



Epping Forest & Commons Committee

Date: MONDAY, 20 NOVEMBER 2017
Time: 11.30 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Deputy Philip Woodhouse (Chairman)
Peter Bennett
Alderman Sir Roger Gifford
Caroline Haines
Gregory Lawrence
Alderman Gregory Jones QC
Sylvia Moys
Barbara Newman
Graeme Smith (Deputy Chairman)
Jeremy Simons
Oliver Sells QC (Ex-Officio Member)

For consideration of Business Relating to Epping Forest Only

Verderer Peter Adams
Verderer Michael Chapman DL
Verderer Dr. Joanna Thomas
Vacancy

Enquiries: **Natasha Dogra**
Natasha.Dogra@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

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

For Decision
(Pages 1 - 6)
 4. **DRAFT DEPARTMENTAL BUSINESS PLAN 2018/19 - OPEN SPACES**
Report of the Director of Open Spaces.

For Information
(Pages 7 - 26)
- Burnham Beeches & The Commons**
5. **SUPERINTENDENT'S UPDATE**
Report of the Superintendent of Burnham Beeches & the Commons.

For Information
(Pages 27 - 32)
 6. **REVENUE & CAPITAL BUDGETS - 'THE COMMONS' 2017/18 & 2018/19**
Report of the Director of Open Spaces.

For Decision
(Pages 33 - 46)
 7. **PROPOSED PEDESTRIAN CROSSING AT WEST WICKHAM COMMON**
Report of the Director of Open Spaces.

For Information
(Pages 47 - 54)
 8. **THE COMMONS - CONSULTATION GROUPS - RENEWED TERMS OF REFERENCE**
Report of the Director of Open Spaces.

For Decision
(Pages 55 - 64)
 9. **STOKE COMMON MANAGEMENT PLAN, PUBLIC CONSULTATION AND GRANT APPLICATION**
Report of the Director of Open Spaces.

For Decision
(Pages 65 - 70)

Epping Forest

- 10. SUPERINTENDENT'S UPDATE**
Report of the Superintendent of Epping Forest.

For Information
(Pages 71 - 86)
- 11. REVENUE & CAPITAL BUDGETS - EPPING FOREST 2017/18 & 2018/19**
Report of the Director of Open Spaces.

For Decision
(Pages 87 - 102)
- 12. EPPING FOREST LICENCE, PRODUCE AND SPORTS CHARGES**
Report of the Director of Open Spaces.

For Decision
(Pages 103 - 116)
- 13. EPPING FOREST CONSULTATIVE COMMITTEE - SELECTION OF ORGANISATIONS**
Report of the Director of Open Spaces.

For Decision
(Pages 117 - 122)
- 14. PROPOSED INTRODUCTION OF AN EPPING FOREST LAND BANKING POLICY**
Report of the Director of Open Spaces.

For Decision
(Pages 123 - 130)
- 15. REQUEST FOR HIGHWAY DEDICATION ON FOREST LAND AT GILBERT'S SLADE, WOODFORD NEW ROAD**
Report of the Director of Open Spaces.

For Decision
(Pages 131 - 140)
- 16. GEORGE GREEN - PROPOSALS TO VARY THE CARE AND MAINTENANCE AGREEMENT WITH THE LONDON BOROUGH OF REDBRIDGE**
Report of the Director of Open Spaces.

For Decision
(Pages 141 - 146)
- 17. REPORT OF ACTION TAKEN BETWEEN MEETINGS**
Report of the Town Clerk.

For Information
(Pages 147 - 148)
- 18. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
- 19. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Part 2 - Non-Public Agenda

20. 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

21. NON-PUBLIC MINUTES

To agree the minutes of the previous meeting.

For Decision
(Pages 149 - 152)

22. PROPOSED FOOTBALL FOUNDATION 'PARKLIFE' FUNDING APPLICATION

Report of the Director of Open Spaces.

For Decision
(Pages 153 - 160)

23. ORION HARRIERS RUNNING CLUB - LEASE RENEWAL

Report of the Director of Open Spaces.

For Decision
(Pages 161 - 166)

24. POLICY ON ACQUISITION OF LAND - WANSTEAD

Report of the Director of Open Spaces.

For Decision
(Pages 167 - 174)

25. LAND TO THE EAST OF COPPED HALL PARK

Report of the Director of Open Spaces.

For Decision
(Pages 175 - 180)

26. DECLARATION OF BUILT ESTATE AS SURPLUS TO OPERATIONAL REQUIREMENTS

Report of the Director of Open Spaces.

For Decision
(Pages 181 - 188)

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

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

EPPING FOREST & COMMONS COMMITTEE
Monday, 11 September 2017

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 11 September 2017
at 11.30 am

Members:

Deputy Philip Woodhouse (Chairman)
Peter Bennett
Alderman Sir Roger Gifford
Caroline Haines
Gregory Lawrence
Graeme Smith (Deputy Chairman)
Verderer Peter Adams
Verderer Michael Chapman DL
Verderer Richard Morris
Verderer Dr. Joanna Thomas
Jeremy Simons

Officers:

Natasha Dogra – Town Clerk’s Office
Colin Buttery – Director, Open Spaces
Andy Barnard – Superintendent of the Commons
Alison Elam – Chamberlain’s Department
Juliane Heinecke – Open Spaces Department
Michael Radcliffe – City Surveyor’s Department
Edward Wood – Comptroller’s and City Solicitor’s Department
Paul Thomson – Superintendent of Epping Forest
Geoff Sinclair – Open Spaces Department
Jo Hurst – Open Spaces Department

1. **APOLOGIES**

Apologies had been received from Alderman Greg Jones.

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

There were no declarations of interest.

3. **MINUTES**

The Committee considered the minutes of the previous meeting. It was agreed that Members would receive an annual update on the progress of works included in the Cyclical Works Programme.

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

4. **SUPERINTENDENT'S UPDATE**

Members noted a summary of the Epping Forest Division’s activities across April to May 2017.

The Superintendent apologised for the need to make a series of amendments to the report:

Item 7 should read managed rather than manged and should refer to the installation of timers rather than the installation of fires.

The item on fly tipping was un-numbered.

Item 12 delete is after LBR

Item 48 was erroneously repeated.

The tables at 74 were incorrectly totalled.

Following the election of 9 June both Houses agreed on 19 July to revive the City of London Corporation (Open Spaces) Bill in Session 2017-19.. A Third Reading in the House of Commons will still need to be completed before the Bill is considered by the House of Lords.

The first of the visitor orientation panels was installed in time for the Lord Mayor to unveil at Chairman's Lunch on 7 July 2017. The sign was well received and the remaining orientation, interpretation, waymarked trail and fingerpost signage was underway with installation being completed by contractors by the end of August.

Electricity consumption across the Division had been halved by a number of energy conservation measures ahead of the grid connection of Photo Voltaic panels at harrow Road. The number of fly tips continued to fall, with some element of tipping displacement between locked and unlocked car parks. Thirteen prosecutions were heard by magistrates resulting in fines totalling £7,059. Interventions with Rough Sleepers had continued to grow in line with national statistics..

