



## Hampstead Heath, Highgate Wood and Queen's Park Committee

**Date:** MONDAY, 25 JANUARY 2016

**Time:** 1.45 pm

**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:**

Virginia Rounding (Chairman)	Alderman Ian Luder (Ex-Officio Member)
Jeremy Simons (Deputy Chairman)	Graeme Smith (Ex-Officio Member)
Deputy John Barker	Councillor Melvin Cohen (London Borough of Barnet)
Keith Bottomley	Martyn Foster (Royal Society for the Protection of Birds)
Dennis Cotgrove	Councillor Sally Gimson (London Borough of Camden)
Karina Dostalova	John Beyer (Heath & Hampstead Society)
Revd Dr Martin Dudley	Maija Roberts (Ramblers Association/Open Spaces Society)
Michael Hudson	Philip Wright (English Heritage)
Clare James	
Edward Lord	
Professor John Lumley	
Barbara Newman	

**Enquiries:** David Arnold  
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020 7332 1174

**Lunch will be served in Guildhall Club at 1:00PM**  
**NB: Part of this meeting could be the subject of audio or video recording**

**John Barradell**  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
  2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA**
  3. **HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE MINUTES**  
To agree the public minutes and summary of the meeting held on 23 November 2015.  

**For Decision**  
(Pages 1 - 10)
  4. **TERMS OF REFERENCE REVIEW**  
Report of the Town Clerk.  

**For Decision**  
(Pages 11 - 14)
  5. **OPEN SPACES DEPARTMENT 2015/16 BUSINESS PLAN QUARTERLY PERFORMANCE UPDATE - QUARTER 3**  
Report of the Director of Open Spaces.  

**For Information**  
(Pages 15 - 22)
- Hampstead Heath**
6. **SUPERINTENDENT'S UPDATE**  
Report of the Superintendent of Hampstead Heath.  

**For Decision**  
(Pages 23 - 26)
  7. **HAMPSTEAD HEATH PONDS PROJECT UPDATE**  
Joint report of the Hampstead Heath Ponds Project Director and the Superintendent of Hampstead Heath.  

**For Information**  
(Pages 27 - 30)
- Highgate Wood & Queen's Park**
8. a) **HIGHGATE WOOD JOINT CONSULTATIVE COMMITTEE MINUTES**  
To note the draft public minutes and summary of the meeting held on 18 November 2015.  

**For Information**  
(Pages 31 - 36)

- b) **QUEEN'S PARK JOINT CONSULTATIVE GROUP MINUTES**  
To note the draft public minutes and summary of the meeting held on 18 November 2015.

**For Information**  
(Pages 37 - 42)

9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

**Part 2 - Non-Public Agenda**

11. **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**
12. **SUPERINTENDENT'S UPDATE**  
The Superintendent of Hampstead Heath to be heard.
- For Information**
13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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## HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE

Monday, 23 November 2015

**Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at the Guildhall EC2 at 1.45 pm**

### **Present**

#### **Members:**

Virginia Rounding (Chairman)	Graeme Smith (Ex-Officio Member)
Jeremy Simons (Deputy Chairman)	Councillor Melvin Cohen (London Borough of Barnet)
Deputy John Barker	Martyn Foster (RSPB)
Dennis Cotgrove	Councillor Sally Gimson (London Borough of Camden)
Michael Hudson	John Beyer (Heath & Hampstead Society)
Edward Lord	Maija Roberts (Open Spaces Society / Ramblers' Association)
Professor John Lumley	
Barbara Newman	
Alderman Ian Luder (Ex-Officio Member)	

#### **Officers:**

David Arnold	- Town Clerk's Department
John Park	- Town Clerk's Department
Nigel Lefton	- Remembrancer's Office
Caroline Al-Beyerty	- Chamberlain's Department
Alison Elam	- Chamberlain's Department
Sue Ireland	- Director of Open Spaces
Bob Warnock	- Superintendent of Hampstead Heath
Declan Gallagher	- Open Spaces Department
Gerry Kiefer	- Open Spaces Department
Jonathan Meares	- Open Spaces Department
Philip Everett	- Director of the Built Environment
Will Wright	- City Surveyor's Department

#### **1. APOLOGIES**

Apologies for absence were received from Karina Dostalova, Revd Dr Martin Dudley, Clare James, and Philip Wright (English Heritage).

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

Councillor Sally Gimson (London Borough of Camden) declared a non-pecuniary interest in matters relating to the 1 O'Clock Club as she was Councillor for the Highgate Ward.

**3.1 Hampstead Heath. Highgate Wood and Queen's Park Committee**  
**RESOLVED** – That the public minutes and non-public summary of the meeting held on 21 September 2015 be approved.

### **Matters Arising**

#### City of London Corporation (Open Spaces) Bill

The Director of Remembrancer's Affairs advised that the final Bill was due to be printed and submitted to Parliament later this week. Consultees would be written to regarding the final content of the Bill. Some amendments had been made since the last working draft had been circulated to Members, such as the letting of buildings for a maximum of 15 years in most cases with a maximum of 21 years for exceptional circumstances only.

#### Water House

Members noted that the Comptroller and City Solicitor had investigated the access issues relating to Millfield Lane, N6 and had reported back to the Members concerned.

### **3.2 Hampstead Heath Consultative Committee**

The Committee received the minutes of two recent meetings of the Hampstead Heath Consultative Committee.

**RESOLVED** – That:-

- a) the minutes of the meeting held on 29 September 2015 be noted; and
- b) the draft minutes of the meeting held on 9 November 2015 be noted.

## **4. LOCATION OF COMMITTEE MEETINGS**

The Committee considered a report of the Town Clerk regarding the location of Committee meetings. Members were asked to consider whether to hold Committee meetings at a venue at or near Hampstead Heath, Highgate Wood or Queen's Park.

The Chairman encouraged Members to attend Hampstead Heath Consultative Committee meetings in the public gallery. A list of upcoming Consultative Committee meeting dates would be circulated by the Town Clerk and Members were advised to inform him in advance of any meeting they wished to attend.

Members discussed the various implications of changing the location and times of the meetings to enable better engagement with local users. The Committee requested that a trial period be entered into in 2016 whereby one meeting be held in the evening at Guildhall and one meeting be held in the evening at Hampstead Heath; the latter preceded by an afternoon walk of the Heath.

**RESOLVED** – That consideration be given to an evening meeting at Guildhall and an evening meeting at Hampstead Heath, preceded by an afternoon Committee walk, during 2016.

5. **OPERATIONAL PROPERTY**

The Committee received a joint report of the Chamberlain and the City Surveyor regarding the Operational Property Review. Members were advised that it was an objective of the long-term management plan for the Superintendent's Office to be relocated to or nearer Hampstead Heath.

**RESOLVED** – That:-

- a) the drivers for undertaking the Operational Property Review be noted; and
- b) the emerging opportunities from this review that impact on the work of this Committee be reported to subsequent meetings.

6. **REVENUE & CAPITAL BUDGETS - 2015/16 & 2016/17**

The Committee considered a joint report of the Chamberlain and Director of Open Spaces that provided Members with an update regarding the latest approved revenue budget for 2015/16 and sought approval to a provisional revenue budget for 2016/17, subject to the subsequent approval of the Finance Committee.

**RESOLVED** – That:-

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

7. **SUPERINTENDENT'S UPDATE**

The Committee received a report of the Superintendent of Hampstead Heath that provided an update on management and operational activities across the Heath since September 2015. Members noted and considered the following matters:

## **Planning**

### Water House

The London Borough of Camden (LBC) was due to consider the planning application in December 2015. Hampstead Heath and Highgate Wood staff had scrutinised reports regarding the construction on Millfield Lane and its impact on trees and would provide feedback on the Planning Officers' report once it was available. In response to a question from the Deputy Chairman, the Superintendent advised that there would be large-scale Heavy Goods Vehicle movement on Millfield Lane so pedestrians and cyclists would be diverted onto City Corporation land. A Member (LBC) noted that she and other LBC Councillors would be meeting with Planning Officers and local residents this week to discuss the planning application.

### Athlone House

The appeal had not been upheld at Judicial Review.

### 2-3 Heath Passage

An application to de-designate as Metropolitan Open Land had been objected by local residents and the City Corporation but a date had not yet been set for the application to be considered by LBC.

