



Epping Forest & Commons Committee

Date: MONDAY, 12 SEPTEMBER 2016

Time: 11.00 am

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

Members: Philip Woodhouse (Chairman)
Graeme Smith (Deputy Chairman)
Alderman Gordon Haines
Deputy Stanley Ginsburg
Alderman Sir Paul Judge
Deputy Catherine McGuinness
Sylvia Moys
Barbara Newman
Virginia Rounding
Jeremy Simons

For consideration of Business Relating to Epping Forest Only

Verderer Peter Adams
Verderer Michael Chapman DL
Verderer Richard Morris
Verderer Dr. Joanna Thomas

Enquiries: Natasha Dogra 0207 332 1434
Natasha.Dogra@cityoflondon.gov.uk

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

John Barradell
Town Clerk and Chief Executive

AGENDA

Agenda

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the minutes of the previous meeting.

For Decision
(Pages 1 - 8)

4. **OPEN SPACES DEPARTMENT, EPPING FOREST AND THE COMMONS RISK MANAGEMENT**

Report of the Director of Open Spaces.

For Decision
(Pages 9 - 54)

Burnham Beeches and The Commons

5. **SUPERINTENDENT'S UPDATE**

Report of the Superintendent of the Commons.

For Information
(Pages 55 - 60)

Epping Forest

6. **SUPERINTENDENT'S UPDATE**

Report of the Superintendent of Epping Forest.

For Information
(Pages 61 - 72)

7. **REQUEST FOR THE DEDICATION OF FOREST LAND TO SUPPORT TRANSPORT FOR LONDON CYCLE IMPROVEMENTS**

Report of the Superintendent of Epping Forest.

For Decision
(Pages 73 - 82)

8. CYCLE HIRE FACILITY AT CHINGFORD GOLF COURSE

Report of the Superintendent of Epping Forest.

For Decision
(Pages 83 - 90)

9. PUBLIC CONSULTATION ON RIVER RODING FLOOD RISK MANAGEMENT STRATEGY

Report of the Superintendent of Epping Forest.

For Information
(Pages 91 - 98)

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

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Part 2 - Non-Public Agenda

12. EXCLUSION OF THE PUBLIC

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

For Decision

13. NON-PUBLIC MINUTES

To agree the minutes of the previous meeting.

For Decision
(Pages 99 - 104)

Burnham Beeches and The Commons

14. GATEWAY TO BURNHAM BEECHES

Report of the Superintendent of the Commons.

For Decision
(Pages 105 - 112)

Epping Forest

15. THEYDON BOIS GOLF CLUB LEASE

Report of the Superintendent of Epping Forest.

For Decision
(Pages 113 - 118)

16. DECLARATION OF PROPERTY SURPLUS TO OPERATIONAL REQUIREMENTS

Report of the Director of Open Spaces.

For Information
(Pages 119 - 134)

17. EPPING FOREST BUFFER LAND - DEER STALKING TENDER OUTTURN

Report of the Superintendent of Epping Forest.

For Decision
(Pages 135 - 138)

18. WOODREDON FARM RIDING SCHOOL

Report of the Director of Open Spaces.

For Decision
(Pages 139 - 148)

19. RESIDENTIAL LODGES ON CITY ESTATE LAND AT THE WARREN ESTATE

Report of the Superintendent of Epping Forest.

For Decision
(Pages 149 - 156)

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

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

EPPING FOREST & COMMONS COMMITTEE **Monday, 4 July 2016**

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 4 July 2016 at 11.00
am

Present

Members:

Alderman Gordon Haines
Deputy Stanley Ginsburg
Deputy Catherine McGuinness
Barbara Newman
Philip Woodhouse
Verderer Peter Adams
Verderer Michael Chapman DL
Verderer Richard Morris
Graeme Smith (Ex-Officio Member)
Jeremy Simons

In Attendance

Michael Welbank (Chief Commoner)

Officers:

Natasha Dogra	- Town Clerk's Department
Sue Ireland	- Director of Open Spaces
Alison Elam	- Chamberlain's Department
Roger Adams	- City Surveyor's Department
Natasha Dogra	- Town Clerk's Department
Andy Barnard	- Superintendent, The Commons
Paul Thomson	- Superintendent, Epping Forest
Jeremy Dagley	- Open Spaces Department
Jacqueline Eggleston	- Open Spaces Department
Sue Rigley	- Open Spaces Department
Alison Hurley	- City Surveyor's Department
Andrew Cusack	- Comptrollers & City Solicitor's Department
Jo Hurst	- Open Spaces Department
Susanna Lascelles	- Public Relations Office

1. APOLOGIES

Apologies were received from Alderman Paul Judge, Sylvia Moys, Virginia Rounding and Verderer Jo Thomas.

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

Deputy McGuinness declared an interest in the Epping Forest Centenary

Trust. Mr Simons declared a pecuniary interest in item 18 and retired from the room when this item was discussed.

3. **MINUTES**

In response to a query, a Member asked that a letter which had been sent from the Chairman to a Verderer regarding the membership of the Epping Forest and Commons Committee be circulated to the Committee.

In relation to the proposed highway dedication at Hemnall Street, a Member highlighted a recent conversation with a District Council Planning Officer regarding an uncompleted footpath which should connect the School to Tower Road. The Member undertook to discuss the matter with the Superintendent.

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

4. **SUPERINTENDENT'S UPDATE**

The Committee received the report of the Superintendent of the Commons which updated Members on activities in and around Burnham Beeches and the Commons.

Resolved – that the update be received.

5. **UPDATE REPORT: DOG CONTROL ORDERS AT BURNHAM BEECHES**

Members noted that at the September 2014 meeting of this Committee approved the introduction of Dog Control Orders at Burnham Beeches commencing 1 December 2014. As part of that approval Members requested that the Superintendent produce a report in July 2016 to provide an update on the implementation of the Dog Control Orders (DCOs).

Officers were generally encouraged by the outcome of this early data set and the apparent change in dog related behaviours it indicates. Monitoring would continue over the coming months and the extended data base would be further analysed to produce the January 2017 report and to draw conclusions where that was possible.

The Committee conveyed their thanks to the Superintendent and his team for their hard work which helped to implement the DCOs successfully.

Resolved – that the report be received.

6. **PROPOSED AMENDMENT TO CONSULTATIVE COMMITTEES**

Following this committee's approval of the Consultative Committee merger report dated March 2016, Members noted the procedure to arrange additional Consultative Committee/Group meetings or site visits should circumstances require. This procedure would require amendments to each Consultative Committee's Terms of Reference.

Resolved – that Members agreed the amendment to the Consultative Committee/Group Terms of Reference.

7. REVENUE OUTTURN 2015/16 - BURNHAM BEECHES, STOKE COMMON & CITY COMMONS

The Committee noted the revenue outturn for the services overseen by the Committee in 2015/16 with the final agreed budget for the year. Members noted that the Director's better than budget position of £23,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees, which produces an overall better than budget position of £903,000 (Local Risk) across all Open Spaces. It is proposed to carry forward £500,000 of this underspend. These requests will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

The City Surveyor's better than budget position of £61,000 is mainly due to an underspend in the Additional Works Programme. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

Resolved – that the update be noted.

8. SUPERINTENDENT'S UPDATE

The Committee received an update from the Superintendent of Epping Forest informing Members of activities which had taken place in and around the forest. Of particular note was the restoration of Open Riding on 7 May; falls in the number of reported fly tipping and rough sleeper incidents; the submission of the annual Basic Payment Scheme application; the close of the 2015/16 football season with 3,260 games played, an increase of 12%, and the Period for Representation meeting under the Flood and Water Management Act Regulations with the Environment Agency regarding the provisional high risk designation for three Large Raised Reservoir dams at Wanstead Park.

In response to a query regarding the Psychoactive Substances Act, Members were informed that the Police had the right to act when finding an individual who appeared to be under the influence of drugs. In response to a query regarding fly tipping, Members noted that the locking of gated car parks may help tackle anti-social behaviour such as fly tipping in the forest. Currently 15 of the 52 car parks in the Forest were locked at night, with plans to lock a further 3 over the next year. Members requested that in future fly tipping statistics should be presented to show the extent of car park fly tipping.

Members noted that Officers had received negative feedback from residents regarding the hosting of a circus on George Green. Members noted that this had been reported in the local paper and Officers confirmed that given the time commitment involved they do not routinely consult on individual events with residents in the immediate vicinity. Officers were working with colleagues in the London Borough of Redbridge to address further bookings and the Public Relations Office would contact the Chairman regarding the possibility of commenting further on recent coverage.

Members also noted that the 'high risk' classification of the dams was currently being challenged. In response to concerns regarding the cost of strengthening

cascade dams if the classification remained at 'high risk' Officers reassured Committee that they would work with the Panel Engineers to assess any work which may be required.

Discussions ensued regarding two Land Registry issues which the Committee were informed about. The Superintendent informed Members that both issues may need to be defended at the Lands Tribunal. In response to a question on the wider issue of Highways Dedication registrations the Superintendent informed the Committee that he was unable to provide a timescale for resolution as the process needs to be led by the individual Highway Authorities.

The Superintendent also added to his report the recent recorded presence of Chalara Dieback of Ash in the Forest and the notification of a Forestry Authority Containment order for an outbreak of Oriental Chestnut Gall Wasp on George Green; Bush Wood and Wanstead Park.

Resolved – that the update be received.

9. REVENUE OUTTURN 2015/16 - EPPING FOREST

Members noted the comparison of revenue outturn for the services overseen by the Committee in 2015/16 with the final agreed budget for the year. In total, there was a better than budget position of £256,000 for the services overseen by your Committee, including £84,000 for Epping Forest, compared with the final agreed budget for the year. Members noted that the figures did not represent the full amount of work carried out, though Officers explained this in the annual report and charity accounts considered by the Committee.

Resolved – that the update be noted.

10. CYCLICAL WORKS PROGRAMME BID - 2017/18

The Committee received a provisional list of cyclical projects being considered for properties under the management of Epping Forest and Commons Committee under the umbrella of the "cyclical works programme". Members noted that the draft cyclical project list for 2017/18 totals approximately £1.35m and if approved will continue the on-going programme in the maintenance of the property and infrastructure assets.

In view of the recent extensive works at Highams Park Lake, the Assistant Director for Corporate Facilities Management agreed to respond Member's concerns regarding the proposed £24,000 of wharfing/lining at Highams Park Lake.

Resolved – that the report be received.

11. EPPING FOREST CONSULTATIVE COMMITTEE

Further to the Committee's agreement of March 2016 to create a Consultative Committee, Officers presented the report which set out issues and options for consultation on arrangements.

It was considered that a group size of up to 16 is the most manageable and

effective arrangement for such a Consultative Committee. Given that there are over 74 organised groups who have expressed an interest in the Forest through the Statement of Community Involvement, some mechanism for selection and assurance of representation must be established.

The Chairman and Verderers will be proposed as core members of the Committee and will be supported by nominated Epping Forest Officers. Therefore a maximum of 16 places are to be offered to external groups and organisations. The Committee agreed that it would be beneficial for meeting dates to be scheduled and confirmed for a minimum of one year.

Members agreed that the following categories of representation are put forward, with contributors being asked to prioritise in order of perceived importance. This can then be mapped to the agreed attendance numbers to give the required balance.

- a. Conservation - *Conservation groups in Forest, or with wider remit.*
- b. Friends/Voluntary - *Formal working groups eg litter pickers groups, 'Friends of' etc*
- c. Heritage – *Historical societies, rural preservation etc*
- d. Informal or general users - *Schools, Youth groups, families associations, local forums and interest bodies.*
- e. Recreation - *Specific recreational user groups – eg walkers, riders, cyclists.*
- f. Sports - *Formal organised sports on Forest eg Golf, Football, cricket running etc.*
- g. Other – *as suggested by respondees*

Resolved – that Members agreed the proposed options to be included in the public consultation to inform the establishment of an Epping Forest Consultative Committee

12. **EXPRESSION OF INTEREST IN PARKLIFE FOOTBALL HUBS PROGRAMME**

The Committee noted that the Parklife Football Hubs programme is a new grassroots football funding scheme supported by The Football Association (FA), Premier League, Department for Culture, Media and Sport (DCMS), Sport England, the Mayor of London (MOL) and the Football Foundation. Building on a pilot scheme in Sheffield the scheme aims to create a number of football „hubs“ across London before the programme is rolled out nationwide.

The Football hubs aim to be financially sustainable sites catering for football that will encourage more people to play more regularly or become more active. In return for capital investment of up to 60% and advice on a tested business model the Parklife programme is seeking consortia partners to deliver the programme on the ground.

A Member alluded to very strong concerns over a commitment at this stage. The Chairman clarified that at this stage this was only an agreement for an expression of interest to be submitted.

Resolved – that Members approved the expression of Interest submission, on behalf of the City of London and London Borough of Redbridge consortium, to the Football Foundation’s Parklife Football Hubs Programme.

13. IMPROVEMENT PROGRAMME FOR ENGLAND'S NATURA 2000 SITES (IPENS)

Epping Forest’s beech forest and heathlands are recognised for their importance internationally; the beech forest with its ancient trees having a scientifically recognised “global status”. Recognition takes the form of protective designation as Epping Forest Special Area of Conservation (SAC) within the EU *Natura 2000* network, under the legal framework of the Bern Convention 1979.

Resolved – that Members instructed Officers to incorporate the SIP targets into the Epping Forest Management Plan, prioritise and examine the resource implications of the proposed actions that might pertain to the Conservators and identify funding mechanisms and potential partnerships for these actions.

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

There were no questions.

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no urgent business.

16. EXCLUSION OF THE PUBLIC

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

17. NON-PUBLIC MINUTES

Resolved – that the non-public minutes be agreed as an accurate record.

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

The Committee considered a report of the Superintendent of Epping Forest.

19. DECLARATION OF BUILT ESTATE AS SURPLUS TO OPERATIONAL REQUIREMENTS

The Committee considered a report of the Superintendent of Epping Forest.

20. ACCESS REPORT

The Committee considered a report of the Superintendent of Epping Forest.

21. EPPING FOREST DISTRICT LOCAL PLAN - PROPOSED MEMORANDUM OF UNDERSTANDING

The Committee considered a report of the Superintendent of Epping Forest.

22. COMMERCIAL UPDATE

The Committee considered a report of the Superintendent of Epping Forest.

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

There were no questions.

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

There were two items of urgent business relating to the work of Epping Forest.

The meeting ended at 12.45 pm

Chairman

**Contact Officer: Natasha Dogra
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Committee:	Date:
Epping Forest and City Commons Committee	12 September 2016
Subject: Open Spaces Department, Epping Forest and the Commons Risk Management	Public
Report of: Director Open Spaces	For Decision
Report Author: Esther Sumner, Business Manager	

Summary

This report provides the Epping Forest and City Commons Committee with an update on the management of risks faced by the Open Spaces Department. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department.

The Open Spaces Department has one corporate risk and upon review, has five departmental risks. There are eight risks for The Commons and fourteen risks for Epping Forest.

The Epping Forest and City Commons Committee oversees five registered charities:

- Epping Forest (charity number 232990)
- Ashtead Common (charity number 1051510)
- Burnham Beeches and Stoke Common (charity number 232987)
- Couldson Commons and Other Commons (charity number 232989)
- West Wickham Common & Spring Park (charity number 232988)

In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. Using the corporate risk register guidance, the management of these risks meets the requirements of the Charity Commission.

Recommendation

Members of the Epping Forest and City Commons Committee are asked to:

- Agree the Epping Forest risk register attached as Appendix 2
- Agree The Commons risk register attached as Appendix 3
- Agree the removal of the 'green' risks from future risk reports to this committee as proposed in paragraph 3.1.
- Note the Departmental risk register outlined in this report and at Appendix 4

Main Report

1. Background

- 1.1. The Open Spaces Department's risk registers conform to the City's corporate standards as guided by the Risk Management Strategy 2014, and all of our departmental and divisional risks are registered on the Covalent Risk Management System.
- 1.2. The Open Spaces Department manages risk through a number of important processes including: Departmental and Divisional risk registers, the departmental health and safety improvement group, divisional health and safety groups and risk assessments. Departmental risks are reviewed by the Department's Senior Leadership Team (SLT) on a regular basis and Divisional risks by the Superintendents and their divisional management teams.
- 1.3. The Charity Commission requires Trustees to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually with interim updates.

2. Current Position

- 2.1. The Open Spaces Department has one corporate risk:
 - CR11 – Hampstead Heath ponds: overtopping leading to dam failure

Departmental Risks

- 2.2. The Open Spaces and City Gardens Committee considered the Departmental risks at its committee meeting on 18 July. The report has identified five Departmental risks:
 - OSD 001 - Ensuring the health and safety of staff, volunteers, contractors and public - amber
 - OSD 002 - Extreme weather - amber
 - OSD 004 - Poor repair and maintenance of buildings - amber
 - OSD 005 – Pests and Diseases - amber
 - OSD 006 - Impact of housing and/or transport development - red
- 2.3. The majority of these departmental risks relate to all the divisions within the Department and as such each division will implement a range of actions which will help reduce the Departmental risk.

Divisional Risks

Epping Forest Divisional Risks

- 2.4. There are fourteen risks identified for Epping Forest. No additional risks have been identified at Epping Forest since last reporting to this committee on 7 September 2015. However two previous reported risks have been merged into one as the cause/event/impact and actions were repetitions of one another. The two risks were: 'OSD EF 006 Financial Management' and 'OSD EF 005 Reductions in Grant Funding'. These have been merged into a newly titled risk: 'OSD EF 016 Financial management and loss of income'.
- 2.5. Only one risk has increased its current risk score and that is 'OSD EF 010 Development Consents Close to Forest Land' and this is because in the last 12

months there has been an increase in the use of green belt for developments and development of current houses into flats.

2.6. The fourteen risks are:

- OSD EF 001: Increase in Health and Safety incidents/Catastrophic Health & Safety failure (amber – no change in risk status)
- OSD EF 002: Decline in Assets condition (red – no change in risk status)
- OSD EF 003: Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition (amber – no change in risk status)
- OSD EF 004: Raised Reservoirs (amber – no change in risk status)
- OSD EF 007: Pathogens (amber – no change in risk status)
- OSD EF 008: Invasive Non Native Species (INNS) (red– no change in risk status)
- OSD EF 009: Severe Weather Events (amber – no change in risk status)
- OSD EF 010: Development Consents close to Forest Land (amber – increased risk score status)
- OSD EF 011: Wanstead Park – Heritage at Risk Register (amber – no change in risk status)
- OSD EF 012: Loss of Forest Land and/or concession of prescriptive rights (red – no change in risk status)
- OSD EF 013: Loss of knowledge in skilled staff / Difficulties in recruitment (amber – no change in risk status)
- OSD EF 014: Major Incident resulting in prolonged ‘Access Denial’ (amber – no change in risk status)
- OSD EF 015: Public behaviour (amber – no change in risk status)
- OSD EF 016: Financial management and loss of income (red –new merged risk – previous risks were red and amber)

2.7. The detail of the individual risks is shown in Appendix 2.

The Commons Divisional Risks

2.8. There are eight risks identified for The Commons. No additional risks have been identified at The Commons since last reporting to this committee on 7 July 2015.

2.9. The eight risks are:

- OSD TC 001: Health and Safety Failure (amber - decreased risk score status)
- OSD TC 002: Local Planning Issues (red – no change in risk status)
- OSD TC 003: Finance - SBR Roadmap (green – decreased risk score status)
- OSD TC 004: Tree Diseases and Other Pests (amber – no change in risk status)
- OSD TC 005: Climate and Weather (amber – no change in risk status)

- OSD TC 006: Pond Embankments, Burnham Beeches (green – no change in risk status)
- OSD TC 007: Rural Payment Agency Grants (red – no change in risk status)
- OSD TC 008: Kenley Revival Project (green – decreased risk score status)

2.10. The detail of the individual risks is shown in Appendix 3.

3. Proposal

3.1. It is proposed that the following ‘The Commons risks’ are removed from future reports. The current risk score for each of these is ‘green’. Details regarding these risks are included in appendix 3. These risks will continue to be monitored and assessed and if there are any changes which result in an amber or red assessment their reporting will be reinstated.

The Commons

Risk	Reason for removal from Departmental risk register
OSD TC 006 Pond Embankments	Current risk is green (4) City Surveyor recently visited site and expressed no significant concern.
OSD TC 003 Finance - SBR Roadmap	Current risk is green (4) The SBR Programmes are in year two of the three year plan and are progressing well. Officers have developed new skills and are successfully managing their Programme Board and operational work. Highlight reporting identifies areas of concern which is raised to the Senior Leadership team for additional support. Progress on the SBR Programmes is reported to the Open Spaces and City Garden Committee quarterly
OSD TC 008 Kenley Revival Project	Current risk is green (1) This risk was related to the lack of funding to enable restoration of the world war II fighter pens at RAF Kenley which are on the “Heritage at Risk” register, listed as in declining condition. Funding in the sum of £880,900 received 17 September 2015 and officers in post and the project is progressing.

4. Corporate & Strategic Implications

- 4.1. The divisional risk register reflects the Open Spaces Department’s four objectives as set out in the departmental business plan:
- a) Protect and conserve the ecology, biodiversity and heritage of our sites
 - b) Embed financial stability across our activities by delivering identified programmes and projects
 - c) Enrich the lives of Londoners by providing a high quality and engaging learning and volunteering offer
 - d) Improving the health and wellbeing of our communities through access to green space and recreation.

- 4.2. The use of the divisional risk register, as part of a suite of similar documents that inform the collective departmental risk, supports the City of London's
- Strategic Aim 3: To provide valued services to London and the nation and
 - Key Policy Priority 3: Engaging with London and national government on key issues of concern to our communities such as transport, housing and public health.

