



## Highgate Wood Joint Consultative Committee

**Date:** WEDNESDAY, 19 NOVEMBER 2014

**Time:** 11.45 am

**Venue:** COMMITTEE ROOM 4, 2ND FLOOR, WEST WING, GUILDHALL

**Members:**

Jeremy Simons (Chairman)	Peter Corley (Treet Trust for Haringey)
Virginia Rounding (Deputy Chairman)	Councillor Gail Engert (London Borough of Haringey)
Ann Holmes	Lynne Featherstone (MP for Hornsey and Wood Green)
Professor John Lumley	Councillor Bob Hare (London Borough of Haringey)
Barbara Newman	Lucy Roots (Muswell Hill Friends of the Earth)
Stephanie Beer (Muswell Hill & Fortis Green Association)	Alison Watson (Friends of Queen's Wood)
Jan Brooker (Highgate Conservation Area Advisory Committee)	Michael Hammerson (Highgate Society)
Marguerite Clark (Highgate Society)	

**Enquiries:** David Arnold  
David.Arnold@cityoflondon.gov.uk

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

**John Barradell**  
**Town Clerk and Chief Executive**

# **AGENDA**

## **Public Agenda**

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes and summary of the meeting held on 30 April 2014.  
**For Decision**  
(Pages 1 - 8)
4. **SUPERINTENDENT'S UPDATE FOR NOVEMBER 2014**  
Report of the Superintendent of Hampstead Heath.  
**For Information**  
(Pages 9 - 30)
5. **FEES AND CHARGES REPORT**  
Report of the Superintendent of Hampstead Heath.  
**For Information**  
(Pages 31 - 40)
6. **QUESTIONS**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **DATE OF NEXT MEETING**  
To note the date of the next meeting of the Highgate Wood Joint Consultative Committee, to be held on Wednesday 22 April 2015.  
**For Information**

## **HIGHGATE WOOD JOINT CONSULTATIVE COMMITTEE** **Wednesday, 30 April 2014**

Minutes of the meeting of the Highgate Wood Joint Consultative Committee held at  
Highgate Wood Offices, Highgate Wood, Muswell Hill Road, N10 3JN on  
Wednesday, 30 April 2014 at 12.00 pm

### **Present**

#### **Members:**

Jeremy Simons (Chairman)  
Virginia Rounding (Deputy Chairman)  
Ann Holmes  
Barbara Newman  
Jan Brooker (Highgate Conservation Area Advisory Committee)  
Marguerite Clark (Highgate Society)  
Peter Corley (Tree Trust for Haringey)  
Councillor Bob Hare (London Borough of Haringey)  
Lucy Roots (Muswell Hill Friends of the Earth)  
Alison Watson (Friends of Queen's Wood)  
Michael Hammerson (Highgate Society)

#### **Officers:**

Alistair MacLellan	- Town Clerk's Department
David Arnold	- Town Clerk's Department
Bob Warnock	- Superintendent of Hampstead Heath
Jonathan Meares	- Highgate Wood & Conservation Manager

### **1. APOLOGIES**

Apologies were received from Stephanie Beer (Muswell Hill & Fortis Green Association) and Councillor Jonathan Bloch (London Borough of Haringey).

The Chairman noted that Dennis Cotgrove's term on the Highgate Wood Joint Consultative Committee would be concluding shortly and therefore took the opportunity to thank Mr Cotgrove for his service on the Committee.

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

There were no declarations.

### **3. MINUTES**

The minutes of the meeting held on 20 November 2013 were approved as a correct record, subject to 36,000kW being corrected to 6,500kW on page 2 under 'Sustainability'.

## **Matters Arising Sustainability**

The Highgate Wood Manager noted that the photovoltaic cells had generated 1,700kW of electricity since September 2013, and that it was expected that the cells would generate half of the power needs for the Machine Shed, rather than half the power needs of the whole Wood as stated at the committee meeting in November 2013.

The Superintendent of Hampstead Heath added that Amey had taken over the contract for waste management in the Wood from Enterprise on an interim basis and that a full tender exercise for the contract would take place in due course.

## **LiDar Survey**

The Superintendent of Hampstead Heath informed committee members that the City of London was currently in the process of purchasing a copy of a recent LiDar survey of the Wood.

### **4. HIGHGATE WOOD UPDATE - APRIL 2014**

#### *Weather*

The Highgate Wood Manager noted that severe weather since November 2013 had caused significant storm damage as well as flooding to areas both within the Wood and on the sports field. He added that flooded areas had now largely dried out and recovered.

#### *Highgate Wood Conservation Management Plan Summary Document*

The Highgate Wood Manager noted that a revised Summary Document had been issued following feedback on the version reviewed by the Committee in November 2013. He added that, whilst the format had been revised, issues over poor image quality remained an issue, and that this would be addressed.

Michael Hammerson felt that the section relating to the history and archaeology of the Wood could make greater reference to its wider geographical setting.

Councillor Bob Hare felt that it was difficult to distinguish the compartment areas on the maps within the document – these should be made clearer and their dates included. Moreover it was not clear from the maps which were existing conservation areas and which were proposed. It was also unclear where footpaths were situated. In response to these comments, the Chairman added that this was a summary document only and that it was important to keep diagrams uncongested and easy to interpret.

Councillor Bob Hare and Ann Holmes suggested that black and white maps be produced that could be easily photocopied.

Michael Hammerson noted that there was an error on the timeline.

In response to a query from Councillor Bob Hare, Lucy Roots replied that, unlike the recently flooded area at Onslow Gate, the flood area in Coldfall Wood had plenty of natural light to encourage its biodiversity.

*Conservation Management Plan Objectives – Progress*

The Highgate Wood Manager noted that the earthwork had been included in a conservation area and would therefore be protected for 10 years, which was also the length of the Conservation Management Plan. There had also been good progress on the Roman Kiln Project with a specialist contractor commissioned to provide an interpretation plan and support with the Heritage Lottery Fund application. The oak decline survey, a key objective in the Natural Environment Section, will be carried out again this summer.

In response to a question from Alison Watson, the Highgate Wood Manager replied that events in the Wood were publicised via the e-newsletter and Twitter. Michael Hammerson added that events could also be listed in the Ham & High. Alison Watson mentioned that the Muswell Hill & Fortis Green Residents' Association would also be happy to publicise events in their regular newsletter. The Chairman added that events were also listed on the City of London Corporation's website.

In response to a further question from Alison Watson, the Highgate Wood Manager replied that efforts had been made to encourage a Friends of Highgate Wood Group to mirror the Friends of Queen's Wood, but without much success. Therefore efforts were being focused more on encouraging the growing involvement of Heath Hands in the Wood.

Jan Brooker requested that adverts of upcoming events be clearly dated – she noted an example of a recent Saturday event where the advert was undated and therefore it was difficult for interested members of the public to know whether the event had already taken place.

In response to a comment from Michael Hammerson that recent local redevelopments had seen the loss of some veteran trees, the Highgate Wood Manager took the opportunity to comment on tree management more widely, noting that he had provided a presentation on Ancient Woodland Management to the London Tree Officers Association in January 2014. He added that he was hoping to meet with the London Borough of Haringey to provide them with a similar presentation.

In response to a suggestion from Councillor Bob Hare that a mock-up of the earthwork be created immediately adjacent to the site to give visitors an idea of its original appearance, Michael Hammerson replied that this would be difficult given that it was unclear what the original purpose of the earthwork had been – whether it had been as a boundary marker or defensive.

The Highgate Wood Manager reported that community and recreation objectives were being met, with an increased number of volunteer hours spent in the Wood in 2013/14, and an increase in the number of persons attending walks and talks, from 599 people in 2012/13 to 940 people in 2013/14.

### *Highgate Wood Staff Restructure*

The Highgate Wood Manager noted that City Bridge Trust grant funding arrangements had concluded in March 2014 and the staff restructure was now fully implemented. He added that the summer period would be particularly challenging under the new staffing arrangements and therefore casual staff would be drafted in to help meet operational demand. He further noted that Hampstead Heath Constabulary had been particularly helpful in providing a presence in the Wood, but that they would face operational pressures of their own during the summer due to the popularity of Hampstead Heath. He concluded by noting that the staff roster would be fully signed off in July 2014.

### *Budget*

The Superintendent of Hampstead Heath outlined the overall budgetary position facing the City of London Corporation, noting that reductions in government grants would lead to a £13m shortfall from 2017/18 onwards. As part of the organisational drive to improve efficiency and reduce costs, the Highgate Wood Management Team were focusing on identifying areas where income could be generated and expenditure reduced, and staff had been asked to put forward suggestions to assist with this task.

A member of the committee noted that the majority of costs at the Wood - £314,000 out of £366,000 – arose from staffing. She added that, given staffing at the Wood had been reduced to the bare minimum, she hoped that the case had been made to those conducting Service Based Reviews that the Wood should not be considered for any further reductions in expenditure.

As an example of efficiency savings identified within the Wood, the Highgate Wood Manager used the example of the forthcoming replacement of the woodchip surface in the playground with a rubberised surface. This would reduce the need for regular maintenance and save £8,000 a year.

In response to a query from Ian Hammerson, the Chairman noted that the overriding aim of the drive for a reduction in expenditure was to ensure the City of London Corporation balanced its books and ran a sustainable service.

The Highgate Wood Manager noted that sports booking fees would be reviewed as well as the potential for more activities to be licensed in the Wood. The potential to introduce weekly bookings for the pitches would potentially be offset by the need for additional maintenance and so any move to additional bookings would have to be done with best practice in mind.

Another area which saw high public demand and required a lot of staff time to cater for was the wide range of community and education activities, and therefore the potential for income generation of these activities would be looked at.

### *Sustainability*

The Highgate Wood Manager noted the waste management contract with Amey and the ongoing issue regarding the proper separation of dog waste from general waste. He added that the Hampstead Heath Constabulary would be

focusing on dog control in the coming year and it was hoped that owners would continue to pick up after their dogs and dispose of the waste appropriately.

He added that since the weather had improved in recent months, the photovoltaic cells had increased their output and the annual target of 6,400 kW hours looked achievable. He committed to updating the committee in November 2014.