## **Learning Programme**

The Superintendent had received a petition against the proposed changes to the One O'clock Club and Adventure Playground that had received 905 signatures and 2,213 messages of support on Social Media. Following a useful discussion with the petition organiser, it has been decided to provide two hour sessions all year round at the One O'Clock Club for a modest charge. The Club would be led by a permanent full-time Project and Learning Officer and a permanent part-time Play Leader. Sessions would engage children with natural and historical aspects of the Heath, as per the objectives of the Learning Programme.

A revised programme was to be provided at the Adventure Playground. It had proved less effective in winter due to a lack of light during after-school hours so the programme would include specific seasonal events as well as a reconfiguration of the Playground. The Parliament Hill Programme would remain open and the Paddling Pool would be managed by the Lido Team in future.

## **Golders Hill Park**

The size of the Zoo and Butterfly House would be reduced to incorporate a smaller number of species relevant to the wildlife of the Heath. In response to a Member's question, the Superintendent added that this was expected to produce a saving of £50,000.



## **Constabulary**

Six Officers would be on duty and the landscape restoration works at Kite Hill would be protected by a secure fence on New Year's Eve.

**RESOLVED** – That the Superintendent's Update be noted.

### **8. HEDGEHOGS ON HAMPSTEAD HEATH - TRIAL MONITORING**

The Committee received a report of the Superintendent of Hampstead Heath detailing a trial hedgehog monitoring scheme that took place in Golders Hill Park during September 2015.

**RESOLVED** – That the report be noted.

### **9. HAMPSTEAD HEATH PONDS PROJECT UPDATE**

The Committee received a report of the Superintendent of Hampstead Heath that provided an update on the progress of the Hampstead Heath Ponds Project.

The Project Director advised that more space was required in relation to the works to Model Boating Pond (MBP) and the proposals for this would be presented to the Ponds Project Community Working Group later that day. He added that planning permission for these ancillary works would not be required. Members were also advised that a plan was being formulated to deal with reinstatement issues to pathway edges caused by vehicle movement.

In response to a Member's question regarding delays, the Project Director advised that the large-scale works at MBP were currently 12 weeks behind but they remained on course to be completed before the planned Project end date. The Superintendent added that a site visit would be arranged for Committee Members in due course.

**RESOLVED** – That the report be noted.

### **10. UPDATE ON OAK PROCESSIONARY MOTH (OPM) AT THE NORTH LONDON OPEN SPACES DIVISION**

The Committee received a report of the Superintendent of Hampstead Heath that provided an update on the OPM population and its management at the North London Open Spaces, following the discovery of caterpillars and nests at Queen's Park and Hampstead Heath in June 2015. Members were advised that the total spend on inspections, admin time and nest removals in 2015 had been £9,480 and this figure was expected to rise year on year as more nests were found and more treatment required.

**RESOLVED** – That the report be noted.

### **11. REVIEW OF ANNUAL WORK PROGRAMME 2015**

The Committee considered a report of the Superintendent of Hampstead Heath that reviewed the management operations and activities carried out on the Heath as part of the 2015 Annual Work Programme and sought approval to the

new 2016 Annual Work Programme. A Member noted that the Heath and Hampstead Society would provide their feedback on the proposed new Programme as soon as possible.

**RESOLVED** – That the 2016 Annual Work Programme be approved.

12. **LANDSCAPE IMPROVEMENT WORKS AT THE SWAIN'S LANE ENTRANCE INTO PARLIAMENT HILL FIELDS**

The Committee considered a report of the Superintendent of Hampstead Heath that sought approval to the proposed landscape improvement works at the Swain's Lane entrance to Parliament Hill Fields.

**RESOLVED** – That the proposed landscape improvement works at the Swain's Lane entrance to Parliament Hill Fields be approved.

13. **LANDSCAPE IMPROVEMENT WORKS AT THE MILLFIELD LANE ENTRANCE ONTO HAMPSTEAD HEATH**

The Committee considered a report of the Superintendent of Hampstead Heath that sought approval to the proposed landscape improvement works at the Millfield Lane entrance onto the Heath.

**RESOLVED** – That the proposed landscape improvement works at the Millfield Lane entrance onto Hampstead Heath be approved.

14. **HAMPSTEAD HEATH EVENTS PROGRAMME, JANUARY - SEPTEMBER 2015**

The Committee received a report of the Superintendent of Hampstead Heath that detailed the success of the Hampstead Heath Events Programme 2015.

**RESOLVED** – That the continued success of the Hampstead Heath Events Programme in engaging with audiences, attracting new visitors to the Heath, and working with partners to provide a valuable service for the local community and beyond, be noted.

15. **FEES AND CHARGES 2016/17**

*At this point, the Chairman welcomed Michael Hudson to his first meeting as a new Member of the Committee.*

The Committee considered a report of the Superintendent of Hampstead Heath that sought approval to the proposed fees and charges for a range of facilities and services provided at Hampstead Heath, Highgate Wood and Queen's Park in 2016/17. Members were advised that a separate charge of £65 would be introduced for customers who required tables and chairs at the Bandstand in Queen's Park. The charge without tables and chairs would remain at £55. These proposals were supported by the Queen's Park Joint Consultative Group.

The Superintendent then advised Members of the concerns outlined in a letter from the Hampstead Rugby Club, which had been circulated to the Committee prior the meeting. He added that the Heath previously undercharged for the

provision of many of its sports facilities. The proposed new fees and charges were now at a mid-point level compared with other local authorities, following a benchmarking exercise. In relation to the provision of rugby facilities, only 28% of costs were recovered as 72% was subsidised. A discount had also been provided for use of the changing rooms at the start of the recent rugby season due to the standard of the facilities.

Members suggested the reintroduction of 2:00pm kick off times alongside 1:00pm, with a higher charge for the later kick off time due to increase staff overtime costs at the end of the day. The Superintendent agreed that a report detailing the overtime costs to ensure they were recovered for 2:00pm kick offs could be submitted to the next Committee meeting.

In response to a Member's question, the Director of Open Spaces advised that future consideration would be given to increase to concessionary over 60s age year on year to take into account the increasing retirement age.

**RESOLVED** – That the proposed fees and charges for 2016/17 be approved, including the introduction of a two-tiered charge for the provision of rugby facilities at 1:00pm and 2:00pm.

**16. HIGHGATE WOOD - SUPERINTENDENT'S UPDATE NOVEMBER 2015**

The Committee received a report of the Superintendent of Hampstead Heath that provided an update regarding management and operational activities in Highgate Wood over the past six months.

The Chairman advised Members that the Highgate Wood Joint Consultative Committee were supportive of the proposed changes to closing times during the summer months, with a preference for 9:15pm. Members agreed to this proposed change. The Chairman added that the Consultative Committee were also supportive of implementing squirrel control at the Wood in future if necessary. The Highgate Wood Manager advised that the type of control would be based on advice from the Forestry Commission, which would probably involve a trap and release method. The Wood Team would consult with colleagues at Burnham Beeches, where squirrel control was currently being implemented.

**RESOLVED** – That:-

- a) the Superintendent's Update be noted;
- b) the closing time during the summer months be changed to 9:15pm.

**17. QUEEN'S PARK - SUPERINTENDENT'S UPDATE NOVEMBER 2015**

The Committee received a report of the Superintendent of Hampstead Heath that provided an update on the operational work, accomplishments and successes of the Queen's Park Team in delivering an award winning Park since June 2015.

**RESOLVED** – That the report be noted.

18. **PROPOSAL TO INTRODUCE ZIPPOS CIRCUS TO QUEEN'S PARK**

The Committee considered a report of the Superintendent of Hampstead Heath regarding a proposal to introduce Zippos Circus to Queen's Park.

Members were advised of the negative feedback received at the recent Queen's Park Joint Consultative Group and noted objections from the Queen's Park Area Residents' Association (QPARA). The Director of Open Spaces added that further consultation with local residents and user groups may be required to develop other options for income-generating events. Some Members noted that other income-generating events could be held in addition to the Circus rather than as an alternative, so they would be inclined to support the option to permit a licence for one year with a review after one event.

The Chairman explained that the already good relationship with QPARA and their track-record of providing successful events at the Park could be improved further if additional consultation was carried out and if QPARA were engaged with to generate more income-generating events. The Committee then agreed to defer the proposal for 2017 whilst further consultation was carried out with local residents and user groups, including QPARA, to develop alternative income-generating events.

**RESOLVED** – That the proposal to introduce Zippos Circus to Queen's Park be deferred for one year whilst Officers carry out further consultation with local residents and user groups regarding the provision of income-generating events at Queen's Park.

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

There were none.

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

There was none.