5. Conclusion

- 5.1. The need to systematically manage risk across the Department and at a divisional level for Epping Forest and The Commons is addressed by the production of this risk register, as too are the requirements of the Charity Commission. This document in turn will inform the collective risk across the department's business activities.

Appendices

- Appendix 1 - City of London Corporation Risk Matrix
- Appendix 2 - Epping Forest Risk register
- Appendix 3 - The Commons Risk Register
- Appendix 4 – Open Spaces Departmental Risk register

Background Papers: None

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Appendix 1:

City of London Corporation Risk Matrix

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom left (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right below, a green risk is one that just requires actions to maintain that rating.

Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time Period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

Impact Criteria

Impact Title	Definitions
Minor (1)	Service delivery/performance: Minor impact on service, typically up to one day. Financial: financial loss up to 5% of budget. Reputation: Isolated service user/stakeholder complaints contained within business unit/division. Legal/statutory: Litigation claim or find less than £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives.
Serious (2)	Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse local media coverage/multiple service user/stakeholder complaints. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness causing short-term disability to one or more persons. Objectives: Failure to achieve one or more service plan objectives.
Major (4)	Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national media coverage 1 to 3 days. Legal/statutory: Litigation claimable fine between £50,000 and £500,000. Safety/health: Major injury or illness/disease causing long-term disability to one or more people objectives: Failure to achieve a strategic plan objective.
Extreme (8)	Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National publicity more than three days. Possible resignation leading member or chief officer. Legal/statutory: Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. Safety/health: Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective.

Risk Scoring Grid

		Impact			
		Minor (1)	Serious (2)	Major (4)	Extreme (8)
Likelihood	X				
	Likely (4)	4 Green	8 Amber	16 Red	32 Red
	Possible (3)	3 Green	6 Amber	12 Amber	24 Red
	Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
	Rare (1)	1 Green	2 Green	4 Green	8 Amber


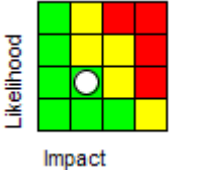
Risk Definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

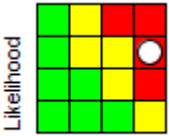
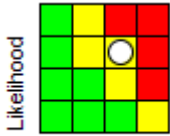

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014

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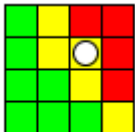
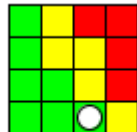
Appendix 2: Epping Forest Risk Report

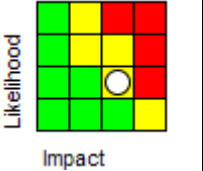
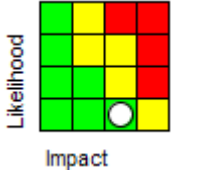
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 001 Increase in Health and Safety incidents/Catastrophic Health & Safety failure 19-Aug-2015 Paul Thomson	Causes: Poor understanding and/or delivery of Health and Safety policies and procedures; Failure to link work activity with adequate procedures; risk assessments and safe systems of work not undertaken or completed incorrectly; inadequate appropriate training; failure to implement the results of audits. Event: Staff, volunteers contractors or licensees undertake unsafe working practices Impact: Injury or death of staff, volunteer(s), contractor(s) or licensee(s), volunteer or member of the public. Prosecution by HSE and/or Police; increased insurance premiums; harm to City's reputation. Fine from HSE		8			4	31-Jul-2017	↔ No change
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD ED 001 d Accident Reporting	Continue to develop a good culture of reporting accidents and incidents and near misses.	Continued use of Santia reporting system is helping to achieve this culture as its easier for staff to repot any issues and for continuity of investigations and reports		Jo Hurst	17-May-2016	01-Apr-2017		
OSD EF 001 a Contractor protocol	A contractor protocol is in place including works undertaken by City Surveyors and external contractors. Continued monitoring is required and all contractors to sign up and comply. Regular review of documentation and processes in light of investigation findings and change in legislation.			Jo Hurst		01-Apr-2017		
OSD EF 001 b Biennial review of site health and safety by peer review	Net improvement of standards of H&S following 2013 and 2015 validation visits.	Actions outstanding from peer review as awaiting funding		Jo Hurst	17-May-2016	01-Apr-2017		
OSD EF 001 c Training programme	Staff roles linked to essential and desirable training needs. Continual and annual review	Work ongoing to capture departmental wide training standards via consistent RA		Jo Hurst	17-May-2016	01-Apr-2017		
OSD EF 001 e Hierarchy responsibilities and communications	Clear role and responsibilities set out in documentation and reinforced by training. Structure of local H&S meeting arrangements cascading down decisions, issues, responsibilities and communications. Ongoing action	Periodic reminder of importance including attendance and actions.		Paul Thomson	17-May-2016	01-Apr-2017		

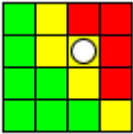
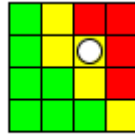

OSD EF 001 f Annual licensees checks	H&S checks undertaken annually for all refreshments and food outlets under licence in the forest, excluding ice cream vans	2 of the licensees are failing to provide documentation	Jo Hurst	17-May-2016	30-Jun-2017
OSD EF 001 g Breaking Ground	Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used. Much of the above will be captured through the implementation of a locally adapted version of the Epping piloted Contractor Protocol.		Patrick Hegarty		31-Dec-2016

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 002 Decline in Assets condition 19-Aug-2015 Paul Thomson	Causes: Poor maintenance, failure to implement recommendations. Event: Failure to meet statutory regulations and checks. Buildings deteriorate to unusable/unsafe condition. Impact: Poor condition of Assets, loss of value, cost of repair. Fines from Local Authority, and other statutory bodies.		24	Regular assets inspection Budget set aside for carrying out recommended works 31 May 2016		12	31-Aug-2017	 No change
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD EF 002 a Forest asset register	Creation of a forest hydrological asset register for city surveyors	Completed awaiting decision on responsibilities allocation between city surveyor and open spaces		Geoff Sinclair	18-May-2016	01-Apr-2017		
OSD EF 002 b Forest furniture audit and maintenance	Database to be created by CS Creation of maintenance plan of all forest furniture and then implement actions arising from plan	Staff undertaking Juno PS training.		Martin Newnham; Geoff Sinclair	18-May-2016	01-Apr-2017		
OSD EF 002 d Statutory compliance of buildings	Schedule of statutory checks and visits held and carried out by CS or delegated to site	Mixed results and continuity regarding scheduling and remedial work of PPM		Jo Hurst	18-May-2016	31-Jul-2016		
OSD EF 002 e Annual building inspections	Joint inspection of all buildings including residential by site and CS to capture maintenance needs. Required annually	11 visits carried out but improvement required on paperwork. Tenanted buildings to be added to the list		Jo Hurst	18-May-2016	01-Apr-2017		

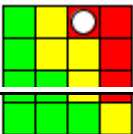
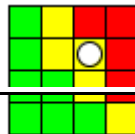

OSD EF 002 f AWP	20 year programme of investment and maintenance of all built assets. Review annually.	Funding of AWP is subject to senior level decision	Jo Hurst	18-May-2016	01-Apr-2017
OSD EF 002 g Upkeep of Great Gregories farm	Put actions and processes in place that ensures the upkeep and development of the site. Need to register the new building under the corporate insurance and create a maintenance budget for the upkeep if the building.	Building registered	Jeremy Dagley	09-Jun-2016	30-Nov-2016
OSD EF 002 h Division of responsibilities	Documented agreement on repairs and maintenance responsibilities across all built assets between open spaces and city surveyors	Currently under costed review	Jo Hurst	18-May-2016	31-Jul-2017

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 003 Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition 19-Aug-2015 Paul Thomson	Causes: Lack of grazing pressure; Invasive Non Native Species (INNS); anthropogenic nitrogen deposition; atmospheric pollution; and climate change. Event: Unfavourable assessment by Natural England. Impact: Decrease in % SSSI area in favourable condition (currently 35.42%); decrease in %SSSI area in unfavourable recovering (currently 48.24%); loss of grant funding; harm to City's reputation. Fines from Natural England and Defra	Likelihood  Impact	12	Work programme focussed on SSI / SAC recovery projects Countryside Stewardship Grant programme focussed on wood pasture restoration (until 2018). Heritage Lottery Fund Programme investment in Grazing Expansion Plan 2013 to 2018 31 May 2016	Likelihood  Impact	4	01-Jan-2018	↔ No change
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD EF 003 a Countryside stewardship grant	Prepare application for new stewardship	The review of CAP has reduced funding available		Jeremy Dagley	18-May-2016	01-Jan-2018		
OSD EF 003 b Biodiversity 2020	Create plan of action for 5 compartments within existing resources	Meetings with Natural England have taken place on site		Jeremy Dagley	18-May-2016	01-Apr-2017		
OSD EF 003 c Remodel grazing expansion plan and implement	Remodel grazing expansion plan so that appropriate to the resources available. Build up the number of animals and manage parts of the forest for grazing.	Using additional animals from different breeds. New wintering facility in use at Great Gregories although expansion required. Decision outstanding on contractual arrangements arising from remodelled plan		Jeremy Dagley	18-May-2016	01-Jan-2018		

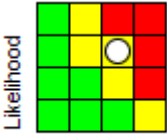
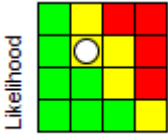
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 004 Raised Reservoirs 19-Aug-2015 Paul Thomson	Causes: Inadequate design, insufficient prescribed maintenance, leaks compromising dam integrity, failure to implement Panel Engineer's Recommendations, failure to keep dams clear of vegetation; failure to maintain Blue Books, failure to evaluate large water body capacities; disputed ownership/responsibility for one LRR Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion of dam and potential collapse Impact: Loss of life. Damage to downstream land/property. Litigation. Risk of prosecution. Reputational harm. Damage to/loss of habitat and associated rare species. Fines from EA		8			4	31-May-2017	↔ No change
Item no, Title,	Description	Latest Note			Managed By	Latest Note Date	Due Date	
OSD EF 004 a Panel engineer inspections	Statutory inspection visits by engineer - 6 monthly in May and October	Obtained copy of engineers report			Martin Newnham; Geoff Sinclair	18-May-2016	15-May-2017	
OSD EF 004 b Eagle Ponds	Complete works on the Eagle ponds and obtain approval for distribution of responsibilities. Survey the outward toe of the dam pending decision on shared responsibility with London Borough of Redbridge	Surveyed the outward toe of the dam pending decision on shared responsibility with London Borough of Redbridge			Geoff Sinclair	09-Jun-2016	31-Oct-2016	
OSD EF 004 c Internal inspection regime	Weekly inspection of reservoirs / dam. Review the use of penstock gates	water levels checked weekly and gates released as and when required			Martin Newnham	18-May-2016	30-Apr-2017	
OSD EF 004 d Clearance work	LBR maintenance programme implemented - ongoing				Geoff Sinclair		30-Apr-2017	
OSD EF 004 e Baldwins Pond and Birch Hall Park Pond	Undertake scoping evaluations for Baldwins Pond and Birch Hall Park Pond	Awaiting recategorization of raised reservoirs A to C. Most of EF's are moving to B's			Geoff Sinclair	18-May-2016	30-Apr-2017	

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 007 Pathogens 19-Aug-2015 Paul Thomson	Causes: Lack of adequate controls on international trade encourages transmission of pathogens; inadequate site biosecurity; and spread of novel pathogens responding to changes in climate presence of suitable hosts. Event: Sites become infected by pathogens causing diseases which lead to the decline or loss of key species Impact: loss or decline of key species; temporary site closures; increased costs for biosecurity, monitoring and reactive maintenance. Threat to existing conservation status of sites, particularly those with woodland habitats.	 Likelihood	12	Biosecurity measures are in place for staff, volunteers and contractors 31 May 2016	 Likelihood	12	01-Apr-2017	 No change

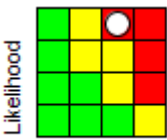
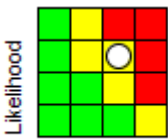

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD EF 007 a Massaria survey	Implement actions arising from Massaria survey. Survey to be undertaken twice yearly	Initial works arising from the survey have been carried out. The undertaking of the survey and arising actions is an ongoing process.	Geoff Sinclair	19-May-2016	01-Apr-2017
OSD EF 007 b Leaves miner moth on horse chestnut	Trial inoculation of infected trees to be undertaken by specialist contractor	Process was not successful	Geoff Sinclair	19-May-2016	30-Jun-2015
OSD EF 007 c Survey Oaks for Acute Oak Decline	Yearly inspection of 600 of the ancient oaks across the centre of the forest. Annual activity.	Going forward there will be a link with the Forestry research	Jeremy Dagley	19-May-2016	31-Dec-2016
OSD EF 007 d Sudden Oak Death	Yearly inspection of all Rhododendron and Larch. Tender of Larch removal. To be done yearly	Discussions taken place about contracting out for the removal of all Larch at warren plantation	Jeremy Dagley	19-May-2016	01-Apr-2017
OSD EF 007 e Biodiversity policy	Need to develop a biosecurity policy and then implement.	Have discussion and create plan for biosecurity feasibility of implementation	Jeremy Dagley	19-May-2016	30-Nov-2016

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 008 Invasive Non Native Species	Causes: Lack of adequate controls on international trade encourages transmission of invasive non-native species; inadequate site biosecurity often through conscious public	 Likelihood	16	Monitoring programmes remain in place. Spread of INNS continues to be a	 Likelihood	12	01-Apr-2017	 No change

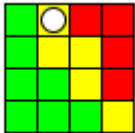
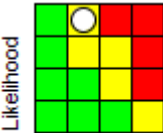
(INNS) 19-Aug-2015 Paul Thomson	release of INNS within Forest Event: Sites become occupied by INNS which can lead to the decline, hybridisation or loss of key native species due to out-competition/disease transmission. Some INNs have health protection issues particularly moths producing urticating hairs and terrapins carrying <i>Salmonella</i> (DT 191a) Impact: loss or decline of key species; temporary site closures; increased costs of monitoring and control. Threat to existing conservation status of sites.			risk. Regular review 31 May 2016			No change
Action no, Title,	Description	Latest Note			Managed By	Latest Note Date	Due Date
OSD EF 008 a Biosecurity training	Biosecurity training for all surveying staff	Include APHA forestry commission and lead SME from APHA			Martin Newnham	19-May-2016	30-Nov-2016
OSD EF 008 b INNS monitoring	Monitor on a very regular basis and react to issues identified as and when. Ongoing	Deer census complete north of the M25. South M25 ongoing Giant hogweed and Japanese knotweed database between keepers and Environmental stewardship officer has been running for 5 years Addressing floating pennywort and crassula on an ad hoc basis as required.			Jeremy Dagley; Martin Newnham; Geoff Sinclair	19-May-2016	01-Apr-2017
OSD EF 008 c INNS policy	Develop an INNS policy				Jeremy Dagley		01-Apr-2017

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 009 Severe Weather Events 19-Aug-2015 Paul Thomson	Causes: Severe gale and storm events, prolonged precipitation/increased precipitation events or restricted precipitation increasing Fire Severity. Event: Severe weather events including periods of drought; flooding; gales; and increased Fires Severity. Impact: Risk of injury or death to staff, visitors, contractors and volunteers. Loss of habitat/public access and intensification of visitor pressure on other areas of Forest; Damage/loss of rare/fragile habitats and species; Incidents increase demand for staff resources to respond to	 Likelihood	12 Impact	Cutting of firebreaks completed Sept 15. 31 May 2016	 Likelihood	6 Impact	31-Dec-2016	↔ No change

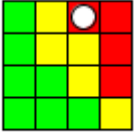
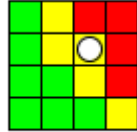
	maintain public and site safety; loss of species, temporary site closures; increased costs for reactive management.					
Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date	
OSD EF 009 a Emergency plan	Review and update plan	Will be reviewed following a year implementation and test	Martin Newnham	19-May-2016	31-Dec-2016	
OSD EF 009 b Local Authority Liaison Officers	Organise and deliver LALO training to all managers on call rota		Martin Newnham; Geoff Sinclair		31-Aug-2016	
OSD EF 009 c Bronze/Silver/Gold working with 'blue light' services	Joint training and liaison meeting to be organised to occur before VALEX		Martin Newnham; Bertrand Vandermarcq		31-Oct-2016	
OSD EF 009 d VALEX (Validation Exercise)	Multi disciplinary validation exercise to take place covering a number of topics		Martin Newnham; Bertrand Vandermarcq		30-Nov-2016	
OSD EF 009 e Severe weather protocol	Write, implement a severe weather protocol and ensure protocol is rolled out to all relevant staff	Training of the new protocol has been delivered to admin staff, operation staff and senior forest keepers but is need to cascade this down to all levels. More training needed for Forest keepers and Visitor Services staff.	Geoff Sinclair	19-May-2016	01-Apr-2017	
OSD EF 009 f Weekly monitoring of weather warning systems	Weekly monitoring of weather warning: fire severity index, hydrological outlook and water situation reports. Use staff email to advise on reactive reporting of weather warnings and fire severity index	Monitoring that non-email staff receive the information	Jo Hurst	19-May-2016	01-Apr-2017	

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date	Current Risk score change indicator
OSD EF 010 Development Consents close to Forest Land 19-Aug-2015 Paul Thomson	Causes: Lack of suitable protections in EF Acts; Planning Authorities obligations to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of resources to employ specialist support or carry out necessary monitoring/research Event: Large housing; transport infrastructure or other	 Likelihood Impact	16 In the last 12 months there has been an increase of use of green belt for developments and development of current houses into flats. 19 May 2016	 Likelihood Impact	12 31-Mar-2018	 Increased Risk

	developments on land affecting Epping Forest. Impact: Change in character to the context and setting of Forest Land. Potential increase in visitor numbers and recreational pressure. Increased in air, light and noise pollution and consequent potential decline in biodiversity and tranquillity. Further increases in traffic volumes on local road network.					Score
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date
OSD EF 010 a Local authorities/Counties Local Plans and Core Strategies	Epping Forest DC local plan - Attend meetings and respond to consultation on the local plan so that can influence the content of the plan and the Memorandum of Understanding between EFDC and Natural England LB Redbridge core strategy and other LA actions plans - respond to any further consultation.			Jeremy Dagley		31-Dec-2017
OSD EF 010 b Natura 2000/Special Area of Conservation (SAC)	Agree a joint approach with Natural England and responses to development pressure on SAC			Jeremy Dagley		31-Dec-2016
OSD EF 010 c Forest Transport strategy	Negotiate renewal with Essex County Council and extend to cover London Borough's			Jeremy Dagley		31-Mar-2017
OSD EF 010 d NGAP package	Meet with LBE and influence outcome of their NGAP project	NGAP removed from their LBE NEEAAP		Jeremy Dagley	19-May-2016	31-Mar-2017

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 011 Wanstead Park – Heritage at Risk Register 19-Aug-2015 Paul Thomson	Causes: Grade II* Registered Park and Garden Wanstead Park has been on the “Heritage at Risk” register since 2009, listed as in declining condition. Further restoration by four landowners is required to halt deterioration in condition and secure continued abstraction licence. Event: Failure to complete Impact: Continuing deterioration of at risk heritage features; education and interpretation opportunities missed; deteriorating state impacts negatively on the City’s reputation Fines from English Heritage in respect of listed buildings	 Likelihood	8	Hydrology study completed identifying shortfalls in water budget 31 May 2016	 Likelihood	8	01-Jan-2018	↔ No change

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD EF 011 a Conceptual options plan	Develop, consult and obtain committee approval for conceptual option plan	Draft completed and currently going through stakeholder consultation.	Geoff Sinclair	26-May-2016	30-Nov-2017
OSD EF 011 b Funding for implementation of plan	Identify potential funding / partners and submit bid. Funders may include HLF		Paul Thomson		31-Dec-2017

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 012 Loss of Forest Land and/or concession of prescriptive rights 26-Aug-2015 Paul Thomson	Causes: Lack of single definitive reference point for Epping Forest boundaries and accesses. Event: Failure to recognise encroachments or legal limitation by the failure to act within a reasonable period of time. Impact: compromising statutory responsibility through loss of Forest Land to encroachment; concession of prescriptive rights and loss of potential income; significant costs and jeopardy of litigation in recovering rights; harm to City of London's reputation as Conservators	 Likelihood	16 Impact	Status of 32 disputed areas to be determined Legal advice to be sought on key issues Initial registration completed with Land Registry 31 May 2016	 Likelihood	12 Impact	31-Mar-2018	↔ No change

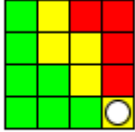
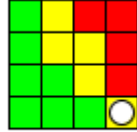

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD EF 012 a Access audit training	Land Officer delivering training on access so that the correct information can be gathered for validation		Sue Rigley		31-Aug-2016
OSD EF 012 b Audit timetable	Establish timetable to undertake sequence of audits	Compartment 1 and 16 are ready for audit Further compartments will follow over the next ten months	Jeremy Dagley; Sue Rigley	26-May-2016	31-Jan-2017
OSD EF 012 c Undertake timetabled audits	Keeper team to undertake audits. this will be cyclical and ongoing		Martin Newnham		31-Dec-2017
OSD EF 012 d Assessment of the audits in partnership with CS and CCS	Work with City Surveyors and Comptrollers and Solicitors Department to consider if legal action is required to settle disputes. Ongoing		Sue Rigley		31-Dec-2017

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 013 Loss of knowledge in skilled staff / Difficulties in recruitment 19-Aug-2015 Paul Thomson	Cause: Previous reliance on memory-based rather than documentary records; Retirements amongst ageing workforce; Remuneration and benefits package increasing uncompetitive for market sector Event: Loss of knowledge and skills. Impact: Extra training needs, difficulty in recruitment or induction of new staff		8			4	31-Mar-2017	↔ No change