In response to a query it was noted that the Epping Forest Consultative Committee would consist of individuals nominated by constituted organisations. The final membership proposals would be discussed by the Grand Committee at a meeting later in the year.

Members noted that support and counselling was made available to members of staff who had been involved in the recent recovery of a body in Epping Forest. It was also noted that an Unexplained Deaths Policy was currently being developed by Officers to help manage a range of responsibilities associated such occurrences.

The Committee agreed that future volunteer group events should be held in suitable venues to ensure that all groups were catered for. The Superintendent agreed to ensure this was the case for future events.

RESOLVED – that the update be received.

5. **WANSTEAD PARK BRIEFING NOTE**

The Committee noted that the City of London is the primary landowner for the Wanstead Park Grade II* Registered Park and Garden. In 2009 Historic England placed the Park on the Heritage at Risk Register. Working with the three co-owners of the Registered Park and Garden a Parkland Master Plan is

being developed by consultants to help with securing the removal of the park from the 'at risk' register.

Members noted the update on the Parkland Plan development progress at Wanstead Park since last reporting to your committee on the 15 September 2015 and the proposed process to continue to progress the Parkland Plan. It was recommended that an outline (Gateway 1/2) project proposal be submitted to the Project Sub Committee for autumn 2017

In response to a query it was noted that Officers would be producing a plan to deal with the additional maintenance costs associated with the renovation of Park features. Members noted that the significant amount of resources being dedicated to this part of the forest reflected the large number of visitors to this area as revealed by the 5 year Visitor Survey. The Director emphasised to Members that Wanstead Park represented a challenging and complex project where in addition to restoration there was a clear need to satisfy certain statutory requirements around flood and water management.

RESOLVED – that Members:

- Agreed that Gateway 1 and 2 reports be submitted to the Corporate Projects Board and Project Sub-Committee with outline project proposals seeking to achieve the removal of Wanstead Park from the Heritage at Risk Register.

6. REVIEW OF RAMORUM DISEASE CONTROL IN EPPING FOREST

Members noted that Sudden Oak Death, *Phytophthora ramorum*, or more appropriately "Ramorum disease", was discovered in Epping Forest in September 2016 as part of the annual tree health monitoring regime that has been conducted by the Conservation Section for nearly a decade. This disease can kill beech trees and so is considered a severe threat to the internationally-important beech population of Epping Forest Special Area of Conservation (SAC).

In November 2016 a policy of complete removal of rhododendron and larch from Forest and buffer land sites was approved because of the severe risk posed by these Ramorum disease-hosting plants. The highest priority was given to removal work at the infected site at The Warren Plantation, and two nearby sites at Conybury Wood and Oak Hill where the rhododendron was extensive and close to ancient beech trees. The main clearances of rhododendrons at The Warren Plantation, Oak Hill and Conybury Wood were completed, apart from small patches, by March 2017.

However, with the discovery of a second infected site at Wanstead Park it seemed likely that Ramorum disease was more widespread in the environment, rather than being introduced through a single source of infection as had been thought previously. In the light of this new information, a consideration of the significance of the historic plantings at Wanstead Park and an assessment of the level of risk reduction that might be achieved by further clearance work a modified policy is proposed in this report.

Members agreed that the situation remained very serious and that this change in approach did not reflect a change in direction. It was agreed that Option 2 would best deal with the challenging situation. Therefore, instead of continuing with complete removal at all sites by the end of 2018, it is now proposed to continue removal at key sites close to the beech SAC populations in the northern half of the Forest, whilst monitoring the two historic sites in the centre and south of the Forest, at Wanstead Park and Knighton Woods.

RESOLVED – that Members:

- approved a modified policy of partial removal (Option 2), which involves the complete clearance of Rhododendron from three key sites over the next 2 -3 years and the retention, for the time-being and with at least annual monitoring, of two historic sites in the Forest;
- approved the annual review of this policy in the light of the Ramorum disease and tree health monitoring results and any new information about the disease.

7. EPPING FOREST WORK PROGRAMME OUT-TURN REPORT 2016/17

Members noted a summary of the work completed as part of the access and habitat Work programme for Epping Forest from April 2016 to March 2017 inclusive. Amongst the highlights were:

- a total of £287,201 of agri-environment income supported the essential habitat conservation work in the Forest;
- over 25 hectares of wood-pasture restoration work was achieved by in-house teams and contractors, one of the highest acreages achieved in any year;–.
- volunteers also played a significant role in restoring the Forest's internationally-important wood-pasture as well as tackling the threat of non-native species;
- 40 tonnes of invasive Floating Pennywort were removed from Perch Pond;
- 15 hectares of rhododendron was removed to prevent the establishment of Ramorum disease in the Forest;
- Trueloves fencing was completed allowing the site to be grazed for the first time in 2017;
- major improvements to Hill Wood Car park's capacity, safety and amenity.

The Chairman asked the Head of Operation to convey the Committee's thanks for the extensive work completed over the previous year.

RESOLVED – that the report be received.

8. SUPERINTENDENT'S UPDATE

Members noted 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.

It was noted that the Sky Heroes event which took place on 10th September had been a huge success with over 5,000 people attending the event. Members agreed that if a date for the visit to Kenley could not be fixed before October the visit should be added to the schedule of visits for 2018.

Members enquired as to the situation with the missing person in the Ashted Common area. The Superintendent resolved to enquire. *Post meeting note, neither the person nor the motorised wheelchair have been found to date.*

Members requested that the Superintendent kept a tally of unplanned activities such as eviction of Travellers, OPM etc to support any case presented that might be presented to the Chamberlain.

Resolved – that the report be received.

9. PUBLIC SPACES PROTECTION ORDERS AT BURNHAM BEECHES

Members were informed that the Dog Control Orders at Burnham Beeches will automatically be treated as Public Spaces Protection Orders (PSPOs) from 20th October 2017.

Proposals to extend the PSPOs at Burnham Beeches for a further three years from 1st December 2017 were approved by this Committee in July 2017.

This report introduces, for approval, the updated Dog Management Strategy and Enforcement Protocol to be used to guide the enforcement, administration and monitoring of PSPOs.

The Committee were asked to give delegated authority to the Director so that nominated officers may be authorised to issue Fixed Penalty Notices in relation to PSPOs. The amount of the fixed penalty for breach of a PSPO also needs to be agreed. Members also requested that annualised PSPO figures are presented to this Committee.

RESOLVED – that Members:

1. Approved the updated Dog Management Strategy and Enforcement Protocol for Burnham Beeches with effect from 20th October 2017.
2. Delegated authority to the Director of Open Spaces to authorise officers at Burnham Beeches for the purpose of issuing Fixed Penalty Notices in relation to Public Spaces Protection Orders.
3. Set the fixed penalty for breach of a Public Spaces Protection Order at Burnham Beeches at £80 with a reduction to £50 if paid within 10 days.
4. Approved the site signage arrangements.

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

In response to a query regarding the Epping Forest Management Plan Steering Group Members were informed that a date would be circulated as soon as possible.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Chairman thanked Verderer Adams for his work in supporting the Epping Forest Heritage Trust. The Committee agreed that it was a successful result and thanked Verderer and Mrs Adams.