The Highgate Wood Manager went on to note that further savings had been made through reduction in small fuel use. The Highgate Wood Team were now using an electric trimmer, hedge trimmer and leaf blower, which could all be charged off the solar panels. Moreover, delivery had been taken of 2 new battery powered chainsaws which, with an average battery life of one hour, were quieter, lighter and had little vibration, which had obvious health and safety benefits also. The only issue was that they took a considerable time to recharge.

#### *Tree Management*

The Highgate Wood Manager noted that one consequence of the recent wet weather was that staff had been afforded time to focus exclusively on dealing with storm damage arising from the St Jude's Day Storm in October 2013 and over Christmas 2013 and New Year 2014. Tree inspection had increased dramatically, particularly after each storm event, and the Highgate Wood Team was following the example of the Hampstead Heath Team in prioritising inspection based on areas of risk to the public.

#### *Woodland Management in Queen's Wood and Coldfall Wood*

The Highgate Wood Manager noted that coppicing had been carried out in both woods during January and February 2014 and that traditional horse extraction of the timber arising had been conducted. He noted that he was keen to introduce horse extraction to Highgate Wood when the next conservation area was created in 2017, and that this would have great educational benefit.

#### *Play Area and Recreation*

The Highgate Wood Manager reiterated the proposal to replace the wood chipping surface of the play area with a rubberised surface, to save on maintenance costs. He added that it was hoped to carry out these works in time for the summer holidays but that this was dependent on the City of London Procurement Service.

He added that wet weather and flooding had forced a break in the football season, and that the western edge of the field had been severely flooded causing damage to the edge of the western football pitch. He noted that recent warm and mild weather had allowed the surface to recover.

He noted that analysis of footfall within the Wood suggested that the annual number of visitors was likely closer to 900,000 rather than 600,000 as previously assumed, which had obvious implications on the level of compaction of popular areas within the Wood. In response to a question from Lucy Roots,

he replied that footfall was measured using electronic sensors placed at the entrances to the Wood and the entrance to the play area.

#### *Community and Events*

The Highgate Wood Manager noted that the amount of staff time given over to community and education-based activities in 2013/14 was 1,993 hours, which was a decline on 2012/13. He noted that this was largely due to inclement weather in January and February 2014.

It was noted that the Round Pond in Queen's Wood was actually properly known as the Frog Pool.

The Highgate Wood Manager noted that the Hampstead Heath Conservation Team had carried out some Japanese Knotweed control along the Parkland Walk Local Nature Reserve during summer 2013, and that there were indications its spread along the walk was being prevented.

The Committee noted that knotweed was in fact edible and resembled asparagus in taste, and furthermore it was considered to have medicinal properties.

#### *Proposed Changes at Pavilion Café*

The Highgate Wood Manager outlined proposed changes to the Pavilion Café including reconfiguration of outdoor seating, installation of a standalone kiosk for takeaway service, and a separate outdoor seating area for dog owners. He added that the City of London Corporation considered the changes to be conducive to efficient running of the café and sympathetic to its setting. Furthermore, it was likely that it would increase income generation for the operator of the café.

In response to a question from Councillor Bob Hare, the Highgate Wood Manager confirmed the new structure would be of timber cladding on a steel frame. The Superintendent of Hampstead Heath noted that the planning permission for the changes, if granted, would be temporary.

The Committee went on to discuss other matters not contained within the written update. In response to a question from Councillor Bob Hare, the Highgate Wood Manager confirmed bees would be reintroduced into the Wood following the failure of the previous hive during the winter.

In response to a question from Alison Watson regarding Oak Processionary Moth (OPM), the Highgate Wood Manager outlined the steps taken to combat OPM during 2013, including spraying of over 150 at-risk sites across London. As a result it appeared to be the case that OPM spread was slowing down and was moving in a south westerly direction away from the capital. Another round of spraying would commence in May / June 2014. Both spraying programmes were jointly funded by the Forestry Commission and central government and were focused on known outbreaks and buffer zones. He noted that particularly effective spraying had been done in Pangbourne in Kent using helicopters. He



added that Highgate Wood was fortunate in being located a fair distance from the nearest outbreak in Brent.

In response to a question, the Highgate Wood Manager replied that the spray consisted of a powdered toxin extracted from bacteria which was then added to water and sprayed as a mist into the tree canopy. He added that it remained active for 4 days and, admittedly, harmed other caterpillars as well as OPM.

## **5. TREE MANAGEMENT UPDATE**

### *Background and Tree Stock*

The Highgate Wood Manager noted that the Wood was home to approximately 5,000 trees, and formed a remnant of ancient woodland that belonged to the medieval 1000-acre hunting estate of the Bishop of London.

He went on to note that the Wood would be part of a pan-London survey of trees using new woodland management software called iTree, which would see vital statistics of each tree. The data gathered in the survey would be submitted to the developers of iTree in the US and a report generated for publication in 2015.

In response to a question, the Highgate Wood Manager replied that, whilst the survey would not be directly concerned with air quality, the eventual data set would help establish the extent to which trees affected air quality in the capital.

In response to a request from Michael Hammerson, the Highgate Wood Manager agreed to consider providing a presentation on iTree at a future meeting. He added as an aside that over 270 volunteers had come forward to take part in the pan-London survey, which was more than was called for.

### *Veteran Tree Stock*

In response to a question from Michael Hammerson, the Superintendent of Hampstead Heath replied that the definition of a veteran tree depended not just on its age, but other factors such as its treatment in the past – e.g. experience of storm events, coppicing etc.

### *Tree Disease*

The Highgate Wood Manager noted that the main issues of disease facing Highgate Wood were OPM and Acute Oak Decline (AOD), and that the proposed response in the event of either being detected was set out within the report. He added that there was some concern over an emerging disease in the Canal de Midi area of France that affected Plane trees – it resembled a canker and appeared to be waterborne.

### *Storm Damage*

The Highgate Wood Manager noted that tree incidents had increased exponentially from 80 in 2012 to 300 in 2013, largely due to storm damage. This had highlighted the need to ensure the skills base of the Tree Team was maintained by sharing skills across a wider pool of staff and recruiting apprentices.

In response to a question from Michael Hammerson over whether the scale of these incidents could be met simply through efficiency savings alone, the Highgate Wood Manager expressed the hope that another St Jude's Storm event was highly unlikely, and therefore efficiencies in staff resourcing should be sufficient.

6. **QUESTIONS**

**Insurance**

In response to a question from Ann Holmes, the Superintendent of Hampstead Heath replied that, for insurance purposes, damage and injuries arising from storm damage was attributed to an Act of God.

**Publicity of Budgetary Pressures**

In response to an observation from Michael Hammerson that the pressures facing the management of the City's Open Spaces needed to be publicised as widely as possible, the Highgate Wood Manager noted that the issues were well known across the industry, ranging from the Crown Estate, to the London Borough of Camden, which was facing a £70 million reduction in budgets.

**Signage and Bins**

In response to concerns from Marguerite Clark, the Highgate Wood Manager agreed to consider improved signage for the Pavilion Café and the appearance of recycling bins outside of the café itself.

**Highgate Wood Heritage Day**

The Highgate Wood Manager noted that the Highgate Wood Heritage Day would take place on Sunday 31 August 2014.

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

There was no other business.

8. **DATE OF NEXT MEETING**

The next meeting of the Highgate Wood Joint Consultative Committee will be on 19 November 2014 in the Committee Rooms, West Wing, Guildhall at 11:30am.

**The meeting ended at 1.00 pm**

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Chairman

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

<b>Committee(s):</b>	<b>Date(s):</b>
Highgate Wood Joint Consultative Committee	19 November 2014
<b>Subject:</b> Superintendent's update for November 2014	<b>Public</b>
<b>Report of:</b> Superintendent of Hampstead Heath	<b>For Information</b>
<p style="text-align: center;"><b>Summary</b></p> <p>This Report provides an update to members of the Highgate Wood Joint Consultative Committee on management and operational activities in Highgate Wood over the past six months. The Report describes progress on cost saving and income generation, sustainability, conservation and woodland management, infrastructure and facilities, and includes a final draft of the Project Board Committee Report for the Roman Kiln Project. This Report also provides information on a number of community-related projects that the Team has been involved in over the summer months including Heath Hands volunteers and sport activities.</p> <p><b>Recommendation(s)</b></p> <ul style="list-style-type: none"><li>• That the Highgate Wood Joint Consultative Committee notes the content of this report.</li><li>• That the views of the Highgate Wood Joint Consultative Committee be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their meeting in January 2015.</li></ul>	

## **Main Report**

### **Background**

1. The Team has had a good summer season. The long dry period that extended from May through to July provided some welcome good weather for sports pitch management, and also enabled the new play area safety surface to be installed on schedule, ready for the summer holidays. Cost saving and income generation have been a focus for the Team and there has been significant progress in this area through increased licencing and reduced maintenance costs at the play area. The effective use of casual staff has enabled the Team to provide adequate staffing cover over the busy summer period, and the Roman Kiln Project has now progressed through the City of London's Project Gateway Stage One. There have been various

refurbishment works carried out at several of the lodges, while the café has introduced a trial dog- friendly area on the external searing terrace.

### **Budget –identifying cost saving and increasing income**

2. In the April Committee Report, reference was made to the planned resurfacing work to the play area, which would release a significant amount of valuable staff time and eliminate annual maintenance. The works (which cost just under £24,000) were successfully completed on schedule before the summer holidays in July and the Team has already been able to see the benefits, both in efficiencies and cost saving. Previously the task of digging out the old compacted bark and then spreading several tonnes of costly new replacement material was a time-consuming operation that had to be carried out every year. It also necessitated closing the play facility and involved the use of machinery and delivery vehicles, all of which caused a degree of disturbance to the public. The newly installed surface is a great improvement to an already highly regarded play area and has been well received by the public.
3. In terms of income generation, Highgate Wood now offers a variety of licenced events on the site, which collectively generate a significant income. The four licenced educational activities have brought in a total of £3,826.95 between April and August. Filming and photography has brought in an additional £350. All four of these licenced events look set to become established activities on the site and we intend to look for suitable additional opportunities to expand this area of income generation.
4. The sports field provides a regular annual income amounting to £4,045.72, with Football bringing in £2,200.00 and Cricket £1,845.72. Considering the very high standard of sports field maintenance and the level of work invested in the facility, we feel there is justification to increase the fees for the coming season. The teams who use the field often comment on the quality of the pitches and the relatively low charges. This is a major consideration when the City of London's costs for sports provision in Highgate Wood vastly outweigh the income generated.