21. **EXCLUSION OF THE PUBLIC**

**RESOLVED** – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

22. **REVENUE & CAPITAL BUDGETS**

The Committee received the Department of Open Spaces Budget Reduction Programme as part of the Service Based Review, in relation to item 6 of the public agenda (Revenue and Capital Budgets 2015/16 and 2016/17).

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

There were none.

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

There was none.

25. **CONFIDENTIAL MINUTES**

**RESOLVED** – That the confidential minutes of the meeting held on 21 September 2015 be approved.

**The meeting closed at 3.40 pm**

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Chairman

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

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<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood & Queen's Park Committee	25 January 2016
<b>Subject:</b> Terms of Reference Review	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> David Arnold, Town Clerk's Department	

## Summary

As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

There is one proposed amendment to the Committee's Terms of Reference, which arises from the review of the City of London Corporation's grant-giving activities. The proposed terms of reference of the Hampstead Heath, Highgate Wood and Queen's Park Committee are attached at appendix A to this report for your consideration. The additional entry is set out at item (d) of the appendix.

## Recommendations

It is recommended that:

- a) the terms of reference of the Committee, subject to any comments, be approved for submission to the Court in April 2016 as set out in the appendix; and
- b) any further changes in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

## Main Report

### Background

1. As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

### Proposals

2. There is one proposed amendment to the Committee's Terms of Reference. This arises from the review of the Corporation's grant-giving activities, which the Committee considered in July 2015. The Committee agreed to set up a joint

Open Spaces Grants Review Working Party to determine how to best allocate open spaces grants.

3. The Working Party agreed that the most suitable approach would be for the Open Spaces and City Gardens Committee to take responsibility for awarding open spaces grants, with the Epping Forest and Commons Committee, West Ham Park Committee or Hampstead Heath, Highgate Wood and Queen's Park Committee providing comments and recommendations on any grant requests relating to their areas.
4. Assuming that each of the Committees approves this procedure, the Committee is asked to approve an additional entry to its Terms of Reference, set out at Appendix A as item (d). Similar additions to facilitate the approach to grants will be recommended to the other Committees during their consideration of their Terms of Reference in January and February 2016.

### **Appendices**

- Appendix A – Terms of Reference

#### **David Arnold**

Committee and Member Services Officer  
Town Clerk's Department

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## APPENDIX A

### Terms of Reference

To be responsible, having regard to the overall policy laid down by the Open Spaces & City Gardens Committee, for:-

#### Hampstead Heath

- (a) devising and implementing the City of London Corporation's policies and programmes of work in relation to Hampstead Heath (registered charity no. 803392) (and, in fulfilling those purposes, to have regard to any representations made to it by the Hampstead Heath Consultative Committee) in accordance with the London Government Re-organisation (Hampstead Heath) Order 1989;
- (b) exercising all the City of London Corporation's powers and duties relating to Hampstead Heath, including those set out in Regulation 5 of the London Government Re-organisation (Hampstead Heath) Order 1989, or in any Act or Statutory Instrument consolidating, amending or replacing the same;

#### Highgate Wood & Queen's Park

- (c) devising and implementing the City of London Corporation's policies and programmes of work in relation to Highgate Wood and Queen's Park (registered charity no. 232986) ) (and, in fulfilling those purposes, to have regard to any representations made to it by the Highgate Wood Joint Consultative Committee and the Queen's Park Joint Consultative Group) in accordance with the provisions of the Highgate and Kilburn Open Spaces Act 1886;

#### Hampstead Heath, Highgate Wood & Queen's Park

- (d) to express views or make recommendations to the Open Spaces and City Gardens Committee for that Committee's allocation of grants which have relation to Hampstead Heath, Highgate Wood or Queen's Park, in line with annual funding and priorities agreed by the Resource Allocation Sub (Policy and Resources) Committee;

#### Consultative Committees

- (e) appointing such Consultative Committees as are considered necessary for the better performance of its duties including a,  
Hampstead Heath Consultative Committee  
Highgate Wood Joint Consultative Committee  
Queen's Park Joint Consultative Group

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# Agenda Item 5

<b>Committee:</b>	<b>Date:</b>
Hampstead Heath, Highgate Wood & Queen's Park Epping Forest & Commons	25 January 2016 26 January 2016
<b>Subject:</b> 2015/16 Business Plan Quarterly Performance Update - Quarter 3 (April to December 2015)	<b>Public</b>
<b>Report of:</b> Director of Open Spaces	<b>For Information</b>

## Summary

This report summarises Open Spaces departmental performance against the 2015/16 -17/18 business plan, at the end of the third quarter of this financial year. The report also includes the departmental roadmap and the relevant roadmap for each division.

At the end of third quarter one departmental Programme is reporting as amber:

- Lodges Review Programme

All other programmes are green.

The report also provides an update on progress against the business plan's Performance Indicators (PI's). Good progress has been made in nearly all PI's including retention of eleven Green Flags and seven Green Heritage Awards.

### Recommendation:

Members are asked to note this report

## Main Report

### 1. Background

- 1.1. The business plan was approved by the Open Spaces & City Gardens Committee on 20 April 2015. The business plan reflected our charitable objectives and our vision "to preserve and protect our world class green spaces for the benefit of our local communities and the environment".

### 2. Roadmap progress

- 2.1. Each Committee report includes the Open Spaces Departmental Roadmap as well as the relevant divisional roadmap. Overall it can be seen that each departmental Programme is making progress. As agreed, information on the progress of departmental programmes will be provided 'by exception only' i.e. where a departmental programme is amber or red.

Lodges	Amber (steady state)	Various work streams are progressing on this Programme. Undertaken in phases, the Programme will initially only affect lodges where the City of London has existing powers and is not dependent on additional powers proposed to be obtained by the City of London Corporation (Open Spaces) Bill. This is the case for example at West Ham Park.
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### 3. Performance Indicators

3.1. The table below shows how the Department is performing against the Performance Indicators set out in its business plan. Performance is good for most indicators.

Performance Indicator	Basket of Indicators for 2015/16	Progress to end Quarter 3 (i.e. April to December performance)
<b>Preserving the ecology and biodiversity of our sites</b>	Sites with current management plan	All sites bar Epping Forest hold a current management plan. Epping Forest first stage consultation completed. Epping Forest Draft management plan to be consulted upon in Spring 2016.
	Green flags awards	Green Flags retained at 11 sites.
	Green heritage awards	Green Heritage awards retained at 7 sites. New application at Riddlesdown was unsuccessful.
	SSSI condition	Four sites are favourable: Burnham Beeches, Ashstead, Farthing Downs and Ribblesdown. Highams Park and Leyton Flats: meetings held with Natural England. Management plan works underway to move them from 'unfavourable, no change' to 'unfavourable recovering' condition.
	London in Bloom awards	London in Bloom Awards achieved at 10 sites. See Appendix 1 for list of award winning sites.
	Heritage assets at risk	Wanstead Park: preparatory work has been progressing prior to a Project Board Report planned for early 2016. Eight Fighter Blast Pens on Kenley Common: Heritage Lottery Award has been received and work will progress in 2016.

<b>Customer satisfaction</b>	Completion of one hundred, 60 second surveys for each site	322 surveys completed to date. Further surveys being undertaken and it is now available to complete via the Green Spaces website: <a href="http://www.cityoflondon.gov.uk/things-to-do/green-spaces/hampstead-heath/visitor-information/Pages/default.aspx">http://www.cityoflondon.gov.uk/things-to-do/green-spaces/hampstead-heath/visitor-information/Pages/default.aspx</a>
<b>Energy efficiency and sustainability</b>	<ul style="list-style-type: none"> <li>a. Reduce utility consumption by 2.5% per annum</li> <li>b. Reduce fuel consumption by 5% per annum</li> <li>c. Increase in electricity generation of 100KW (two additional buildings generating at least 50KW each)</li> </ul>	<ul style="list-style-type: none"> <li>• Data to be provided at year end.</li> </ul>

#### Finance performance indicator

3.2. The business plan recognised that further work needed to be undertaken to develop useful financial PI's. Audit suggested that these could include successful delivery of roadmap projects. New financial indicators will be included in the 2016 – 2019 business plan.

#### Developing our staff performance indicator

3.3. The target is 1.5% of direct employee costs to be spent on training. The table below shows that there has been a slight increase in the percentage spend for most sites compared to the results for the previous quarter. This is due to the majority of training taking place during the autumn and winter months.