12. 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.

Committee:	Date:
Hampstead Heath, Highgate Wood & Queen's Park Epping Forest & Commons Open Spaces & City Gardens West Ham Park	15 November 20 November 4 December 2017 4 December 2017
Subject: Draft Departmental Business Plan 2018/19 – Open Spaces	Public
Report of: Director of Open Spaces	For Information
Report author: Esther Sumner	

Summary

This report presents for information the draft high-level business plan for the Open Spaces Department for 2018/19. It is presented alongside the departmental estimate report to enable the draft ambitions and objectives to be discussed in conjunction with the draft budget for the forthcoming year.

Recommendation

Members are asked to note the Open Spaces Department's draft high-level business plan for 2018/19 and provide feedback.

Main Report

Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-side business plans for the first time in 2017/18. These were presented as drafts to Service Committees in January/February and as finals for formal approval in May/June. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.
2. For 2018/19, departments have again been asked to produce high-level plans in draft, this time to be presented to Service Committees alongside the departmental estimate reports, so that draft ambitions can be discussed at the same time as draft budgets. This represents a first step towards integrating budget-setting and priority-setting.
3. Discussions are also taking place on aligning other key corporate processes with the corporate and business plans, such as workforce planning and risk management. Achieving this will represent a significant step towards the City Corporation being able to optimise its use of resources. The next step will be the presentation of the budget alongside the refreshed Corporate Plan at the Court of Common Council in March.

4. With these key documents in place and a new corporate performance management process being brought forward the City Corporation will be able to drive departmental activities to deliver on corporate priorities and allocate its resources in full knowledge of where it can achieve most impact on the issues and opportunities faced by the City, London and the UK.
5. A revised draft of the Corporate Plan has been produced following consultation with Service Committees and Members between April and July, and is being used for staff engagement between September and November. Members should therefore start to see closer alignment between the departmental business plans and the draft outcomes from the Corporate Plan.
6. Work is also taking place on reviewing the content and format of the supporting detail that will sit beneath the high-level business plans. This includes: information about inputs (e.g. IT, workforce, budgets, property and assets); improved links to risk registers; value for money assessments, and schedules of measures and key performance indicators for outputs and outcomes. This will be a key element in the move towards business planning becoming less of a document production process and more of a joined-up service planning process, linked to corporate objectives.

Draft high-level plan

7. This report presents at Appendix 1, the draft high-level plan for 2018/19 for the Open Spaces Department.

Open Spaces Department

8. The current draft summary plan maintains the themes previously approved by Members but there has been some alteration in emphasis to better align with the corporate plan. As previously, this plan reflects the complete breadth of the department – our open spaces sites in the City of London and the 14 beyond its borders, the Cemetery & Crematorium and Tower Bridge & Monument.

Draft outcomes statement

9. Draft outcome statements (Appendix 2) are also being developed to explain the links between the corporate plan and the business plan, and to help the department to demonstrate the impact of its activities by focusing on why we do things (and therefore whether this was effective), not what we do. Appendix 2 shows the a snapshot of the department's developing work in this area. Members comments are welcomed on this approach and the proposed outcome statements. A further process of refinement is required to consolidate and crystallise the key outcomes for the departments across our diverse service areas.

Corporate & Strategic Implications

10. The Open Spaces & Heritage business plan has strong alignment across the three themes of the corporate plan. The alignment between the departmental outcomes and the corporate plan is included within Appendix 2. Member's attention is particularly drawn to the department's contribution with respect to:
 - The City positively impacts people and the environment

- The Square Mile has outstanding public spaces, heritage, hospitality and retail
- People enjoy good health and wellbeing
- People have access to suitable accommodation in cohesive communities
- People lead enriched lives and can reach their full potential

Health Implications

11. Research has demonstrated the positive impact that green spaces and cultural activities have on health & wellbeing. Examples include reductions in social isolation, opportunities to exercise and a sense of connection to place.

Conclusion

12. This report presents the draft high-level plan for 2018/19 for the Open Spaces Department in order that Members are able to feed into this plan at an early stage. A final plan will be presented for approval prior to the start of the 2018/19 financial year. Members comments are also sought on the draft outcomes statements included at Appendix 2.

Appendices

- Appendix 1 – Draft high-level business plan 2018/19
- Appendix 2 – Draft outcome statements

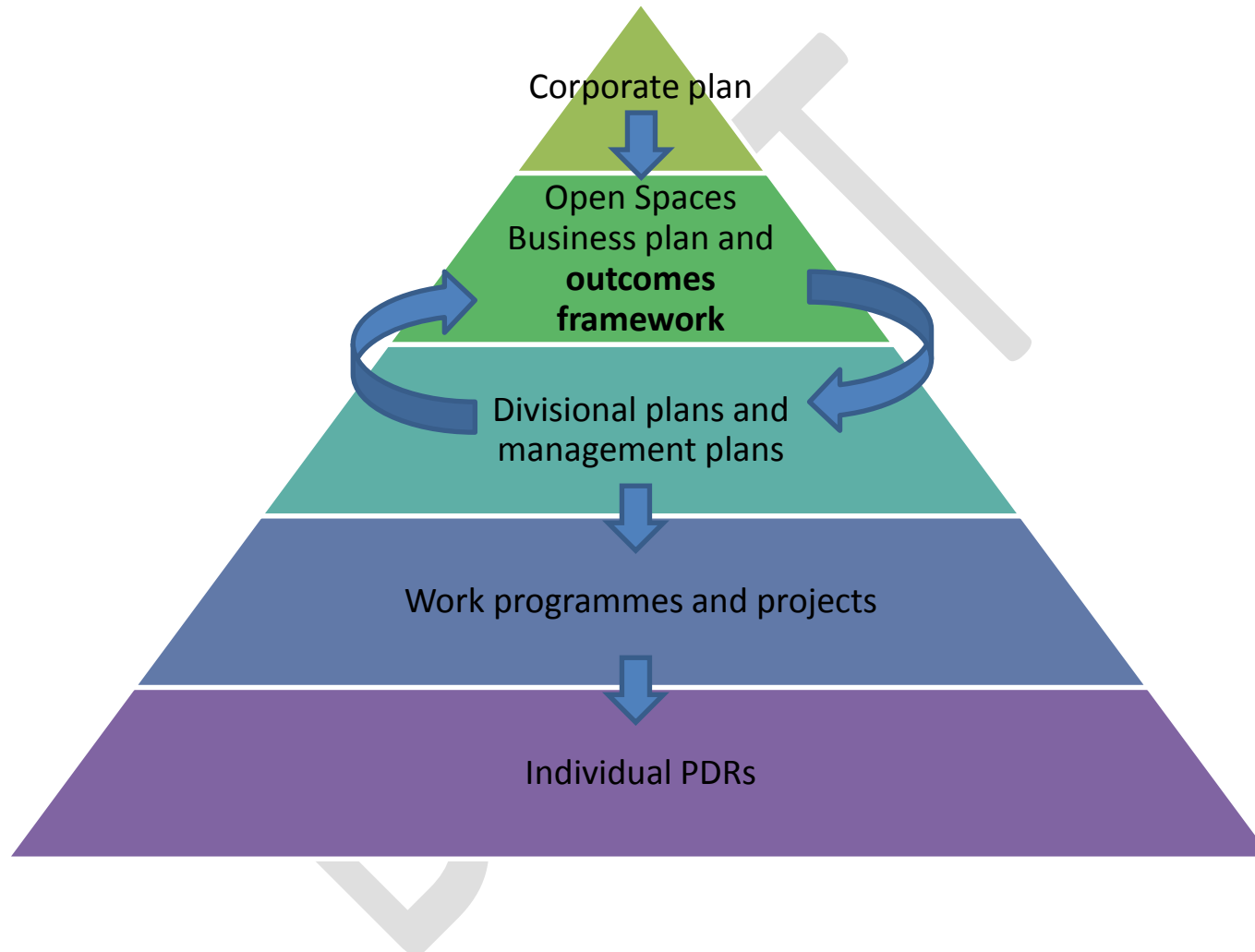
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Business Manager