### **Roman Kiln Project progress**

5. The Roman Kiln Project is progressing well. A Projects Gateway Stage One Report has been submitted and has been through a series of revisions, following circulation to various Officers in the City Surveyors Department. The Report was also presented to the Open Spaces Director and Superintendent's Management Team in September. The Highgate Wood Manager is currently updating the report to take on-board the feedback from Gateway 1. This will then allow the Kiln Project to progress to Gateway 2 and consideration by the Corporate Project Board Sub-Committee. If the Board gives approval, the project will progress to the Heritage Lottery Fund application stage.
6. Alongside the work to obtain corporate approval, there has also been promising progress on developing an Interpretation Plan for the project, as well as producing some initial design concepts for the display of the artefact

and the layout for the reconfigured Education Facility. The project has attracted a significant degree of community interest and involvement, encouraged by a stall at Highgate Wood's Heritage Day Event presenting the interpretation proposals and inviting the public to provide feedback on the ideas. We are very grateful for the generosity and commitment of Nick Peacey, who organised and ran the display and provided information on the proposals.

7. The final version of the Report submitted at Gateway 1 has been appended to this document. Also included is the proposed display layout, showing how the Kiln will be exhibited.



Figure 1: Roman Kiln stand at Heritage Day

## Sustainability

8. Together with Hampstead Heath and Queen's Park, Highgate Wood is once again carrying out the Sustainability Audit, to measure the three sites' performance over the last two years and establish how well they are performing. This audit is also being carried out across the other Open Spaces, and the information and evidence gathered will form part of a Departmental Improvement Plan, to be drafted in November/December.
9. The audit process consists of a self-assessment carried out by one of the Team, which was completed in May, followed by a verification audit carried out by one of a group of other Open Spaces staff. This provides a useful reference check for the site and focuses on what changes have occurred since the previous audit; both positive and negative.

10. Highgate Wood's overall sustainability performance has been very good, with the photo voltaic system performing well over the protracted good weather that we all enjoyed this summer, and an increasing emphasis on moving away from petrol engine-powered equipment. The new collection of battery-powered equipment is all proving very popular with the Team who find the battery-powered units much lighter and quieter to use. The zero emissions are also a major benefit for both the operator and the environment.

### **Conservation Management Plan Summary Document**

11. The final revisions are being made to the Conservation Management Plan document, and the revised document will be circulated to the Committee as soon as the new cover design has been completed which has to comply with the new Open Spaces Department identity guidelines. It is hoped that a hard copy will be ready to circulate at the meeting on the 19<sup>th</sup> November for the Committee's views.

### **Woodland Conservation and Tree Management**

12. In May the Team was still clearing storm damage from the October and subsequent December and New Year storms. With the trees coming into leaf, a number of limbs and entire trees (including several old hornbeam coppices) lost large limbs over the spring and summer period. We lost several substantial oak limbs over the summer months, probably due to weakened unions caused by the autumn storms.
13. As this autumn begins, a walk through the woodland reveals a number of limbs still caught up in the trees and debris still on the ground. All the remaining work is off the paths and busy areas, and the Team will gradually work its way round as time permits. Many of the fallen branches attracted ground-nesting birds in the spring and for this reason, the arisings were left as they provided good cover and nesting habitat.

### **Oak Decline Survey**

14. This year's oak decline survey was made significantly quicker through the use of the GPS Trimble recording device, only taking six days. Staff still have to review the field data from this year's survey, and the results will be available later next month. In general, the survey group of oaks in the wood were not that vigorous this year, due in part to storm damage to crowns and early leaf-mining damage to leaves. Interestingly there were no dead oaks recorded this year within the survey squares, but oaks outside the squares have been noticeably dying, and probably at least two trees died this year.
15. We are considering changing the format of the survey to include oak regeneration as well as oak decline. Next year's survey may be split between the two areas, with a new survey methodology established to measure natural regeneration. We will continue to measure decline but probably reduce the number of trees surveyed, allowing time to carry out the regeneration survey alongside. There have been two prolific mast years for oak, the autumn of

2013 and the autumn of 2010. Many of the seedlings that germinated are still viable, although a large number succumbed to oak mildew. This spring the staff protected 100 of these seedlings with tree shelters and it will be very interesting to see how they develop.

16. There appears to be a local and possibly nationwide trend in the complete lack of any acorns this year, as can be also seen on Hampstead Heath and neighbouring Queen's Wood.

### **Tree Disease and biosecurity issues**

17. Tree disease is still very much a focus for the Team. The programme of containment and eradication of Oak Processionary Moth (OPM) launched in the summer of 2013 by the Forestry Commission has had mixed success. This year there have been further advances by the pest and there is now an infestation at the Regent's Park Zoo, which is just over two kilometres from the southern perimeter of Hampstead Heath
18. The Highgate Wood Manager and the Division's Tree Officer are finalising an action plan to deal with what is looking inevitable; the arrival of this pest at either Hampstead Heath or Highgate Wood. Once its presence has been confirmed, the Forestry Commission initiates a programme of spraying in a short time window between May and June, when the larval caterpillars emerge to feed. A pheromone trap supplied by the Forestry Commission was installed in Highgate Wood in July to trap the male moths.
19. We are preparing ourselves for next spring and will have as many staff as possible trained up to spot the signs of the pest before any infestations can develop. Most importantly, we will need to work closely with other tree management professionals and the Forestry Commission's OPM Management Team, to optimise the chance to control the spread of this pest throughout the woodland.
20. Those familiar with the control of OPM on sites where the pest has become well established are sanguine about eradication, and are now resigned to costly and time-consuming management operations. We hope that we can identify and eradicate these caterpillars before they get a foothold.

### **Play area and Recreation**

21. The play area safety surface improvements were successfully completed in time for the busy summer holiday period. A total area of 350m<sup>2</sup> was converted to a rubberised surface consisting of the space net unit and the cluster of units immediately adjacent, all of which must have an impact-absorbing surface to protect against injuries. The annual RoSPA report was carried out immediately after the completion of the works and the overall feedback from the inspector was good, reflecting the improvement works. There are still some minor tasks to be completed in the facility but further major investment will not be required this financial year.
22. The cricket season finished on 7<sup>th</sup> September. This year was a major improvement on last year's playing season, with just a single cancellation due



to inclement weather. The football season kicked off the following weekend and we are hopeful that the winter weather will not be as stormy and wet as in 2013.

23. Highgate Wood has a zero policy on using pesticides and herbicides, which necessitates hand-weeding to eradicate the weeds on the cricket square. This is a labour-intensive process that commences in March and continues throughout the season until early September. We apply organic spring / summer fertilizer to the cricket square approximately three times during the playing season to help the grass stay vigorous and resilient to diseases. The rest of the sports field receives one application of an all-round fertilizer in April.



**Figure 2: Play area resurfacing under construction**

24. At the end of August, we purchased turf and top soil to carry out repairs to bare areas from last season's football goal areas and laid new turf ready for play in mid-September. The turf has established well and the pitch is prepared for the forthcoming season. At the end of the cricket season, two contractors were brought in to carry out renovation work to both the cricket square and the football pitches.
25. The Team is mindful of the cost both in labour and materials required to maintain the sports field and provide the accompanying facilities. There will be a focus over the next six months on this operational area and review of how the required work could possibly be shared with other sports facilities in the Division to achieve efficiencies.



## Community and Events

26. Heath Hands volunteering in Highgate Wood is steadily increasing; a trend that we are very keen to promote. For the first time, two additional summer sessions were programmed in June and July this year, with the volunteers cutting back holly as well as opening up an area for the Wild Learning education group to use for their activities at the same time. Heath Hands were back for two weeks in September, working in four of the conservation areas, including clearing around the pond and around young trees in the 2007 area, and trimming down growth on the historical earthwork. There are another two weekly sessions planned from October through to December, and further sessions for 2015. The volunteers clearly enjoy the woodland environment and their labours are greatly appreciated.



**Figure 3: Heath Hands group**

27. April through to July was a very busy period this year, with the programme of community and education focused events, and additional licenced activities. The electronic logger data indicates that we had a very busy April, with 9600 visits to the play facility, only surpassed by the 11000 visitor numbers in August. Heritage Day this year attracted around 2,000 visitors, although the general impression was of a steady stream of visitors passing through and spending perhaps an hour or two at most at the event. The main attractions were the dog show, organised by the local veterinary practise, and the 'Monkey Do' woodland play installation. The event also provided a valuable opportunity for local community groups to promote their work and to network.
28. There is a marked increase in licenced activities in Highgate Wood this year, with two educational organisations now running regular sessions through the spring and summer and also in the autumn. These activities generate useful

income and raise the educational profile of the site, as well as promoting its importance as a semi-natural environment in an urban landscape. However there is of course a trade-off, in that even relatively small numbers of people (especially very active 4-year-olds) have an impact on woodland environments, especially Ancient Woodland. We will have to monitor the impact of these activities and identify ways to mitigate compaction and disturbance.

### **Pavilion Café update**

29. The Pavilion Café enjoyed a busy summer season with the warm dry weather, and the extended mild weather this autumn has also assisted the facility's income figures.
30. The proprietor introduced the trial dog friendly areas on the terrace, and also included a single table in the covered area to provide a sheltered place to sit during wet weather. The arrangements have been welcomed by the dog-walking community and we would welcome the Committee's decision on whether or not this arrangement could be made permanent.



**Figure 4: New signage at the Pavilion Café for dog owner**

31. The customer satisfaction survey was carried out from May through to August this year, giving useful feedback on the facility, and has helpfully provided a number of suggestions that the Superintendent will be reviewing with the tenant to see how they can be implemented to enhance the service.

### **Development issues**

32. The proposed redevelopment of the Haringey Magistrates Court has caused widespread concern in the surrounding residential area, with anxiety expressed over the scale and height of the development. While the City of

London supports the principle of providing additional community housing in the area, there is concern over the impact a building of this scale and stature will have on the southern sector of Highgate Wood and its resident fauna, in particular the bat population. The Highgate Wood Manager lodged an objection to the proposed scheme on Haringey's Planning Portal on these grounds. The Superintendent has also submitted a detailed representation regarding the impact that the proposed development will have on the appearance and character of the conservation area and the Metropolitan Open Land.