<u>Division</u>	<u>Spend to Sept 2015 on training as % of direct employee costs</u>	<u>Spend to Dec 2015 on training as % of direct employee costs</u>
City Gardens	0.78%	0.83%
Cemetery & Crematorium	0.25%	0.26%
Directorate	0.8%	1.84%
Epping Forest	0.44%	0.64%
Burnham Beeches, Stoke & City Commons	0.43%	0.71%
Hampstead Heath, Highgate Wood & Queen's Park	0.09%	0.21%
West Ham Park	2.41%	3.42%
<b>Departmental Total</b>	<b>0.41%</b>	<b>0.61%</b>

- 3.4. It is unlikely that the target of 1.5% will be achieved because the current measure does not take into consideration the training which staff receive, that has no financial cost. This will include various forms of training including: in-house and on-line training, City Learning Live events, Continuing Professional Development (CPD), mentoring and shadowing.
- 3.5. A more effective and appropriate basket of performance indicators relating to staffing and personal development is being considered for inclusion in the 2016-19 business plan.

#### **4. Corporate & Strategic Implications**

- 4.1. The delivery of the Open Spaces Business Plan 2015/16 – 17/18 will support the City of London’s strategic aim “to provide valued services to London and the nation” and the key policy priority of “maintaining the quality of our public services whilst reducing our expenditure and improving our efficiency”.
- 4.2. The Open Spaces Department has experienced significant challenge from our local communities and the media when implementing major changes particularly in terms of increasing / introducing charges or altering services (e.g. car parking and one o’clock club). There is little ‘external’ understanding why the City of London needs to make savings and the City of London needs to develop a more effective messaging and narrative about why the savings are required. Failure to do so will result in ongoing public and media challenges which are unhelpful both in introducing change and the progress of the City Of London Corporation (Open Spaces) Bill through Parliament.

#### **5. Conclusion**

- 5.1. The current roadmap programmes and projects are underway and the majority are progressing well. We are delivering well against our PI’s although the measure used for ‘developing out staff’ doesn’t include the significant amount of ‘free’ training undertaken by staff across the Department.
- 5.2. As a consequence of the Programmes and Project approach, the department is starting to see a cultural transformation with officers beginning to work more collaboratively and supportively and openly sharing their knowledge, experience and skills across divisions and departments.

#### **Appendices**

1. List of Awards
2. Open Spaces Departmental and relevant Divisional Roadmap

#### **Background Papers:**

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

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## Appendix 1

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

#### Green Flags retained at:

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

#### Green Heritage awards retained at:

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

#### London in Bloom Awards achieved at:

1. **Town Category:**
  - o City of London – Gold
2. **Small Cemetery:**
  - o Silver Gilt & Category Winner- Bunhill Fields, City of London
3. **Large Cemetery**
  - o Silver Gilt – The City of London Cemetery and Crematorium
4. **Small Park of the Year**
  - o Silver Gilt - Cleary Gardens, City of London
  - o Silver Gilt - Festival Gardens and Queens Diamond Jubilee Garden, City of London
  - o Silver Gilt - Portsoken Street Garden, City of London
  - o Silver Gilt - Christchurch Greyfriars Church Garden, City of London
5. **Large Park of the Year (over 25 acres)**
  - o Silver Gilt – West Ham Park
  - o Silver Gilt – Queen’s Park
  - o Gold - Golders Hill Park
6. **It’s Your Neighbourhood**
  - o Friends of City Gardens achieved ‘Thriving’ in the community based award

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# Hampstead Heath, Highgate Wood, and Queen's Park Roadmap

Programme / Project				2015					2016					RAG	D.O.T.					
Updated January 2016		Executive	Lead	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug				
Open Spaces Department projects and priorities																				
<b>Learning Programme</b> <i>Education strategy for Open Spaces. Funding bid for City Bridge Trust and delivery of learning programme. Delivery of SBR Education related projects.</i>	SBR	Martin Rodman	Grace Rawnsley	<ul style="list-style-type: none"> <li>Bid considered by CBT committee</li> <li>Customer Survey</li> <li>Options development &amp; business case for One O'Clock Club</li> </ul>	<ul style="list-style-type: none"> <li>Options evaluation, Zoo &amp; Farm</li> </ul>	<ul style="list-style-type: none"> <li>SLA with Heath Hands</li> <li>Business case for preferred option at Zoo/Farm</li> </ul>	<ul style="list-style-type: none"> <li>Recruit to Learning Programme posts.</li> </ul>		<ul style="list-style-type: none"> <li>Project initiation document</li> </ul>	<ul style="list-style-type: none"> <li>Programme launch communications plan</li> </ul>		<ul style="list-style-type: none"> <li>Programme Launch</li> </ul>						G	➔	
<b>Sports Programme</b> <i>Feasibility review of sports provision across open spaces. Sports and play strategy for Open Spaces. Potential new operating model to deliver SBR savings.</i>		Bob Warnock	Declan Gallagher	<ul style="list-style-type: none"> <li>Recruitment and induction of Business Analyst</li> <li>LTA - Develop brief for stakeholder engagement / Procure company to deliver Stakeholder consultation/engagement.</li> </ul>		<ul style="list-style-type: none"> <li>Scoping &amp; recruitment of consultants for user &amp; non-user consultation</li> </ul>		<ul style="list-style-type: none"> <li>User &amp; non-user consultation</li> </ul>	<ul style="list-style-type: none"> <li>Subproject boards set up</li> </ul>					<ul style="list-style-type: none"> <li>Scoping and recruitment of consultants for the development of Options Appraisal</li> </ul>				G	➔	
<b>Ponds Project</b> <i>Necessary works at Highgate and Hampstead to ensure safety and prevent flooding as a result of extreme storm events. Legal duty.</i>		Philip Everett	Tom Creed (DBE) Bob Warnock (OS)	<ul style="list-style-type: none"> <li>Construction (18 month programme)</li> </ul>															G	➔
<b>Various Powers Bill</b> <i>Seeking changes to legislation governing Open Spaces to give clarity and flexibility to management of open spaces enabling opportunities to deliver more efficient and effective services.</i>		Paul Thomson	Jo Hurst	<ul style="list-style-type: none"> <li>Committee scrutiny and Court of Common Council</li> </ul>		<ul style="list-style-type: none"> <li>Bill deposition with Parliament</li> </ul>		<ul style="list-style-type: none"> <li>Parliamentary process</li> </ul>											G	➔
<b>Promoting our services</b> <i>A range of initiatives across all open spaces to review events and promotions, raising awareness of our services, their costs. Income generation.</i>	SBR	Gary Burks	Gerry Kiefer	<ul style="list-style-type: none"> <li>Filming - Options development</li> <li>Costing toolkit complete</li> <li>Events - Discussion paper</li> </ul>		<ul style="list-style-type: none"> <li>Events - Policy template</li> <li>Filming - business case and option selection</li> </ul>		<ul style="list-style-type: none"> <li>Events - costing workshop</li> </ul>			<ul style="list-style-type: none"> <li>Events - policy implementation</li> </ul>								G	➔
<b>Energy Efficiency</b> <i>A range of energy saving and environmental projects across open spaces including utility consumption and renewable energy projects.</i>		Andy Barnard	Jonathan Meares	<ul style="list-style-type: none"> <li>Action plans developed and agreed with City Surveyor</li> <li>Renewable energy sites agreed</li> </ul>		<ul style="list-style-type: none"> <li>20 year future works plan and funding arrangements agreed</li> <li>Project specification</li> </ul>		<ul style="list-style-type: none"> <li>Project delivery</li> </ul>											G	➔
<b>Fleet and equipment review</b> <i>Review of all fleet and equipment used across Open Spaces to maximise effective use of these resources.</i>		Andy Barnard	Geoff Sinclair	<ul style="list-style-type: none"> <li>Audit of Fleet and Equipment across Open Spaces</li> <li>Review of operational demand</li> </ul>	<ul style="list-style-type: none"> <li>Outline environmental audit of the FME (Report)</li> <li>Operational use review of the FME (Report)</li> </ul>	<ul style="list-style-type: none"> <li>FME Management strategy implemented as per Delivery Plan (Action)</li> </ul>		<ul style="list-style-type: none"> <li>Costed FME management strategy options plan for SMT discussion (Report)</li> <li>Detailed FME Management strategy Delivery Plan (Report)</li> </ul>						<ul style="list-style-type: none"> <li>Review of the FME Management strategy review program (Report)</li> </ul>					G	➔
<b>Wayleaves</b> <i>Review of Wayleave charges and introduce a structured approach to charging across Open Spaces</i>	SBR	Paul Thomson	Sue Rigley	<ul style="list-style-type: none"> <li>Service agreements - OO produced</li> <li>Committee Approval</li> </ul>	<ul style="list-style-type: none"> <li>1st October fee increases</li> <li>Data Cleanse</li> <li>Commercial Wayleave Review - sites researched</li> </ul>														G	➔
<b>Lodges (&amp; specific properties) review</b> <i>Short and long term rental of lodges and properties in our Open Spaces.</i>		Paul Thomson	Jo Hurst	<ul style="list-style-type: none"> <li>Organisational Impact Assessment produced</li> <li>TOR completed for circulation</li> <li>Options Appraisal and cleaned database</li> </ul>		<ul style="list-style-type: none"> <li>Valuation, rental and maintenance agreements</li> </ul>		<ul style="list-style-type: none"> <li>First phase rental</li> </ul>											A	➔
<b>Car Parks</b> <i>Individual Division based projects relating to car parking to put in place the charging strategy and infrastructure to support this.</i>	SBR	Gerry Kiefer	Martin Hartup	<ul style="list-style-type: none"> <li>Base line information of all car parks and charging regimes collated</li> <li>Confirmation of detailed proposals for BB &amp; EF</li> </ul>		<ul style="list-style-type: none"> <li>Report re BB to EF&amp;Commons Committee</li> </ul>													G	➔
<b>Cafes</b> <i>The development of food sales, concessions and cafes across our Open Spaces to improve services and increase income.</i>	SBR	Bob Warnock	Richard Gentry	<ul style="list-style-type: none"> <li>Create detailed output specification</li> <li>Define CSR Guidelines</li> <li>Coordinate Lease Terms, Finance and Insurance requirements</li> </ul>	<ul style="list-style-type: none"> <li>Parliament Hill Lido Cafe</li> <li>Deliver tender for Queen's Park</li> <li>Deliver tender for Highgate Wood</li> <li>Parliament Hill Café tender</li> <li>Golders Hill Park Café tender</li> </ul>			<ul style="list-style-type: none"> <li>West Ham Park Food Concession</li> </ul>											G	➔