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Draft Open Spaces outcomes framework

	Our DRAFT outcomes	Measures	Link to our business plan	Linked draft corporate plan outcome statement
1	1. Habitats and biodiversity are conserved, enhanced and resilient			
1a	The Open Spaces provide high quality, thriving habitats whose value and biodiversity is optimised	<p>Green flags</p> <p>Favourable or improving rating</p> <p>% active managed</p> <p>Current management plan for each site</p> <p>All management activities are compliant with environmental legislation</p> <p>Conservation targets from Nature of the City (these may need review)</p>	All our habitats are ecologically thriving and diverse	<p>Providing access to thriving and bio-diverse green spaces for physical activity, recreation and learning</p> <p>Unlocking the full potential of our many assets: our heritage</p>

Draft Open Spaces outcomes framework

1b	The Open Spaces contribute to London’s green infrastructure	<p>No loss of COL open space to encroachment</p> <p>Recommendation from the Green Infrastructure Taskforce to investigate Natural Capital Accounting</p>	All our habitats are ecologically thriving and diverse	<p>Promoting greening and animation of buildings and streetscapes</p> <p>Creating and transforming buildings, streets and spaces to make places for people to admire and enjoy</p> <p>Building resilience to natural and manmade threats by protecting an adapting our building environment and infrastructure</p> <p>We are responsible for...significant parts of London’s green belt and natural heritage</p>
1c	Ecosystem services support air quality, climate change mitigation, carbon sequestration, flood reduction	<p>External research (i.e. impact of activity)</p> <p>NOTE: this is an emerging and complex area – we need to further consider our approach this field, one aspect could be natural capital accounting.</p>	All our habitats are ecologically thriving and diverse	Building resilience to natural and manmade threats by protecting an adapting our building environment and infrastructure

Draft Open Spaces outcomes framework

2	2. Our heritage and landscapes are inspiring			
2a	Our heritage assets and landscapes are in good condition	<p>Entries on the Heritage at Risk Register</p> <p>Green Heritage accreditation</p> <p>Museum accreditations</p>	Our heritage is preserved and we share history and stories through our spaces and buildings	<p>Protecting, curating and promoting world-class heritage assets, cultural attractions and events</p> <p>Unlocking the full potential of our many assets: our heritage</p>
	Our heritage assets and landscapes are physically and intellectually accessible to all	User surveys	Our heritage is preserved and we share history and stories through our spaces and buildings	<p>Protecting, curating and promoting world-class heritage assets, cultural attractions and events</p> <p>Unlocking the full potential of our many assets: our heritage</p>
2b	The history of our spaces is shared and understood, people feel inspired by and connected to our historic sites and landscapes	<p>Customer care standards at Tower Bridge Exhibition</p> <p>VAQAS</p> <p>User surveys</p>	Our places for commemoration, cultural experiences, enjoyment, exercise, learning, play, wellbeing are accessible, engaging, inclusive, high quality and welcoming to all	Providing access to world-class education, heritage, culture and creative arts to people of all ages and backgrounds, for enrichment, for learning and to inspire them to achieve
	The character and environs of our landscapes are protected	<p>Strategic views</p> <p>Adverse planning decisions</p>	Protect and conserve the ecology, biodiversity and heritage of our sites	<p>Providing access to thriving and bio-diverse green spaces for physical activity, recreation and learning</p> <p>Protecting, curating and promoting world-class heritage assets, cultural attractions and events</p>

Draft Open Spaces outcomes framework

3	3. Our communities enjoy good health and wellbeing			
3a	Our communities have access to green space, facilities and opportunities for physical exercise	<p>Green flag</p> <p>Sport played</p> <p>Condition of sports facilities</p> <p>Progression within sports</p> <p>Users of sports services reflective of local community</p> <p>External research (i.e. impact of activity)</p>	<p>Our places for commemoration, cultural experiences, enjoyment, exercise, learning, play, wellbeing are accessible, engaging, inclusive, high quality and welcoming to all</p> <p>Improve the health and wellbeing through inclusive access to green space and heritage</p>	<p>Raising awareness of factors affecting mental and physical health to promote self-management as well as sign-posting to and providing activities and services</p> <p>Reducing health inequalities through outreach and better service design</p>
3b	Mental good health is supported through our spaces and activities	External research (i.e. impact of activity)	<p>Our places for commemoration, cultural experiences, enjoyment, exercise, learning, play, wellbeing are accessible, engaging, inclusive, high quality and welcoming to all</p> <p>Improve the health and wellbeing through inclusive access to green space and heritage</p>	<p>Raising awareness of factors affecting mental and physical health to promote self-management as well as sign-posting to and providing activities and services</p> <p>Reducing health inequalities through outreach and better service design</p>

Draft Open Spaces outcomes framework

3c	People feel an increased connection to green spaces	<p>% learning programme participants who are more knowledgeable and % who intend to visit with their families</p> <p>Directly supervised, indirectly supervised and unsupervised volunteering</p>	<p>Our places for commemoration, cultural experiences, enjoyment, exercise, learning, play, wellbeing are accessible, engaging, inclusive, high quality and welcoming to all</p> <p>Improve the health and wellbeing through inclusive access to green space and heritage</p>	Raising awareness of factors affecting mental and physical health to promote self-management as well as sign-posting to and providing activities and services
3d	People are safe and feel safe on our sites	<p>Crime committed at sites</p> <p>User survey</p>	<p>Our places for commemoration, cultural experiences, enjoyment, exercise, learning, play, wellbeing are accessible, engaging, inclusive, high quality and welcoming to all</p>	<p>Safeguarding children, young people and vulnerable adults</p> <p>Protecting consumers and users of buildings, roads and open spaces</p> <p>Reassuring people about safety</p>
3e	Children and vulnerable adults are safeguarded	<p>Safeguarding referrals</p> <p>Training completion</p>		Safeguarding children, young people and vulnerable adults
3f	Respectful disposal and commemoration of the dead	<p>Numbers of burials and cremations; market share</p> <p>Compliance with CMP</p>	<p>Provide respectful commemoration and disposal of the dead in a beautiful heritage environment</p>	We are responsible for...the Square Mile's local authority services