### **Corporate & Strategic Implications**

33. The proposal contributes to producing a Clean, Pleasant and Attractive City (Objective CPAC4) and to Conserve and Protect Biodiversity (Goal 15) in the Community Strategy. It will help fulfil the Department's Strategic Goals and Objectives 2 (To adopt sustainable and sensitive working practices, promote biodiversity and protect the Open Spaces for the enjoyment of future generations) and 5 (To ensure that 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)

### **Implications**

34. There are no financial implications arising from this Report. The operational requirements highlighted in it will be met from the Superintendent's local risk budget.

### **Conclusion**

35. The Team has had a challenging summer season, and can now hopefully focus on the forthcoming autumn and winter period and the seasonal works that are allocated to this time of the year, particularly woodland management and other tree work. There is still residual storm damage work to be done from last October, and conservation work to be carried out in several of the conservation areas. We hope that we escape the violent storms of October 2013, and have a quieter autumn and winter season.

### **Appendices**

- **Appendix 1 – The Roman Kiln Project: Gateway 1 and 2 stages**
- **Appendix 2 – Draft Display Plan for exhibiting the Roman Kiln**

### **Jonathan Meares**

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<b>Committees:</b>	<b>Dates:</b>	
Corporate Projects Board Projects Sub	04/09/2014 <a href="#">Click here to enter a date.</a>	
<b>Subject:</b> Roman Kiln Project	<b>Gateway 1 &amp; 2 Project Proposal</b>	<b>Public</b>
<b>Report of:</b> Director of Open Spaces		<b>For Decision</b>

## **Project Summary**

<b>1. Context</b>	<p>In March 2013 Highgate Wood's new 10 year Conservation Management Plan was approved and adopted. Within the key Heritage objectives on page 49, is a commitment to returning an original Roman Kiln from the 1st Century AD (Policy1c: Heritage) .This artefact known as kiln no 2, was discovered by an archaeology team in 1967 in the northern part of the site and led to an intensive programme of further excavations over a five year period. The kiln was exhibited for a period at Bruce Castle Museum in Tottenham, and now is in storage in the facility's basement for safe keeping.</p>
<b>2. Brief description of project</b>	<p>In July 2010 an innovative educational project took place in Highgate Wood as part of the Cultural Olympiad, and Stories of the World scheme, involving the reconstruction of a clay kiln based on the original found on site. A group of young people from Haringey successfully constructed a kiln based on the Roman design, and carried out a series of firings producing a number of pots. This project attracted considerable interest and provided the impetus to launch the current project. In November 2012 a working group was established comprised of Highgate Wood staff, representatives from both the Museum of London and Bruce Castle Museum along with archaeologists from the 1960's excavation, to develop a proposal to return the artefact to Highgate Wood, and house it in a purpose built display area contained in the Information Building. City Surveyors also attended the meetings to provided advice on adapting the education facility. At the same time initial exploratory conversations were held with Heritage Lottery Fund to submit an application to the 'Our Heritage' band for funding, and the project reference number is OH-12-100258.</p> <p>This project has received a significant amount of community support with several local residents providing a considerable amount of their free time towards promoting local interest and supporting the Highgate Wood team in pushing the project forward. At the Highgate Wood Heritage Day Event in 2013 and 2014 we have provided a separate stand which has been run by local residents specifically to promote the project and rally public support. As already mentioned above we have received a generous pledge of £5,000 towards the project from a local business individual. This will provide the match finding element to the Heritage Lottery Grant.</p>

<b>3. Consequences if project not approved</b>	If the Highgate Wood project is not successful the kiln will remain at Bruce Castle Museum and may well never be displayed again to the public, which would be a great educational opportunity missed. I have approached Leanne O'Boyle in the City of London's Culture, Heritage and Libraries Department to enquire whether the department could incorporate the artefact into existing exhibitions of Roman Antiquities. I am awaiting confirmation from the department as to whether they could offer support.
<b>4. Success criteria</b>	<ul style="list-style-type: none"> <li>• The only known Roman period pottery kiln in London exhibited in Highgate Wood</li> <li>• The project will be funded from Heritage Lottery funding, local community contributions and local risk budget.</li> <li>• The artefact will provide an important educational resource for local schools.</li> <li>• The new display will form an important link between the Museum of London, Bruce Castle Museum and the City of London.</li> <li>• The Roman Kiln story will raise the heritage profile of Highgate Wood, and the woodland environment and it's value as a sustainable resource through history.</li> <li>• The project has a significant degree of community involvement and support with a number of local residents actively engaged. This ties in well with the City of London new community strategy and partnership working.</li> </ul>
<b>5. Notable exclusions</b>	<p>I have discussed ongoing maintenance of the enlarged education facility (see below) with the City Surveyors project team as they were included in the initial discussions with the working group. They have advised that the cleaning of the Kiln itself will be minimal and would cost approximately £200.00 annually. Ongoing costs of maintaining the building will be met by City Surveyors's local risk budget and will be programmed in as cyclical work.</p> <p>We cannot supply a comprehensive budget for the ongoing annual costs of maintaining the artefact at this stage but will have this information as the project progresses.</p>
<b>6. Governance arrangements</b>	<p><b>Spending Committee:</b> Hampstead Heath, Highgate Wood and Queen's Park Committee</p> <p><b>Senior Responsible Officer:</b></p> <p><b>Project Board:</b> Choose an item.</p>

### Prioritisation

<b>7. Link to Strategic Aims</b>	3. To provide valued services to London and the nation
<b>8. Links to existing</b>	<b>The proposed project supports the Core Value:</b>



strategies, programmes and projects	<p><i>'The best of the old with the best of the new.'</i></p> <p><b>Strategic Aim:</b></p> <p>Increasing the impact of the City's cultural and heritage offer on the life of London and the Nation.</p> <p><b>Open Spaces Department Strategic Aim:</b></p> <p>Widening and developing what we offer to Londoners through education, biodiversity and volunteering.</p> <p><b>Highgate Wood Conservation Management Plan 2013-2023</b></p> <p>Overarching policy 1: The valuable heritage resource including the earthworks and ancient woodland fabric, the Roman Kiln site, selected developments during the Victorian period and evidence of the use of the Wood during wartime will be conserved, managed and interpreted.</p> <p>Policy 1(c) Seek to extend the education centre to allow for the return of the Roman Kiln structures and display new information about the origin of the earthworks. An initial options appraisal for the extension of the education centre appears in Appendix 9 of this Plan. 1(f) x</p>
9. Project category	5. Other priority developments
10. Project priority	C. Desirable

### Options Appraisal

11. Overview of options	<p>Main options to consider are the interior layout of the reconfigured education building and the final location of the artefact and display. At the moment the artefact is in pieces and needs to be reassembled before the exact dimensions can be obtained. This will enable the optimum display design to be finalised.</p>
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### Project Planning

12. Programme and key dates	<p><b>Overall programme: 4 months</b></p> <p><b>Key dates: April 2015 to July 2015 (subject to successful HLF bid)</b></p> <p><b>Other works dates to coordinate:</b></p>
13. Risk implications	<p><b>Overall project risk: Green</b></p> <ul style="list-style-type: none"> <li>• The project is largely educational and will be an excellent opportunity to promote the heritage interest of Highgate Wood</li> <li>• If the Heritage Lottery Fund bid is unsuccessful the project will not be sustainable and will probably be shelved, but there is a possibility that City of London's Culture and Heritage Department may be able to</li> </ul>

	provide a home for the artefact.
<b>14. Stakeholders and consultees</b>	<ul style="list-style-type: none"> <li>• Hampstead Heath, Highgate Wood, and Queen's Management Committee.</li> <li>• Queen's Park and Highgate Wood Joint Consultative Committee</li> <li>• City of London Culture, Archives and Libraries Department.</li> <li>• City of London Surveyors Department</li> <li>• Museum of London</li> <li>• Bruce Castle Museum</li> <li>• Highgate Wood Roman Kiln Working Group</li> </ul>

### Resource Implications

<b>15. Total estimated cost</b>	<p>1. Under £250k</p> <p><b>Likely cost range:</b> £80,000 to £100,000</p> <p>We are awaiting an updated quotation from the building contractor.</p> <p><b>We have already incurred the costs included in the table below.</b></p> <table><tr><th>Item</th><th>Reason</th><th>Cost (£)</th><th>Funding Source</th></tr><tr><td>Specialist Consultants</td><td>Interpretation plan, display plan, and project management.</td><td>£3,000.00</td><td>Highgate Wood local risk budget</td></tr><tr><td>Timber building specialist</td><td>Specialist advice and survey of existing timber building with costings and options.</td><td>£250.00 (arranged by City Surveyors)</td><td>Highgate Wood local risk budget</td></tr><tr><td>Staff time</td><td>Arranging meetings for working group and comments on work carried out by consultants</td><td>£2,500 year (estimated)</td><td>Highgate Wood local risk budget</td></tr></table>	Item	Reason	Cost (£)	Funding Source	Specialist Consultants	Interpretation plan, display plan, and project management.	£3,000.00	Highgate Wood local risk budget	Timber building specialist	Specialist advice and survey of existing timber building with costings and options.	£250.00 (arranged by City Surveyors)	Highgate Wood local risk budget	Staff time	Arranging meetings for working group and comments on work carried out by consultants	£2,500 year (estimated)	Highgate Wood local risk budget
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Staff time	Arranging meetings for working group and comments on work carried out by consultants	£2,500 year (estimated)	Highgate Wood local risk budget														
<b>16. Funding strategy</b>	<p>The cost of project will be met through funds provided by HLF, local community donations (already assured) and Highgate Wood’s local risk budget.</p>																