# Hampstead Heath, Highgate Wood, and Queen's Park Roadmap

Programme / Project			2015												2016		RAG	D.O.T.
Updated January 2016			Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug			
Open Spaces Department projects and priorities																		
North London Projects																		
Promoting our services - NLOS <i>Review of North London Events - Walks, workshops, school sports days, donations, filming, car parking</i>	SBR	Esther Sumner	Paul Maskell	Benchmarking exercise carried out and results provided.		Events - Policy template	Filming - business case and option selection										G	→
Learning Programme - NLOS <i>Zoo, One O'Clock Club, Education restructure, Hampstead Heath Education facility, Children's Farm, Zoo condition survey and Hive</i>	SBR	Martin Rodman	Grace Rawnsley	Bid considered by CBT com	Options development & business case for One O'Clock Club	Options evaluation, Zoo & Farm	Business case for preferred option at Zoo/Farm	Professional Consultation	Personal Consultation	SLA with Heath Hands	Recruit to Learning Programme posts.						G	→
Customer/Operational Facility Improvements <i>Heath Hub, Stores, Use of vacant space in Lido, Asset Management plan</i>		Bob Warnock	Lucy Gannon	Outline Feasibility Study for the Heath Information Point, working with City Surveyors					OO for Hive and Heath Information Point produced.								G	→
Energy Efficiency - NLOS <i>PV on Lido</i>		Andy Barnard	Jonathan Meares	Action plans developed and agreed with City Surveyor						FME Management strategy implemented as per Delivery Plan (Action)							G	→
Sports Programme - NLOS <i>Parliament Hill &amp; Queens Park paddling pools, Lido, online tennis,</i>	SBR	Bob Warnock	Declan Gallagher	LTA - Develop brief for stakeholder engagement / Procure company to deliver Stakeholder consultation/engagement.				Staff Training	User & non-user consultation	Subproject boards set up							G	→
Wayleaves - NLOS <i>Review of Wayleave charges and introduce a structured approach to charging across Open Spaces (just handgates and utilities)</i>		Paul Thomson	Yvette Hughes		1st October fee increases												G	→
Café Development and Improvement <i>Queens Park, Highgate Wood, Pop up facilities across the Heath and Parliament Hill Lido Café Golders Hill Park</i>	SBR	Bob Warnock	Richard Gentry		Preparation of specification and tender of Parliament Hill, Parliament Hill Lido, Golders Hill Park Highgate Gate Wood and Queen's Park Cafes					Review Submissions							G	→

D.O.T. = Direction of travel

<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood and Queen's Park Committee	<b>25 January 2016</b>
<b>Subject:</b> Superintendents update for January 2016	<b>Public</b>
<b>Report of:</b> Superintendent of Hampstead Heath	<b>For Decision</b>

## Summary

This report provides an update on management and operational activities across Hampstead Heath, Highgate Wood and Queen's Park since November 2015.

## Recommendation

Members are asked to:

- Note the contents of this report; and
- Approve the proposed additional charge of £32.00 to hire the Hampstead Heath Rugby Pitch for 2:00pm kick-offs.

## Main Report

### Property

1. A programme of work to reduce erosion and improve the surface water drainage from the East Heath fairground has now been completed.
2. The tanking works at the Hill Garden Shelter are on-going and are scheduled to be completed by the end of February 2016.
3. There are on-going issues with the tiling at the Heath Extension changing rooms, which require monitoring.
4. Two temporary outside showers have been installed at the Mixed Pond. This is to facilitate the Mixed Pond operating as a Ladies' Pond until May 2016.
5. Fence repairs at the Adventure Playground, and One O' Clock Club commenced on 11 January 2016.
6. The Superintendent will provide an update on the boundary walls at the Lido.

## Planning

- The Superintendent will provide an update at the meeting on The Water House.

## Fees and Charges

- At the 24 November 2015 meeting, following a request from the Hampstead Rugby Football Club, this Committee requested that a charge be established for Rugby matches with a 2pm kick-off. The charges for pitch hire and changing rooms were previously approved by this Committee.
- Approval is sought for the additional staff cost which would be incurred for Rugby matches with a 2pm kick-off time, which is detailed in the table below.

Hampstead Heath Rugby Pitch Hire	Approved charge for 1/4/14 (£)	Approved charge for 1/4/15 (£)	Proposed charge for 1/4/16 (£)
<i>1 pm kick off</i>			
• Reserved match pitch Adult (with goal posts)	70.00	72.00	85.00
• Private changing room with hot water (Keys – deposit or charge for loss)	42.00 (25.00)	43.00 (25.00)	43.00 (25.00)
<i>2 pm kick off</i>			
• Reserved match pitch Adult (with goal posts)	70.00	72.00	85.00
• Private changing room with hot water (Keys – deposit or charge for loss)	42.00 (25.00)	43.00 (25.00)	43.00 (25.00)
• Staffing (1 hour additional time)	-	-	32.00

## Events

- The Southern Counties Cross Country Championships will be held at Parliament Hill on Saturday 30 January from 11am.
- In partnership with Camden Council, Christmas tree recycling points have been set up at the East Heath and Jack Straw's car parks. Staff will shred and recycle the chippings to cover tarmac paths on the route of the Cross Country course.

## Constabulary update

- A total of 2,342 incidents were dealt with by the Constabulary in 2015. Of the enforcement incidents recorded 189 related to dog control enforcements.
- There were 18 enforcement incidents recorded at Highgate Wood in 2015.

14. A Constabulary Annual report will be presented to Committee at their meeting on 16 May 2016. The annual report will now cover a financial year, rather than a calendar year.
15. A successful prosecution relating to cycling was taken to court in December 2015.
16. An estimated 7,000 members of the public congregated on Parliament Hill to celebrate New Year Eve. The Hampstead Heath Constabulary were on duty until 2am, and no major incidences were recorded. The Constabulary are contributing to the wider London review of the impact of charging for viewing the New Year's Eve official firework display.

### **Swimming**

17. The Christmas day swim at the Hampstead Heath Men's Pond proved to be as popular as ever, and the event passed without incident.

### **Staffing**

18. A new Apprentice will be joining our Ranger Team, and this will be funded from the Hampstead Heath Ponds Project. The City of London has also taken on an additional Apprentice to join the Ranger Team as part of our commitment to developing skills in the open spaces sector.

