

- a) It would create an unnecessary intrusion into a currently unspoilt part of West Wickham Common, and
- b) It would not contribute significantly to the safety of children crossing the road because it is in the wrong place and does not recognise a 'desire line' for pedestrians and horse riders.
- 11. It was also clear that TFL had failed to understand the City of London's overriding duty, under the Corporation of London (Open Spaces) Act 1878, to keep the Common unbuilt upon as open space for the recreation and enjoyment of the public.
- 12. At the meeting the City of London suggested that another proposal should be considered that sought to mitigate the land-take by reducing the amount of new build and allowing some restoration of existing hard standing.

Current Position

- 13. In response to that discussion TFL has developed a second Option B that seeks to install a Pegasus crossing over the Croydon Road at the junction with Hartfield Crescent. This proposal involves closing the section of Hartfield Crescent that crosses West Wickham Common except for emergency vehicles. It also proposes keeping all new development close to or part of existing hard standing thereby reducing land-take.
- 14. On the 13th June 2007 TFL sent a letter to the City of London detailing the proposals contained in the two aforementioned Options A and B with an explanation for the need for a Pegasus crossing on the A232 Croydon Road, West Wickham. In this letter TFL seek a definitive response from the City of London with regard to the proposals prior to engaging in any further public consultation.

Options

- 15. **Option A** is a modification by TFL of an earlier proposal that was dismissed by the management team for West Wickham & Coulsdon Commons as unacceptable because of the extent of land-take (approx. 270 sq. metres) and the creation of extensive new hard surfaced routes over the open space.
- 16. **Option B** is an improvement of the earlier proposal and was created by TFL in response to feedback from the Head Ranger, Paul Ritchie and colleagues from the City of London and London Borough of Bromley during the site visit. The land-take is less than Option A (approx. 210 sq. metres) and the creation of new hard surfaced routes is restricted to remaining close to existing development. However, there remains a net loss of open space to urban development.

- 17. It is worth noting that this proposal requires the section of Hartfield Crescent that crosses West Wickham Common to be closed to vehicular traffic except emergency vehicles. It will require a turning head for vehicles, which will need to take alternative routes to gain access to the A232 Croydon Road. It is not clear whether the local community will support such a proposal and will require the London Borough of Bromley to instigate as the local Highway Authority.
- 18. **Option C** is a proposal based on the aforementioned Option B but was suggested by the local City of London staff. This option seeks to mitigate the loss of open space caused by the construction of the crossing and associated hard surfaced tracks by closing the public car park that remains since the closure of the café on West Wickham Common.
- 19. This approach would return a proportion of the tarmac surface (approx. 140 sq. metres) of the car park back to grassed open space, balancing the loss of land south of the Croydon Road to the scheme. It is important to note however, that this option would require a modification of the entrance to the lodge known as Treetops to ensure the incumbent Ranger and other staff could access the property safely.
- 20. Both Options B and C will require a safe holding area for horses to be built on the existing common close to the Pegasus crossing. Consideration should be given to utilising part of the closed section of Hartfield Crescent for the horse holding area to further reduce the impact on West Wickham Common.
- 21. **Option D** refuse any further development of the public open space on the grounds that there is insufficient justification to dedicate the land as highway, given the City of London's duties under the Corporation of London (Open Spaces) Act 1878. This approach will not address the safety issues raised by the local residents.

Financial Implications

22. All the costs associated with this project will need to be met by TFL.

Legal Implications

23. In order to enable the turning head for vehicles in Hartfield Crescent, the holding area for horses and the proposed pedestrian tracks it will be necessary to dedicate these areas as highway under section 10(g) of the Corporation of London (Open Spaces) Act 1878. If in the future they are no longer required for highway purposes they would revert to the Common.