<b>17. On-going revenue implications</b>	We are not planning to charge at this point to view the exhibit . The Education Building is timber built with a concrete floor, and is very simple in construction. There is no electrical supply and no other utilities. I have spoken to the Projects team in the City Surveyors and they believe that the extended building will not constitute a significant increase in planned cyclical maintenance. We plan to install a small Photo Voltaic system which will require minimal maintenance which will be included in the Heritage Lottery Fund application. The building is well orientated for a PV energy system as the roof faces due west.
<b>18. Investment appraisal</b>	The reconfiguration of the timber building within which the kiln will be exhibited will provide an opportunity to carry out some repairs which will prolong the service life of the building. There are some timbers at ground level which may require replacement in the near future, and this work could be undertaken during the extension work having consulted with the City Surveyors. The building has restricted opportunities at present as the interior display space is limited and lighting is poor. The new design will increase the interior display area from 30m2 to 50m2 and new light tubes will achieve increased light levels and provide a improved exhibition space. <b>See attached ground plan</b>
<b>19. Procurement strategy</b>	The contractors required are specialist and we will be working closely with the Heritage Lotter Fund and the CLPS team to secure the optimum value for money solution.
<b>20. Legal implications</b>	There are no foreseen legal implications . The kiln is listed as an important historical artefact by London Borough of Haringey. It is the only known original Roman Kiln in the London area.
<b>21. Corporate property implications</b>	We are currently seeking advice from both the Museum of London and our panel of archaeologists as to how best to conserve the kiln. The kiln is a relatively robust, stable structure. It is comprised of clay/sand composite bricks which have been repeatedly fired, producing a hard ceramic like fabric. The artefact will be encased in a specially designed perspex show case which will protect it from temperature changes and humidity. The case will also protect it from any potential mechanical damage.
<b>22. Traffic implications</b>	There are no foreseen traffic implications.
<b>23. Sustainability and energy implications</b>	We will be incorporating a number of sustainable features into the reconfigured building including enlarged velux windows for better natural lighting.
<b>24. IS implications</b>	We are investigating a wifi link to the exhibition and the Museum of London Roman exhibition.
<b>25. Equality Impact Assessment</b>	Choose an item.

## Recommended Course of Action

26. Next steps	List format			
27. Approval track and next Gateway	Approval track: 3. Light Next Gateway: Gateway 5 - Authority to Start Work (Light)			
28. Resource requirements to reach next Gateway	Item	Reason	Cost (£)	Funding stream
	Staff time (team Leader and Manager)	Attend working group meetings and feedback on draft proposals from consultants	£200-400/month for 12 month period	Highgate Wood local risk budget
	Submittal of Heritage Lottery bid (Manager)	Secure core funding for building conversion and interpretative display, plus installation of kiln	Not known at present	Highgate Wood local risk budget
29.				

## Contact

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# Highgate Wood Roman Kiln

## Display plan V1

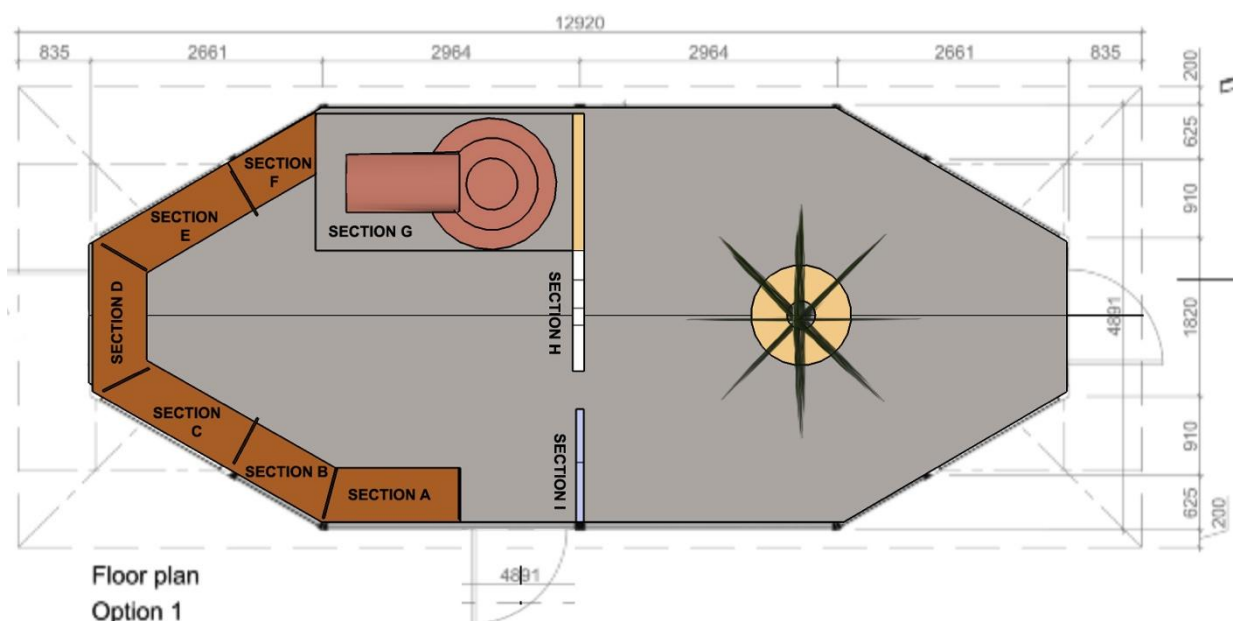
Ugly Studios  
12/08/2014

### Introduction

The following concepts are version one of the display plan for re-displaying the Roman Kiln in the Information Hut in Highgate Wood.

The concepts are based on the agreed interpretation plan and show the display in the expanded Information Hut, with the addition of a door to the hut to enable visitor flow.

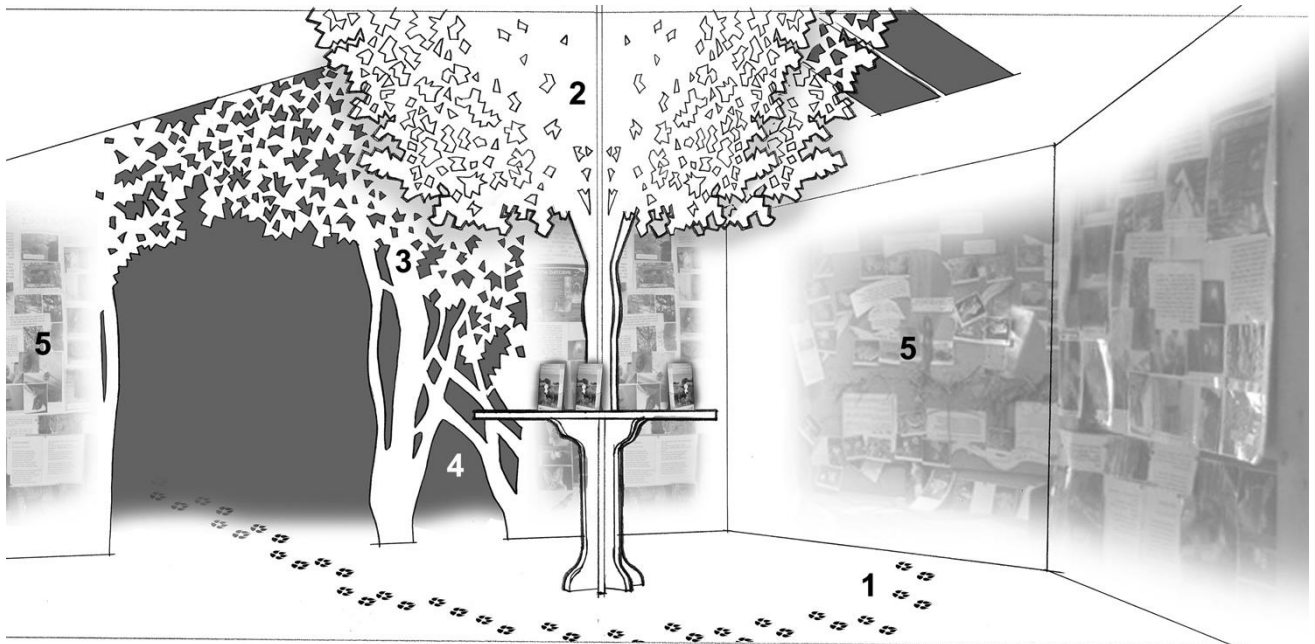
### Plan view



**Fig 1. A plan view of the new Information Hut**

On this plan view you can see the two areas of the hut; the wildlife display on the right and the kiln display on the left. The kiln display has been divided into labeled sections to enable easy discussion of the details.

## The wildlife display

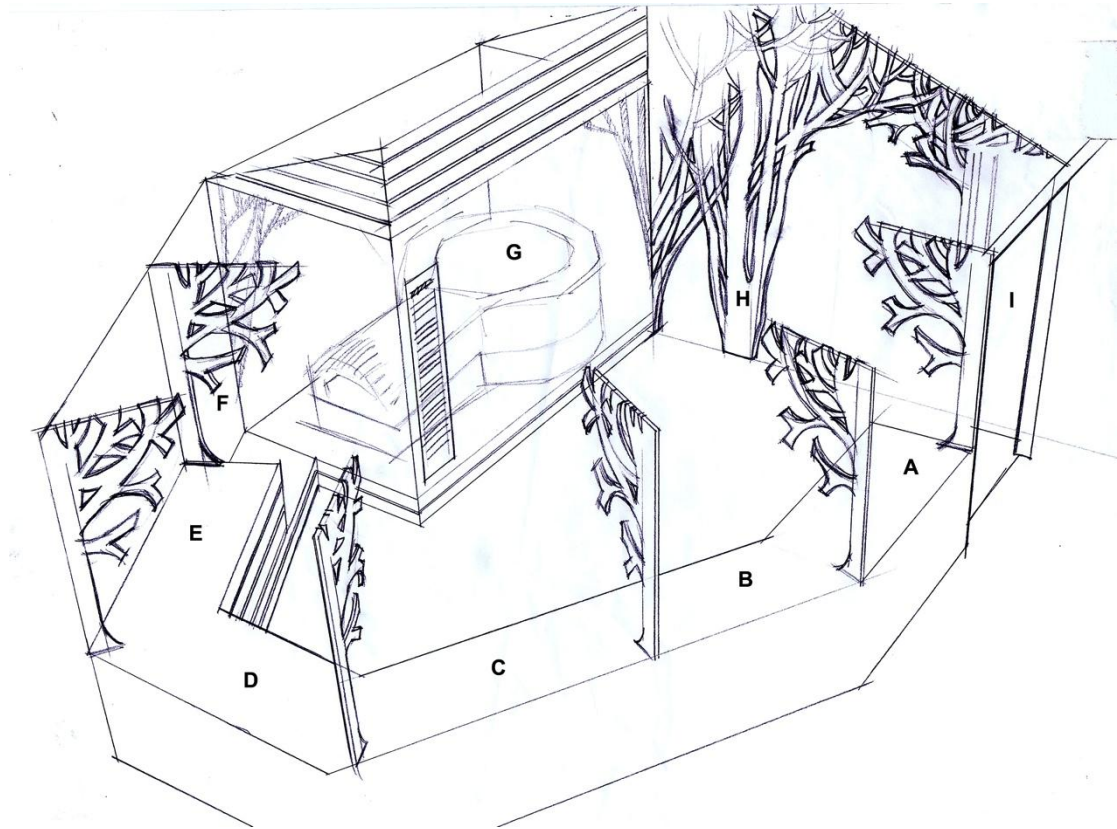


**Fig 2. The wildlife display**

Although the material in the wildlife display will stay much as it is - a collaboration between the Park Rangers and visitors - we feel it is important to create links between the two displays.