### **Golders Hill Park**

19. The disabled car park landscaping works are scheduled to commence from mid-February 2016. A short closure of the car park will be necessary whilst the tree felling is completed. Signage has been erected on site to inform members of the public about the works.

### **Highgate Wood**

20. Due to high winds and stormy conditions, the Wood was closed to the public on 21 and 29 November 2015, and 5 and 22 December 2015.
21. The Highgate Wood Team have completed a project to renovate the under 5's sand pit. A new larger sand pit has been built by staff, and we are sure it will be popular with visitors.

### **Queen's Park**

22. The Woodland Walk was closed to members of the public on the 21 and 30 November 2015, and 5, 6 and 30 December 2015 due to high winds and stormy weather conditions.
23. 150 people attended the Christmas gathering, which was held in the Park on 12 December 2015. The Regent Community Brass band provided musical entertainment.

24. The collection of recycling via Brent Council's contractor has recommenced. The cost of this will be met from the Superintendents Local Risk Budget.
25. The Park is a designated collection point in Brent for Christmas trees following the festive period. To date 800 trees have been received, and these will be shredded by Brent Council's contractor, and the chippings recycled.

### **Projects**

26. In addition to the above matters, the Superintendent will also provide an update regarding the following projects during a later item in the Non-Public Agenda:
  - Lawn Tennis Association Partnership and online booking.
  - Implementation of the Open Spaces Department Learning Programme.
  - Hampstead Heath, Highgate Wood and Queen's Park Café retendering.

### **Bob Warnock**

Superintendent

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<b>Committees</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood and Queen's Park Committee	25 January 2016
<b>Subject:</b>	<b>Public</b>
Hampstead Heath Ponds Project – Update Report	
<b>Report of:</b>	<b>For Information</b>
Hampstead Heath Ponds Project Director Superintendent of Hampstead Heath	

## Summary

The Ponds Project is now halfway through its 18 month programme and is scheduled to finish by the end of October 2016. There remains a twelve week delay at the Model Boating Pond, caused by an issue with the temporary sheet-pile dam, but this will not extend the overall programme.

## Recommendations:

It is recommended that members:

- Note this report.

## Main Report

### Background

1. As previously reported, the Ponds Project was initiated following a series of hydrological studies which revealed that, in the event of a severe storm, there was a risk the reservoirs on Hampstead Heath could overtop, potentially leading to erosion and dam failure, putting lives, property and infrastructure at risk. A wide range of options was evaluated, and one selected and approved in June 2014 for each chain of Ponds, on the basis that it met the necessary legal, operation and design criteria. Planning consent was granted in January 2015 by the London Borough of Camden's Development Control Committee, subject to Conditions and a Section 106 agreement. Preparation works took place in February and March 2015, with the main works starting on 13 April.

### Programme

2. The construction works have now almost reached their maximum intensity, with nearly 26 of the Heath's 679 acres now cordoned off for work sites. BAM Nuttall have a team of 50 staff on site, spread across seven separate sites across the Heath.
3. The scheme at Model Boating Pond is the largest scale works of the project and carried the most risk due to the necessity to de-water the pond and build upon the existing dam during the construction period. As a result these works were programmed to take place first so any time slippage would not impact the overall

programme finish date. The 12 week delay caused by issues with the temporary works, has resulted in the silt extraction and subsequent drying period taking place in the winter months where the cold and wet weather has had some impact. This inability to reduce the volume of silt extracted also means that the work compound to the west of Model Boating Pond has been extended for silt storage. This extra area will allow BAM Nuttall to move the silt and start extracting clay from the borrow pits for the construction of the dam. The ground will be returned to grass and wildflower mix upon completion of the project. The liability for the risk of the increased costs of the delay and additional works is still being considered, using the procedures contained in the contract.

4. Desilting work has finished as expected at two of the ponds (Stock Pond and Men's Bathing Pond) and is currently underway at Mixed Bathing Pond. A suction technique is being employed which has less environmental impact and generally causes less disruption to pond users as the ponds do not need to be drained. While this technique is working well, there have been some issues mainly due to large items such as metal railings and other debris getting caught in the machine, which has slowed progress. Due to our commitment to keep two of the ponds open for swimming, the timescale for desilting is tight. We will be monitoring progress closely over the coming weeks and we will continue to communicate with the swimming groups.
5. A value engineering process has taken place on the new prefabricated changing and lifeguard facility for the Kenwood Ladies Pond. This saved a total of £30k through a process of re-sourcing fixtures and fittings. This was done in consultation with the lifeguards and Kenwood Ladies Pond Association. However, the value engineering process also revealed that security shutters had been omitted from the design. The Project Team believes these to be essential on a remote building which has in the past been subject to severe vandalism. The final price for these is still to be agreed. We have agreed with BAM that they may work on Saturday mornings (as permitted by the planning permission) at the Ladies Pond so the construction programme can be met.
6. Construction work at all of the other ponds is currently running broadly to programme, and the major work on the Hampstead Chain at Catchpit, started earlier this month.

### **Planning Conditions and Section 106**

7. City Officers are continuing to liaise with colleagues in Atkins and the London Borough of Camden to discharge the Planning Conditions associated with the approval, in line with the work programme. There are nineteen Conditions in total. Of these, seven require no further approval but need to be complied with, eight have been approved and one part-approved (further details to be submitted). The final three Conditions relate to the finishes of the new Kenwood Ladies' Pond changing rooms and are currently being submitted to Camden.
8. A separate planning application is due to be submitted to cover a revised design of a small section of the end of the new wall at Highgate 1. This section is to be constructed in private property and the design has been altered to meet the



requirements of the landowner and minimise impact on the trees. A separate application is required as the property is listed and in a Conservation area.

9. The Community Working Group established as part of the Conditions continues to meet monthly to monitor various aspects of the project including complaints, environmental data and the programme. Guided walks for this group and other stakeholders also take place regularly. The London Borough of Camden request that three apprentices be employed has now been fulfilled.

## **Budget**

10. The project remains overall on budget and no variation to the budget is proposed in this update. Cash flow is down by approximately £1million due to the delays at the Model Boating Pond where a significant proportion of the project cost sits. It is expected that the cash flow will catch up with the original forecast over the next 3-4 months as the project hits peak activity in parallel with the bulk of the earthworks operation at Model Boating Pond.

## **Education**

11. The Ponds Project Education Programme launched 10 months ago, with the aim to engage and educate children in a range of curriculum based topics, utilising opportunities provide by the Ponds Project. The main focus is on Secondary Schools and to date we have run 39 secondary sessions for 891 students, putting us behind schedule on this aspect of the project. The reason this figure is behind is due to lack of uptake from secondary schools. We have also run 19 primary sessions for 512 students, putting us ahead of schedule for Primary engagement. Our sessions have received excellent feedback from teachers.
12. There are currently seven education sessions on offer, as well as bespoke secondary sessions. The Ponds project education team is looking into developing and delivering a cross curricular event with the Museum of London, and British Science Week activities with BAM Nuttall. Over the winter a Writing Competition for Secondary school students has been offered. Their challenge is to write a short story, up to 1000 words long, describing how a Ford Cortina ended up in the Model Boating Pond.

## **Conclusion**

13. Other than the previously reported delay, the project is broadly running to programme and on budget. Communications and consultation with stakeholders is working well and complaints continue to be low in number despite the project now being widely spread across the Heath. Due to ground conditions and bad weather, the winter period has brought challenges, but as we move towards spring and summer we expect progress to pick up speed.

Background papers are available at [www.cityoflondon.gov.uk/pondsproject](http://www.cityoflondon.gov.uk/pondsproject)

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## HIGHGATE WOOD JOINT CONSULTATIVE COMMITTEE

Wednesday, 18 November 2015

**Minutes of the meeting of the Highgate Wood Joint Consultative Committee held at the Guildhall EC2 at 1.45 pm**

### **Present**

#### **Members:**

Virginia Rounding (Chairman)	Jan Brooker (Highgate Conservation Area Advisory Committee)
Jeremy Simons (Deputy Chairman)	Lucy Roots (Muswell Hill Friends of the Earth)
Professor John Lumley	Alison Watson (Friends of Queen's Wood)
Barbara Newman	Michael Hammerson (Highgate Society)
Stephanie Beer (Muswell Hill & Fortis Green Association)	

#### **Officers:**

David Arnold	- Town Clerk's Department
Bob Warnock	- Superintendent of Hampstead Heath
Richard Gentry	- Constabulary & Queen's Park Manager
Jonathan Meares	- Highgate Wood, Conservation & Trees Manager

### **1. APOLOGIES**

Apologies for absence were received from Marguerite Clark (Highgate Society), Peter Corley (Tree Trust for Haringey), and Councillor Gail Engert (London Borough of Haringey).