Appendix 2

Community Strategy & Other Significant Implications

- 24. This TFL proposal could be considered to link to two themes from the City of London Community strategy as follows:
 - a) Good transport for a thriving City by encouraging walking, cycling and horse riding across West Wickham Common under Option C.
 - b) An inclusive and outward looking City by permitting the proposal to install a Pegasus Crossing we would be supporting an initiative which benefits an area beyond the City.
- 25. This TFL proposal also provides an opportunity to link to three priorities from the City of London Corporate Plan as follows:
 - a) Adopting a joined-up, corporate approach and working in partnership with others.
 - b) Ensuring that the way we do business and deal with customers is consistent with modern best practice and responsive to the needs of our stakeholders.
 - c) Communicating and consulting effectively, including giving feedback.
- 26. In responding to this TFL proposal we have considered the Strategic Aims from the Open Spaces Department Business Plan as follows:
 - a) To provide high quality Open Spaces with access for all, in accordance with nationally recognised standards, for the benefit of London and the nation.
 - b) To adopt sustainable and sensitive working practices, promote biodiversity and protect the Open Spaces for the enjoyment of future generations.
 - c) To ensure the profile of the Open Spaces is further recognised through working in partnership with others to promote our sites and through influencing policies at a local, regional and national level.

Consultees

27. The earlier Options discussed in this report were considered by the West Wickham & Coulsdon Commons Consultative Committee and rejected at their meeting on the 21st September 2006.

Appendix 2

28. The other public consultation on this proposal has been managed by Atkins Consultants Ltd, who were commissioned by TFL.

Conclusion

- 29. The implication for the City of London is balancing the need to protect the integrity of the open space in accordance with the principles of the Corporation of London (Open Spaces) Act 1878 with providing facilities to enhance the safety of the local community.
- 30. We consider it is necessary to take action to improve the safety of this crossing particularly for children and horse riders.
- 31. Of the options discussed we consider option C is going to deliver the best solution in terms of public safety and the future of the Common.

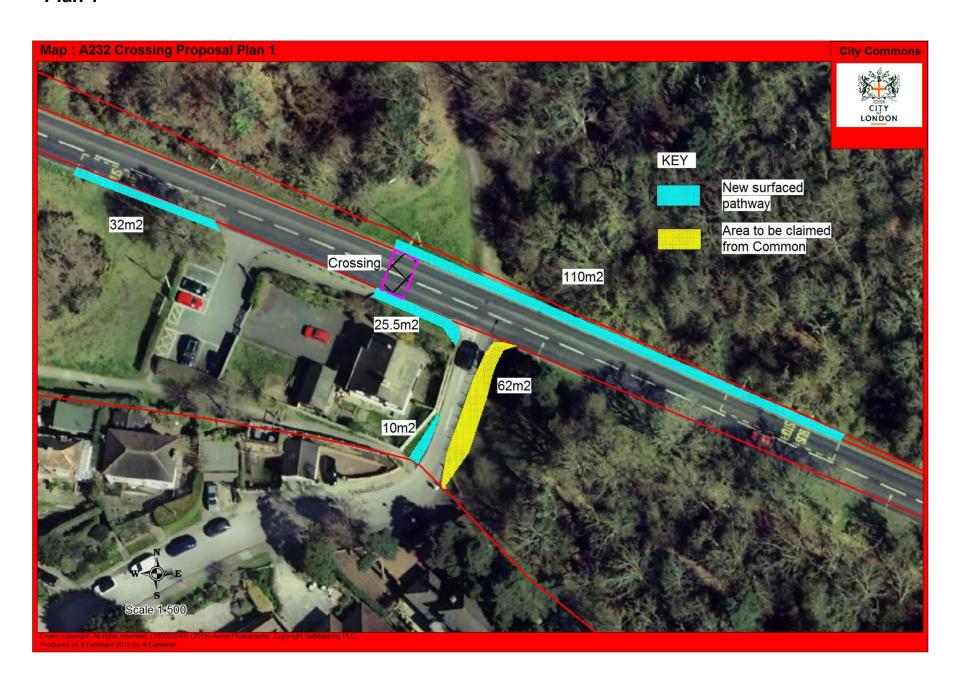
Background Papers:

32. Letter from Transport for London to Superintendent of the City Commons dated 13th June 2007 reference DRND/S/BRO/3630/1.aa

Contact:

Bob Warnock Superintendent of the City Commons bob.warnock@cityoflondon.gov.uk

Appendix 3 Plan 1



Appendix 3 Plan 2





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Appendix 4: Epping Forest and Commons Committee 9th March 2015 Proposed pedestrian crossing at West Wickham Common