1. Footprints on the floor lead from the wildlife display to wildlife hiding in the other room
2. A fretwork tree with a bare wood finish brings the feeling of the wood inside the hut and gives a focus for the useful table surface
3. More wooden tree silhouettes create a partition between the two halves of the hut
4. A low opening for small children to crawl through
5. The wildlife displays

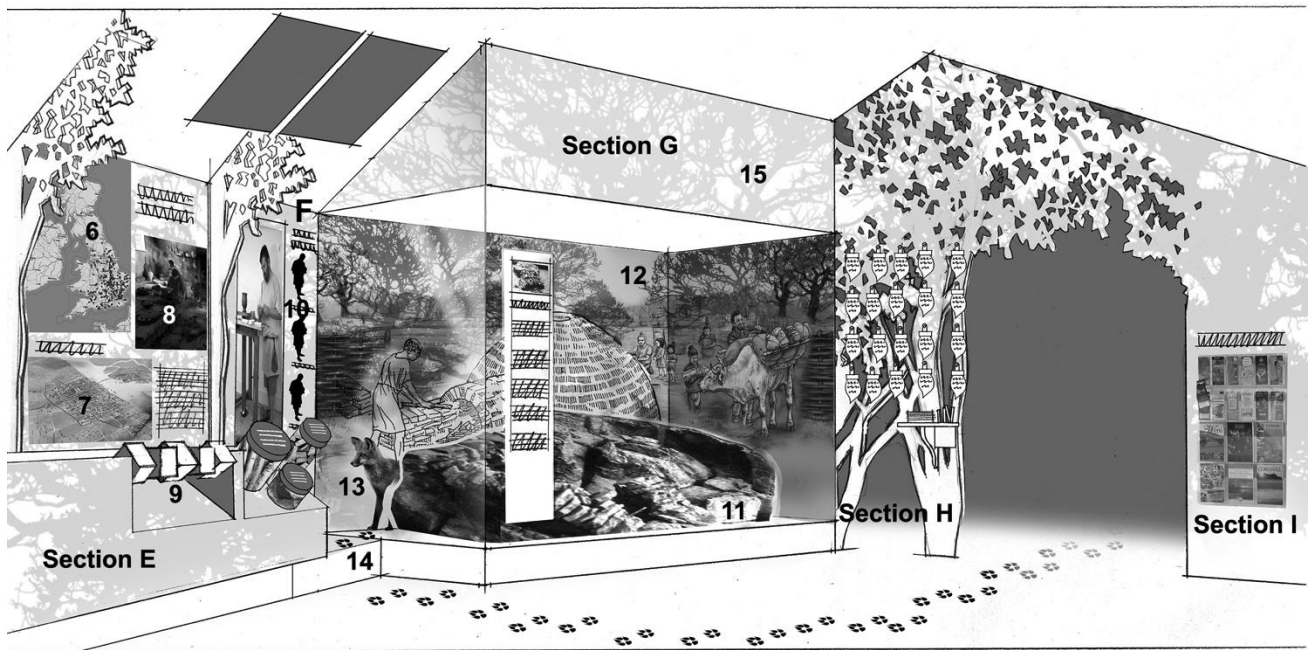
## The kiln display



**Fig 3. The kiln display – layout overview**

The kiln display continues the motif of bringing the wood inside the hut by using plywood tree silhouettes as decorative dividers.

The focus of the space is the kiln, protected behind a transparent wall. The remaining displays distribute supporting material around the walls of the building.



**Fig 3. The kiln display - sections E, F, G, H and I**

Section E – covers messages from sub-themes 2 and 5

6. A map of Roman Britain showing known pottery sites
7. An illustrative map of the local area showing: Londinium, Waltham Street, Ermine Street, and so on.
8. “Who Bought these Pots?” An illustration of Highgateware at use in a Londinium house with text about the London market, why Londinium residents might have desired these pots, and where archaeologists have found them in modern London.
9. An interactive about the pot making processes. Line up the blocks to see one of four sets of things: raw materials, preparing clay, molding a pot out of clay, and building a kiln.

Section F – covers messages from sub-theme 5

10. A diagram/timeline describing how five generations of potters must have visited the site for only a few weeks each in their lifetimes.

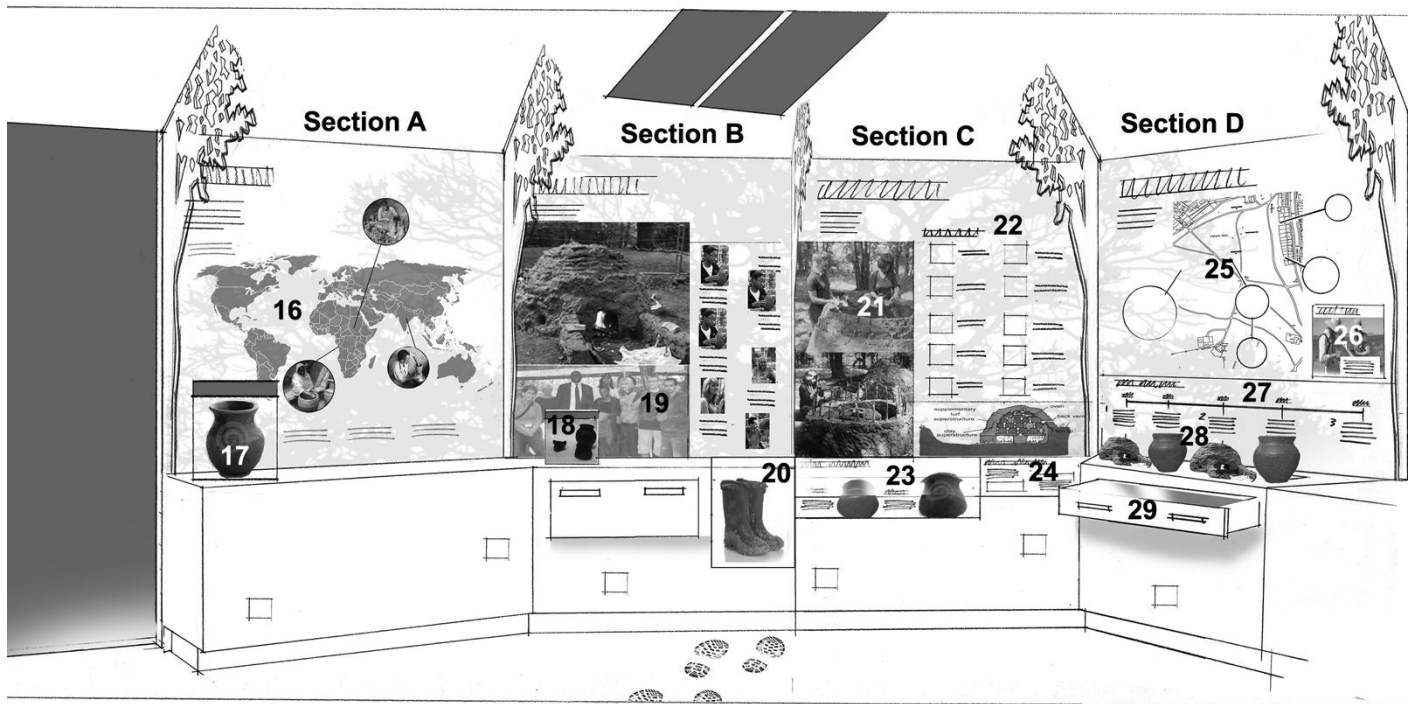
Section G – is made up of the kiln itself with a large illustration behind it and focuses on sub-themes 1 and 5

11. The kiln, on its existing base, within a case with a slightly raised floor and two transparent sides of Perspex or similar material.
12. The illustration would show the range of activity in the Wood in Roman times: puddling clay, making pots, building kilns, chopping wood, firing posts and packing up to leave for market.
13. The fox from the existing hut, taken out of its case and hidden behind the kiln.
14. The step enables children to step up and look behind the kiln at the fox.

15. Translucent material would be used to defuse the light from the roof-lights across the case.

Section H – is a feedback wall with ‘leaves’ of paper that people can write comments on and clip onto the tree with bulldog clips.

Section I – is made up of information and leaflet holders. It will prompt visitors to: take a leaflet and walk to the excavation site, download the Londinium app, visit Bruce Castle Museum, visit the Museum of London, take a leaflet and visit the sites of Londinium and so on. It also has information about the local potting industry.



**Fig 4. The kiln display - sections A, B, C and D**

Section A – covers sub-theme 4

- 16. The map shows similar pottery and similar kilns from around the world.
- 17. A pot similar to Highgateware, but from somewhere else in the world.