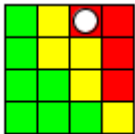
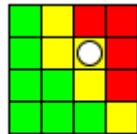
Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD EF 013 a Key role assessment actions	Identify key roles where officers are nearing retirement or expressing development needs or desire to leave COL/Open Spaces Review this data annually via PDR's and one to one's Succession plan drawn up by DMT and agreed by Superintendent/HR support for Key roles	Succession planning identified in workplace plan PDR and one to one's used to assess likely loss of key staff Partial plan has been drawn up for some key roles but further work required	Jo Hurst	31-May-2016	31-Mar-2017
OSD EF 013 b Increase process documentation	Increase documentation of memory based knowledge Ensure that information needed for emergency situations and out of hours is written down forming part of a pack Move collected data onto the GIS system		Jo Hurst; Martin Newnham		30-Sep-2016
OSD EF 013 c Appointment cross-over	Ability to recruit overlapping positions to allow transfer of knowledge. Budgetary consideration and proactive support from HR		Jo Hurst		31-Mar-2017

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 014 Major Incident resulting in	Causes: Pandemic; Human error, mechanical failure or deliberate act of terrorism. Event: Major incident, terrorism,; evacuation of East		8			4	30-Nov-2016	↔

prolonged 'Access Denial' 19-Aug-2015 Paul Thomson	London; aircraft crash; failure of underground services; major pollution incident from M25 Pollution from septic tanks or cattle buildings. Impact: damage to and loss of Forest habitat; threat to existing conservation status of sites; reduced income from licensees unable to trade; costs of remediation and staff engagement. Fines from EA for pollution incidents							No change
Action no, Title,	Description	Latest Note			Managed By	Latest Note Date	Due Date	
OSD EF 014 a Emergency Plan	Review and update emergency plan	Done - end March 2016. Will be reviewed following a years implementation and test.			Martin Newnham	31-May-2016	01-Apr-2017	
OSD EF 014 b LALO training	Relevant staff undertake LALO training	Awaiting training date. All managers on the call rota to attend			Martin Newnham; Geoff Sinclair	31-May-2016	31-Aug-2016	
OSD EF 014 c Bronze/Silver/Gold working with 'blue light' services	Joint training and liaison meeting to be organised to occur before VALEX	Training planned for Nov 16			Martin Newnham	09-Jun-2016	31-Oct-2016	
OSD EF 014 d VALEX (validation exercise)	Multi disciplinary validation exercise to take place covering a number of topics				Martin Newnham; Bertrand Vandermarcq		30-Nov-2016	

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 015 Public behaviour 19-Aug-2015 Paul Thomson	Causes: Crime, irresponsible dog owners, rough sleepers, User conflict, trespass, alcohol. Event: Fly tipping, litter, dog fouling, dog attacks, abandoned/burnt out vehicles, traveller incursions, anti-social behaviour Impact: Bad PR, injury to visitors, insurance claims, police exclusion zones, rise in crime rates, illegal occupancy of Forest land. Increase in costs of managing public behaviour	Likelihood  Impact	8	Fly tipping award scheme Dog control orders are now Public Space Protection Orders Local authority and Police liaison around rough sleepers and travellers and rough sleeper protocol established Aug 2015 31 May 2016	Likelihood  Impact	8	01-Apr-2017	 No change

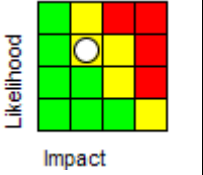
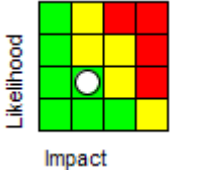
Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD E 015 f Develop and improve joint working	Develop stronger links and become a trusted partner with EFDC, LBWF, LBR and LBN. New relationships with officers in local authorities need creating/developing following staff changes Ongoing action		Martin Newnham		31-Mar-2017
OSD EF 015 b Controlling dogs through Dog Control Orders	Dog Control Orders / PSPO's ideally required for all Boroughs. Currently in place for EFDC and LBWF Ongoing until Borough's make submissions for PSPO's / DCO's	LB Redbridge work in progress	Martin Newnham	31-May-2016	31-Mar-2017
OSD EF 015 c Approach to rough sleeping	Multi disciplinary approach with enforcement and outreach team. Protocol in place.		Martin Newnham		31-Mar-2017
OSD EF 015 d Approach to fly tipping	Multi disciplinary approach with enforcement team ISA and sharing enforcement action CIWM training taking place to ensure EPA prosecution compliance	LBR enforcement team have picked up EF policy as best practice and will be using this to prosecute fly tips	Martin Newnham	31-May-2016	31-Mar-2017
OSD EF 015 e Approach to Anti social behaviour	Multi disciplinary approach required CPN and CPW being explored		Martin Newnham		31-Mar-2017

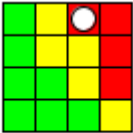
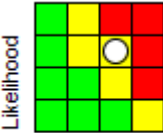

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date	Current Risk score change indicator
OSD EF 016 Financial management and loss of income 18-May-2016 Paul Thomson	Causes: COL facing austerity efficiencies: revisions to EU common agricultural policy (CAP) regulation, transition to Basic Payment Scheme (BPS) and UK interpretation and tightening of qualifying eligibility criteria. Failure to deliver to spend profile may result in loss of budget; lack of skills/capacity to deliver income generation projects; unrealistic initial targets and deadlines. Possible impact of Brexit. Event: Reduction deficit funding from the COL; reductions in direct grant available from the Environment Agency or Rural Payments Agency (RPA) to deliver agricultural/conservation activity; especially conservation grazing. Division is unable to deliver spend to profile or income generation programmes to agreed targets and timescales. Adverse workload impact on service delivery. Impact: Reduction in income. Reduction or cessation of	 Likelihood Impact 16		 Likelihood Impact 12	31-Oct-2017	↔ No change

	agricultural/conservation activity, including negative impact on grazing partnership. Reduction / loss of biodiversity.					
Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date	
OSD EF 016 a Basic Payment Scheme	Apply for funding from the RPA - annual process	Yearly application process Potential for fines if do not respect the funding brief. Risk inherent in this European funding if changes to country's position within Europe Reductions of grant in order of 10 - 12% has been made which has been offset by claims from other areas Further regulations and inspections are likely to further constrain the ability to claim on commons available for grazing. Excess entitlements may be sold or transferred	Jeremy Dagley	31-May-2016	31-Aug-2016	
OSD EF 016 b Business merger for RPA	Complete the merger of EF and The Commons under the single SBI and assess risks of claim area in relation to future inspections	Merger progress approx 60% and inspection risk progress approx 10%	Jeremy Dagley	31-May-2016	31-Mar-2017	
OSD EF 016 c Budget review	Effective budget management through use of new profiling information, in-year review/ reallocation in September. Monthly meetings with budget holders. Monthly reporting and monitoring. Ongoing process	Aggregating and refining budgets to improve monitoring	Jo Hurst	31-May-2016	31-Mar-2017	
OSD EF 016 d SBR savings	Income and expenditure targets across project streams with monthly monitoring and review		Paul Thomson		01-Apr-2017	

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Appendix 3: The Commons Detailed Risk Register

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 001 Health and Safety Failure 09-Jun-2015 Andy Barnard	Causes: Poor understanding and/or delivery of Health and Safety policies, procedures and safe systems of work: inadequate training, failure to implement the results of audits, dynamic risk assessments not undertaken Event: Staff, volunteers or contractors undertake unsafe working practices Impact: Injury or death of staff, contractor, volunteer or member of the public		6	H&S audit results have begun to be implemented and sites are becoming more confident in joined-up procedures 14 Jun 2016		4	31-Mar-2017	↓ Decreased Risk Score
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD TC 001 a Appropriate resourcing	Adequate and appropriate training for staff and volunteers - link to PDR's (all line managers) Links to other departmental service providers in OSD Clear and appropriate communication Ongoing			Hadyn Robson; Andy Thwaites		31-Mar-2017		
OSD TC 001 b Breaking ground	Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used. Much of the above will be captured through the implementation of a locally adapted version of the Epping piloted Contractor Protocol.			Hadyn Robson		31-Mar-2017		
OSD TC 001 c H&S processes	Undertake quarterly reviews of the regular health and safety audits Ensure risk assessments and safe systems of work are up to date. Ongoing			Hadyn Robson		31-Mar-2017		

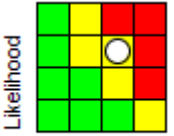
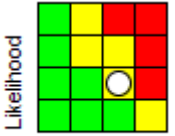

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 002 Local Planning Issues Jun-2015 Gedy Barnard	Causes: Pressure on Planning Authorities to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of partnership working with Planning Authorities inclusion in Local Development Plans. Lack of resources to employ specialist support or carry out necessary monitoring/research Event: Large housing or other developments on land affecting the Open Spaces. Impact: Increase in visitor numbers and general recreation pressure. Potential decline in biodiversity due to disturbance and habitat quality. Increased in air, light and noise pollution. Decrease in water availability. Increased hydrological pollution risk. Increased traffic on local road network.	 Likelihood	16 Impact	There are two separate strands to this at the moment: planning as listed here and the quarry site operation. In terms of the former the risk is of increasing concern as the local plan is in the production stage; however we are in discussions about methods of mitigation which would reduce the risk. Another couple of months and we will know better. In terms of the quarry this is also an increasing concern as the working is physically closer to the Beeches and we do have concerns over dust and hydrology 24 Jun 2016	 Likelihood	12 Impact	31-Mar-2017	 No change
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD TC 002 a Local authorities/Counties Local Plans and Core Strategies	Inclusion in core strategy planning documents - where applicable Close partnership working with local planning authorities Active monitoring of planning applications with responses as appropriate All ongoing and/or as and when	Working closely with local planning authority and Natural England on local plan and discussing mitigation. In discussion with Natural England specialist on air quality and awaiting final report. In discussion with quarry site operator over mitigation and working methods. Continuing to push Minerals Planning Authority regarding hydrology protocol and liaising with Natural England over issue too		Hadyn Robson	24-Jun-2016	31-Mar-2017		
OSD TC 002 b Monitoring of impacts	Active monitoring of pollution where possible Active monitoring of environmental impacts - where possible Undertake research - where appropriate and where resources allow Ongoing	Continuing monitoring of dust and reviewing regular reports from contractors Reviewing results of hydrology monitoring from quarry operator and chasing when required Currently undertaking 5 yearly review of visitor numbers Received interim report on repeat survey of visitor footfall		Hadyn Robson	24-Jun-2016	31-Mar-2017		

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 003 Finance - SBR Roadmap 10-Jun-2015 Andy Barnard	<p>Causes: Lack of skills to deliver projects. Unrealistic scoping targets and deadlines. Conflicting priorities between corporate/departmental change programme and Divisional merger issues</p> <p>Event: Division is unable to deliver its roadmap programmes to agreed targets and timescales. Adverse workload impact on service delivery</p> <p>Impact: Divisional failure - Alternative savings required that may not best suite culture change nor properly support core activities.</p> <p>Departmental failure – Transfer of financial pressures from one area of the Department to another on a reactive basis. Ability to deliver ‘existing level of services’ declines.</p>	 Likelihood Impact	4	<p>SBR projects progressing although some have been identified as amber as milestones for three year programmes alter but actions in place to bring Programmes back on track.</p> <p>14 Jun 2016</p>	 Likelihood Impact	4	31-Mar-2018	 Decreased Risk Score
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD TC 003 a Appropriate programme management	<p>Training and support for staff involved in cross departmental projects - link to PDR's</p> <p>Programme and project templates used.</p> <p>Plan and associated timetable to resolve conflicting priorities - approval systems in place with departmental and divisional roadmaps</p> <p>OSPSU review of highlight reports - Ongoing</p>	SLT review highlight report and red and amber programme status discussed. Change controls used.		Hadyn Robson	21-Jun-2016	31-Mar-2018		

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 004 Tree Diseases and Other Pests 10-Jun-2015 Andy Barnard	<p>Causes: Inadequate biosecurity, purchase or transfer of infected, plants, soil and animals. ‘Natural’ spread of pests and diseases from neighbouring areas e.g. Oak Processionary Moth and Foot and Mouth</p> <p>Event: Sites become infected by animal, plant or tree diseases</p>	 Likelihood Impact	12	<p>Risk not yet reduced to target as OPM is now nearer Ashted and Burnham Beeches</p> <p>24 Jun 2016</p>	 Likelihood Impact	6	31-Mar-2017	 No change

	Impact: Service capability disrupted, ineffective use of staff resources, damage to corporate reputation, loss of species, site closures (temp) and associated access, increased costs for reactive maintenance. Threat to existing conservation status of sites, particularly those with woodland habitats.					
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date
OSD TC 004 a Staff training	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/ prevention.	Ongoing		Hadyn Robson	24-Jun-2016	31-Mar-2017
OSD TC 004 b Inspections	Annual tree inspections undertaken through qualified personnel	OPM monitoring programme in place		Hadyn Robson	24-Jun-2016	31-Mar-2017
OSD TC 004 c Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England	Ongoing		Hadyn Robson	24-Jun-2016	31-Mar-2017
OSD TC 004 d Biosecurity	Measures in place for staff, volunteers and contractors including public messages	Biosecurity measures are in place across the Division for staff, volunteers and contractors.		Hadyn Robson	24-Jun-2016	31-Mar-2017

Page 24

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 005 Climate and Weather 10-Jun-2015 Andy Barnard	Causes: Severe wind events, prolonged precipitation or restricted precipitation. May be Climate change influenced Event: Severe weather/climate impacts at one or more sites Impact: Service capability disrupted; fire, flood and storm events (potentially increasing in frequency); increased demand for staff resources to respond to incidents and maintain site safety; loss of species, temporary site closures and associated access; increased costs for reactive management. Injury or death to staff, visitors, contractors and volunteers. Damage/loss of rare/fragile habitats and species.	 Likelihood Impact	12	Monitoring of Met office weather warnings 24 Jun 2016	 Likelihood Impact	8	31-Mar-2017	 No change
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD TC 005 a Fire	Review and update plan	Site information/resources shared with emergency services		Hadyn Robson	24-Jun-	31-Mar-		

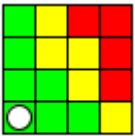
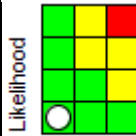

management	Fire management and monitoring policies and plans in place and link to staff training and local emergency services	Plan reviewed annually		2016	2017
OSD TC 005 b Storms	Storm monitoring & management and closure policies across all sites linked to high staff awareness and training		Hadyn Robson	24-Jun-2016	31-Mar-2017
OSd TC 005 c Climate change	Understanding of the potential impacts of climate change on the open spaces Engagement in climate change research and debate	Ongoing research and dialogue	Hadyn Robson	24-Jun-2016	31-Mar-2017

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 006 Pond Embankments, Burnham Beeches 16 Jun-2015 Andy Barnard	Causes: Erosion, inadequate design quality, lack of maintenance, leaks Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion and potential collapse Impact: Loss of life. Damage to downstream land/property. Litigation. Damage to/loss of habitat and associated rare species. Reputational harm.		4	Carry forward requested into 2016/17 to reassess 2011 design plans and costs City Surveyor visited site and expressed no short term, significant concern 14 Jun 2016		2	31-Dec-2018	↔ No change

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD TC 006 a Project development	Condition assessments carried out and options provided for approval Options costed Gateway 4 report drafted - Sept 16		Hadyn Robson		31-Dec-2018
OSD TC 006 b Monitoring	Inspections / monitoring od outflow condition Ongoing		Hadyn Robson		31-Dec-2018



Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 007 Rural Payment Agency Grants	Causes: Amendments to EU 'Common Agriculture Policy' legislation/UK interpretation. Event: Reduction in direct grant available from the Rural		16	Update from RPA as of 23/6/16. Most 2015 claims for Commons have not yet been paid. It is still held up on		8	31-Mar-2017	↔

10-Jun-2015 Andy Barnard	Payments Agency (RPA) to deliver agricultural/conservation related services across the Division. Impact: Reduction or cessation of agricultural/conservation services. Reduction of income direct and indirect. Reduction/loss of biodiversity (legal implications); reductions in recreational access due to reduction/cessation of grazing activities.			what we hope is a technicality. We have been assured of an update next week 24 Jun 2016			No change
Action no, Title,	Description	Latest Note			Managed By	Latest Note Date	Due Date
OSD TC 007 a Monitoring	Seek clarity/advice from RPA on the above Monitor review of latest RPA advice and procedures				Hadyn Robson		31-Mar-2017
OSD TC 007 b Submissions	Submit forms according to RPA guidance				Hadyn Robson		31-Mar-2017

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 008 Kenley Revival Project 10-Jun-2015 Andy Barnard	Causes: The world war II fighter pens at RAF Kenley are currently on the “Heritage at Risk” register, listed as in declining condition. Further restoration is required. Public access is maintained but there is limited interpretation. Event: Failure to secure funding for the current HLF project or alternative project / funding source Impact: Continuing deterioration of at risk heritage features; education and interpretation opportunities missed; deteriorating state impacts negatively on the City’s reputation	 Likelihood	1	Funding in the sum of £880,900 received 17 September 2015. Officers in post and project progressing. 24 Jun 2016	 Likelihood	1	31-Dec-2018	 Decreased Risk Score
Action no, Title,	Description	Latest Note			Managed By	Latest Note Date	Due Date	
OSD TC 008 a HLF Funding bid	HLF Capital Funding Bid	Funding in the sum of £880,900 received 17 September 2015.			Hadyn Robson	24-Jun-2016	30-Sep-2015	

Appendix 1: Open Spaces – Corporate and Departmental Risks

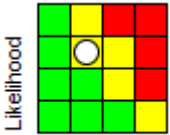
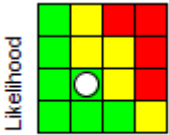
Corporate Risk:

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CR11 Hampstead Heath Ponds - overtopping leading to dam failure Page 57 Feb-15 Sue Ireland; Paul Monaghan	<p>Cause: The earth dams on Hampstead Heath are vulnerable to erosion caused by overtopping</p> <p>Event: Severe rainfall event which causes erosion which results in breach, leading to failure of one or more dams</p> <p>Impact: Loss of life within the downstream community and disruption to property and infrastructure – including Kings Cross station and the Royal Free Hospital. A major emergency response would need to be initiated by Camden Council and the police at a time when they are likely to already be dealing with significant surface water flooding. Damage to downstream buildings and infrastructure would result in significant re-build costs. The City's reputation would be damaged. An inquiry and legal action could be launched against the City.</p> <p>The Ponds Project has been initiated to mitigate this risk as the current interim mitigations of telemetry, weather monitoring, an on-site emergency action plan do not address the issue of the dam's vulnerability to overtopping</p>	 <p>Likelihood</p> <p>Impact</p>	16	<p>The project continues to progress well and it is anticipated that the engineering works will conclude in October.</p> <p>19 Aug 2016</p>	 <p>Likelihood</p> <p>Impact</p>	8	31-Oct-2016	<p>↔</p> <p>No change</p>
Action no, Title,	Description			Latest Note	Managed By	Latest	Due Date	

				Note Date	
CR11 a Project Director to review budget monthly with Project Board – specific consideration of use of risk contingency	Regular monitoring of budget and risk provisions	No change: Works well under way some elements delayed but still to be completed to contract programme – forecast still within current budget	Paul Monaghan	19 Aug 2016	31-Oct-2016
CR11 b Agreement of methods of working with utilities	Agreement of methods of working with utilities	No change: Identifying utilities in order to negotiate new wayleaves, needs to be in conjunction with routes across the Heath.	Paul Monaghan	19 Aug 2016	01-Mar-2017
CR11 c Site supervision by DBE and OS to ensure appropriate H&S procedures	Regular review of H&S and working practices – in particular movement of vehicles	Weekly meetings continue to take place and working practices are continually challenged. City staff have attended and contributed to contractor led H&S training sessions.	Paul Monaghan	19 Aug 2016	31-Oct-2016
CR11 d Liaison Officer to engage proactively through site notices, media, electronic communications, PPSG and CWG	Liaison Officer role defined by planning conditions in respect of CWG, but will undertake broader community engagement role as previously	No change: Liaison officer continuing all the activities and the CWG continues to meet and receiving some positive feedback.	Paul Monaghan	19 Aug 2016	31-Oct-2016
CR11 f Daily ecological monitoring by BAM and Heath staff to check for nesting birds	As per planning consent and conditions	Ongoing daily water quality and dust monitoring undertaken. Data published and issued monthly to CWG. Wildlife and nesting birds continually monitored and work programmes adapted to minimise the impact.	Paul Monaghan	19 Aug 2016	31-Oct-2016
CR11 g Weekly site meetings to secure clear communication between OS, DBE and BAM	To secure clear understand of impact on the Heath, resolution of any issues, discussion of complaints	Weekly site visits take place with the whole project team and no change ongoing continuing consultation with all stakeholders. Complaints log discussed at CWG .	Paul Monaghan	19 Aug 2016	31-Oct-2016

CR11 h Resolution of issues with adjoining land owners	There are 4 different adjoining landowners who the City is engaging with. The land ownership will be resolved according to the specifics of each case – via transfer, access agreements or registration as co-undertakers with the EA.	The designs have been approved and construction of HG1 is nearly complete. There are few outstanding issue with the landowners but these will not impact on the progression/conclusion of the project.	Paul Monaghan	19 Aug 2016	31-Jul-2016
CR11 i Approval of designs for Highgate 1	The design approved for Highgate No. 1 impacts on another landowner. Discussions as to an acceptable alternative have been progressing. Any change will require planning permission.	The planning authority has approved the designs	Paul Monaghan	19 Aug 2016	31-Jul-2016