For Illustrative purposes only



Fig.1 Typical Pelican Crossing, for reference purpose only. **Source:** http://www.edu.dudley.gov.uk/roadsafety/images/pelican_1.JPG

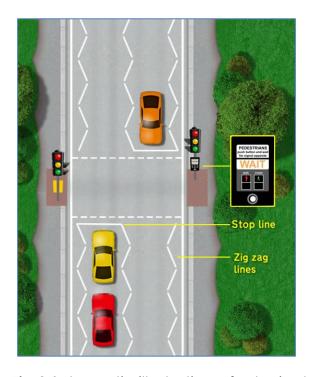


Fig.2 Schematic illustration of a typical road layout for a pelican crossing **Source**: http://www.drivingtesttips.biz/images/pelican-crossing.jpg

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Committee(s):	Date(s):
Epping Forest and Commons Committee	9 March 2015
Subject:	Public
Sports and Miscellaneous Charges for Burnham Beeches, Stoke Common and the City Commons.	
Report of:	For Decision
The Superintendent of Burnham Beeches, Stoke Common and the City Commons	

Summary

This report reviews the charges for sports facilities and miscellaneous items that are provided by the Burnham Beeches, Stoke Common and City Commons Division and seeks approval for the proposed charges for 2015-16.

Recommendation(s)

Members are asked to:

Approve the proposed charges for 2015-16

Main Report

Background

- Charges for the provision of sports facilities and other items are reviewed annually. The charges for 2014-15 were approved by your Committee on 10 March 2014.
- 2. The City's Financial Regulations require all departments to recover full costs when setting charges to persons or external organisations, or submit reasons to the appropriate Committee when that objective is not met. It is, therefore, at the discretion of individual spending committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.
- 3. Croydon Rugby Football Club rents space for two rugby pitches at Spring Park and Caterham Pumas Football Club rents space for a soccer pitch on Coulsdon Common. These pitches are cut at the start of the season, after which the clubs are responsible for marking and maintaining them.
- 4. Logs or cord wood may be produced as a bye-product of land management activities. Burnham Beeches, Stoke Common and City Commons has a policy for the disposal of surplus timber arisings that allows volunteers to obtain logs free of charge and staff to get green cord or logs at a discount. Logs are not sold directly to the public.

- 5. The division has three rooms suitable to be offered as meeting venues to external groups. The rooms at Burnham Beeches, Merlewood and Ashtead are available to use free of charge by groups whose activities contribute to the management of the Open Spaces. All other groups are charged.
- 6. The basic rate of VAT is included in the room hire charge. VAT on solid fuel is charged at 5% and seasonal rental of sports pitches is zero rated subject to HMRC conditions being met.

Current Position

- 7. The income generated from sports and miscellaneous charges provides a regular, steady income for very little outlay or risk. This amounted to £2,400 in 2014-15.
- 8. Employees currently pay a donation for green cord wood. This arrangement will be formalised with the introduction of a standard charge in 2015-16.
- 9. A local bench marking exercise has been undertaken at Burnham Beeches to assess room hire charges. This has indicated that charges can be increased by up to 25% and remain competitive with other providers in the area.
- 10. The football pitch charge is commensurate with equivalent charges in the Croydon area. It is difficult to bench mark the charge for rugby pitches because they are not generally available for hire in the Bromley area.

Proposals

- 11. It is proposed that a standard charge for green cord wood is introduced.
- 12. The table below shows that the proposed charges for room hire at Burnham Beeches increase on a sliding scale up to a maximum of £250 for a full day.
- 13. It is proposed that all other charges for 2015-16 are increased by 10%. This mirrors the increase that Your Committee recently approved on 12 January 2015 for charges at Epping Forest.
- 14. Charges that are subject to a percentage increase are rounded to simplify transactions.
- 15. The charges agreed for the 2014-15 financial year are currently being applied. They are shown in the following table, together with the proposed charges for next year.