Draft Open Spaces outcomes framework

4	4. Social mobility and skills are enhanced			
4a	Social cohesion and inclusion are increased through access to our sites and activities	Possible measures from the developing volunteering framework		<p>Providing and maintaining appropriate housing, workspaces and community facilities and helping people access them</p> <p>Facilitating opportunities for communities to come together and to consider and accommodate each other's needs</p> <p>Reaching out to vulnerable people, providing sanctuary and facilitating activities that support social wellbeing and prevent social isolation, violence and extremism</p>
4b	Skills are developed and access to employment facilitated	<p>Number of apprentices (eventually, apprentice completions and apprentice destinations)</p> <p>Volunteering</p> <p>Learning programme</p>	Provide apprenticeships within the department	<p>Promoting effective transitions from education to employment</p> <p>Increasing employment opportunities and chances and thereby social mobility</p>
5	5. Communities are enriched, engaged and empowered			
1c	Green spaces and heritage assets support "liveable London" and the City's competitiveness	External research (i.e. impact of activity)	Our places for commemoration, cultural experiences, enjoyment, exercise, learning, play, wellbeing are accessible, engaging, inclusive, high quality and welcoming to all	<p>Promoting the City, London and UK as attractive and accessible places to work...</p> <p>Creating an enriching environment to attract and engage the City's current and future workers</p>

Draft Open Spaces outcomes framework

5a	Volunteers feel supported, engaged and valued	<p>Directly supervised, indirectly supervised and unsupervised volunteering</p> <p>Volunteer evaluation framework</p> <p>NOTE: a corporate volunteering strategy is being developed</p>	<p>Enrich lives by providing high quality, welcoming and engaging, visitor, educational and volunteering opportunities</p>	<p>Creating an enriching environment to attract and engage the City's current and future workers</p> <p>Unlocking the full potential of our many assets: our stakeholders and partnerships</p>
5b	Lives are enriched	<p>Participation at events</p> <p>Learning participation</p> <p>Volunteering experience</p> <p>User surveys</p>	<p>Our places for commemoration, cultural experiences, enjoyment, exercise, learning, play, wellbeing are accessible, engaging, inclusive, high quality and welcoming to all</p> <p>Enrich lives by providing high quality, welcoming and engaging, visitor, educational and volunteering opportunities</p> <p>Ensure our services are inclusive, accessible and welcoming to all (Equalities Board)</p>	<p>Providing access to world-class education, heritage, culture and creative arts to people of all ages and backgrounds, for enrichment, for learning and to inspire them to achieve</p>
5c	People access spaces with increasing confidence and independence	<p>Learning participation</p>		<p>Nurturing a relevant and sustainable skills pipeline</p> <p>Providing access to world-class education, heritage, culture and creative arts to people of all ages and backgrounds, for enrichment, for learning and to inspire them to achieve</p>

Draft Open Spaces outcomes framework

5d	Communities come together			<p>Providing and maintaining appropriate housing, workspaces and community facilities and helping people access them</p> <p>Facilitating opportunities for communities to come together and to consider and accommodate each other's needs –</p>
5e	Our communities advocate for our sites and value green space and heritage assets			<p>Bringing individuals and organisations together to create public value and gain positive experiences through giving time, skills, knowledge and money</p> <p>Unlocking the full potential of our many assets: our stakeholders and partnerships</p>
<p>6 6. Our business practices are responsible</p>				
6a	Our operations are environmentally sustainable	<p>Utility and fuel consumption.</p> <p>Electricity generation</p>	<p>Embed efficiency and financial sustainability across our activities and continuously develop our income generating endeavours.</p> <p>Ensure efficient use of property and reduction in maintenance costs (Operational Property Review)</p> <p>Introduce more effective ways of working (Accommodation & Ways of Working Programme)</p> <p>Support the development of asset management plans and master plans for each site</p>	<p>Championing responsible practices to improve economic, social and environmental outcomes</p> <p>Leading by example; demonstrating our own commitment and achievements as well as encouraging other organisations and individuals to make responsible choices</p>

Draft Open Spaces outcomes framework

	Our operations are financially sustainable	Performance against budget Funds contributed to BHE	Embed efficiency and financial sustainability across our activities and continuously develop our income generating endeavours.	Championing responsible practices to improve economic, social and environmental outcomes
6c	We develop, evaluate and share innovative practices	Published research	We provide leadership which is grounded in our innovative practices, expertise and research	Unlocking the full potential of our many assets: our staff, our data and technology Being relevant, responsible, reliable and radical Displaying passion, pace, pride and professionalism
6d	We generate green energy and reduce our overall energy consumption	Utility and fuel consumption. Electricity generation	Reduce energy usage and increase energy generation capacity (Energy Efficiency Programme)	Championing responsible practices to improve economic, social and environmental outcomes Leading by example; demonstrating our own commitment and achievements as well as encouraging other organisations and individuals to make responsible choices
6e	Our research is high quality and our decisions are evidence based	Published research	We provide leadership which is grounded in our innovative practices, expertise and research	Unlocking the full potential of our many assets: our staff, our data and technology
7. We have an engaged, empowered and valued workforce				

Draft Open Spaces outcomes framework

7a	Our staff are engaged and developed	Internal progression Delivery of new approach to workforce planning Staff survey	Embed responsible business practices and ensure are workforce are supported and developed Workforce planning: ageing workforce, ensure workforce is reflective of the community we serve	Championing responsible practices to improve economic, social and environmental outcomes Unlocking the full potential of our many assets: our staff Being relevant, responsible, reliable and radical Displaying passion, pace, pride and professionalism
	Our staff are healthy and empowered	Staff surveys Sickness rates (and causes)	Embed responsible business practices and ensure are workforce are supported and developed	Championing responsible practices to improve economic, social and environmental outcomes Unlocking the full potential of our many assets: our staff Being relevant, responsible, reliable and radical Displaying passion, pace, pride and professionalism
8. We reach out, influence and provide leadership outside of our sites				
	We positively influence the provision of green spaces and heritage through our sector leadership		We provide leadership which is grounded in our innovative practices, expertise and research	Championing responsible practices to improve economic, social and environmental outcomes Leading by example; demonstrating our own commitment and achievements as well as encouraging other organisations and individuals to make responsible choices

Draft Open Spaces outcomes framework

Key issues from the draft corporate plan

London nurtures and has access to the skills and talent it needs

- Promoting the City, London and UK as **attractive** and accessible places to work...
- Nurturing a relevant and sustainable **skills pipeline**

The City positively impacts people and the environment

- **Championing responsible practices** to improve economic, social and environmental outcomes
- **Facilitating the giving of time, skills, knowledge** and money to support achievement of positive social and environmental outcomes
- **Leading by example; demonstrating our own commitment and achievements** as well as encouraging other organisations and individuals to make responsible choices

The Square Mile is the ultimate flexible working spaces – inspiring, dynamic and secure

- Creating an **enriching environment** to attract and engage the City's current and future workers
- **Building resilience** to natural and manmade threats by protecting and adapting our building environment and infrastructure