Section B – Covers message 3.2. The 2010 Haringey Potter project

- 18. Blackened pots and text about how the 2010 project achieved the reduction process.
- 19. A photo which should include Nick, with text to explain that Nick's return to make a kiln on the site would have been after a similar time interval to that of the potters of Roman Britain.
- 20. Nick's boots

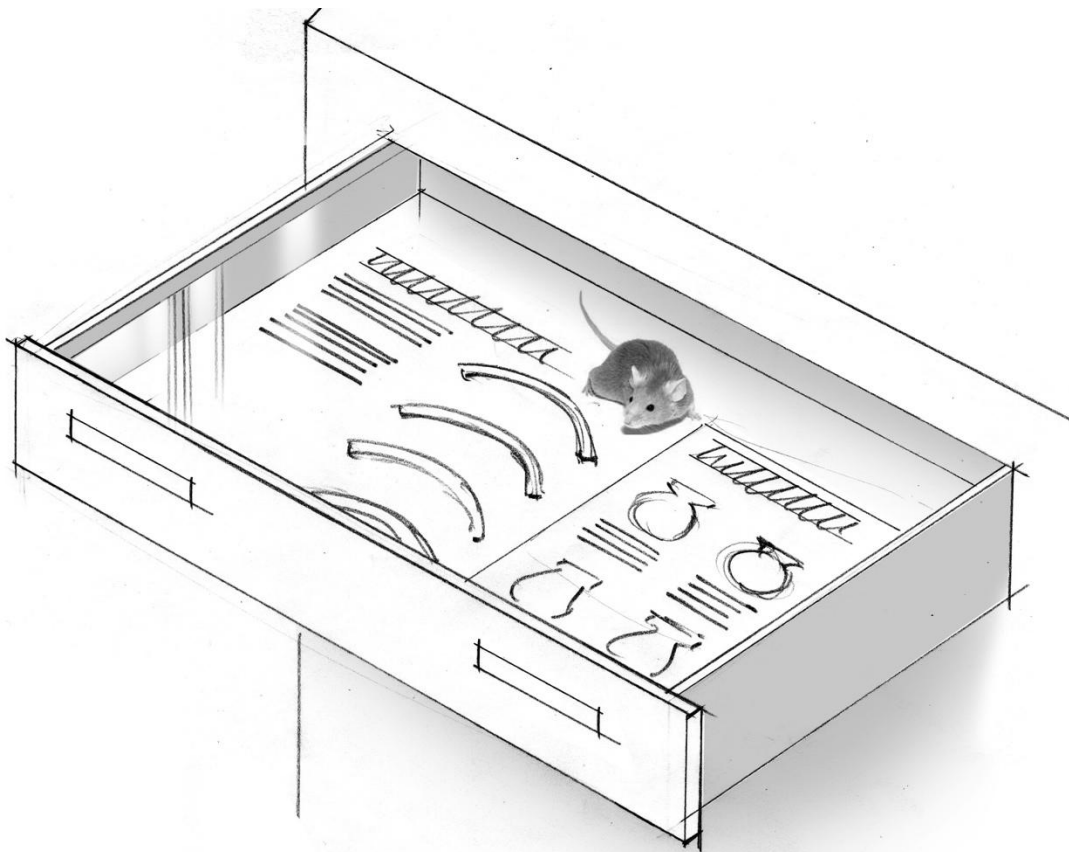
Section C – covers message 3.1 – 1970s experimental archaeology

- 21. A photo of the project including Nick so people can see him in the 70s and 2010 to put the gaps between the Roman potters' visits into context.

22. "What they did" broken into two sections – making pots, building and firing kilns with box outs about straight or curved sided kilns and the reduction technique.
23. The results, explained using real pots from the firings in a case
24. Conclusions about the experiments.

Section D – covers sub-theme 1

25. An annotated map of the excavation site
26. A photo and text about Sheldon and Brown
27. A timeline showing the changes in types of clay, and so on, over the course of the Roman era activity
28. Physical models that show the change in kiln construction and pot shaping along the timeline.
29. A pullout draw – see below



**Fig 5. Section D - draw detail**

This draw would have:

- A few of the original rim shards from the Roman pots found in Highgate Wood protected under Perspex or similar.
- Text to describe what you can discover about a pot from just a rim shard.
- A Romano British mouse' hiding in the draw.



<b>Committee(s):</b>		<b>Date(s):</b>
Hampstead Heath Consultative Committee	For information	3 <sup>rd</sup> November 2014
Highgate Wood Joint Consultative Committee	For information	19 <sup>th</sup> November 2015
Queen's Park Joint Consultative Group	For information	19 <sup>th</sup> November 2015
Hampstead Heath, Highgate Wood and Queen's Park Committee	For decision	24 <sup>th</sup> November 2014
<b>Subject:</b> Fees and Charges Report		<b>Public</b>
<b>Report of:</b> Superintendent of Hampstead Heath.		<b>For Information</b>
<p style="text-align: center;"><b><u>Summary</u></b></p> <p>This report sets out the proposed fees and charges for a range of facilities and services provided at Hampstead Heath for 2015/16.</p> <p><b>Recommendations</b></p> <p>It is recommended that:</p> <ul style="list-style-type: none"> <li>• That the views of the Hampstead Heath Consultative Committee be received on the proposed fees and charges for 2015/16, as set out in Appendix 1 of this report.</li> <li>• That the views of the Highgate Wood Joint Consultative Committee be received on the proposed fees and charges for 2015/16, as set out in Appendix 1 of this report.</li> <li>• That the views of the Queen's Park Joint Consultative Group be received on the proposed fees and charges for 2015/16, as set out in Appendix 1 of this report.</li> <li>• That the views of the Hampstead Heath Consultative Committee, Highgate Wood Joint Consultative Committee, and Queen's Park Joint Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their November meeting.</li> </ul>		

## **Main Report**

### **Background**

1. Charges for the wide range of recreation and sporting facilities that are provided in all the City Corporation's Open Spaces are reviewed annually. The current 2014/15 charges for Hampstead Heath were approved by the Management Committee in January 2014.

### **Current Position**

2. The Sports Advisory Forum had been developing a differentiated charging policy and this was presented to the Hampstead Heath, Highgate Wood and Queen's Park Committee in January 2014. Over the summer, the Hampstead Heath Management Team completed a benchmarking exercise to compare the Hampstead Heath Athletics Track with the other local running tracks. This was followed by a visit to Perivale running track to compare the facilities there in relation to the extent of the offer, quality of the grounds maintenance and public access to the facilities. The visit also allowed the Team to learn from another organisation, as a result of which a scoring sheet has been prepared to compare facilities objectively. Staff from Hampstead Heath will continue this benchmarking exercise with the other local athletic tracks and report their findings to the Sports Advisory Forum.
3. The proposed charges for 2015/16 were discussed with the Sports Advisory Forum on 22 September 2014. At this meeting, the Superintendent also set out the implications of the Service Based Review and the level of savings the Open Spaces Department is required to achieve over the next three financial years.
4. The Review will require the Superintendent to look at alternative ways of delivering activities that are not part of our core obligations. This will involve exploring the possibility of using third-party providers for sports facilities, attracting sponsorship for sports, and increasing the income generated from these activities.
5. The proposed fees and charges include concessionary rates, and have been set at a level that encourages schools and young people to use the recreation and sporting facilities on the Heath. However, with the agreement of the Sports Advisory Forum, further work on the differentiated charging policy has been put on hold whilst the Service Based Review is being undertaken.

### **Proposed Charges 2015/16**

6. It is proposed that charges for 2015/16 are increased by 2.4%. This reflects the current rate of inflation (RPI 2.4% Sept 2014).
7. Where the charges and fees are for less than £50, these have been reviewed on a case-by-case basis, with rounding to the nearest 50p to avoid the problems of cash handling. For charges more than £50, an increase of 2.4% has been applied and these have then been rounded up to the nearest pound.

8. Swimming charges have been reviewed and simplified, to re-establish the links between day ticket prices and season ticket charges.
9. The adult cost of the Pitch & Putt Course at Queen's Park has been benchmarked with Gunnersbury Park.
10. For 2015/16, Wedding and Civil Ceremony charges have been included in the report for the first time.
11. The Education and Play charges have been benchmarked against other local providers. However, as part of the Service Based Review, we will evaluate our education and play provision to ensure we are charging appropriately. We will also develop a funding strategy for these activities that will seek to maximise our grant funding.
12. The proposed increases in charges for sports and recreational facilities during 2015/16 are set out in Appendix 1.

### **Corporate & Strategic Implications**

13. The current Management Policy Plan states at Policy 78 that *"recreational facilities will be managed in a way which recognises the right and ability of everyone to use and enjoy the Heath ..."* The proposals set out in this report contain a range of charges with concessionary rates that have been assessed against other local providers.
14. The provision of sports facilities supports the City Together Strategy theme, 'A World Class City which is vibrant and culturally rich'. Linked to this is the associated Open Spaces Strategic Aim: *'Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living'*.
15. Starting in 2015, further works are proposed to review all the charges for facilities and services to ensure that income is maximised. This will be undertaken in conjunction with the Open Spaces Department Income Generation Project Board. Three Project Boards have been established to oversee the delivery of £2.2m savings identified across the Open Spaces Department, as part of the City of London's Service Based Review. Income generation forms a critical contribution towards delivering the required level of savings with a view to avoiding the loss of facilities and services.

### **Implications**

16. The City's Financial Regulations require all departments to recover full costs when setting charges to persons or external organisations, or submit reason to the appropriate service Committee when that objective is not met. It is, therefore, at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.
17. The licencing of filming and photography are the subject of a separate corporate report presented to the Open Spaces Committee.

## **Conclusion**

18. The proposed sports and recreation fees and charges have been determined by a number of factors, not least providing continued access to sports facilities while encouraging young people to participate.
19. It is also recognised that it will be necessary in the coming years to review how charges are levied across all facilities, to ensure the Service Based Review savings are achieved.