Departmental risks with divisional actions

Risk	Description (Cause, Event, Impact)	Current Risk Matrix	Target Risk Matrix	Risk Update	Action title	Action Due Date	Action Owner
OSD 001 Ensuring the Health & Safety of staff, volunteers, contractors and public Page 40	Causes: Poor understanding or utilisation of health and safety policies, procedures and safe systems of work; inadequate training; failure to implement results of audits; dynamic risk assessments not undertaken; contractors not complying with procedures and processes Event: Staff, volunteers or contractors undertake unsafe working practices Impact: Injury or death of a member of the public, volunteers, staff or a contractor	 Likelihood Impact 6	 Likelihood Impact 4	Departmental risks were reviewed by SLT on 13 June and amendments made to reflect the differing risk issues and actions at the different open spaces sites. In order to reduce the departmental risk to the target risk score we will deliver the various divisional actions. To avoid duplication the risks actions will only be listed at a local level but at a departmental level we will identify which of the divisional risks will help reduce this departmental risk.	Implement the actions associated with the following divisional risks: OSD EF 001 OSD CC 001 OSD TC 001 OSD NLOS 006 OSD P&G 001	01-Apr-2018	Andy Barnard; Gary Burks; Martin Rodman; Paul Thomson; Bob Warnock

OSD 001 Ensuring the Health & Safety of staff, volunteers, contractors and public – Linked risks and actions

Divisional Risk	Risk Owner	Linked Actions	Action Description	Due Date	Action Owner
OSD Cem & Crem 001 Failure of health and safety procedures	Gary Burks	OSD CC 001 a Regular reviews	Regular reviews of risk assessments and safe systems of work are undertaken. Ongoing	31-Mar-2017	Gary Burks

OSD 001 Ensuring the Health & Safety of staff, volunteers, contractors and public – Linked risks and actions

Divisional Risk	Risk Owner	Linked Actions	Action Description	Due Date	Action Owner
		OSD CC 001 b Operational Learning	Investigations undertaken and learning taken from all accidents and incidents and near misses. Training and development of staff Ongoing	31-Mar-2017	Gary Burks
OSD Epping Forest 001 Increase in Health and Safety incidents /catastrophic Health & Safety failure	Paul Thomson	OSD EF 001 d Accident Reporting	Continue to develop a good culture of reporting accidents and incidents and near misses.	01-Apr-2017	Jo Hurst
		OSD EF 001 a Contractor protocol	A contractor protocol is in place including works undertaken by City Surveyors and external contractors. Continued monitoring is required and all contractors to sign up and comply. Regular review of documentation and processes in light of investigation findings and change in legislation.	01-Apr-2017	Jo Hurst
		OSD EF 001 b Biennial review of site health and safety by peer review	Net improvement of standards of H&S following 2013 and 2015 validation visits.	01-Apr-2017	Jo Hurst
		OSD EF 001 c Training programme	Staff roles linked to essential and desirable training needs. Continual and annual review	01-Apr-2017	Jo Hurst
		OSD EF 001 e Hierarchy responsibilities and communications	Clear role and responsibilities set out in documentation and reinforced by training. Structure of local H&S meeting arrangements cascading down decisions, issues, responsibilities and communications. Ongoing action	01-Apr-2017	Paul Thomson
		OSD EF 001 f Annual licensees checks	H&S checks undertaken annually for all refreshments and food outlets under licence in the forest, excluding ice cream vans	30-Jun-2017	Jo Hurst
		OSD EF 001 g Breaking Ground	Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with	31-Dec-2016	Patrick Hegarty

OSD 001 Ensuring the Health & Safety of staff, volunteers, contractors and public – Linked risks and actions

Divisional Risk	Risk Owner	Linked Actions	Action Description	Due Date	Action Owner
			utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used. Much of the above will be captured through the implementation of a locally adapted version of the Epping piloted Contractor Protocol.		
OSD North London Open Space 006 Ensuring the Health and Safety of staff, contractors, visitors and volunteers	Bob Warnock	OSD NLOS 006 a Annual H & S site Audits	Continue with annual H & S site Audits Sites will carry out audits by peers from within Division Next audit will take place in August 2016	30-Sep-2016	Richard Gentry
		OSD NLOS 006 b Quarterly Divisional H & S Meetings	Divisional H & S meetings take place. Staff informed, consulted and updated on H & S matters	30-Sep-2016	Richard Gentry
		OSD NLOS 006 c Breaking Ground	Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used. Much of the above will be captured through the implementation of a locally adapted version of the Epping piloted Contractor Protocol.	31-Dec-2016	Richard Gentry
OSD The Commons 001 Health and Safety Failure	Andy Barnard	OSD TC 001 a Appropriate resourcing	Adequate and appropriate training for staff and volunteers – link to PDR's (all line managers) Links to other departmental service providers in OSD	31-Mar-2017	Hadyn Robson; Andy

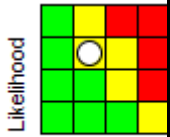
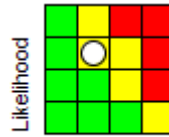
OSD 001 Ensuring the Health & Safety of staff, volunteers, contractors and public – Linked risks and actions

Divisional Risk	Risk Owner	Linked Actions	Action Description	Due Date	Action Owner
			Clear and appropriate communication Ongoing		Thwaites
Page 43		OSD TC 001 b Breaking ground	Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used. Much of the above will be captured through the implementation of a locally adapted version of the Epping piloted Contractor Protocol.	31-Mar-2017	Hadyn Robson
		OSD TC 001 c H&S processes	Undertake quarterly reviews of the regular health and safety audits Ensure risk assessments and safe systems of work are up to date. Ongoing	31-Mar-2017	Hadyn Robson
OSD Parks & Gardens 001 Increase in Health and Safety incidents/Catastrophic Health & Safety failure	Martin Rodman	OSD P&G 001 a Accident Reporting	Continue to develop a good culture of reporting accidents, incidents and near misses.	01-Apr-2017	Louisa Allen; Patrick Hegarty; Lucy Murphy
		OSD P&G 001 b Contractor protocol	A contractor protocol is in place including works undertaken by City Surveyors and external contractors. Continued monitoring is required and all contractors to sign up and comply. Regular review of documentation and processes in light of investigation findings and change in legislation.	01-Apr-2017	Louisa Allen; Patrick Hegarty; Lucy Murphy
		OSD P&G 001 c Biennial	Net improvement of standards of H&S following biennial validation visits.	01-Apr-	Patrick

OSD 001 Ensuring the Health & Safety of staff, volunteers, contractors and public – Linked risks and actions

Divisional Risk	Risk Owner	Linked Actions	Action Description	Due Date	Action Owner
		review of site health and safety by peer review		2017	Hegarty
		OSD P&G 001 d Training programme	Staff roles linked to essential and desirable training needs. Continual and annual review	01-Apr-2017	Louisa Allen; Lucy Murphy
		OSD P&G 001 e Hierarchy responsibilities and communications	Clear role and responsibilities set out in documentation and reinforced by training. Structure of H&S meeting arrangements cascading down decisions, issues, responsibilities and communications. Ongoing action	01-Apr-2017	Martin Rodman

Page 44

Risk	Description (Cause, Event, Impact)	Current Risk Matrix	Target Risk Matrix	Risk Update	Action title	Action Due Date	Action Owner
OSD 002 Extreme weather	<p>Causes: Severe wind, prolonged heat, heavy snow, heavy rainfall – potential to increase with climate change</p> <p>Event: Severe weather at one or more site</p> <p>Impact: Service capability disrupted , incidents increase demand for staff resources to respond to maintain public and site safety. temporary site closures; increased costs for reactive management. Strong winds cause tree limb drop, prolonged heat results in fires, snow disrupts sites access, rainfall results in flooding and</p>	 <p>Impact</p> <p>6</p>	 <p>Impact</p> <p>6</p>	<p>Departmental risks were reviewed by SLT on 13 June and amendments made to reflect the differing risk issues and actions at the different open spaces sites. In order to reduce the departmental risk to the target risk score we will deliver the various divisional actions. To avoid duplication the risks actions will only be listed at a local level but at a departmental level we will identify which of the divisional risks will help reduce</p>	<p>Implement the actions associated with the following divisional risks: OSD EF 009 OSD P&G 005 OSD NLOS 003 OSD TC 005</p>	31-Mar-2019	Andy Barnard; Martin Rodman; Paul Thomson; Bob Warnock

Risk	Description (Cause, Event, Impact)	Current Risk Matrix	Target Risk Matrix	Risk Update	Action title	Action Due Date	Action Owner
	impassable areas. Damage/loss of rare/fragile habitats and species. Risk of injury or death to staff, visitors, contractors and volunteers. Damage to property and infrastructure.			this departmental risk.			

OSD 002 Extreme weather – Linked risks and actions

Divisional Risk	Risk Owner	Linked Actions	Action Description	Due Date	Action Owner
OSD Cem & Crem 010 Extreme weather	Gary Burks	OSD CC 010 a Wind damage	A significant storm could (and has in the past) cause significant damage to tree stocks and buildings meaning that for a short period of time the cemetery roads could be closed and block, and one or more buildings could be out of action. Tree inspections Maintain staff with chainsaw qualifications	31-Mar-2017	Gary Burks
		OSD Epping Forest 009 Severe Weather Events	Paul Thomson	OSD EF 009 a Emergency plan	Review and update plan
		OSD EF 009 b Local Authority Liaison Officers	Organise and deliver LALO training to all managers on call rota	31-Aug-2016	Martin Newnham; Geoff Sinclair
		OSD EF 009 c Bronze/Silver/Gold working with 'blue light' services	Joint training and liaison meeting to be organised to occur before VALEX	31-Oct-2016	Martin Newnham; Bertrand Vandermarcq
		OSD EF 009 d VALEX (Validation Exercise)	Multi disciplinary validation exercise to take place covering a number of topics	30-Nov-2016	Martin Newnham; Bertrand

OSD 002 Extreme weather – Linked risks and actions

Divisional Risk	Risk Owner	Linked Actions	Action Description	Due Date	Action Owner
					Vandermarcq
		OSD EF 009 e Severe weather protocol	Write, implement a severe weather protocol and ensure protocol is rolled out to all relevant staff	01-Apr-2017	Geoff Sinclair
		OSD EF 009 f Weekly monitoring of weather warning systems	Weekly monitoring of weather warning: fire severity index, hydrological outlook and water situation reports. Use staff email to advise on reactive reporting of weather warnings and fire severity index	01-Apr-2017	Jo Hurst
OSD North London Open Space 003 Extreme Weather Events	Bob Warnock	OSD NLOS 003 a Review Met Office information	Alerts issued to staff via Met Office. Review processes 6 monthly or following and extreme weather event	31-Mar-2017	Bob Warnock
		OSD NLOS 003 b Review of site emergency plans	Site plans reviewed annually or following incident if appropriate. Next review date September 2016	31-Oct-2016	Richard Gentry
OSD Parks & Gardens Climate and Weather	Martin Rodman	OSD P&G 005 a Plant species	Increased variety of species planted in order to 'spread the risk', e.g. more drought tolerant species and those better able to cope with a range of temperatures/ rainfall levels. Captured in strategic documents e.g. CoL Tree Strategy SPD.	01-Apr-2017	Louisa Allen; Lucy Murphy
		OSD P&G 005 b Emergency plan	Review and update plan	31-Dec-2016	Louisa Allen; Lucy Murphy
		OSD P&G 005 c Weekly monitoring of warning systems	Weekly monitoring of weather warning: fire severity index, hydrological outlook and water situation reports. Use staff email to advise on reactive reporting of weather warnings received through MET office and Resilience Forum	01-Apr-2017	Martin Rodman

Risk	Description (Cause, Event, Impact)	Current Risk Matrix	Target Risk Matrix	Risk Update	Action title	Action Due Date	Action Owner
OSD 004 Poor Repair & Maintenance of buildings Page 47	<p>Causes: Inadequate planned and/or reactive maintenance; failure to identify and communicate maintenance issues</p> <p>Event: Fail to meet statutory regulations and checks. Operational, OS residential or public buildings deteriorate to unusable/unsafe condition.</p> <p>Impact: Service capability disrupted; ineffective use of staff resources; damage to corporate reputation; increased costs for reactive maintenance and lack of budget to replace. Delay will have operational impact. Poor condition of Assets, loss of value.</p>	<p>Impact</p> <p>12</p>	<p>Impact</p> <p>2</p>	<p>Departmental risks were reviewed by SLT on 13 June and amendments made to reflect the differing risk issues and actions at the different open spaces sites. In order to reduce the departmental risk to the target risk score we will deliver the various divisional actions. To avoid duplication the risks actions will only be listed at a local level but at a departmental level we will identify which of the divisional risks will help reduce this departmental risk.</p>	<p>Implement the actions associated with the following divisional risks: OSD EF 002 OSD CC 003 OSD NLOS 008 OSD P&G 002</p>	01-Apr-2019	Gary Burks; Martin Rodman; Paul Thomson; Bob Warnock

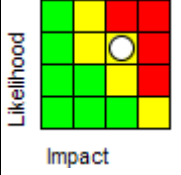
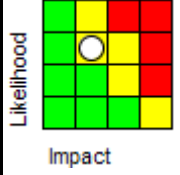
OSD 004 Poor Repair & Maintenance of buildings – Linked risks and actions						
Risk	Risk Owner	Linked Actions	Description	Due Date	Action Owner	
OSD Cem & Crem 003 Deterioration of buildings, plant and machinery	Gary Burks	OSD CC 003 a Operational Property Review	Implementation of property review which aims to rationalise operational buildings across open spaces.	31-Jul-2016	Gary Burks	
		OSD CC 003 b Building R&M	Develop relationship with City Surveyors and ways of working to ensure AWP works are delivered Regular meetings with CS's Property Facilities Managers Input into 2017+ R&M specification and tender documents	31-Jul-2017	Gary Burks	
OSD Epping Forest 002	Paul	OSD EF 002 a Forest asset	Creation of a forest hydrological asset register for city surveyors	01-Apr-	Geoff Sinclair	

OSD 004 Poor Repair & Maintenance of buildings – Linked risks and actions

Risk	Risk Owner	Linked Actions	Description	Due Date	Action Owner
Decline in Assets condition	Thomson	register		2017	
		OSD EF 002 b Forest furniture audit and maintenance	Database to be created by CS Creation of maintenance plan of all forest furniture and then implement actions arising from plan	01-Apr-2017	Martin Newnham; Geoff Sinclair
		OSD EF 002 d Statutory compliance of buildings	Schedule of statutory checks and visits held and carried out by CS or delegated to site	31-Jul-2016	Jo Hurst
		OSD EF 002 e Annual building inspections	Joint inspection of all buildings including residential by site and CS to capture maintenance needs. Required annually	01-Apr-2017	Jo Hurst
		OSD EF 002 f AWP	20 year programme of investment and maintenance of all built assets. Review annually.	01-Apr-2017	Jo Hurst
		OSD EF 002 g Upkeep of Great Gregories farm	Put actions and processes in place that ensures the upkeep and development of the site. Need to register the new building under the corporate insurance and create a maintenance budget for the upkeep if the building.	30-Nov-2016	Jeremy Dagley
		OSD EF 002 h Division of responsibilities	Documented agreement on repairs and maintenance responsibilities across all built assets between open spaces and city surveyors	31-Jul-2017	Jo Hurst
OSD North London Open Space 008 Maintenance of Divisional buildings and equipment	Bob Warnock	OSD NLOS 008 a Review of Property Assets	Asset review is being carried out with Surveyor' Dept. Review of assets is an ongoing process	31-Mar-2017	Richard Gentry
		OSD NLOS 008 b Liaison with Surveyors' Dept.	Client Liaison meetings are held regularly to discuss issues and raise concerns about BRM and Projects. Regular review process	31-Mar-2017	Richard Gentry
OSD Parks & Gardens 002 Maintenance of buildings, memorials, play areas and equipment	Martin Rodman	OSD P&G 002 a Statutory compliance of buildings	Schedule of statutory checks and visits held and carried out by CSD or delegated to site	01-Apr-2017	Louisa Allen; Lucy Murphy
		OSD P&G 002 b Annual building inspections	Joint inspection of all buildings including residential by site and CSD to capture maintenance needs. Required annually	01-Apr-2017	Louisa Allen; Lucy Murphy
		OSD P&G 002 c AWP	20 year programme of investment and maintenance of all built assets. Review annually.	01-Apr-2017	Martin Rodman

OSD 004 Poor Repair & Maintenance of buildings – Linked risks and actions

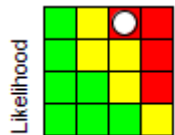

Risk	Risk Owner	Linked Actions	Description	Due Date	Action Owner
		OSD P&G 002 d Division of responsibilities	Documented agreement on repairs and maintenance responsibilities across all built assets between open spaces and city surveyors	31-Jul-2017	Martin Rodman
		OSD P&G 002 e Memorial Management	Agreement on management of memorials between CSD, OSD and Diocese. Subject to regular inspection regime and topple testing (City Gardens section only).	01-Apr-2017	Louisa Allen

Risk	Description (Cause, Event, Impact)	Current Risk Matrix and score	Target Risk Matrix and score	Risk Update	Action title	Action Due Date	Action Owner
OSD 005 Pests & Diseases 009 49	<p>Causes: Inadequate biosecurity; purchase or transfer of infected trees, plants, soil and/or animals; ‘natural’ spread of pests and diseases from neighbouring areas.</p> <p>Event: Sites become infected by animal, plant or tree diseases e.g. Oak Processionary Moth (OPM), foot and mouth, Massaria, Ash Die Back, <i>Salmonella</i> (DT 191a), Leaf Miner Moth</p> <p>Impact: Service capability disrupted, public access to sites restricted, animal culls, tree decline, reputational damage, increased cost of monitoring and control of invasive species, risk to human health from OPM or other invasives, loss of key native species, threat to existing conservation status of sites particularly those with woodland habitats.</p>	 <p>12</p>	 <p>6</p>	Departmental risks were reviewed by SLT on 13 June and amendments made to reflect the differing risk issues and actions at the different open spaces sites. In order to reduce the departmental risk to the target risk score we will deliver the various divisional actions. To avoid duplication the risks actions will only be listed at a local level but at a departmental level we will identify which of the divisional risks will help reduce this departmental risk.	Implement the actions associated with the following divisional risks: OSD EF 007 OSD EF 008 OSD NLOS 004 OSD P&G 004 OSD TC 004	01-Apr-2019	Andy Barnard; Martin Rodman; Paul Thomson; Bob Warnock

OSD 005 Pests & Diseases – Linked risks and actions

Risk	Risk Owner	Linked Actions	Description	Due Date	Action Owner
OSD Cem & Crem 011 Tree and plant diseases	Gary Burks	OSD CC 011 a Tree surveys	Regular monitoring of trees Engagement of specialists where required	31-Mar-2017	Gary Burks
OSD Epping Forest 007 Pathogens	Paul Thomson	OSD EF 007 a Massaria survey	Implement actions arising from Massaria survey. Survey to be undertaken twice yearly	01-Apr-2017	Geoff Sinclair
		OSD EF 007 b Leaves miner moth on horse chestnut	Trial inoculation of infected trees to be undertaken by specialist contractor	30-Jun-2015	Geoff Sinclair
		OSD EF 007 c Survey Oaks for Acute Oak Decline	Yearly inspection of 600 of the ancient oaks across the centre of the forest. Annual activity.	31-Dec-2016	Jeremy Dagley
		OSD EF 007 d Sudden Oak Death	Yearly inspection of all Rhododendron and Larch. Tender of Larch removal. To be done yearly	01-Apr-2017	Jeremy Dagley
		OSD EF 007 e Biodiversity policy	Need to develop a biosecurity policy and then implement.	30-Nov-2016	Jeremy Dagley
OSD Epping Forest 008 Invasive Non Native Species (INNS)	Paul Thomson	OSD EF 008 a Biosecurity training	Biosecurity training for all surveying staff	30-Nov-2016	Martin Newnham
		OSD EF 008 b INNS monitoring	Monitor on a very regular basis and react to issues identified as and when. Ongoing	01-Apr-2017	Jeremy Dagley; Martin Newnham; Geoff Sinclair
		OSD EF 008 c INNS policy	Develop an INNS policy	01-Apr-2017	Jeremy Dagley
OSD North London Open Space 004 Plant and Tree Disease	Bob Warnock	OSD NLOS 004 a Tree and Plant Procurement	Sourcing of plants / trees through approved suppliers. Review six monthly	31-Mar-2017	Richard Gentry
		OSD NLOS 004 b OPM monitoring	Trained arboricultural staff carrying out spraying of Oak in previously infected areas	31-Mar-2017	Richard Gentry

Risk	Description (Cause, Event, Impact)		Current Risk Matrix and score	Target Risk Matrix and score	Risk Update	Action title	Action Due Date	Action Owner
OSD Parks & Gardens 004 Tree Diseases and other pests	Martin Rodman	OSD P&G 004 a Staff training	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/ prevention.				01-Apr-2017	Louisa Allen; Lucy Murphy
		OSD P&G 004 b Inspections	Annual tree inspections undertaken through qualified personnel through framework contract				01-Apr-2017	Louisa Allen; Lucy Murphy
		OSD P&G 004 c Emergency alerts	Alerts issued to staff enabling additional checks to be undertaken as part of everyday working practice				01-Apr-2017	Martin Rodman
		OSD P&G 004 d Information and communication	Maintain relationships with industry bodies and neighbouring local authorities to ensure free flow of information.				01-Apr-2017	Louisa Allen; Lucy Murphy
OSD The Commons 004 Tree Diseases and Other Pests	Andy Barnard	OSD TC 004 a Staff training	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/ prevention.				31-Mar-2017	Hadyn Robson
		OSD TC 004 b Inspections	Annual tree inspections undertaken through qualified personnel				31-Mar-2017	Hadyn Robson
		OSD TC 004 c Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England				31-Mar-2017	Hadyn Robson
		OSD TC 004 d Biosecurity	Measures in place for staff, volunteers and contractors including public messages				31-Mar-2017	Hadyn Robson