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

There were none.

### **3. MINUTES**

**RESOLVED** – That the public minutes of the meeting held on 22 April 2015 be approved.

### **Matters Arising**

#### Open Spaces Legislation

The Chairman advised that any comments regarding the draft City of London Corporation (Open Spaces) Bill circulated to the Group prior to the meeting should be sent to the Remembrancer's Office as soon as possible.

#### Cycling in Highgate Wood

In response to a member's (Highgate Conservation Area Advisory Committee) question, the Highgate Wood Manager advised that there were no plans by the London Borough of Haringey to introduce a safer cycling route on Muswell Hill Road as it would not be practical alongside the bus lane.

### Park Champion(s)

The Superintendent advised that he would approach the two members of this Committee who were Councillors for the LBH to appoint one or both as Park Champions for Highgate Wood.

### Conservation Management Plan

In response to a member's (Highgate Society) question regarding the LIDAR survey, the Wood Manager advised that Historic England would be invited back to look at the earthwork.

## 4. **SUPERINTENDENT'S UPDATE REPORT**

The Consultative Committee received a report of the Superintendent of Hampstead Heath that provided an update of the management and operational activities in Highgate Wood since April 2015.

Members paid particular attention to the proposed changes to closing times during summer. The Wood Manager explained that the closing of the site was complex due to the nature of the Wood so Officers would not finish until at least 10:00pm with the current closure time of 9:45pm. Members noted that the proposed change was for reasons of staff safety and wellbeing rather than cost-saving reasons and supported the introduction of a new closing time to either 9:30pm or 9:15pm, with a preference for 9:15pm.

Members proceeded to note and consider the following matters arising from the Superintendent's update:

### Roman Kiln Project

- The Heritage Lottery Fund application for a maximum grant of £100,000 submitted in August 2015 was unsuccessful due to a very high level of competition, including a separate bid from the City of London Corporation regarding Kenley Common.
- The Working Group would reconvene to discuss future possibilities, which might include a separate bid lead by the London Borough of Haringey who were the owners of the Kiln.

### Woodland Conservation and Tree Management

- In response to a question from the Deputy Chairman, the Wood Manager advised that squirrel control was not currently carried out at the Wood.
- Members expressed support for a control strategy which the Superintendent would look into following consultation with colleagues at Burnham Beeches, where squirrel control was currently being implemented.

### Oak Decline and Regeneration

- The results of the veteran oak canopy survey was consistent with last years' survey with a small number of trees dying but no increase as a whole across the 327 trees surveyed.

- The Wood Manager advised that soil in Highgate Wood was visually more compacted than in nearby Queen's Wood, which was a potential reason for less oak decline at Queen's Wood.
- The date of the 2016 Queen's Wood and Highgate Wood joint walk would be circulated to the Consultative Committee once finalised.

#### Community and Events

- Further licensed activity may have to be carefully considered against impact on the woodland environment, which could limit licensed activities to the current levels but with a potential to increase the charges to increase income.
- There had been suggestions to change the name of the Community Day event and to advertise it more widely, which was supported by some members (Friends of Queen's Wood, Highgate Society).
- A member (Highgate Society) suggested that the event should focus more on heritage and wildlife, including high-quality craft sellers and the involvement of the London Wildlife Trust.
- The Wood Manager added that it was the consensus amongst Highgate Wood staff to maintain the event at its current level and retain the rural community atmosphere, avoiding issues of trying to manage a larger scale event with the accompanying issues of vehicles and higher visitor numbers.
- Members suggested that more help could be provided by members of the community, including Heath Hands' Highgate Wood volunteers, in terms of the organisation of the event.
- Members (Muswell Hill & Fortis Green Association, Muswell Hill Friends of the Earth) also suggested the addition of popular street food and craft stalls who would pay for a stall at the event.

#### Infrastructure and Buildings

In response to a member's (Highgate Conservation Area Advisory Committee) question, the Wood Manager advised that the proposed new electric gates at Onslow Gate would be remotely controlled to allow vehicular access to the Café car park for disabled badge holders, once they had contacted a member of staff. This would be sign-posted on the new gate.

In response to a member's (Highgate Society) question, the Superintendent advised that he would contact Officers at the London Borough of Haringey regarding their open spaces Local Development Framework.

**RESOLVED** – That the Superintendent's Update report be noted.

#### 5. **UPDATE ON OAK PROCESSIONARY MOTH (OPM) AT THE NORTH LONDON OPEN SPACES DIVISION**

The Group received a report of the Superintendent of Hampstead Heath that provided an update on the OPM population and its management at the North London Open Spaces (NLOS) Division. Members were advised that the arrival of OPM at the Wood was expected next summer.

In response to a member's (Muswell Hill Friends of the Earth) question, the Highgate Wood Manager leaflets were available from the NLOS Division and the London Borough of Haringey would publicise themselves once OPM had arrived in the Borough. The Superintendent recommended members to download and read the [Forestry Commission's](#) useful leaflet from their website.

In response to a member's (Highgate Society) questions, the Wood Manager advised that the introduction of new and additional pheromone traps could encourage more moths but numbers of males would continue to be monitored. He added that contractors would carry out spraying operations at the Wood in spring 2016. Other feeding caterpillar species could be affected by the spraying but there was no research to suggest that the well-used toxin to eradicate OPM would affect predatory birds.

**RESOLVED** – That the report be noted.

**6. FEES AND CHARGES 2016/17**

The Consultative Committee considered a report of the Superintendent of Hampstead Heath that set out the proposed fees and charges for the range of facilities and services provided at Highgate Wood in 2016/17. The Superintendent advised that the changing room charge would continue to be managed in close consultation with regular football and cricket teams.

**RESOLVED** – That the proposed fees and charges 2016/17 be noted and the views of the Consultative Committee be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

**7. NORTH LONDON OPEN SPACES - RISK REGISTER**

The Group received a report of the Superintendent of Hampstead Heath that set out the collective risk register for the North London Open Spaces (NLOS) Division, including the Highgate Wood and Queen's Park Charity.

**RESOLVED** – That the NLOS Risk Register be noted.

**8. QUESTIONS**

In response to a member's question regarding the Water House development, the Highgate Wood Manager advised that the London Borough of Camden would be meeting to consider the planning application in December 2015. Highgate Wood staff had scrutinised reports on trees and the construction on Millfield Lane and would provide feedback on the Planning Officers' report once it was made available.

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

There was none.

**10. DATE OF NEXT MEETING**

**RESOLVED** – That the date of the next meeting to be held at 12:00pm on 20 April 2016 be noted.

**The meeting closed at 3.05 pm**

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Chairman

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## QUEEN'S PARK JOINT CONSULTATIVE GROUP

Wednesday, 18 November 2015

**Minutes of the meeting of the Queen's Park Joint Consultative Group held at the Guildhall EC2 at 11.30 am**

### **Present**

#### **Members:**

Virginia Rounding (Chairman)	John Blandy (Queen's Park Residents' Association)
Jeremy Simons (Deputy Chairman)	Helen Durnford (Queen's Park Residents' Association)
Barbara Newman	

#### **Observers:**

Virginia Brand (ARK Franklin Primary Academy)  
Jodi Gramigni (Kensal Rise Residents' Association)  
Giovanna Torrico (Friends of Salusbury School)

#### **Officers:**

David Arnold	- Town Clerk's Department
Bob Warnock	- Superintendent of Hampstead Heath
Richard Gentry	- Constabulary & Queen's Park Manager
Jonathan Meares	- Highgate Wood, Conservation & Trees Manager

### **1. APOLOGIES**

Apologies for absence were received from Karina Dostalova and Councillor James Denselow.

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

There were none.

### **3. MINUTES**

**RESOLVED** – That the public minutes of the meeting held on 10 June 2015 be approved.

### **4. SUPERINTENDENT'S UPDATE REPORT**

The Group received a report of the Superintendent of Hampstead Heath that provided an update on the operational work and accomplishments of the Queen's Park Team since June 2015. Members noted and considered the following matters:

### Ecology and Environment

- Councillor James Denselow (London Borough of Brent), recently appointed Park Champion for Queen's Park by the Group, had put the Park Manager in contact with an Officer at Brent, who had now resumed collecting the Park's green waste.
- The Park often received many discarded Christmas Trees following Christmas and the New Year so the Park Manager had contacted Veolia to co-ordinate the collection and recycling of Christmas trees left by LBB residents, to ensure that they would be disposed of at no cost to the City of London Corporation.
- Christmas Trees would not be mulched and chipped for use at Queen's Park as this would provide little benefit to the Park and the process took too much staff time and resources.