Item	2014-15	2015-16
Sports Charges		
Spring Park, 2 Rugby Football Pitches (for Season)	£419.00	£461.00
Coulsdon Common, 1 Football Pitch (for season)	£225.00	£248.00

Item	2014-15 charge	2015-16 charge
Miscellaneous Charges		
Sale of split logs, per 3 tonne trailer load	£71.00	£78.00
Sale of green cord wood	Donation	£20/ trailer
Room hire at Ashtead and Merlewood (per hour)	£26.00	£29.00
Room hire at Burnham Beeches	½ day £85- £100. Full day £175 - £200 + £3 head for refreshments	½ day £100 - £125. Full day £200 - £250 + £3 a head for refreshments

Corporate & Strategic Implications

14. The review of charges supports the City Corporation's Core Value 'The right services at the right price' and the associated departmental strategic aim of 'improving our use of resources through increased income generation...'

Implications

15. Increasing the charges by 10% will ensure that costs are fully recovered for the provision of sports facilities and miscellaneous items for the 2015-16 period.

Conclusion

16. It is proposed that charges for sports pitches and miscellaneous items are increased by the amounts shown in the above table.

Appendices

None

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Committee(s):	Date(s):
Epping Forest and Commons Committee	9 March 2015
Subject:	Public
Burnham Beeches, Stoke Common and City Commons Management Priorities for 2015-16	
Report of:	For Decision
The Superintendent of Burnham Beeches, Stoke Common and the City Commons	

Summary

This report presents the management priorities for the Burnham Beeches, Stoke Common and City Commons Division that will guide the annual work programme during the period 1 April 2015 to 31 March 2016.

Recommendation

Members are asked to:

Approve the Management Priorities for 2015-16

Main Report

Background

- 1. In January 2014 the Superintendent of Burnham Beeches and Stoke Common assumed temporary responsibility for the seven City Commons. This became a permanent arrangement in December 2014.
- 2. Each of the nine open spaces in the division has a comprehensive management plan and detailed work programmes to guide management activity over a 10 year period.
- 3. The work prioritised in the management plans and work programmes, together with any additional project work and organisation requirements, forms a set of annual management priorities. These are presented here.

Current Position

- 4. For the first time the management priorities for all nine open spaces are shown together on a single sheet.
- 5. The management priorities been presented to local consultative committees for information or will be the subject of discussions later in the year.

Corporate & Strategic Implications

- 6. The management priorities support Key Policy Priority number five: increasing the impact of the City's cultural and heritage offer on the life of London and the nation; providing safe, secure and accessible Open Spaces.
- 7. The management priorities support the five themes of the City Together Strategy and reflect the charitable status of our open spaces.

Implications

- 8. The projects and tasks outlined in this report will be funded by the local risk budgets of the Burnham Beeches, Stoke Common and City Commons Division.
- 9. The annual work programme addresses soft landscaping issues and poses no direct implications for the City Surveyor's property maintenance, nor impacts on the revenue works programme.

Conclusion

10. This report seeks approval for the proposed management priorities for the Burnham Beeches, Stoke Common and City Commons Division for the period 2015 to 2016.

Appendices

Appendix 1 – City Commons Management Priorities for period 2015-16

Andy Thwaites

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Management priorities for Burnham Beeches, Stoke & City Commons — Working together to care for our open spaces, 2015—2016

OUR SERVICE — Provide our customers with a visible, OPEN SPACES — Protect and conserve distinctive accessible and approachable service

- Visitor experience maintain the open spaces to Green Flag Award standards.
- **External communication** ensure that we share a consistent message with stakeholders across the open spaces using technology to engage with a wider audience.

and valued places

- Conservation grazing implement our business plans for grazing. Apply the constraints of Countryside Stewardship & BPS.
- Kenley Revival submit a second-round application.
- Habitat assessments continue a programme of surveys and inspections so that we assess the condition of our sites against ESS, SSSI & Cross Compliance criteria.

OUR PEOPLE — Encourage and support our team to achieve our vision and values

- Business planning continue to deliver key projects and management priorities as set out in the Department Business Plan and our approved annual work programmes.
- **Personnel** continue to deliver structural changes, set core behaviours and PDR objectives.
- Shared Structure continue the development of the shared structure across the new Division.