## **Appendices**

Appendix 1 – Proposed Fees and Charges for 2015/16

### **Yvette Hughes**

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## APPENDIX 1 – HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK

**The proposed charges operate from 1 April 2015, all charges include VAT at 20%**

<b>FACILITY</b>	Charges approved 1/4/13 (£)	Charges approved 1/4/14 (£) +2.6%	<b>Proposed Charges from 1/4/15 (£) +2.4%</b>
<b>ATHLETICS TRACK</b>			
● Meetings Monday - Friday (except bank holidays)	87.50	90.00	<b>93.00</b>
● Meetings Peak Times	123.50	126.50	<b>130.00</b>
● Schools Use - standard session charge	51.50	53.00	<b>55.00</b>
● Corporate events	290.00	300.00	<b>*1</b>
● Individual Ticket - Adults	3.00	3.00	<b>3.50</b>
● Individual ticket - Concessionary Rate	1.50	1.50	<b>1.50</b>
● Season Ticket - Adults	60.00	60.00	<b>62.00</b>
● Season Ticket - Concessionary Rate	30.00	30.00	<b>31.00</b>
<b>BOWLS *2</b>			
<b>CROQUET (GOLDERS HILL)</b>			
● Hourly charge (members of HHCC) for lawn	4.00	4.00	<b>4.50</b>
● Hourly charge (non members) for lawn	7.50	7.50	<b>8.00</b>
<b>CRICKET</b>			
● Reserved match pitch (prepared and marked)	73.00	75.00	<b>77.00</b>
● Reserved match pitch Parliament Hill weekends (prepared and marked)	92.50	95.00	<b>98.00</b>
● Junior pitch (prepared and marked)	44.00	45.00	<b>46.00</b>
● Cricket nets (per hour)	6.50	6.50	<b>7.00</b>
● Private changing room with hot water (Keys - deposit or charge for loss)	41.00 (25.00)	42.00 (25.00)	<b>43.00 (25.00)</b>
<b>FOOTBALL AND RUGBY</b>			
● Reserved match pitch Adult (with goal posts)	68.00	70.00	<b>72.00</b>
● Reserved match pitch Junior (with goal posts)	43.00	44.00	<b>45.00</b>
● Hire of goal nets	14.00	14.50	<b>15.00</b>
● Private changing room with hot water (Keys - deposit or charge for loss)	41.00 (25.00)	42.00 (25.00)	<b>43.00 (25.00)</b>
<i>Schools Use - standard session charge</i>	39.00	40.00	<b>41.00</b>
● Charge for damaged nets	37.50	38.50	<b>Cost + admin fee</b>
<b>BASEBALL/ SOFTBALL/ ROUNDERS/ VOLLEYBALL</b>			
● Reserved Pitch	48.50	50.00	<b>52.00</b>

<b>FACILITY</b>	Charges approved 1/4/13 (£)	Charges approved 1/4/14 (£) +2.6%	<b>Proposed Charges from 1/4/15 (£) +2.4%</b>
<b>PENTANQUE</b>			
• Hourly charge/rink	2.50	2.50	<b>3.00</b>
• (Returnable) Deposit for Boules hire	12.00	12.50	<b>20.00</b>
<b>PITCH &amp; PUTT (Queen's Park)</b>			
• One Round Adult	4.50	4.50	<b>5.50<sup>+1</sup></b>
• One Round Concessionary rate	2.50	2.50	<b>2.50</b>
<b>PUTTING (Golders Hill Park)</b>			
• One Round Adult	3.00	3.00	<b>3.00</b>
• One Round Concessionary rate	1.50	1.50	<b>1.50</b>
• Lost or damaged putter	25.00	25.50	<b>Cost + admin fee</b>
• Lost ball	5.00	5.00	<b>Cost + admin fee</b>
<b>SWIMMING</b>			
<i>Lido</i>			
• Early Morning / Winter - Adult	2.00	2.00	<b>2.50</b>
• Early Morning / Winter - Concessionary	1.00	1.00	<b>1.50</b>
• Evening - Adult	2.50	2.50	<b>2.50</b>
• Evening - Concessionary	1.50	1.50	<b>1.50</b>
• Day Ticket - Adults	5.50	5.50	<b>6.00</b>
• Day Ticket - Concessionary	3.50	3.50	<b>4.00</b>
• Day family ticket (up to 2 adults & 2 children)	14.50	14.50	<b>15.00</b>
• Day adult and child ticket	7.50	7.50	<b>8.00</b>
• Book of tickets (10 for the price of 9) - Adult	49.50	49.50	<b>54.00</b>
• Book of tickets (10 for the price of 9) -Concessionary	31.50	31.50	<b>36.00</b>
• Lido Monthly Ticket - Adult	40.00	41.00	<b>42.00</b>
• Lido Monthly Ticket- Concessionary	20.00	20.50	<b>21.00</b>
• Lido 12 Month Season Ticket - Adult	144.00	147.50	<b>152.00</b>
• Lido 12 Month Season Ticket - Concessionary	92.50	95.00	<b>98.00</b>
• Lido 6 Month Season Ticket - Adult	113.00	116.00	<b>120.00</b>
• Lido 6 Month Season Ticket - Concessionary	56.50	58.00	<b>60.00</b>
• All Swimming Facilities 12 Month Season Ticket - Adult	185.00	190.00	<b>195.00</b>
• All Swimming Facilities 12 Month Season Ticket - Concessionary	103.00	105.50	<b>108.00</b>
• All Swimming Facilities 6 Month Season Ticket - Adult	113.00	116.00	<b>140.00</b>
• All Swimming Facilities 6 Month Season Ticket - Concessionary	56.50	58.00	<b>70.00</b>

<b>FACILITY</b>	Charges approved 1/4/13 (£)	Charges approved 1/4/14 (£) +2.6%	<b>Proposed Charges from 1/4/15 (£) +2.4%</b>
<b><i>Natural Ponds</i></b>			
• Day Ticket: Highgate: Men's, Kenwood Ladies', Hampstead Mixed - Adult	2.00	2.00	<b>2.00</b>
• Day Ticket: Highgate: Men's, Kenwood Ladies', Hampstead Mixed - Concessionary	1.00	1.00	<b>1.00</b>
• Ponds 12 Month Season Ticket – Adult	118.50	121.50	<b>125.00</b>
• Ponds 12 Month Season Ticket – Concessionary	62.00	63.50	<b>66.00</b>
• Ponds 6 Month Season Ticket – Adult	62.00	63.50	<b>66.00</b>
• Ponds 6 Month Season Ticket –Concessionary	31.00	32.00	<b>33.00</b>
<b>TENNIS</b>			
• Annual registration fee	15.00	15.50	<b>16.00</b>
• Adult Hourly Charge - hard or grass court (per hour)	6.50	6.50	<b>7.00</b>
• Concessionary Rates - hard or grass court (per hour)	3.50	3.50	<b>4.00</b>
<b>SPORTS COACHING</b>			
<b><i>Tennis Coaching and Development</i></b>			
<b>Adult Beginners/improvers</b>			
• 5 weekly 1 hour lessons	46.00	47.00	<b>48.00</b>
• 5 weekly 1 1/2 hour lessons	67.00	68.50	<b>72.00</b>
• 5 weekly 2 hour lessons	87.50	90.00	<b>96.00</b>
<b>Children Beginners/improvers</b>			
• 5 weekly 1 hour lessons	37.00	38.00	<b>39.00</b>
<b><i>Children's Football Coaching</i></b> (Queen's Park and Highgate Wood)			
• 5 weekly 2 hour lessons	46.00	47.00	<b>48.00</b>
<b>CAR PARKING</b>			
• Up to 2 hours	2.50	2.50	<b>3.00</b>
• Up to 4 hours	5.00	5.00	<b>6.00</b>
• Additional hours or part hours above 4 hours	4.50	4.50	<b>5.00</b>

+1 Adult prices have been benchmarked against Gunnersbury 9 hole pitch and putt course.

\*1 Corporate Event prices will be worked up on a case by case basis.

\*2 The Bowls facility is now leased to the Parliament Hill Bowling Club supported by the Hampstead Heath Croquet Club who set their own fees for Members.

<b>WEDDINGS &amp; CIVIL CEREMONIES</b>	Soft opening charges 2014 (£)	Pilot year charges 2015 (£)	<b>Proposed charges from 1/1/16 (£)</b>
<i>Hill Garden shelter</i>			
• Monday - Thursday	1,250.00	1,800.00	<b>2,000.00</b>
• Friday	1,250.00	2,100.00	<b>2,400.00</b>
• Weekends	1,250.00	2,400.00	<b>2,800.00</b>
<i>Pergola</i>			
• Monday - Thursday	1,000.00	1,500.00	<b>1,800.00</b>
• Friday	1,000.00	1,620.00	<b>2,000.00</b>
• Weekends	1,000.00	1,800.00	<b>2,200.00</b>

<b>EDUCATION &amp; PLAY CHARGES</b>	Charges from 1/9/14* <sup>3</sup> (£)	<b>Proposed charges from 1/4/15<sup>+2</sup> (£)</b>
<b>EDUCATION CENTRE</b>		
<i>Standard 2 hour session</i>		
• State Schools - up to 30 children	90.00	<b>99.00</b>
• State Schools- incremental prices above 30 children. Fixed price for up to 15 additional students	45.00	<b>49.50</b>
• Independent Schools - up to 30 children	120.00	<b>129.00</b>
• Independent Schools - incremental prices above 30 children. Fixed price for up to 15 additional students	60.00	<b>65.00</b>
<b>ADVENTURE PLAYGROUND</b>		
<i>Full day play and education session</i>		
• State Schools - up to 30 children	120.00	<b>132.00</b>
• State Schools- incremental prices above 30 children. Fixed price for up to 15 additional students	60.00	<b>66.00</b>
• Independent Schools - up to 30 children	150.00	<b>172.00</b>
• Independent Schools - incremental prices above 30 children. Fixed price for up to 15 additional students	75.00	<b>86.00</b>
<b>ORGANISED PLAY SESSION</b>		
<i>Standard 2 hour session</i>		
• State Schools - up to 30 children	60.00	<b>66.00</b>
• State Schools- incremental prices above 30 children. Fixed price for up to 15 additional students	30.00	<b>33.00</b>
• Independent Schools - up to 30 children	60.00	<b>86.00</b>
• Independent Schools - incremental prices above 30 children. Fixed price for up to 15 additional students	30.00	<b>43.00</b>



\*3 The Hampstead Heath, Highgate Wood and Queen's Park Committee agreed the new pricing structure at their meeting on 15 September 2014. Education and Play charges will now be priced 'per session' rather than 'per child'.

+2 Following a bench marking exercise, State School charges have been increased by 10%. A 30% uplift has been applied for Independent Schools to establish a consistent charging ratio. Charges for more than £50 have been rounded up to the nearest pound.

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