The Square Mile has outstanding public spaces, heritage, hospitality and retail

- Creating and transforming buildings, streets and **spaces to make places for people to admire and enjoy**
- Promoting **greening and animation of buildings and streetscapes**
- **Protecting, curating and promoting world-class heritage assets, cultural attractions and events**

The Square Mile is a focal point for world-class creativity and culture

- Curating and driving delivery of Culture Mile, an internationally distinctive destination and catalyst for **innovation, learning and collaboration** both across and beyond the Square Mile
- Building a Cultural Education Partnership - Culture Mile Learning - to increase access and opportunities for **enrichment, inspiration and learning**

People are safe and feel safe –

Draft Open Spaces outcomes framework

- **Safeguarding** children, young people and vulnerable adults
- **Protecting consumers and users** of buildings, roads and open spaces
- **Reassuring people about safety**

People enjoy good health and wellbeing

- Providing access to **thriving and bio diverse green spaces for physical activity, recreation and learning**
- Providing a clean urban environment and **facilities that support healthy lifestyles** –
- Raising awareness of factors affecting **mental and physical health** to promote self-management as well as sign-posting to and providing activities and services –
- **Reducing health inequalities** through outreach and better service design

People have access to suitable accommodation in cohesive communities

- Providing and maintaining appropriate housing, workspaces and **community facilities and helping people access them**
- Facilitating **opportunities for communities to come together** and to consider and accommodate each other's needs –
- Reaching out to vulnerable people, providing sanctuary and facilitating activities that **support social wellbeing and prevent social isolation**, violence and extremism

People lead enriched lives and can reach their full potential

- Providing access to world-class **education, heritage, culture and creative arts to people of all ages and backgrounds, for enrichment, for learning and to inspire them to achieve**
- Promoting effective **transitions from education to employment**
- Increasing employment opportunities and chances and thereby **social mobility**
- Bringing individuals and organisations together to create **public value** and gain positive experiences through giving time, skills, knowledge and money

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We enrich people's lives by providing access to ecologically diverse green spaces and outstanding heritage assets

Our ambitions are that:

- All our habitats are ecologically thriving and diverse 🌱
- Our places for commemoration, cultural experiences, enjoyment, exercise, learning, play, wellbeing are accessible, engaging, inclusive, high quality and welcoming to all ✨
- Our heritage is preserved and we share history and stories through our spaces and buildings ⚙️
- We provide leadership which is grounded in our innovative practices, expertise and research ☆

What we do is: Protect and provide access to green space, preserve heritage, conserve and enhance biodiversity, share history, and provide respectful commemoration and disposal of the dead in a beautiful heritage environment:

	Our total budget is:		
	Expenditure (£000)	Income (£000)	Net cost (£000)
City Gardens			
Epping Forest			
Hampstead Heath, Highgate Wood, Queen's Park & Keats House			
Monument			
The Commons (Burnham Beeches, Stoke Common and City Commons)			
Tower Bridge			
West Ham Park			
City of London Cemetery & Crematorium			
Total			

Our top line objectives are:

- Protect and conserve the ecology, biodiversity and heritage of our sites 🌱
- Enrich lives by providing high quality, welcoming and engaging, visitor, educational and volunteering opportunities ✨⚙️
- Improve the health and wellbeing through inclusive access to green space and heritage ✨
- Embed responsible business practices and ensure our workforce are supported and developed ☆
- Embed efficiency and financial sustainability across our activities and continuously develop our income generating endeavours. (2%)

Departmental programmes and projects

- Ensure our services are inclusive, accessible and welcoming to all (Equalities Board) ✨
- Continuously develop the visitor offer at the department's heritage attractions in terms of content, processes, technology and customer service (2%) ✨
- Increase participation and improve management of sports (Sports Programme) ✨

What we'll measure:

See emerging outcomes framework

Service outcomes

- Ecological condition
- Visitor experience
- Green Flags and Green Heritage awards
- Knowledge of learning participants
- Intention of learning participants to visit again
- Volunteering participation and experience

- Protect our open spaces and generate income from Wayleaves Programme (2%)⚡
- Develop and deliver fundraising options (Fundraising Board) (2%)
- Reduce energy usage and increase energy generation capacity (Energy Efficiency Programme) ® (2%)☆
- Reduce fleet operating and maintenance costs (Fleet Programme) ®(2%)☆
- Protect our heritage at risk: develop and implement actions at Wanstead Park and Bunhill Fields ⚡®
- Establish a fully accessible education facility at Tower Bridge ⚡
- Achieve a stand-alone visitor centre at the Monument ⚡
- Develop and agree a sustainable model for delivering learning ❄️☆

Corporate programmes and projects

- Support the development and delivery of the emerging Responsible Business Strategy ®☆
- Provide 14 apprenticeships within the department ☆®
- Ensure efficient use of property and reduction in maintenance costs (Operational Property Review)
- Introduce more effective ways of working (Accommodation & Ways of Working Programme) ☆
- Support the development of asset management plans and master plans for each site ®⚡

• Condition of heritage assets Service outputs

- Number and market share of burials and cremations
- Sports played and efficiency of use: tennis, golf, football
- Customer service standards

Operational

- Accreditations
- Staff satisfaction
- H&S accident investigations
- Sickness absence
- Utility consumption
- Electricity generation
- Website visits and social media engagement

Financial

- Income⚡

How we plan to develop our capabilities this year

- Understand and demonstrate our benefit to society by refining our outcomes framework ⚡®
- Appropriate and effective use of data, including compliance with General Data Protection Regulations ®
- Use GIS to support management of sites and enhance visitor information ⚡
- Develop and implement a fundraising strategy for the parts of the department operating as Charitable Trusts (2%)
- Enhance customer service through use of CRM ❄️

What we're planning to do in the future:

- Deliver opportunities arising from improved management capability from the Open Spaces Bill (2%)⚡❄️⚡
- Improve our approach to workforce planning to support our ageing workforce and ensure our workforce is reflective of the community we serve ☆
- Develop the cultural profile of the department's heritage attractions (2%)⚡
- Complete the process of land registration ⚡

Committee:	Date(s):
Epping Forest and Commons Committee.	20 Nov 2017
Subject:	Public
Superintendent's Update	
Report of:	For Information
Superintendent of The Commons	
Summary	
<p>This report provides an update on issues across the nine sites within The Commons Division that may be of general interest to Members and is supplementary to the monthly email updates.</p>	
Recommendation(s)	
<p>Members are asked to:</p> <ul style="list-style-type: none"> • Note the contents of this report 	

Burnham Beeches and Stoke Common

East Burnham Gravel Extraction

1. The quarry site at East Burnham has continued to operate and the associated monitoring of the ground water hydrology and dust has continued. High dust levels were recorded on one occasion at a monitoring station between the Beeches and the quarry. This may be due to various works at one of the nearby houses.
2. The operative from the quarry site, Summerleaze Ltd. who carry out the regular hydrology monitoring is unavailable to carry out his role and a few monitoring sessions have been missed. An interim solution has been found and the Minerals Planning Authority notified so that they are aware that the situation was not resolved as smoothly as it should have been. Some hydrology monitoring points are currently recording very low levels but it is considered unlikely that this is related to quarry operations.