MAKING CONNECTIONS — Forge strong partnerships with our communities, volunteers and stakeholders

- Consultation continue to develop the role of our consultative committees for the four charities so that we work more effectively with local communities, elected members and officers from other organisations.
- Volunteers— continue to create new opportunities and improve the quality of experience for volunteers across the Division.
- Education, Recreation & Events co-ordinate delivery to maintain a sustainable diary of activities across the Division.

OUR STANDARDS

Sustainability — deliver our Local Sustainability Improvement Plan for 2015/16 - reducing use of energy, fuel & water; printing less; and reducing our environmental footprint.

- Finance manage budgets efficiently and sustainably, working through the project boards to deliver SBR $\overrightarrow{}$ requirements and income targets.
- Health & Safety integrate health and safety policy across the Division and deliver H&S improvement plans for 15/16, audit and review our performance.
- **Personnel** deliver the agreed structure, refine communications and strengthen team working across the division.

BURNHAM BEECHES (Charity 232987)

- Veteran trees resurvey all old pollards and update work programme for the next 10 years, carry out halo clearance & reduction work.
- Grazing continue to expand the conservation grazing area to achieve 163 ha grazed (100% increase).
- Young pollards carry out annual programme of cutting on young pollards.
- Dog Control Orders implement and monitor compliance.
- **SBR** review car parking charges for 2016.
- Interpretation Plan produce three year plan.
- East Burnham Quarry liaise with Summerleaze Ltd and Bucks County Council to ensure protection of Burnham Beeches from harm.
- ullet Impact of development continue to work with South Bucks District Council and Natural England to protect from development pressure.

STOKE COMMON (Charity 232987)

- **Heathland restoration** continue with tree clearance and mulching to restore an additional 1.5 ha of heathland.
- **Grassland restoration** clear trees/scrub from 0.5ha to restore acid grassland.
- Cattle grazing ensure contractor delivers the required level of grazing.
- Pony grazing graze ponies on the north and west parts of the Common.
- Friends Group assist in recruitment drive for more volunteers.
- **Key species** encourage volunteers to help with monitoring key species of plants and animals.
- Monitoring & review continue habitat and species monitoring programme.

ASHTEAD COMMON (Charity1051510)

- Veteran trees commence year six of the programme (70 trees).
- Grazing graze a small herd of Sussex cattle whilst developing future options.
- Bracken control control bracken by mowing and pulling.
- Tree health support volunteer tree wardens to continue their surveys.
- Management planning plan the next five year
- **Volunteering** further develop volunteer initiatives.
- Access re-profile Bridleway 38 and repair a section of Ride 1.
- The Rye Brook care for the Rye in partnership with other organisations. Develop and commence water quality monitoring.

WEST WICKHAM COMMONS (Charity 232989)

Spring Park

- **Small-leaved Lime Project** deliver the final year of this project.
- **Coppicing** continue the annual programme.
- **Boundaries** ensure site is protected and safe.

West Wickham Common

- Oak pollards annual condition monitoring.
- **Heathland** restore, maintain and monitor the relic heath.
- **Pedestrian crossing & bus stop** report to EFCC about proposals from TFL.
- Boundaries ensure site is protected and safe.

COULSDON COMMONS (Charity 232988)

Farthing Downs & New Hill

- Grassland restore open areas.
- Scrub manage retained scrub.
- **Boundaries** ensure site is protected and safe.
- Stock fencing repair and replace.

Coulsdon Common

- **The Grove** continue restoring wood pasture.
- **Drainage** resolve flooding issue in Stites Hill Road.
- Merlewood agree aims for area behind office. • **Boundaries** — ensure site is protected and safe.
- **Stock fencing** repair and replace.

Kenley Common

- Heritage support the delivery of the Kenley Revival Project.
- Grassland restore and maintain open areas.
- **Boundaries** ensure site is protected and safe.
- Stock fencing repair and replace.

Riddlesdown

- **Scrub** manage successional areas.
- **Grassland** restore open areas.
- **Boundaries** ensure site is protected and safe.
- Stock fencing repair and replace.

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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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