### Operational Management

- Since its installation in March 2015, the donation post in the Children's Farm had generated £1,475.00.
- The old cast iron bins were recycled, which generated £830.40 for the Park.
- The tender for a new three year lease of the Queen's Park Café would close on 18 December 2015 and meetings with some of the 12-13 prospective interested parties had been scheduled.
- Members noted that three offenders had been caught breaking into the Café at night by the Park Manager and were later arrested and charged for that and other similar offences by the Police.

### Sports and Recreation

- A successful partnership agreement with the Lawn Tennis Association would provide access to an online booking system and the provision of new and different types of tennis coaching sessions.
- In response to Members' questions, the Park Manager advised that the online system could be implemented from February 2016 and users without online access could continue to book tennis courts in person at the Pitch and Putt booking office.
- A bid to seek funding from LBB to convert the Petanque pitch for Trim Trail equipment had been unsuccessful so the area would most likely return to grass following consultation with local users.

### Children's Play Area

- Volunteers from the Queen's Park Area Residents' Association had applied for funding to install some swings in the children's sand pit area and play area, for which the Park Manager thanked Helen Durnford for her efforts.
- In response to a member's (Queen's Park Area Residents' Association) question, the Park Manager advised that a recently appointed Open Spaces Department Projects Officer would provide support to the Park Team in the provision of a new suitable replacement safety surface for the sandpit area, which would include consultation with regular users.

- The Superintendent added this may include a phased repairs approach whilst specifications and costs were sought.
- The member (Queen's Park Area Residents' Association) added that the need for urgency be noted to ensure the area was not closed for repairs and replacement during the busy spring period 2016.

#### Visitors and Community

- Children from local schools had attending bulb-planting events during the last few weeks, which had seen over 3,000 bulbs planted.
- A member (Queen's Park Area Residents' Association) added that a parent from one of the schools had offered to provide some free bulbs to the Park, which the Park Manager noted.
- A Member thanked the Queen's Park Area Residents' Association for another successful Queen's Park Day event in September 2015.

**RESOLVED** – That the Superintendent's Update report be noted.

#### 5. **UPDATE ON OAK PROCESSIONARY MOTH (OPM) AT THE NORTH LONDON OPEN SPACES DIVISION**

The Group received a report of the Superintendent of Hampstead Heath that provided an update on the OPM population and its management following the discovery of caterpillars and a nest at Queen's Park in June 2015.

In response to Members' questions, the Highgate Wood Manager advised that bacteria, parasitic flies, and birds were natural predators of the OPM in Central Europe but these predators did not exist in the UK. He added that OPM suffered in persistent cold, wet weather.

**RESOLVED** – That the report be noted.

#### 6. **FEES AND CHARGES 2016/17**

The Group considered a report of the Superintendent of Hampstead Heath that set out the proposed fees and charges for the range of facilities and services provided at Queen's Park in 2016/17.

In response to a member's (Queen's Park Area Residents' Association) question, the Superintendent advised that the 40% concessionary discount would be available for over 60s, under 18s, and the unemployed. He added that concessionary rates would be clearly signed at the Park and on the website to ensure that these users were aware.

Members continued to note and discuss the following matters:

#### Bandstand

- The Superintendent advised that a £5 increase from £55 to £60 was proposed for the hire of the Bandstand for a two-hour period.
- A member (Queen's Park Area Residents' Association) queried why this increase was necessary as the charge had been raised in each year recently.

- The Park Manager explained that staff time was required for the provision and setting-up of tables and chairs around the bandstand if and when requested by the customer.
- Members concluded that the charge should remain at £55 for users who did not require tables and chairs and be increased to £65 for those who did.

#### Football Coaching

- The Park Manager advised that groups of friends would not be charged for casual games of football but a fee was currently being negotiated with a football coach who regularly used the Park.
- The Superintendent and Park Manager added that the fee from the coach was expected to be finalised by early 2016 and would come into effect immediately.
- In response to a member's (Queen's Park Area Residents' Association) question, the Park Manager advised that the fee would be competitive with other local authorities who charged for similar coaching activities.
- Powers for future charges for events and licences were currently being resolved as part of the City of London Corporation (Open Spaces) Bill, which would be deposited to Parliament on 27 November 2015.

**RESOLVED** – That the proposed fees and charges 2016/17 be noted and the views of the Group be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

#### 7. **ZIPPOS CIRCUS PROPOSAL**

The Group considered a report of the Superintendent of Hampstead Heath outlining a proposal to introduce Zippos Circus to Queen's Park during a number of consecutive days in May 2016. The Park Manager advised that the recommended option from Officers was to permit a licence for one year with a review after the event and consideration for further circus events to be permitted in Queen's Park on an annual basis.

A member (Queen's Park Area Residents' Association) stated that she and the Residents' Association disagreed with the proposal to introduce the Circus due to concerns over the following matters: the condition of the lawn following the event; the additional large vehicles from the Circus causing congestion in and around the Park; and was it necessary as Zippos already held circuses at the nearby Grange Park and in Brent Cross. In response to a Member's question regarding the consultation process, the Park Manager advised that a member of the Residents' Association had viewed the Zippos Circus event in Twickenham with him and had expressed support for the Queen's Park proposal following discussions with the local Twickenham 'Friends' Group. He had also received additional positive feedback from another member of the Residents' Association who witnessed the Circus in Twickenham.

At this point the Chairman invited the observers from the ARK Franklin Primary Academy, Friends of Salusbury School, and the Queen's Park Ward of the Kensal Rise Residents' Association to speak on the matter. The ARK Franklin Primary Academy Governor echoed the Queen's Park Area Residents'

Association's member's concerns regarding vehicular congestion in and around the Park and suggested that further consultations should be carried out as local residents may not be fully aware of the proposed event. She added that alternative income generating events could take place at the Café during the evening or could include a Park Firework display in November 2016. The Park Manager advised that local residents would be consulted further as soon as possible.

The representatives of the Friends of Salusbury School and Kensal Rise Residents' Association agreed with the previously mentioned concerns regarding the introduction of the Circus. The representative from Kensal Rise Residents' Association noted that a similar circus was also held at Roundwood Park and suggested that a Halloween event could generate income for the Park due to the popularity of recent nearby street events. The Chair of the Friends of Salusbury School added that an alternative one day event would be more appropriate to the Park than the proposed five day event.

In response to questions from the Deputy Chairman, the Park Manager advised that Zippos Circus would arrive late on the Thursday and leave the following Tuesday, whilst vehicle movements would be limited. He added that negotiations regarding the fee from Zippos Circus had not started yet but he expected to receive in the region of £4,500 for the event. The Deputy Chairman and the other Queen's Park Area Residents' Association member professed their support for the recommended option but noted concerns with ground conditions following the event and the amount of space it would occupy in the Park.

The Superintendent and Park Manager noted the Group's comments and concerns. They concluded by advising that a bond would be agreed with Zippos Circus to guard against any ground damage. A Member added that she was confident in the ability of the Park Team to repair and restore the ground following the event.

**RESOLVED** – That the Group's feedback on the proposal to enter into a licence agreement with Zippos Circus to hold circus events at Queen's Park be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

**8. NORTH LONDON OPEN SPACES - RISK REGISTER**

The Group received a report of the Superintendent of Hampstead Heath that set out the collective risk register for the North London Open Spaces (NLOS) Division, including the Highgate Wood and Queen's Park Charity.

**RESOLVED** – That the NLOS Risk Register be noted.

**9. QUESTIONS**

In response to a member's (Queen's Park Area Residents' Association) question the Park Manager and Superintendent advised that they would look into the implications and the views of local residents and users regarding the provision of Wedding and Civil Ceremony receptions in the Park. A report

outlining the options for the provision of various events at the Park would be submitted to the next appropriate Group meeting.

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

The Chairman advised that any comments regarding the draft City of London Corporation (Open Spaces) Bill that was circulated to the Group prior to the meeting should be sent to the Remembrancer's Office as soon as possible.

11. **DATES OF NEXT MEETING**

**RESOLVED** – That the date of the next meeting at 12:00pm on 1 June 2016 be noted.

**The meeting closed at 12.45 pm**

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Chairman

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