Air Quality

3. Some progress has been made regarding mitigating the negative impact of various external plans and projects on air quality in Burnham Beeches due to increasing vehicle traffic. City of London Officers have proposed some solutions and these are currently being discussed by the relevant planning authorities.

Planning

4. Slough Borough Council (SBC) has produced a report proposing a major housing development on land in the neighbouring South Bucks District Council (SBDC) area. This plan is being opposed by SBDC as the same land has

previously been evaluated by them and considered to be inappropriate for development. While not adjacent to the Beeches this does have the potential to cause significant extra pressure on the nature reserve and to Stoke Common SSSI.

Ecological Training and Monitoring

5. A contractor commissioned by Natural England (NE) completed a survey of 50 permanent vegetation monitoring plots, repeating some work carried out 6 years ago. This is part of the Long Term Monitoring Network co-ordinated by NE and papers relating to this are now available on their website.
6. A guided walk was held for specialists attending the European Champion Trees Forum meeting at Kew Gardens. Twenty national experts discussed the ancient pollarded trees and their management.
7. Staff training events were held on the themes of 'Flies of Stoke Common' and 'Pond Management at Burnham Beeches'. Both of these resulted from surveys and reports from experts in their field, in 2016.
8. Volunteers from Burnham Beeches and the Friends of Stoke Common were taken on a trip to Thursley Common NNR in Surrey to look at heathland management on a similar reserve. This trip is part of our preparation for the new Stoke Common management plan that will be developed in 2018 and forms part of the early engagement of our volunteers.

Tree safety and Pollard Programme

9. The ranger team completed work on the young pollards, cutting this year's batch of trees, many of which have now been managed in this manner for the 3rd time. They also undertook summer tree safety work and then switched to heathland restoration and the 'old pollard programme' in September.

Public Space Protection Orders (PSPOs)

10. PSPOs came into effect at Burnham Beeches on 20th October 2017. Rangers have erected new signage to reflect the change. A new information leaflet has also been produced.

Volunteers

11. The Burnham Beeches volunteers carried out path improvement works in August. They switched to heathland restoration in September on the wetland and mires, removing invasive scrub whilst ground conditions were relatively dry.

Stoke Common

12. The Friends of Stoke Common (FOSC) have continued with their monthly tasks by removing young pine trees from areas of established heathland habitat.
13. Start dates for larger scale restoration work by contractors have been agreed. Works on the North and Main Commons have commenced. Work will start on the West Common in February 2018.

Kenley Revival Project (KRP) Update

14. The Conservation Works programme is nearing completion. Use of part of the contingency budget was agreed with the Heritage Lottery Fund to meet

additional costs as a result of the poorer than expected condition of some of the heritage features.

15. The final works will also include graffiti removal on the rifle range and the replacement of geotextile to prevent soil erosion on the blast pens.
16. An Events Apprentice has been recruited and started work on 25th September. This additional post will support the Project Team and Volunteers and will help to develop and deliver the 218/18 Events Programme and other elements of the Project.
17. The website and archive was launched and enables the public to contribute stories and photographs of RAF Kenley. A drop in 'Antiques Road Show' will be held in November to encourage the public to photograph and upload their items to the archive.
18. 'Sky Heroes', the largest event in the life of the project took place on Sunday 10th September with 5000 visitors attending. Media coverage was exceptional and included several live TV and radio broadcasts before and during the event.
19. The planning application for signage works will be submitted in the next quarter with the aim at this stage to install the onsite signage by Easter 2018.
20. The project's Education Volunteers were shortlisted for a 'Team London Award'. The Award Ceremony took place on 6th November at City Hall and Project Officers, Volunteers and the Superintendent attended.

Key KRP achievements to date

- 10,000 members of the public including schools, engaged onsite in activities
- 7,000 users to the website since its relaunch on 1st August 2017
- 8,000 impressions for the most popular tweet to date – Sky Heroes
- 8,000 people reached on Facebook for the Sky heroes event
- 561 subscribers to the newsletter
- 658 volunteers have contributed their time to the project over a period of 2017 days
- A professional 'fighter station network' has been established with other, similar sites

The West Wickham and Coulsdon Commons

21. Coulsdon Common: Sutton and East Surrey Water have plans to install a new water main adjacent to the Common on States Hill Road. The majority of the work will take place on the highway but a license will be issued where the works impact on the Open Space. The work is due to commence in early December and will be completed in late January 2018.

Kenley Common

22. The new Military Aviation Authority (MAA) Regulatory Article 1026 (Aerodrome Operator) is now effective on Kenley Airfield. This new status brings the site into what is termed 'in scope', effectively meaning that the legislation that covers all other military air bases in the UK, including health and safety standards, now apply at Kenley airfield.
23. The Ministry of Defence have informed the Superintendent that they intend to submit a planning application related to the installation of a permanent safety

barrier to govern access to the MOD land, at the perimeter of the airfield. It is understood that this new barrier will replace the temporary and often ineffective barrier that has been in position for several years. It is further understood that the planning application will include proposals to replace the headquarters of the Volunteer Gliding Squadron. The Superintendent and KRP Project Partners attended a public meeting held on 9th November. The matter is likely to require a specific report to this committee in the near future.

24. The Superintendent laid a wreath on behalf of the City Corporation at the Remembrance Service held on Kenley Airfield on Sunday 12th November.

Happy Valley

25. Croydon Council is consulting on the future of their remaining Open Spaces including the Happy Valley, a popular and biodiverse landscape that directly connects Coulsdon Commons to Farthing Downs. Local concern has been expressed with regard to the potential impacts of any commercial exploitation of Croydon's Open Spaces. The Croydon Advertiser recently carried an article on the matter and mentions the City's management of the adjoining Farthing Downs and Coulsdon Common and suggests that they would be badly impacted by Croydon's proposals should they be adopted. Croydon Council have not approached the City Corporation for a formal view on the matter. The Superintendent intends to contact Croydon Council to gain a better understanding of the issues and any potential impacts on the City's local Open Spaces.

Volunteers

26. Volunteers have completed 370 hours across the Coulsdon Commons in September carrying out various tasks including fence clearance in the grove on Coulsdon Common, haymaking on West Wickham Common and scrub clearance along the horse ride on Farthing Downs. Ragwort pulling on Farthing Downs finished at the end of August. Rangers and several volunteer groups pulled more than 10 tonnes of ragwort this year.

Tree Safety Programme

27. Rangers have started the annual programme of tree safety works across the Commons having previously completed the 'Medium Tress Safety Inspections'.

ASHTEAD COMMON

Volunteers and Contractors

28. A team of 35 Corporate Volunteers from Exxon Mobil helped to improve the fire break network by cutting back the vegetation. This partnership is in its 10th year.
29. Volunteers and contractors commenced work to manage the scrub adjacent to the rides. Results from this summer's butterfly surveys are encouraging and indicate that the scalloping of edges along the rides is having a positive impact.
30. As part of the Division's volunteer development programme the Ashtead Common Volunteers visited Burnham Beeches and enjoyed a guided tour of the site and lunch. 34 Volunteers and staff participated in the visit.
31. Contractors for Network Rail have commenced work to upgrade power supply equipment at the railway sub-station. The City received £1000 for granting the license that allowed access across the Common to carry out the works.