Risk	Description (Cause, Event, Impact)	Current Risk Score & Matrix	Target Risk Score & Matrix	Risk Update	Action title	Action Due Date	Action Owner
OSD 006 Impact of housing and/or transport development	Cause: Pressure on housing and infrastructure in London and South East; failure to monitor planning applications and challenge them appropriately; challenge unsuccessful; lack of resources to employ specialist support or carry	 Likelihood Impact 16	 Likelihood Impact 6	Departmental risks were reviewed by SLT on 13 June and amendments made to reflect the differing risk issues and actions at the different open spaces sites. In order to reduce the departmental risk to the target	Implement the actions associated with the following divisional risks: OSD EF 010 OSD P&G 007	01-Apr-2019	Andy Barnard; Martin Rodman; Paul Thomson

Risk	Description (Cause, Event, Impact)	Current Risk Score & Matrix	Target Risk Score & Matrix	Risk Update	Action title	Action Due Date	Action Owner
Page 52	<p>out necessary monitoring/research, lack of partnership working with Planning Authorities</p> <p>Event: Major development near an open space</p> <p>Impact: Increase in visitor numbers, permanent environmental damage to plants, landscape and wildlife, air and light pollution, ground compaction and resulting associated effects on tree and plant health. Wear and tear to sports pitches. Lack of budget to facilitate repairs, potential for encroachment.</p>			<p>risk score we will deliver the various divisional actions. To avoid duplication the risks actions will only be listed at a local level but at a departmental level we will identify which of the divisional risks will help reduce this departmental risk.</p>	OSD TC 002		

OSD 005 Impact of housing and/or transport development – Linked risks and actions					
Risk	Risk Owner	Linked Actions	Description	Due Date	Action Owner
OSD Epping Forest 010 Development Consents close to Forest Land	Paul Thomson	OSD EF 010 a Local authorities/Counties Local Plans and Core Strategies	Epping Forest DC local plan – Attend meetings and respond to consultation on the local plan so that can influence the content of the plan and the Memorandum of Understanding between EFDC and Natural England LB Redbridge core strategy and other LA actions plans – respond to any further consultation.	31-Dec-2017	Jeremy Dagley
		OSD EF 010 b Natura 2000/Special Area of Conservation (SAC)	Agree a joint approach with Natural England and responses to development pressure on SAC	31-Dec-2016	Jeremy Dagley
		OSd EF 010 c Forest	Negotiate renewal with Essex County Council and extend to cover London	31-Mar-	Jeremy Dagley

OSD 005 Impact of housing and/or transport development – Linked risks and actions					
Risk	Risk Owner	Linked Actions	Description	Due Date	Action Owner
		transport strategy	Borough's	2017	
		OSD EF 010 d NGAP package	Meet with LBE and influence outcome of their NGAP project	31-Mar-2017	Jeremy Dagley
OSD North London Open Space 011 Impact of housing and population and transport increase	Bob Warnock	OSD NLOS 011 a Local Authority relationships	Maintain a close partnership with Planning Authorities. Supt and Officers in contact with the London Borough of Camden, Barnet and Haringey in regard to planning issues which may impact the open spaces.	31-Oct-2016	Richard Gentry
		OSD NLOS 011 b Local planning documents	Respond to consultation on the local plans to help influence the content of the document.	31-Oct-2016	Richard Gentry
		OSD NLOS 011 c Planning applications	A consultant is monitoring planning activity and will assist the Superintendent with specialist support in regard to planning activities.	31-Mar-2017	Richard Gentry
OSD Parks & Gardens 007 Population Increase (Residential and worker)	Martin Rodman	OSD P&G 007 a Local authorities Local Plans and Core Strategies	Attendance at meetings and respond to consultation on the local plans to help influence the content of the document.	01-Apr-2017	Louisa Allen; Lucy Murphy; Martin Rodman
OSD The Commons 002 Local Planning Issues	Andy Barnard	OSD TC 002 a Local authorities/Counties Local Plans and Core Strategies	Inclusion in core strategy planning documents – where applicable Close partnership working with local planning authorities Active monitoring of planning applications with responses as appropriate All ongoing and/or as and when	31-Mar-2017	Hadyn Robson
		OSD TC 002 b Monitoring of impacts	Active monitoring of pollution where possible Active monitoring of environmental impacts – where possible Undertake research – where appropriate and where resources allow Ongoing	31-Mar-2017	Hadyn Robson

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Committee(s):	Date(s):
Epping Forest & Commons	12 th September 2016
Subject: Superintendent's Update	Public
Report of: Superintendent of 'The Commons'	For Information
Summary	
<p>This report provides a general update on issues across the nine sites within 'The Commons' division that may be of interest to members and is supplementary to the monthly email updates.</p>	
Recommendation	
<p>Members are asked to note the contents of this report.</p>	

PLANNING CONTROL

Burnham Beeches and Stoke Common

1. The hydrological dipwells at the quarry site are now being measured regularly by Summerleaze and the information passed to the hydrologist for comment. So far they have not shown any response that can be attributed to the quarry workings.
2. Dust levels in and around Burnham Beeches continue to be at relatively high levels. Following advice from Natural England and the consultants it has been proposed to supplement the regular 'sticky pad' monitoring scheme with three 'frisbee gauges' which will enable dust to be measured in a quantitative way which is more comparable with levels known to be of concern to plant health. They will also allow a directional component to be measured. Purchase of a handheld device is also being explored in order to carry out real time measurements. An estimate of costs has been requested.
3. Progress is being made with South Bucks District Council regarding the provision of alternative green space for residents of new houses in the District. A report on this matter included in the September committee papers.
4. A meeting was held with Natural England specialists on recreation pressure and wood pasture to explore options for reducing the impact of visitors on the beech woodland. Further research was discussed and a simple method of assessing risk of harm where research is not viewed as being sufficient. NE agreed that Officers had done everything in their power to balance the needs of recreation and nature conservation and that options to extend the area of the site was likely to be the best long term solution.

PARTNERSHIPS

Kenley Revival update.

5. **Project plan has been revised** to make it more manageable and to focus on the outputs of the project. The project has been broken down into the following themes: Archaeology, Conservation, Digitisation & Archiving, Education, Events & Tours, Interpretation, Oral History and Website. This approach has been fully supported by HLF and is now being shared with other projects as a suitable methodology.
6. **Kenleyrevival.org has launched** with 5 volunteers trained in Wordpress to upload and manage content. The website will continue to develop over the lifetime of the project with online education resources to be uploaded and for the online archive to be launched by Winter 2016.
7. **A Kenley Revival project launch event** is to be held at **Heritage Day on 11th September** in the Portcullis Club field and airfield perimeter. The event includes a number of attractions including full size replica spitfire and Hurricane, a Battle of Britain exhibition trailer, 1940s food tasting, guided walks, land train tours and community stalls. This event has traditionally been organised by the Kenley Airfield Friends Group. The Commons team have been involved in overseeing the logistics and operational planning of the day and also to test the site's infrastructure (such as the location of the car parks and the introduction of a shuttle bus) as future events will be on a much larger scale during the lifetime of the Revival Project.
8. **Conservation works have been delayed** due to a lack of tender returns and an overall consensus that neither of the submissions were of acceptable standard. However, this does present opportunities to condense the works to a 1 year programme in 2017 and to better align onsite activities such as asbestos removal, material surveys and to relocate the Tribute prior to conservation works beginning onsite.
9. **A Project e-newsletter has been established** as a means of updating people and actively recruiting for volunteers. Around 500 people have already subscribed to the mailing list and Project Officers have worked closely with the Open Spaces Marketing and Development Officer to integrate branding and tone with the departmental style.

WORK PROGRAMME – HIGHLIGHTS.

The West Wickham and Coulsdon Commons.

10. Staff and volunteers have been rewarded for their hard work through the year at each of the 6 sites by gaining Green Flag status for the 2016/17 season. Kenley Common and Farthing Downs also retained their "Green Heritage" status
11. The Coulsdon Common volunteers (the "Chain Gang") removed an old fence line in the area known as 'The Grove'. This area is being managed as wood

pasture and in September 2015, a new fence line was put in to extend the grazing area, so that the herd of Sussex cattle could roam amongst the scrub and begin to bring it under control.

12. Rangers, volunteers and school children have been hard at work on all 4 of the Coulsdon Commons pulling ragwort ready for hay making and grazing. Several groups of volunteers have been working on Farthing Downs helping with the annual task to control ragwort. BTCV, Allianz Assistance and Croydon Conservation Volunteers have all been involved.
13. Hay making has started on the Coulsdon Commons, with harvesting taking place on Kenley, Riddlesdown, Farthing Downs and Coulsdon. As well as helping to manage the valued landscapes of the Coulsdon Commons under the Environmental Stewardship Scheme, this operation provides feed for the herd of Sussex cattle during the winter months.
14. The Ranger Team have been busy maintaining the sites including; infrastructure checks, preparing contract specifications and tendering for the winter works programme and leading a variety of well attended guided walks and talks.
15. Volunteers recently installed a new bench on West Wickham Common. Carefully positioned alongside the all-weather pathway, the bench will soon provide views across the heathland landscape. This work forms part of the on-going heathland restoration project that is transforming the centre of the Common into a more open and accessible place.

Burnham Beeches.

16. Burnham Beeches received its 13th successive Green Flag and 12th Green Heritage award in July 2016.
17. The lease for the Burnham Beeches café has been extended for a further three years under delegated authority. External advice was sought as to the value of the lease and an uplift was not felt to be appropriate. The value of the lease therefore remains the same as for the last three year period
18. The contract to administer the car park administration process has been extended for a further three years under delegated authority. This contract produces an annual income to the City and the model therefore remains good value for money.
19. Cows grazed in Invisible fences for the 5th grazing season this year with cattle grazing around 30Ha at the Moat and Pumpkin Hill during June and July. They will be returned to invisible fence areas of around 90 Ha at the start of September.
20. Volunteers have helped repair and improve the surface of over 200m of paths around the Beeches and supported the summer work programme which includes bracken control and cyclical cutting of Young Pollards.

21. Successful events at the Beeches included -
- 'A summer holiday self-guided trail - running throughout the holiday period - many hundreds of people participated.
 - Family events were held every Tuesday during August; along with Meet the Ranger and Woodland Wonder events. Approximately 450 visitors participated.
 - Burnham Beeches hosted an 'invisible fence day' for organisations interested in using the technique in the near future.
 - Two staff and a volunteer attended a National Trust 'Ranger Day' at their nearby property, Cliveden and ran two short veteran tree management workshops.
 - Interesting plants continue to be found in Burnham Beeches this year. The latest additions to the list are *Trifolium arvense* (Hare's-foot clover) on the café roof, the first record for Burnham Beeches since 1926 although seen near Burnham village in 2011. Also *Geranium rotundifolium*, last seen in the Beeches in 1954.
 - Butterfly transects are being carried out weekly across Burnham Beeches this summer as usual. The Conservation Office was recently mentioned in an article in the Butterfly conservation magazine as being 8th in the list of people walking the longest distance doing butterfly transects. The total distance walked was 3,303km or equivalent to 80 London Marathons!
 - The visitor count survey was completed after many days of work between October 2015 and August 2015. Volunteers' assistance was essential to achieve this project. Data analysis results are expected in December 2016.

Stoke Common.

22. Friends of Stoke Common have helped re-surface pathways and run an open day in July and August, aimed at attracting new volunteers and promoting the importance of the common, and are preparing for the winter habitat restoration works starting in September.
23. The success of the restoration work to date was reflected in sightings and nesting successes for Woodlark, Dartford warbler Stonechat and Skylark. Hobbies have again been seen over the common in the summer months.
24. Work on the common during the summer has been restricted to wildlife survey activity, fence repairs, bracken control and the always popular pine seedling pulling!

Ashted Common.

25. Four nests containing caterpillars of the Oak Processionary Moth were discovered on three trees near to a Forestry Commission pheromone trap near Craddocks Avenue and the A24. These were removed by vacuuming them off. A comprehensive survey programme involving specialist contractors and volunteers has been developed to monitor for further outbreaks.

26. Ashtead Common received its 14th successive Green Flag and 9th Green Heritage award in July 2016.

Support Services.

27. The Division now has a full complement of staff with the Support Services Officer, Kenley Ranger and Information Ranger all now in post. They bring a new dynamic to the team and we are very pleased to finally have them with us.
28. Correspondence was received praising the conduct of one of our Administration Officers and for 'going the extra mile'.
29. An Ashtead Ranger is a reservist in the armed forces and has completed a four month tour of service on the Falkland Islands. He returned to work at the end of August.
30. An Ashtead Ranger is due to go on maternity leave at the end of September. Her position provides a development opportunity for a member of the Burnham Beeches team during her anticipated 12 month period of absence.
31. A temporary Ranger's post has been filled at Burnham Beeches to cover the above. The successful applicant has previously worked at the Beeches as a seasonal ranger.
32. A review of Ranger Rotas is being undertaken to examine the potential to achieve greater consistency across the Division and seek improved efficiencies.

INCIDENTS

Burnham Beeches

33. In August the Beeches café was robbed at closing time by a man in a balaclava carrying a knife who made his escape on a mountain bike. It is believed that two other individuals were involved and waiting nearby. No one was hurt and a police investigation is ongoing.
34. In August a neighbour reported coming across a man who appeared to be attempting suicide in his car (hose pipe, exhaust) at the end of her driveway that forms part of Burnham Beeches. The man drove away and the matter was reported to the Police who later reported that he had returned safely to his family.
35. A car was driven through site access gate 5 at Stoke Common and set on fire. Livestock were present on site, Rangers attended and made the site secure. Police and fire service dealt with fire and vehicle removal within 12 hrs.
36. Other incidents dealt with were of a fairly minor nature but included dealing with small fires, motorbikes and 4WD off road on site, 2 incidents of dogs not under being kept under effective control /DCO and two incidents of neighbours dumping garden waste. All required follow up action.

Ashtead Common.

37. None

The West Wickham and Coulson Commons

38. Rangers were called to an incident on Kenley Common involving a member of the public who had taken his own life. Details of the individual and his motives are not clear. The police are currently unable to provide further details.
39. Rangers apprehended a man driving his 4x4 across Farthing Downs. The man became aggressive when requested to give personal details. He was reported to the local police and he has not been seen again.
40. Rangers filled a 'pick up' of fly tipped garden waste from the "Folly" on Farthing Downs.
41. Vandals removed several panels from the fence surrounding the quarry on Riddlesdown in order to gain access to the site. The gap has been repaired. This section of the fence is being replaced this autumn under the City Surveyors Additional Works Programme.
42. A small was fire was found in the woodland at the edge of West Wickham Common. The fire brigade attended. Rangers have renewed their notices regarding open fires and BBQ's

FILMING, MAJOR EVENTS AND OTHER ACTIVITIES

43. None.

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Committee(s)	Dated:
Epping Forest and Commons	12 September 2016
Subject: Epping Forest - Superintendent's Update for June and July 2016	Public
Report of: Superintendent of Epping Forest (SEF 34/16)	For Information
Report author: Paul Thomson – Epping Forest	

Summary

This purpose of this report is to summarise the Epping Forest Division's activities across June and July 2016. Of particular note was that Epping Forest has received the Green Flag and Green Heritage Awards for a 14th consecutive year. Invasive alien species also featured prominently in this period. On the plus side was the work undertaken to clear Floating Pennywort from Perch Pond at Wanstead Park, which made significant inroads in dealing with this problem vegetation. On the other hand, however, the arrival of Ash Dieback was confirmed conclusively.

There were two significant incursions by travellers during this period which were dealt with successfully. In the meantime rough sleeping and fly-tipping were reduced compared to the same period last year. Local Plans continue to exercise a lot of officer time as well and this work is set to increase as new consultations are now in train.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Staff and Volunteers

1. The Sports Co-ordinator, Grasslands Team Leader, a Forest Keeper and two Litter Pickers left during the reporting period. Recruitment for the Forest Keeper and Litter pickers is progressing and staff are covering the Grassland Team Leaders post while the role is reviewed. The role of Wayleaves Support Officer has been extended a further four months to support the valuation of commercial wayleaves and a survey of forest accesses.

Budgets

- Spend and income are on profile for the year to date, excluding stewardship grant income owed for this and previous years. Carry over requests submitted at Epping Forest have all been approved, they are work at Hill Wood car park (£43,000), refurbishment and improvements to the Chingford Golf Course café (£50,000) and contribution to car park charging infrastructure (£15,000) – plans are underway to achieve these spends before year end.

Epping Forest Projects

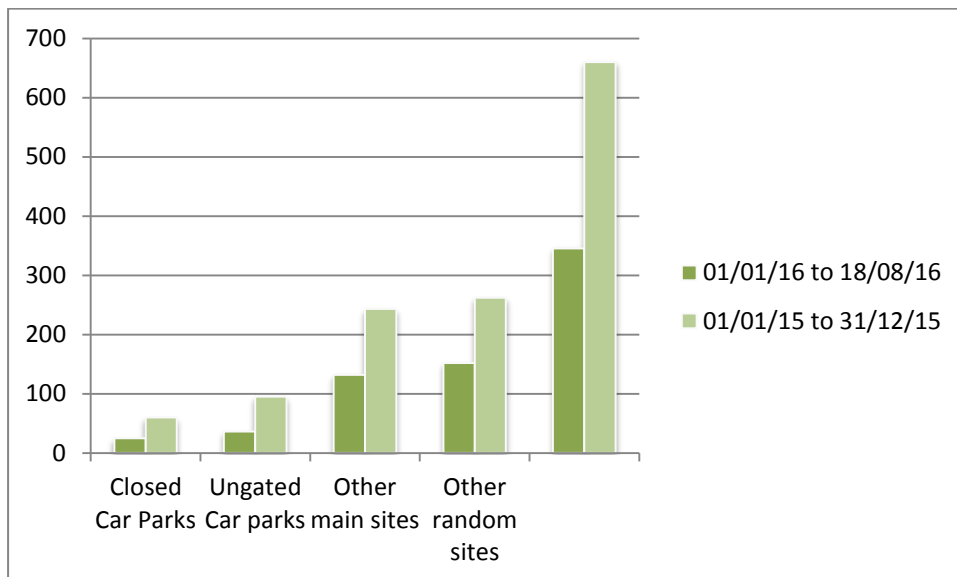
Open Spaces Bill 2016

- The next stage, an Opposed Bill Committee, is scheduled for 13th September and will be attended by the Remembrancer; Director of Open Spaces and Superintendent of Epping Forest. This Bill Committee is to explore the remaining petition submitted by the Kennel Club.

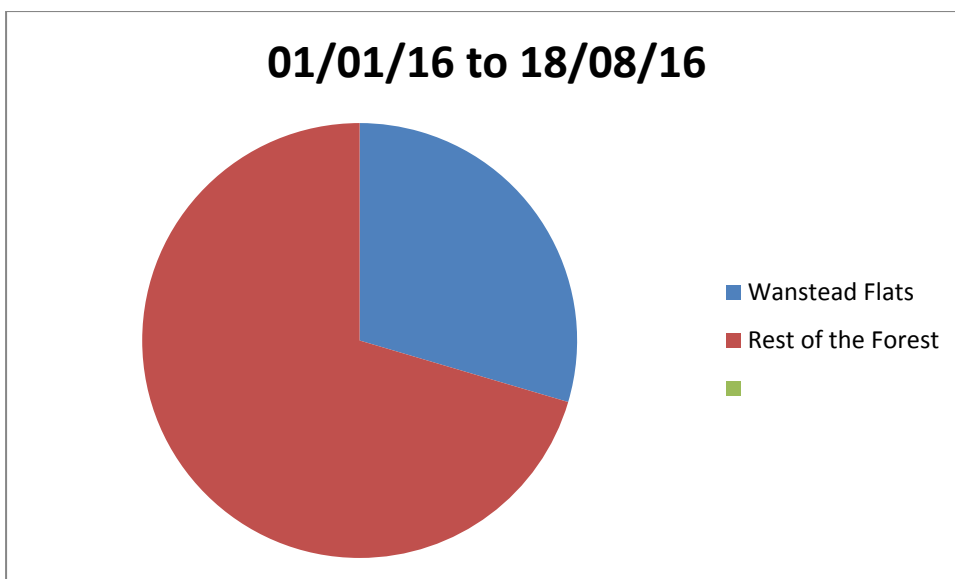
Forest Services

Fly tipping

- Fly-tips for the current period being reported in 2016 were 102 compared to 121 in the same period in 2015, a decrease of 15.7%. The closure of the car parks has not accounted for the decrease in fly tips and we have no evidence which explains this trend. The only significant drop in car park fly tips occurred in Centre road car park where 59 fly tips occurred last year and 24 this year.



The proportion of fly tips occurring within the whole forest is 345 year to date and 102 of these occurred in Wanstead Flats.



Rough Sleepers

5. So far this year there have been up to 21 camps compared to 26 for the previous year, a fall of 14%. We continue to work closely with street rescue, local authorities and the police services to resolve this problem. The warm summer weather normally encourages new camp formation which is being monitored by regular patrols in the key areas.
6. A long term rough sleeper on from Leyton Plats. After extensive Problem Resolution in a Multi-Agency Environment (PRIME) work with a Mental Health assessment; Public Health intervention and placements with Thames Reach (Thames Reach supports homeless, vulnerable and isolated men and women through a range of services, activities and accommodation projects) -In this instance all these offers of help were rebuffed by the individual. The Rough Sleeper was given notice to move on 02 May 16 and evicted on 30th Jun 16. This resulted in a multi-agency removal with initially 2 officers rising to 6 officers after the breach of peace, 10 keepers, 6 litter pickers and a specialist waste contractor who were used to clear the site and remove human waste and hazardous materials. In addition to Police time, the contractor cost was £1,428.00, with a staff bill of £1,440.00 which gave a total cost of £2,860.00 to complete the eviction.

Enforcement Activity

7. Six prosecutions were heard during the period under report.

Name	Offence	Location	Costs
Daniel CANE	Bye-Law 3 (17a) Carrying guns, endangering the public, causing a nuisance	Chelmsford Magistrates Court GUILTY	Cost: £264 Fine: £120 V/S: £20

	etc.		
Arnas IVANAUSKAS	Bye-Law 3 (11) Vehicles on Forest	Chelmsford Magistrates Court GUILTY (Heard in absence)	Costs: £264 Fine: £200 V/S £20
Karolina BUDREIKNITE	Bye-Law 3 (11) Vehicles on Forest	Chelmsford Magistrates Court GUILTY (Heard in absence)	Costs: £264 Fine: £200 V/S £20
Simcha HIRSCH	Bye-Law 3 (11b) Vehicles on Forest	Chelmsford Magistrates Court GUILTY (Heard in absence)	Costs: £264 Fine: £200 V/S £20
Phil BUTLER	Bye-Law 3 (11b) & (45) Vehicles on Forest & Improperly using or disfiguring the Forest	Chelmsford Magistrates Court GUILTY (Attended)	Cost: £264 Fine: £50 V/S: £20
Martin FOX	Bye-Law 3 (11b) & (45) Vehicles on Forest & Improperly using or disfiguring the Forest	Chelmsford Magistrates Court GUILTY (Attended)	Cost: £264 Fine: £50 V/S: £20

Licences

8. A total of 53 licences were issued during the two months being reported, which yielded an income of £25,054.83 plus VAT.
9. 51 licences were issued during the same period in 2015 (income of £10,865). The rise in income has been achieved through proactive engagement with contractors regarding site compounds and additional filming opportunities.

Bushcraft

10. It has been a busy summer for the Forest Keepers and volunteers who make up the Bushcraft Team. They have delivered nine fully booked public events and three outreach events engaging with almost 250 children, young people and adults.
11. The Autumn Bushcraft programme shows diversification with, for the first time, adult Bushcraft courses being delivered in partnership with Woodlife Trails, a small local business who also deliver Bushcraft events at Hatfield Forest. Staff

and volunteers will be involved with the delivery of these events as a training and development exercise with a view to deliver our own in house adult Bushcraft events next year. On top of this, when the warmer months are behind us, three more Venison Butchery and Cooking Events will be delivered with 16 of the 18 places being filled within 24 hours of booking opening. Another first this autumn, children will be also enjoying a wild experience as hunter gatherers tracking, butchering, cooking and eating game.

12. Two new Bushcraft Buddies (volunteers) have been recruited and two out of the three volunteers are now delivering sessions within events and collectively have dedicated 48 volunteer hours from June to August. Staff interest has also increased with four Forest Keepers now assisting and delivering sessions.
13. All of the Bushcraft events generate income which, at first has been used to equip the project and will start to show profit towards the end of the year.

Travellers

14. We have had two significant traveller incursions into forest land in late Jun this coincided with a traveller wedding. Of note:

23rd June - A group of 10(+) caravans and vehicles with families illegally occupied George Green Wanstead. They were successfully evicted by the Keeper team supported by the Met Police within 1 hour and forty minutes.

15. A second occupation took place at Bushwood later the same day and was also successfully evicted within 1 hour.

1st of July - A large number of travellers in the EF area first attempted to occupy Chingford Green ,Barn Hoppit and then Connaught Water. The groups were all small in number. They tried simultaneously to occupy the sites and establish a foot hold. The Keeper team were able to prevent them from occupying these sites. The small groups then all moved to Woodford Green and accessed then illegally occupied land adjacent to the Cricket club. The Keeper team assisted by Operations team staff carried out an eviction within 1 hour and the removal of travellers was hampered by poor ground conditions resulting in caravans being towed by CoL tractors. The response was a multi-agency co-ordinated eviction and the travellers were escorted by police and keepers from the borough area and onward to the M25.

Fire prevention

16. After a number of small fires within the forest we have engaged with Essex Fire and Rescue (EFRS) to establish joint working practices and cross training. This is to ensure any fire hazards are quickly extinguished.
17. The EFRS have encountered difficulty accessing the forest and the EFRS vehicles are unable to travel cross country. The fire hoses they carry are insufficient to operate in remote locations.
18. We have developed a strategy of moving bulk water into the forest and utilising light weight pumping systems to deal with fires in these remote areas. In addition Emergency Rendezvous points (ERV's) have been identified.

19. Joint training will take place in September to test and confirm the concept for future use.

Heritage; Landscape and Nature Conservation

Biodiversity

20. **Ash Dieback**, the fungal disease also known as *Chalara* dieback of ash, was confirmed as present in the Forest by officers in June this year. Samples were sent to the Forestry Commission (FC) for DNA testing and FC has formally confirmed the presence of the dieback-causing fungus. Monitoring of the eight Ash sample sites across the Forest and Buffer Lands, that has been undertaken for the last three years, will continue in order to monitor the progress of the disease and look for signs of any resistant trees.
21. FC staff identified **Oriental Chestnut Gall Wasp** (OCGW) galls in Wanstead Park on 30th June following a spot check for this alien pest species. As a result FC has placed a containment order on Wanstead Park and Bush Wood to prevent the movement of plant materials off-site. OCGW larvae attack Sweet Chestnut leaves, leaf stalks and buds to create abnormal swellings called galls which reduce the nut crop and, in sufficient numbers, will weaken the tree making it more susceptible to other pests and diseases, including Sweet Chestnut blight. Head of Operations, Geoff Sinclair, and Biodiversity Officer, Andy Froud, met with FC officials on Friday 1st July to discuss control measures, which include gall pruning and the netting of affected trees to prevent the parthenogenic (self-cloning) wasps from spreading.
22. In June scientists from the **Natural History Museum** returned to repeat their woodland and soil biodiversity monitoring project in an area of Bury Wood (Long Hills). The scientists last carried out their survey 6 years ago at a site selected by the Forest Conservation Team. It is part of a nationwide survey of the condition of all woodland habitats and especially their soils and soil invertebrates. A peer-reviewed paper analysing the changes measured is likely to be published in 2017/18. Epping Forest officers discussed the future integration of this study with existing long-term monitoring of the Forest.
23. The **Wren Group** ran its second Wanstead “**bioblitz**” weekend – an intensive period of biological surveying attempting to record all living species in an area. The event, held over the weekend of 24th – 26th June, was again very successful attracting many families (including over 40 children) to participate in the activities from moth-trapping to bat walks and wildlife identification sessions. Andy Froud, Biodiversity Officer, participated in the event recording bat species and numbers in Wanstead Park as part of the wildlife inventory work.
24. This ‘bioblitz’ weekend is part of an ambitious project by The Wren Group to record a full inventory of all taxa found in the Park and across Wanstead Flats over 12 months. So far after these two ‘bioblitzs’ and other recording efforts the number of species recorded is 1,353, including over 400 plant species and 270 moths and butterflies. Of the plant species Orchids featured a lot this year (it was a ‘good orchid year’ after damp winter and spring conditions) including **Bee Orchids** at The Exchange Land. The bird recording is also providing an

important picture of the value of the Flats and Park as a migration “re-fuelling” point. The number of migrant birds attracts predators including, this year, a young **Peregrine** Falcon which during its hunting provided the unusual view of it perched on the ground.

25. Other long-term efforts at recording the Forest’s important wildlife continue, including the weekly butterfly transect counts carried out as part of the national butterfly monitoring scheme. This year has been a generally poor butterfly year in the Forest, and indeed nationally, and the grassland Skipper butterflies are at a very low ebb. However, brighter news was provided by the continued strengthening of the **Purple Emperor** colonies with sightings a cross the Forest by a number of observers. This species also featured in the Head of Conservation’s July *Nature Notes* for the local Epping Guardian newspaper series.

Grazing

26. Following meetings in June and July the current grazing contract is due to be terminated by mutual agreement with our contractor, Wildlife & Countryside Services, 18 months early on 31st October. The grazier’s Red Poll herd will be removed by that date and the Forest’s Longhorn herd will then be managed in-house over the winter period. New grazing arrangements for the Forest and Buffer Land sites will be proposed to your Committee with the aim of a tendering process that ensures Forest grazing can be managed effectively from spring 2017 onwards.
27. The Grazing Auditor, Dr Peter Dennis, visited the Forest on 5th and 6th July to carry out his annual inspection of the grazing sites and discuss monitoring work. This year the visit concentrated largely on Fairmead and the impacts of the grazing there. However, some smaller heathland sites were also visited on the 2nd day. His report will be presented to Committee in November as usual.

Agri-environment Schemes

28. Following the EU Referendum there has been uncertainty about the funding for agri-environment schemes. For Epping Forest this includes the Basic Payment Scheme (BPS), the Entry Level and Higher Level payments under the Environmental Stewardship Scheme, as well as some smaller Forestry Commission (FC) grants. The Treasury announced on the 13th August that the current level of funding for the first of these, the BPS will continue until at least 2020; in 2015 Epping Forest received £95k from BPS.
29. However, funding for ELS-HLS is currently only guaranteed for existing agreements. The ELS-HLS grant for Epping Forest ends in October 2018 and is worth £165k annually. It is unclear at the moment whether the government will be accepting new applications for the successor scheme, Countryside Stewardship, as it stands or whether the scheme will be modified or new thresholds set.
30. It is expected that the smaller FC grants will be continue to be paid until the end of their agreements.

Other – proposed planting of crocus bulbs at Theydon Green

31. In June a request to the Superintendent was made by the two local Rotary Clubs of Epping and Roding Valley for the planting of spring crocuses on a small area of Theydon Village Green. The planting would be part of the *End Polio Now* campaign for which Rotary is playing a key fundraising and awareness role. The crocus's purple colour has become a symbol of the campaign as it is the colour that is used to mark the fingers of children immunised against the disease during the vaccination programmes. Every £1 donated or raised by Rotary is tripled in value by the Bill & Melinda Gates Foundation.
32. The nominated part of the Green is a small triangular area adjacent Coppice Row, which is already planted up with daffodils. The Green is managed under a care-and-maintenance agreement by Theydon Parish Council

Land Management

Town & Country Planning

33. Public consultations have begun on two Local Plan pre-submission drafts, namely the Broxbourne Borough Council and London Borough of Redbridge Local Plans with closing dates of 16th and 30th September 2016 respectively. Although the Broxbourne Borough plan does not cover Epping Forest the proposed increase in developments and housing in the Borough close to the A10 could have knock-on impacts on traffic through Waltham Abbey and possibly up to Junction 26 of the M25/A121 and other Forest roads. Responses will be made to these Plans during September.
34. In the meantime, discussions continued with Epping Forest District Council (EFDC) and the other three local authorities (LPAs) involved in the four-LPA housing market area (SHMA), over a Memorandum of Understanding (MoU) to help protect Epping Forest from damage due to Local Plan development and highways infrastructure changes. It should be noted that the government department has informed the four-LPAs that they need to allocate more housing than proposed in 2015. For EFDC this sees the allocation rise from just over 11,000 to 13,000.
35. The discussions during June and July included a meeting held at The Warren on 22nd July involving Natural England, EFDC, East Herts District and Harlow District Councils. At this meeting consultants for the four-LPAs presented their preliminary conclusion which suggested that there would be no significant damage to the integrity of the Forest from the Local Plan housing allocations and their related traffic. The impacts of additional recreational pressure were not examined by the consultants and this issue was raised. However, the MoU text proposed by the Conservators has largely been accepted and the issue now is to put together a sufficiently robust joint strategy for monitoring and mitigation based on the most up-to-date traffic modelling and visitor data, some of which the four-LPAs still need to collect and analyse. This may involve new visitor survey work on the Forest by EFDC as well as more detailed modelling of the traffic data.

36. Officers commented on 6 Planning Applications during the period in question. Key points included:
- a. EFDC – land at the Forest Lodge Commercial Complex (City Limits) – pre-planning application for 12 residential dwellings.
 - b. EFDC – Garden Centre, Crown Hill – Outline application for 21 residential houses.
 - c. EFDC – Sixteen String Jack Public House, Coppice Row, Theydon Bois – erection of 7 apartments, one cottage, communal garden, parking area and cycle store.
 - d. EFDC – APPEAL - Land adjacent to Warren Hill, Loughton – 34 space car park and dropping off area for Oaklands School – decision outstanding.

Update:

- d. EFDC – Land at Woodside, North Weald – Gypsy site – additional static caravan, one additional touring caravan, security gate and camera, associated brick pillars and walls - REFUSED

Operations

Habitat Works

37. **Wood-pasture Restoration and Management:** Work has continued on meeting our HLS commitments to restore over 400 ha of the Forest to a more open condition. During the nesting season we have been undertaking initial restoration works on less sensitive areas in Walthamstow Forest and Clay-pit Hill. The annual maintenance work to keep previously cleared areas open by cutting with tractor and flail have started will continue until October. Extraction of the felled cordwood commenced in July and is being taken to the Black Barns from where it is sold each year to local firewood merchants.
38. **Jubilee Pond:** Staff and volunteers worked together to complete works to protect two islands in Jubilee pond. Brushwood bundles (Faggots) have been tethered around the water edge of the islands which hopefully will reduce wave erosion on the sensitive bank and also promote sedimentation and vegetation growth. It is hoped these 'soft' management options will help us to avoid investing in considerably more expensive engineered options.
39. **Wanstead Park, Floating Pennywort control:** Following the initial removal of 40 tonnes of weed from the Perch pond a third herbicide application was undertaken on the 24th August. The herbicide application is working and is clearly having an impact in reducing the amount of the weed. However this work will be ongoing for some time to get the problem to a manageable condition.
40. **Highams Park Lake:** Following the death of two dogs, precautionary signage and press work was undertaken at Highams Park Lake in response to potential concerns over Blue Green Harmful Algal Blooms (HABs). Both subsequent tests by the Environment Agency and a post mortem of the one of the dogs revealed that the Lake is currently free of HABs.

Risk Management works

41. **Highways Verge Vegetation:** The in-house teams have been working their way around the site lines for path and main road junctions with further work at the Robin Hood Roundabout undertaken to complete works started earlier but where a few trees were left which required traffic management while being cut down or pruned. Contract cutting of highways verge vegetation commenced in August and will run till the end of September. The good growing conditions has meant that we have had to cut some verge areas we had hoped to leave for a year. In these cases this work has been done by in-house teams eg at Lower Forest along the Harlow Road and along Rangers Road.
42. **Tree Safety:** Works continue to respond to the safety issues identified from the annual tree safety assessment. All trees requiring a quick response have been dealt with and we are working through the remaining program over the remainder of the year.
43. **Fire Safety:** Fire management strips have been cut across Wanstead and Leyton Flats as per the fire safety management plan prepared in 2014/15

Access Works

44. Hill Wood Car Park: Contract works are progressing to improve the Hill Wood car park and the hope these will be complete for the end of August. Work has recently stalled due to material supply difficulties. Eight new picnic benches installed by the Estates work team have been well received by tea hut users and staff.
45. Ride Cutting: In house teams commenced cutting of the surfaced path verges in August. This an annual requirement to control encroaching vegetation

Visitor Services

Green Flag

46. We were pleased to be awarded the Green Flag and Green Heritage award this July. It is the 13th year we have received the Green Flag Award.

Communication and Information

47. As of 17 August 2016 our social media following is:
 - Twitter followers: 4,946
 - Facebook likes: 433
 - Instagram followers: 106
48. Positive centrespread press coverage was achieved for Chingford Golf Course in the Chingford Times, alongside good coverage of summer Bushcraft events. [the three Illyria Open Air Theatre events were promoted effectively through press releases and an article in July Essex Life. The August edition presented the Epping Forest Gateways Heritage Lottery funded programme.
49. The summer 2016 edition of Forest Focus was successfully received and once again distributed very well in the local area. The autumn 2016 edition

has been completed and is currently being distributed. The online subscription marketing tool Mailchimp continues to grow Forest Focus subscription with very positive 'open' rates (approximately 50%), which measures how many email subscribers open the magazine.

Chingford Golf Course

50. The new Golf Manager Gordon Dunn commenced work on 6th June. In addition to his role at Chingford he and his team have taken responsibility for Wanstead Flats football bookings after the departure of the sports co-ordinator.
51. A carry forward of £50k has been agreed and a scheme of works to improve the Caddie House is being drawn up including a re-wire of the building at a cost of £11,400.
52. Despite some malicious vandalism the greens team have continued high level of maintenance of greens which has drawn positive comments on Twitter.
53. Online booking has now been 'soft' launched since early August and we are beginning to see the benefits of selling our tee times via the internet attracting new customers that might not otherwise have considered our facility.
54. New marketing developments include building a customer database (from scratch); utilising GroupOn promotion to assist building the customer base; promotion of our winter offers will begin in September, focusing on group bookings to help ensure a successful winter period and an offer for the October holidays of £30 per 4 ball, targeted at families to encourage new players.
55. The café tender is due to be sent out in September so whilst we await the refurbishment of the café, St Best's Catering have begun operating, offering breakfast rolls and Caribbean cuisine from a mobile unit.

Visitor Services Events

56. Donkey Derby on Theydon Green in July was a success with the usual large turnout. The very wet weather meant that ground conditions had to be monitored right up to the event but fortunately they had dried up enough in time to let the event go ahead on the planned date.

Music in the Park

57. Music in the Park held in June and organised by the Aldersbrook Families Association (AFA) was another huge success with an attendance of around 3000. The AFA have announced that this event was the final year they will be holding it. However we are in discussion with another local organiser about an alternative event at the same time and location next year.
58. A successful art exhibition: A Forest Path by Val Lawson in June made £200 in commission.

59. Our summer outdoor theatre season by Illyria in July has been its usual success with A Midsummer Night's Dream drawing a healthy crowd of 121 people. The adaptation of Gilbert and Sullivan's Ruddigore sold 150 tickets and both nights made an additional £200 in refreshment sales.
60. Paws at the View! held in early July was bigger than ever attracting around 500 people. Goddard's Vets sponsored the event, covering the overheads and the joint effort of Visitor Services and the Keepers teams, the day was a great success highlighting the importance of responsible dog ownership.

Major incidents

61. A member of the Field Studies Council - Epping Forest centre – staff and their spouse were assaulted in the early hours of 30 July by a group of young men engaged in Anti-Social Behaviour. A Police investigation is underway, together with a review of security for the car parks at High Beach.

Appendices

- None

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Committee(s)	Dated:
Epping Forest and Commons	12 September 2016
Subject: Request for the dedication of Forest Land to support Transport for London cycle improvements - Quietway 6 (Mile End to Barkingside) SEF 36/16	Public
Report of: Superintendent of Epping Forest	For Decision
Report author: Laura Lawson – Open Spaces, Epping Forest	

Summary

The Mayor of London and Transport for London are working with the London Boroughs of Redbridge (LBR) and Newham (LBN) to install cycle Quietway 6 – between Mile End and Barkingside within financial year 2016/17.

The Quietway route will bring a range of benefits to the open spaces in the area including the impact of reduced carriageway widths and consequent traffic speed reductions; the removal of vehicle parking on the northern edge of Capel Road adjoining Wanstead Flats; improved signage and the installation of a Toucan crossing improving connections with the Cemetery and Crematorium.

This report seeks your Committee's approval to dedicate a total area of 77m² of Forest Land to LBN and LBR for nil consideration to enable these local highway authorities to undertake the installation of the section of Quietway 6, which runs adjacent to Forest Land. The cost of installation and future care and maintenance costs are to be met by the local authorities.

Recommendation(s)

Members are asked to:

- Approve the proposal to dedicate to public highway 37 m² of Forest Land to LBN to facilitate the installation of Quietway 6 - Mile End to Barkingside.
- Approve the proposal to dedicate to public highway 18 m² of Forest Land to LBR to facilitate the installation of Quietway 6 - Mile End to Barkingside.
- Approve the proposal to convert the existing wayleave agreements with LBR covering 22m² to public highway
- Approve the agreement to a formal 'land bank' arrangement with the relevant Local Authorities which will allow Epping Forest to periodically receive compensatory land from named land within the Acquisition Strategy.
- Authorise the Comptroller and City Solicitor to undertake the necessary legal documentation to dedicate the necessary Forest Land.

Main Report

Background

1. The Mayor of London's Office and Transport for London (TfL) have allocated funding to support the growth of cycling as a sustainable transport method for the City to make London an easier, better place to travel around and a more pleasant place to live and work.
2. Having completed many of the cycle super-highways and progress well underway on the 'Mini-Holland' schemes, investment is now focusing on 'Quietways' proposals. Quietways are slower, but still direct routes, using low-traffic side streets and open spaces for those seeking a more pleasant, relaxed journey.
3. TfL have been working in partnership with the London Boroughs and Sustrans to deliver the first seven Quietways by spring 2017, with the first route being launched in June 2016. An overview of these routes is shown in Appendix 1.
4. The proposed Quietway 6 covers a distance of 9.9 miles (16km). One section of Q6 follows Capel Road, Forest Drive and Aldersbrook Road alongside Wanstead Flats measuring approximately 1.25 miles (2km). The extent of route six can be seen in Appendix 2.
5. By improving the provision for cycling and walking, a TfL Quietway Demand Analysis Report (2014) projected an increase in use of 11% or approximately 1600 trips along the length of the route per day.
6. The proposal makes links between 13 parks/public open spaces to improve access and connectivity for residents and park visitors, including Mile End Park, Victoria Park, Queen Elizabeth's Olympic Park, Wanstead Flats, City of London Cemetery and Crematorium (CoL Cem & Crem), Wanstead Park, Valentines Park and Fairlop Waters Country Park.
7. The proposed priority (Belisha beacon controlled) toucan (two-can) crossing at Aldersbrook Road will improve access to Wanstead Flats from the Aldersbrook and Wanstead village areas. Similarly, it will make the City's Cemetery & Crematorium easier and safer to access from Manor Park and Forest Gate by foot or bicycle
8. The removal of car parking on the north of Capel Road will facilitate easier and cheaper road verge management. Damage to vehicles from stones dislodged during brushcutting and/or flailing is currently a real challenge.
9. Public consultation has been extensive including route wide consultation undertaken in July 2015 on the Newham website. Of 179 responses, over 80 made comment on the Capel Road section, with around half of these objecting in particular to plans to remove on-street parking and ban turning restricting access from Capel Road to Woodford Road.

10. In February/March 2016, 1152 local residents of the Capel Road scheme were consulted on revised proposals. 60 responses were received, broadly supporting the revised proposals especially the safer crossing of Woodford Road and the cycle segregation.

Current Position

11. The majority of the Q6 design is contained within existing highway in both the LBN and LBR sections of the route. This will benefit the Forest as there is evidence that a reduction in carriageway width reduces driver speeds which, in turn, lowers air pollution.
12. There are four small sections, three in LBN and one in LBR, which require the use of Forest Land to deliver the scheme. The cumulative area of these sections is 55m².
13. LBN are requesting to convert three sections of Forest land (totalling 37m²) to hard surfacing and/or tactile pavers to facilitate;
- a. the consistent width of the 2.5m cycle path where a segregated footway and cycle path are proposed (30m²) near the junction with Forest Drive, Appendix 3: Plan 1 Capel Road (East) outlined in green.
 - b. adequate space to manoeuvre a bicycle off the carriageway and onto the cycle path at the junction with Forest Drive (1m²), Appendix 3: Plan 1, Capel Road (East) outlined in green and
 - c. a safe route for pedestrians using the remodelled crossing point on Woodford Road (6m²), near the junction with Capel Road (West), Appendix 3: Plan 2, shown in blue.
14. LBN propose to purchase and install at their cost an orientation panel and frame matching those newly acquired by Epping Forest as part of the Heritage Lottery Funded Branching Out Project. This will assist visitors to the Forest arriving at the improved Capel Road /Woodford Road junction.
15. LBR are requesting an extension of 18m² to their existing hard surface bus stop wayleave agreements to facilitate safely routing cyclists back onto the carriageway.
16. The existing bus shelter, servicing Forest visitors, is situated on hard surfaced Forest land, maintained by LBR. This was granted locally by means of three wayleave agreements. The bus shelter was erected in 1953 by the London Transport Executive (now TfL), agreed by East Ham Borough Council and by grant of a wayleave by CoL. In 1970, a further wayleave was granted to permit the hard surfacing of the shelter location and once again in 1978 to hard surface an additional 4m. The area covered by existing wayleave agreements totals 22m².
17. It is proposed that the shelter be moved into the re-aligned carriageway, facilitating the cycleway on the existing hard surfaced wayleave to the rear. Cyclists cannot safely re-join carriageway either directly in-front or behind a stationary bus and the bus stop cannot safely be relocated to the south due to the

proximity of the pedestrian crossing. The proposed safe routing requires an extension to the hard surfacing, an area of Forest Land (18m²) outlined in Appendix 3: Plan 3, shown in blue.

18. Q6 is to be delivered by London Boroughs of Newham and Redbridge by the end of the financial year 2016/17.
19. Early in negotiations, it became evident that neither LBN nor LBR have suitable compensatory land available, at this time.
20. As reported to your Committee in May 2016 recent reviews of previous highway dedication schemes reveal that the City of London has accepted payment for dedication schemes and in one instance an exchange of land. Officers recommend that compensatory land should be sought from the Highway Authority in relation to each dedication through the development of a 'land bank'.

Options

Option 1 – Approve the requested works

21. Instruct LBN to install, wholly at their expense, the three areas (37m²) of hard surfacing/ tactile pavers to facilitate the installation of Q6, adjacent to Forest at Capel Road junctions with Forest Road and Woodford Road.
22. Instruct LBR to install, wholly at their expense, 18m² of hard surfacing and a drop kerb to facilitate a safe route for cyclists to re-join the carriageway on Aldersbrook Road.

Option 2 – Do not approve the works

23. Leave as existing. This option will not improve cyclist or pedestrian safety or improve access for Forest visitors arriving by bicycle or on foot. This option will not secure the maximum benefit for Forest visitors and might negatively affect good working relationships with our neighbouring local authorities and TfL. This option does not support sustainable transport objectives and the reduction of air pollutants or secure the improved Toucan crossing connection with the City of London Cemetery and Crematorium or road verge management benefits.

Proposals

24. Subject to approval of your Committee, it is proposed that the City of London grants a Deed of Dedication for nil consideration to each delivering local authority (LBR and LBN) to enable them to install and maintain the Q6 route.
25. Subject to approval of your Committee, it is proposed that the City of London extinguishes existing wayleave agreements with LBR for the bus stop and hard surfaced area thus consolidating into one dedication agreement.

26. Subject to approval of your Committee, it is proposed that an area equal to that of the area dedicated to each Local Authority is added to the developing 'land bank' for return to the Forest in the future.
27. Subject to approval of your Committee, it is proposed that the agreements include a stopping up order to prevent any alternative highway use without agreement of your Committee and guaranteeing the land be returned to Forest should the highway be altered in the future.

Corporate & Strategic Implications

28. Corporate Plan (2015-19) Key policy priorities 3 and 5; 'Engaging with London and national government on key issues of concern to our communities such as transport, housing and public health' and 'Increasing the outreach and impact of the City's cultural, heritage and leisure contribution to the life of London and the nation'.
29. Open Spaces Department Objective 4: 'Improve the health and wellbeing of the community through access to green space and recreation'.
30. Epping Forest Transport Strategy: 'providing improved accessibility to the Forest for all users especially those arriving by public transport or on foot, bicycle or horseback.'
31. This report will positively impact on accessibility and sustainability.

Implications

32. **Financial** - The installation of Q6 is estimated to total £4,437,000. The LBR and LBN delivered section which runs adjacent to Forest will cost an estimated £839,000 to install. The segregated cycle facility and large shared used pedestrian footway proposed will improve access for visitors to Epping Forest and the streetscape improvements proposed will soften the transition between the urban environment and Forest land.
33. All installation works and the future maintenance of Q6 are proposed to be undertaken by the local authority with highways responsibility at its cost, thus there are no financial implications for the City.
34. **Legal** - Under section 33 (1.)(iv) of the Epping Forest Acts 1878 & 1880 the Conservators have the general power, 'To maintain and make roads, footpaths and ways, and to dedicate roads to the public, subject to the laws of highways...'
35. **Property** – none

Conclusion

36. The Quietways network will eventually reach across London, enabling people to cycle to work, the shops or their local green spaces to meet their friends safely

and comfortably. More people travelling by bike will relieve pressure on transport arteries and is good for businesses and public transport in London.

37. The softening of the urban environment adjacent to Forest land, improved pedestrian and cyclist access to Epping Forest and the CoL Cemetery & Crematorium and reduced pollution levels are all desirable benefits delivered by this scheme.

Appendices

- Appendix 1 – Overview of 7 Quietway Routes
- Appendix 2 – Quietway Route 6 (Mile End to Barkingside)
- Appendix 3 – Aldersbrook Road, Capel Road (West) & Capel Road (West) Junction realignment plans

Laura Lawson

Project Officer, Epping Forest

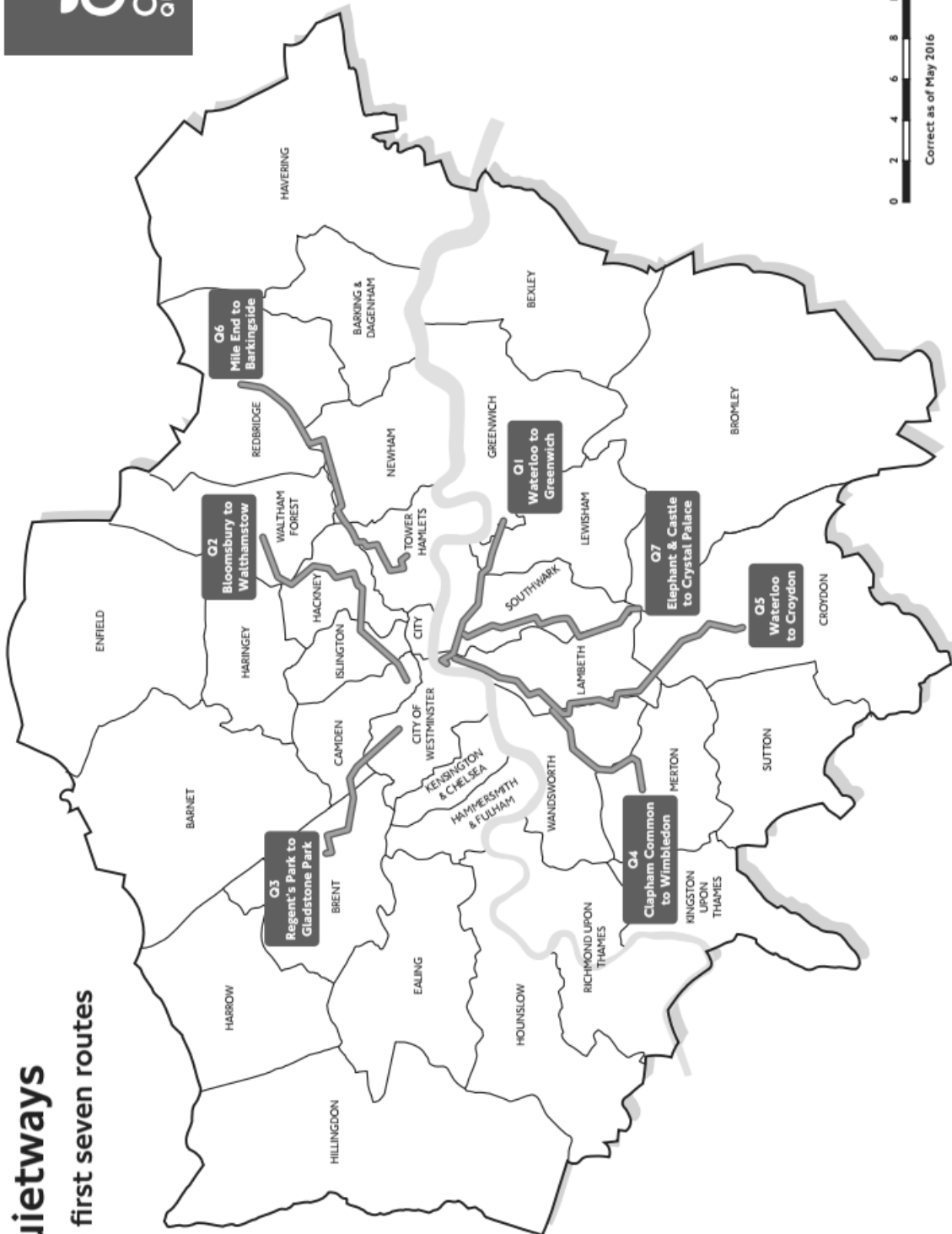
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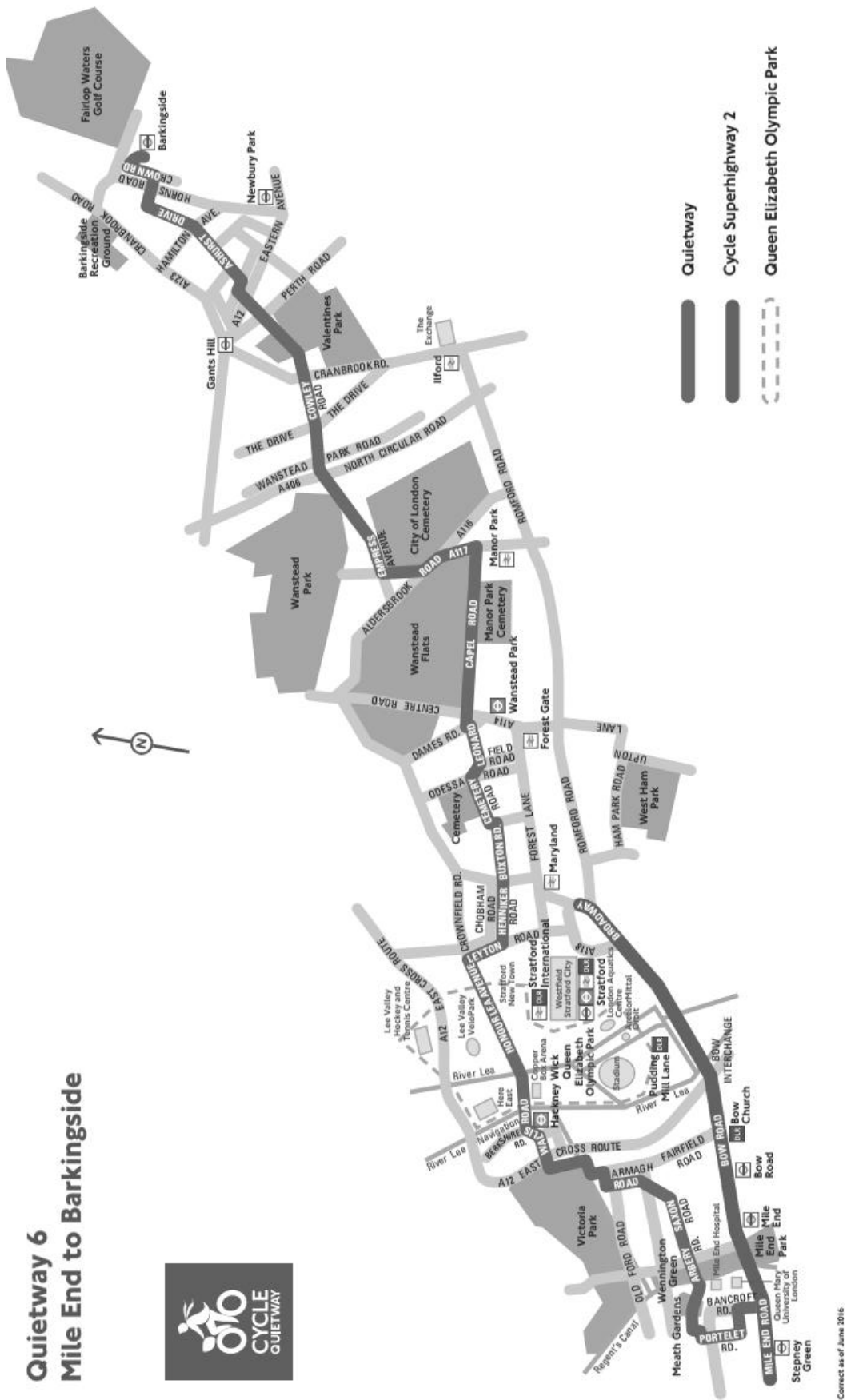


Quietways

The first seven routes

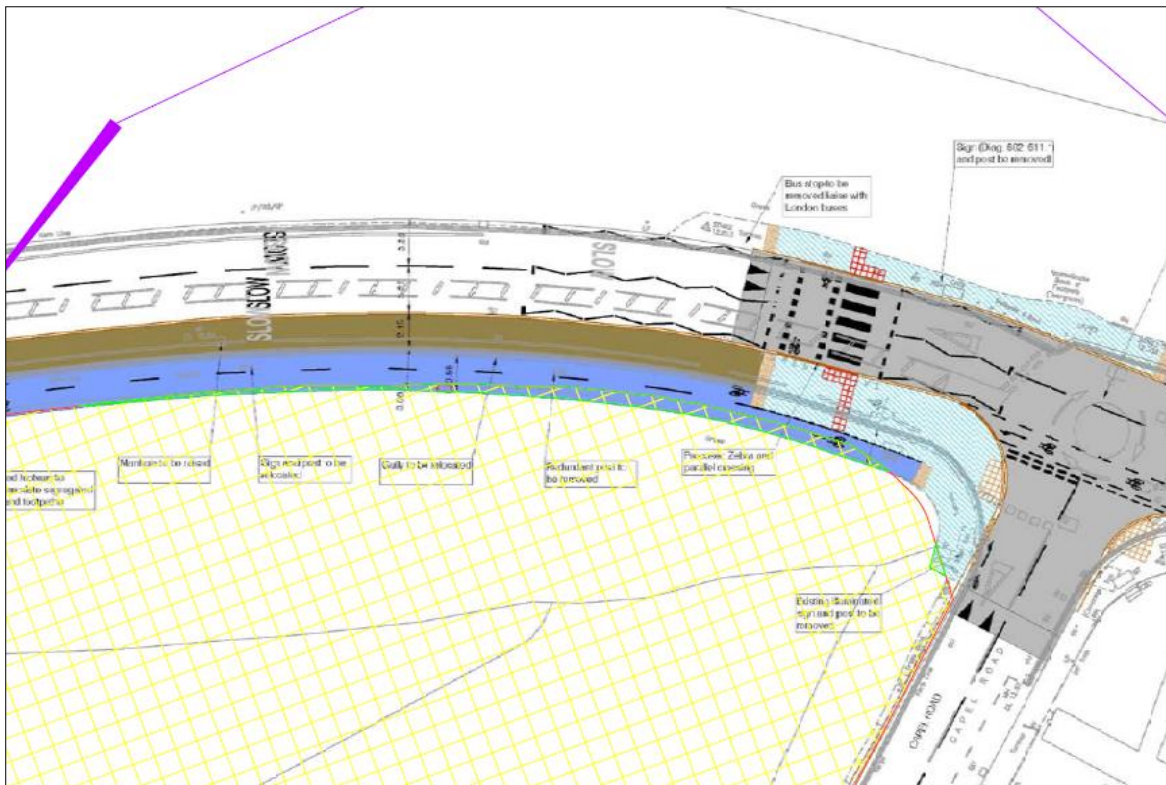


Appendix 2 – Quietway 6 (Mile End to Barkingside)

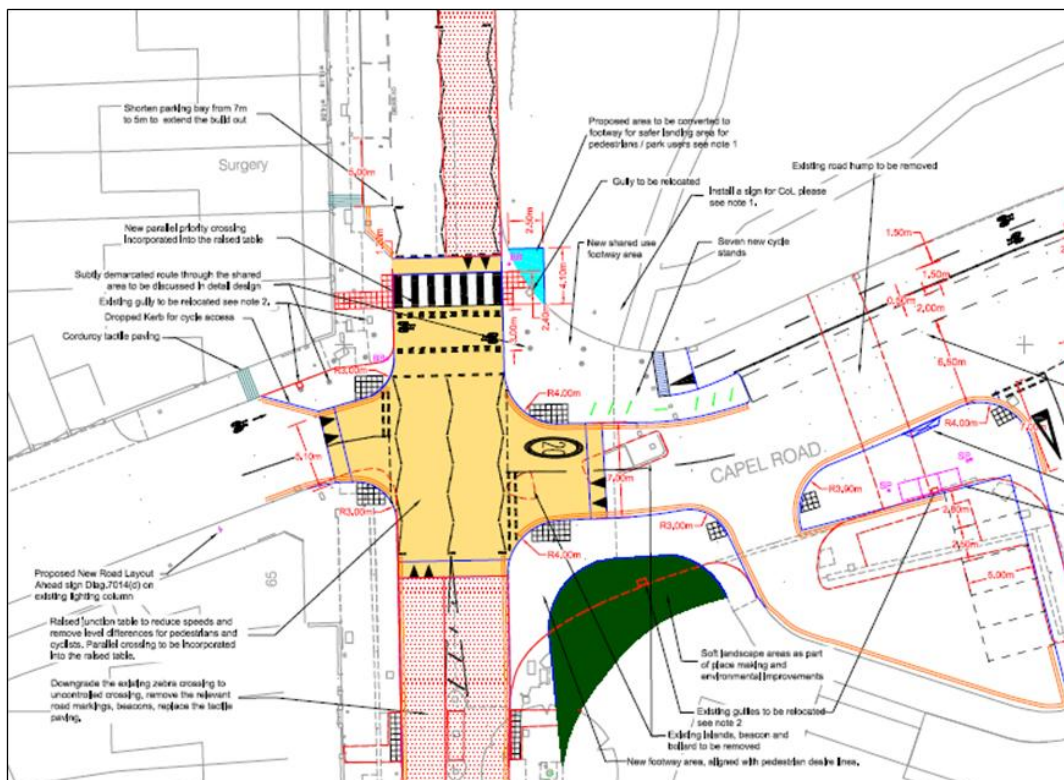


Appendix 3

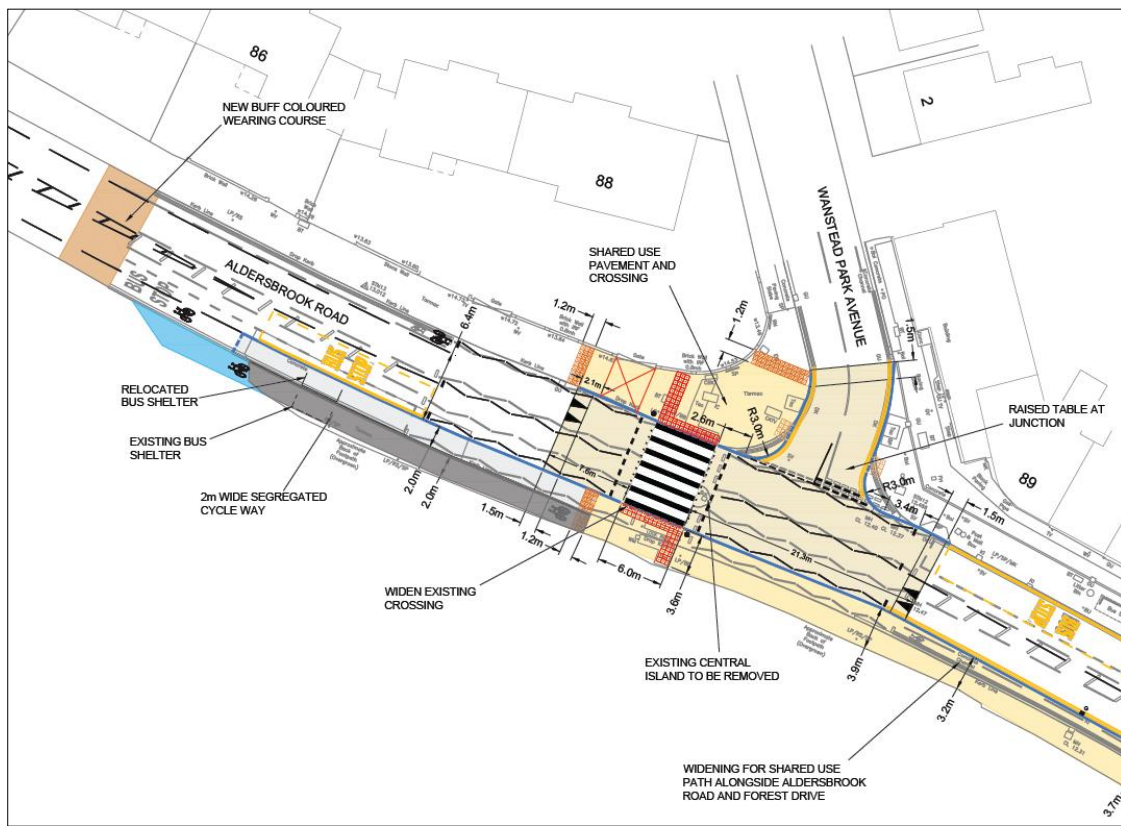
Plan 1 – Capel Road (East) proposed (30m² + 1m²)



Plan 2 – Capel Road (West) Proposed (6m²)



Plan 3 – Aldersbrook Road proposed (18m²)



Committee(s):	Date(s):
Epping Forest & Commons	12 September 2016
Subject: Proposed Cycle Hire Facility at Chingford Golf Course SEF 37/16	Public
Report of: Superintendent of Epping Forest	For Decision
Report Author: Jacqueline Eggleston – Head of Visitor Services	

Summary

This report discusses the opportunity to licence a new cycle hire facility at Chingford Golf Course Caddie House.

Go Further Cycling a well-established local cycle hire business which has previously operated from Debden campsite and is currently located at Wake Arms is seeking new operating premises. The company has approached Officers at Epping to discuss utilising the rear of the Caddy House building as a cycle store, workshop and hiring office.

The location of the Caddy House with car parking capacity, toilets, showers and a soon to be tendered Café, all close to a bus terminus and Overground rail station is thought to provide an ideal cycle hire location. Chingford Plain also offers good access to level surfaced and unsurfaced tracks providing an ideal introduction to off road cycling in Epping Forest. This arrangement will bring an existing operation which relies on Epping Forest for cycling access under a greater degree of control and cost recovery.

Recommendation(s)

Members are asked to:

- Approve in principle the licencing of a cycle hire facility based at the Caddie House at Chingford Golf Course, subject to a suitable financial agreement and compliance with any planning requirements.

Background

1. Cycling is an increasingly popular recreational activity in Epping Forest. The Epping Forest Visitor Surveys have revealed that 10.8% of visits are cycling-related, compared with 36.8% for walking and 17.5% for dog walking, effectively making cycling Epping Forest's second most popular visitor activity.

2. Neil Corderoy and Wayne Starling have operated Go Further Cycling (GFC) as a local cycle hire operator since 2010. GFC were previously based at London Borough of Newham Debden campsite (2010-15) and currently operating at the Forest Lodge motel complex at the 'Wake Arms' roundabout on Epping New Road, adjacent to Bonningtons Auctioneers. Go Further Cycling have previously cooperated with the City of London over the hire of mountain bikes from the Epping Forest Visitor Centre at High Beach; the demand for this facility was so high it was the reason Go Further Cycling was created as a business.
3. As their current lease is coming to an end, Go Further Cycling have been in discussion with officers at Epping Forest to investigate potential alternative locations for their hire facility.
4. The Caddie House at Chingford Golf Course has a large space to the rear of the property that is currently vacant and in need of landscaping since the departure of the former Golf Professional who had erected an indoor practice tee there. This facility had been erected without permission and has now been demolished.

Proposal

5. The space to the rear of the Caddie House formerly used as a practice tee is in a currently unfinished state and is not in use. There are options for its use including re-establishing some form of practice tee or facility, increasing the footprint of the café outdoor seating or inviting open tenders for complementary uses. These options will take fairly substantial investment from the City of London to upgrade the grounds area and create a facility. To openly tender will take at least a 6 month process and may not result in suitable investment options based on a three year lease.
6. Go Further Cycling as a local cycle hire company has approached Officers wishing to rent space for their business if possible within the Forest. There are no other cycle hire operations within the Forest. The proposal is to negotiate only with Go Further Cycling at this stage for a short-term lease whilst soft market testing and other proposals are developed for the site, the café and golf operation. These can then be taken to the open market after the Open Spaces Bill is agreed.
7. The proposed cycle hire facility would fit in the space to the rear of the Caddie House and would need electric and water connection from the main building. The services would be metered and re-charged to the licensee.
8. The agreement to occupy the space would be as a licence on a basis not longer than three years.
9. The licensee would site two temporary structures; that is, container units, within the enclosed space. One would function as the hire office, the other as repairs and storage. A proposed layout of this is attached at Appendix A.

10. A new gate entrance would be opened in the rear fence opening on to the Golf Course car park. Some landscaping and the loss of one parking bay would create a safe entrance to the rear. This work could be undertaken by Epping Forest staff and would need only minimal work to complete. Other landscaping works within the fenced area would be at the expense of the licensee.
11. The cycle hire facility would complement existing facilities at the Caddie House and contribute to establishing the Chingford Hub as a 'gateway' to the Forest. The cycle hire would bring new customers to the café and in turn would benefit from the facilities on site such as toilets.
12. New customers to the site using the cycle hire may be attracted to using the golf course and can be directed to the View just a 2 minute walk away to purchase maps and other goods as well as benefit from the information service and museum.
13. Positioning the cycle hire at Chingford will contribute to promoting sustainable access to the Forest. The nearby Transport for London Chingford train station and bus terminus provides opportunities for customers can come from further afield by public transport and hire cycles to access the Forest.
14. GFC have a track record of informing their customers of where to go, providing maps, pointing out main tracks suitable for cycling and areas which are not suitable or permitted. They take time to explain the code of conduct and briefing on how to respect other users. GFC acts as the 'eyes and ears' of cycling and are often the first to report on any misuse of the permission to cycle within the Forest. They provide high quality serviced bikes and use a 'green' bio lubricant as an alternative to Polytetrafluoroethylene (Teflon or PFTE) on their bikes. Opening hours are 10am-5pm, Tuesday to Sunday, and the business complements and promotes other businesses within the Forest such as cafes and pubs.
15. GFC's staff are friendly and welcoming and provide a 'starting point' for cycling in the Forest will encourage cyclists to use the Forest responsibly. The cycle hire facility can promote responsible cycling to other cyclists, not just their customers, through signage, information and in person contact e.g. with bicycle repairs.

Options

16. There are two options available to your committee.
17. Option 1: That the Superintendent in conjunction with the City Surveyor agree a licence to operate a cycle hire facility to the rear of the Caddie House subject to planning consent and at a rental income not less than the market value. This will enable an improved recreational offer to the public, encourages use of sustainable transport to access the Forest, enables a partnership that can help to control cycling within the Forest and provides an additional income. **This option is recommended.**

18. Option 2: To refuse the option of licencing a cycle hire facility at the Caddie House. This will maintain the status quo and will make no improvements to controlling cycling or to income generation. **This option is not recommended.**

Implications

19. **Financial:** Initial outlay costs for the City of London include connection of services and some landscaping. Landscaping will be undertaken within existing resources and will be around £500 in materials.
20. The cost of obtaining planning permission will be met with GFC. Additional rates chargeable to the new facility will be met by GFC, who, as a small business should be able to obtain 100% rate relief for this.
21. Negotiations are under way with GFC for a proposed licence fee estimated between £5,000 and £10,000 based on rateable value and turnover. If a suitable licence fee cannot be achieved alternative uses of the site will be considered if these are more profitable than the licence fee offer.
22. **Legal** – The Epping Forest Act 1878 Section 33(vi) provides powers for the Conservators ‘To acquire or erect buildings...in their judgement necessary or convenient for recreation..’.
23. Additionally, under the City of London (Various Powers) Act 1977 Section 8(2) *‘the Conservators may, for the purpose of providing or improving opportunities for the enjoyment of the Forest by the public and in the interests of persons resorting to the Forest, provide such facilities, services and works as may appear to them to be necessary or expedient, including meals and refreshments, parking places for vehicles, shelters and lavatory accommodation’.*
24. The Epping Forest Act 1878 Section 33 (xiii) provides powers for the Conservators ‘To set apart.. such parts as they think fit, for the use of the inhabitants to play at cricket and other sports, and for the better use and enjoyment of the parts so set apart, to enter into agreements with, and confer special privileges on, particular clubs or schools.’
25. If the facilities do not qualify as Permitted Development they may need planning consent by the London Borough of Waltham Forest as the Local Planning Authority.

Conclusion

26. The use of the Caddy House yard to site the GFC facility will bring an existing operation which relies on Epping Forest for cycling access for its customers under a greater degree of control and cost recovery. Members are asked to approve in principle the agreement of a licence for a cycle hire at the Caddie House subject to a suitable financial agreement.

Appendices

- Appendix A – attached plan

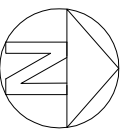
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Bury Road
Chingford
Cycle Hire Centre

Layout option 1a

July 2016



Gate access
from car park.

Cycle hire shop and
ancillary units based
on standard 20ft
shipping containers,
modified to suit layout.

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Committee(s)	Dated:
Epping Forest and Commons	12 September 2016
Subject: Public Consultation on River Roding Flood Risk Management Strategy SEF 44/16	Public
Report of: Superintendent of Epping Forest	For Information
Report author: Paul Thomson – Open Spaces, Epping Forest	

Summary

The Environment Agency will commence public consultation in September 2016 on proposals contained within its June 2015 Update to the River Roding Flood Risk Management Strategy, which was originally published in 2012. This report is necessary to advise your Committee that there are two proposals within the Strategy which directly affect the Epping Forest landholding.

Firstly, the Environment Agency has indicated that it intends to withdraw maintenance support for the flood embankments which it constructed along the banks of the River Roding, most recently in the 1980s. The responsibility is intended to be transferred to riparian landowners including the City of London. It is expected that the City will be held to be responsible for 1.9 km of the river's western embankments adjacent to Wanstead Park and the contiguous Exchange Land.

Secondly, the public consultation will also seek public support for the construction of a proposed £5.2 Million Flood Alleviation Scheme at Shonks Mill, Chipping Ongar, designed to protect 900 properties in Loughton, Woodford, South Woodford and Wanstead. The scheme has been awarded Flood Defence Grant-in-Aid of £2.4 Million with Local Authorities and Riparian landowners expected to provide the balance of £2.8 Million. The Environment Agency has assessed the City of London's outline contribution at up to £500,000.

Recommendation(s)

Members are asked to:

- Receive this report

Main Report

Background

1. The River Roding is a small lowland clay river, approximately 45 km in length from its source at Molehill Green, near Great Dunmow to the River Thames at Creekmouth, Beckton. The River is classified by the Environment Agency (EA) as a main river which gives EA the legal power to carry out flood risk management work in preference to Internal Drainage Boards.

2. This river also forms the eastern boundary of the Epping Forest perambulation of 1642 which establishes the area from which Epping Forest commoners can be drawn.
3. The winter of 2000 saw major flooding caused by the River Roding breaking its banks across Chigwell and South Woodford which resulted in 40 house evacuations and widespread flood damage. In response the EA reviewed its flood risk management strategy for the River.
4. The Mayor of London's London Regional Flood Risk Appraisal published in October 2009 also made recommendations for the London reaches of the River Roding. The Appraisal process recommended further action to sustain the current scale of flood risk into the future, to address potential increases in flood risk from urban development, land use change and climate change.
5. The River Roding Flood Risk Management Strategy (RRFRMS) was adopted by EA in 2012 with the aim of managing flood risk over the next 100 years. The strategy identifies 1,580 properties in the Roding catchment at risk from flooding in a flood event with a 1% (1 in 100) chance of occurring each year.
6. The RRFRMS splits the River Roding catchment into 18 flood 'cells' dependent on their individual characteristics. The cells are arranged between Molehill Green and the Romford Road (A118) - the tidal limit of the Roding. Preferred options for each cell were developed by the EA on a strict cost-benefit analysis.
7. Cell 14 covers an area between the Redbridge A12 Roundabout and the Long Canal, part of the Ornamental Water Large Raised Reservoir on Forest Land at Wanstead Park. Cell 16 covers Ornamental Water below Long Canal and the Exchange Land as far as the northern section of the City of London Cemetery and Crematorium. The Exchange land was provided to compensate for the loss of Forest Land during the construction of the A406 Relief Road from Redbridge to Barking which opened in 1987.
8. The June 2015 update to the RRFRMS gave notice, which is yet to be served, that the EA will no longer maintain the flood embankments in Cells 13 to 17 > which border the River Roding. The decision was taken on the grounds that the continuing cost of the work outweighs the financial benefit to the assets protected.
9. The EA expects the riparian owners i.e. those landowners whose property borders the watercourse to become responsible for the embankments. This may oblige the City of London to become liable for 1.874 km of embankments where the River Roding adjoins Forest Land at Wanstead Park and the Exchange Lands.
10. Wanstead Park has been on the Historic England *Heritage at Risk* Register (HARR) since 2009. A key component of the HARR score is the deteriorating quality and condition of the built waterscape. The waterscape's largest lake -

Ornamental Water - was constructed on the original course of the River Roding at Wanstead.

Current Position

11. The City of London is awaiting formal notification from the EA of its intention to transfer responsibility. Structural assessments of the banks and recent repairs will need to be undertaken to develop a maintenance programme for the embankments
12. The EA has also now finalised plans for a Flood Alleviation Scheme at Shonk's Mill, near Chipping Ongar, which will hold, and gently release, flood water at times of high risk preventing flooding at Loughton, Woodford South Redbridge and Ilford.
13. The £5.2 Million Scheme will protect 900 properties and in addition to 'peace-of-mind' will deliver £250 Million of economic benefits, while avoiding future flood damage and clean-up costs. The Scheme has received Department of Environment, Food and Rural Affairs (DEFRA) Flood Defence Grant-in-Aid (FDGiA) amounting to £2.4 Million. The balance of £2.8 Million is expected to be provided by beneficiaries of the scheme including the local authorities and riparian land owners. The London Borough of Redbridge has already pledged £0.5 Million towards the FAS.
14. The City of London has been approached by the EA to help fund the FAS's £2.8M shortfall on the understanding that the project will protect the Grade II* Park and Garden of Special Historic Interest; improve public health benefits and raise land values.
15. EA's provisional assessment suggests that the City of London would be asked to provide a similar sum to the London Borough of Redbridge of between £250,000 and £500,000 to meet its obligations as a riparian owner.
16. The EA is only currently able to provide data of flood models using historic data which points to a 1:100 year flood risk. Further climate change modelling will be available which EA has stated will suggest the risk of more extensive flooding in Wanstead Park and possibly parts of the City of London Cemetery and Crematorium.
17. The City remains in discussion with other teams within EA awaiting the outcome of the 'Period of Representation' phase of the Flood Risk Assessment of Wanstead Parks' three Large Raised Reservoirs – Ornamental Water; Perch and Heronry Ponds. Ironically the City is also developing proposals to EA for a River abstraction licence to support pumping winter high river flow into Ornamental Water.

Corporate & Strategic Implications

18. Corporate Plan (2015-19) Key policy priorities 3 and 5; 'Engaging with London and national government on key issues of concern to our communities such as transport, housing and public health' and 'Increasing the outreach and impact of the City's cultural, heritage and leisure contribution to the life of London and the nation'.
19. Supporting Flood Management initiatives is in line with Open Spaces Department Objective 1 'Protect and conserve the ecology, biodiversity and heritage of our sites'. Protect and conserve the ecology, biodiversity and heritage of our sites.

Implications

20. **Financial** – The extent of the City of London's financial exposure to the transfer of riparian responsibility and the request for a contribution to the cost of the FAS cannot be accurately assessed at this stage. A clearer picture will emerge following the release of further flood mapping and impact assessments to support the public consultation which begins in September 2016.
21. **Property** - The Department for Built Environment's 'Responsible officer' advises that EA's premise that riparian owners should pay if they receive benefit from the Flood defences is only applicable if they suffer from the flooding. It is quite likely the City would not suffer and, in fact, could be in a better position from periodic flooding. The Officer concludes that there should be no reason for us to contribute to these flood defences and the scheme could be better for our land being flooded.
22. Similarly, he states that it is also very likely for any existing defences on our land, that if they are not to be maintained, consideration should be given to their removal at the EA's expense, subject to any qualifying clauses in existing agreements/licences.
23. **Legal** - The EA and the local Highway Authority – the London Borough of Redbridge – have permissive powers under the Land Drainage Act 1991 to encourage remedial action where a watercourse is in need of maintenance.

Conclusions

24. The updated RRFRMS contains proposals which have potential direct impacts on the City of London's Stewardship of Epping Forest land at Wanstead Park and the Exchange Lands. The transfer of responsibility to riparian landowners could expose the City to new liabilities and costs which need to be carefully examined and, where necessary, challenged.
25. The request for a voluntary contribution to the FAS would not be easily met from existing Local Risk resources, especially given the need to invest to remove Wanstead Park from the HARR. The City will need to balance both the current budgetary pressures facing Epping Forest with the need play a wider role as part

of the riparian owner community. The City will need to consider whether the flood defence proposals would benefit Wanstead Park and the Exchange Lands.

Appendices

- Appendix 1 – RRFRRMS 2015 Figure 9 Cells 13-17

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Appendix 1: RRFMS 2015 Figure 9 Cells 13-17

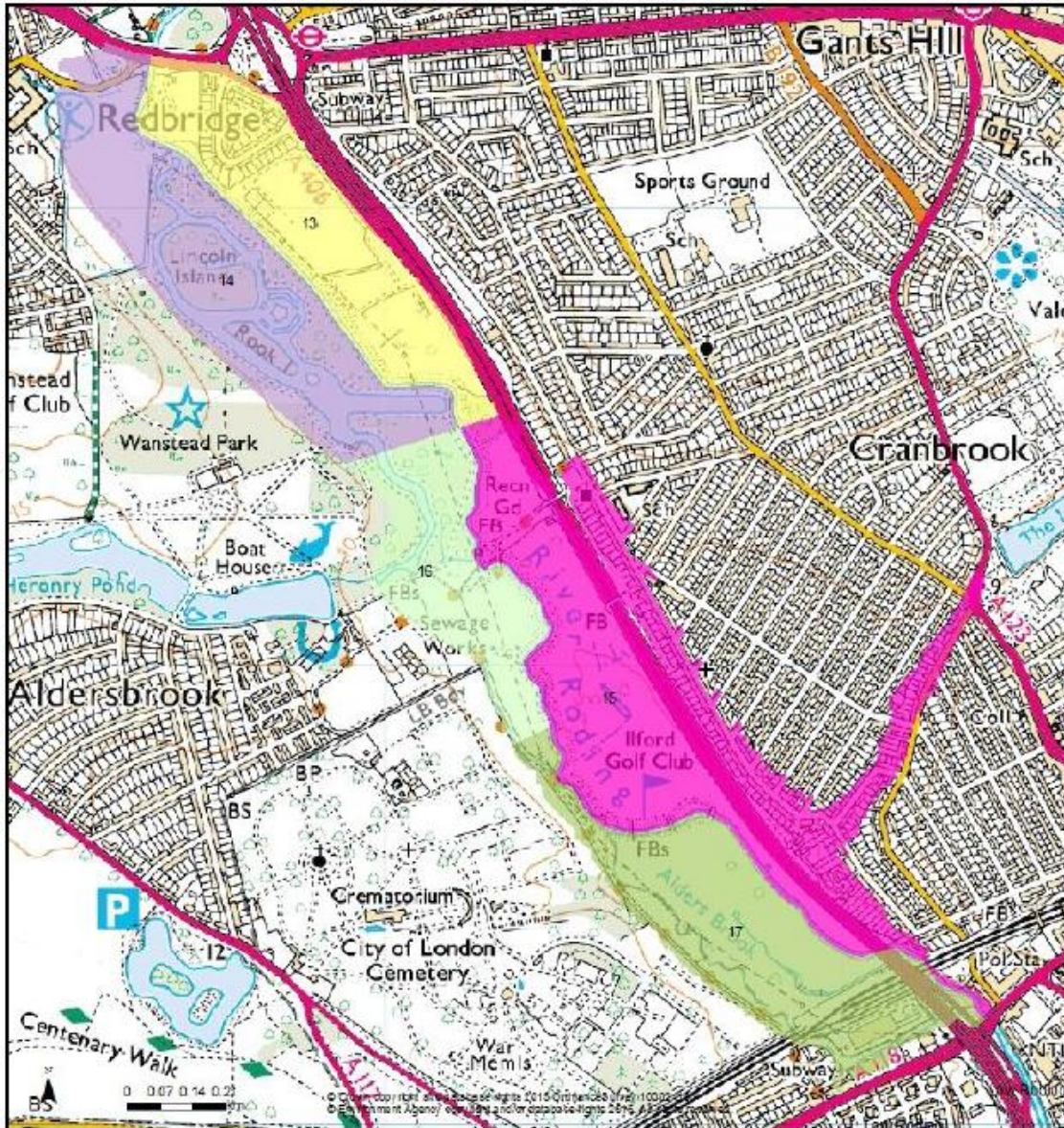
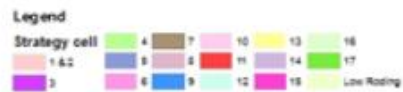


Figure 9: cells 13 to 17



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