SUPPORT SERVICES

32. Interviews were conducted to employ a new Administration Assistant for the Merlewood and Ashtead Offices. The successful applicant started in her new role on 6th November.
33. The team has coordinated the Division's response to the Chamberlain concerning the September Estimates and reductions to the 2018/19 'Original' budgets'.
34. The team continues to provide essential administration support to the Kenley Revival Project and have played a key role in the success of this project to date.

INCIDENTS

Burnham Beeches

35. There were 18 report incidents during the period of which five related to fly tipping around the Beeches. Buckinghamshire County Council (BCC) successfully prosecuted two people for dumping waste close to the boundary of the Beeches with fines and costs totalling just over £4,000. BCC and Thames Valley Police are currently investigating a number of fly tips of a very similar nature on and around the Beeches. Rangers are providing evidence.
36. There were 4 dog related incidents. Two where loose dogs intimidated visitors with children and one report of a lost dog that was found on site later that day. The owner of the lost dog has received a warning letter under the Public Space Protection Orders as this was the second incident with this dog. The fourth incident concerned a violent attack by one dog walker upon another. The incident was witnessed in part by staff and volunteers and also captured by the café's CCTV. The victim is reported to have sustained facial injuries, grazes, bruising and broken ribs. The matter is currently being investigated by Thames Valley Police who have taken statements and other evidence from the local team.
37. The remaining incidents were relatively minor and included vandalism of fences, fungi picking and two car break ins.

Ashtead Common

38. The draft report on the archaeological investigation conducted at the Earthworks Scheduled Ancient Monument in August, has been received. The archaeologists were unable to come to any conclusions that might help put the illegally disturbed bronze objects in context. However, a number of interesting finds were made that indicate that the site was permanently settled during the mid to late Bronze Age period.

The West Wickham and Coulsdon Commons

39. Coulsdon Common – Travellers entered Coulsdon Common on the afternoon of the 12th October and departed in the early hours of the following morning. The Head Ranger and local Police managed the issue and bailiffs were not required on this occasion. Further ditching works will be undertaken as part of the overall plan to ensure that the Common is less vulnerable to this type of incident.
40. Coulsdon Common – Two dogs attacked a roe deer. The incident was reported to Surrey Police and East Coulsdon Safe Neighbourhood Team (SNT). Witness statements were taken and further action by the police is awaited.
41. Coulsdon Common – a large double sofa was fly tipped on the football pitch adjacent to the Fox Public house. The sofa was removed.

42. Farthing Downs – Two separate incidents where cars became stuck in the ditch along Ditches Lane.
43. Kenley Common – a tree fell into a neighbour's garden during high winds in September and caused minor damage to their fence. An insurance claim against the City is pending.
44. Spring Park – motorcyclists were reported on the site. The SNT were informed.

FILMING AND MAJOR EVENTS.

Burnham Beeches

45. One day of filming took place providing an income of £4,600.
46. Six woodland wonders events took place and were very well attended.
47. Eleven other events were held including, 4 Simply Walks, a community bear hunt, a 'Creatures of the night' walk, a buggy walk and the ever popular 'On Location' filming walk.
48. Local schools recommenced their activity programmes following the summer break with regular visits to the site including cross country runs.

The West Wickham and Coulsdon Commons

49. Coulsdon Common – Meet the Ranger and 'Tree Identification' events were held.
50. Farthing Downs and New Hill – 'Meet the Ranger' and 'woodland and fungi walk' events were held.
51. Spring Park – A 'Bat walk' was held for local Brownies. A talk about the Commons was delivered to Addiscombe Rotary Club and a fire lighting/bush crafts event was provided for Beckenham Cubs.

Ashted Common

52. The annual 10k race took place and attracted a large number of spectators and participants to the Common
53. A Charity Bike ride was held.
54. Event organisers are actively encouraged to confine their events to the early autumn months due to deteriorating ground conditions in later months.

Andy Barnard. Superintendent of the Commons

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Agenda Item 6

Committee(s)	Dated:
Epping Forest and Commons	20/11/2017
Subject: Revenue & Capital Budgets – ‘The Commons’ 2017/18 & 2018/19	Public
Report of: The Chamberlain Director of Open Spaces	For Decision
Report author: Derek Cobbing - Chamberlains	

Summary

This report updates the Committee on its latest approved revenue budget for 2017/18 and seeks your approval for a provisional revenue budget for 2018/19, for subsequent submission to the Finance Committee. The budgets have been prepared within the resources allocated to the Director and the table below summarises.

Summary of Table 1	Original Budget 2017/18 £000	Latest Approved Budget 2017/18 £000	Original Budget 2018/19 £000	Movement LAB 2017/18 to 2018/19 £000
Expenditure	(2,545)	(2,308)	(3,000)	(692)
Income	343	342	301	(41)
Support Services	(337)	(325)	(317)	8
Total Net Expenditure	(2,539)	(2,291)	(3,016)	(725)

Overall the provisional Original budget for 2018/19 totals £3.016M, an increase of £725,000 compared with the latest approved budget for 2017/18. The main reasons for this increase is a £755,000 increase in the City Surveyor’s Repairs & Maintenance costs.

A breakdown is provided in Appendix 3 of the movement between the 2017/18 Local Risk Original Budget and the 2017/18 Local Risk Latest Approved Budget.

Recommendation

The Committee is requested to:

- Review the provisional 2018/19 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Authorise the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, and changes to the Additional Works Programme. Any changes over £50,000 would be reported to Committee.
- Note the Building Repairs and Maintenance asset verification exercise being undertaken by the City Surveyor and agree that any minor changes to the 2017/18 latest approved budget and the 2018/19 original budget arising from this exercise be delegated to the Chamberlain.
- Review and approve the draft capital and supplementary revenue budget.

Main Report

Introduction

1. The City of London Corporation owns and manages almost 11,000 acres of historic and natural Open Spaces for public recreation and enjoyment. This includes Ashted Common & West Wickham (City Commons), and Burnham Beeches & Stoke Common which are registered charities and are funded from City's Cash. They are run at no cost to the communities that they serve, as they are funded principally by the City, together with donations, sponsorship, grants, and income from charges.
2. This report sets out the proposed revenue budget for 2018/19. The Revenue Budget management arrangements are to:
 - Provide a clear distinction between local risk, central risk, and recharge budgets.
 - Place responsibility for budgetary control on departmental Chief Officers.
 - Apply a cash limit policy to Chief Officers' budgets.
3. The budget has been analysed by the service expenditure and compared with the latest approved budget for the current year.
4. The report also compares the current year's budget with the forecast outturn.

Business Planning Priorities

5. The key Projects for each Open Space for the next three years were included in the Open Spaces Department Business Plan for 2017-2020 which was approved in May 2017. The activities of the Open Spaces Department reflect the charitable objectives of the preservation of open spaces and the provision of recreation and enjoyment for the public. The agreed departmental objectives are:
- a) Protect and conserve the ecology, biodiversity and heritage of our sites
 - b) Embed responsible business practices and ensure our workforce are supported and developed.
 - c) Enrich lives by providing high quality, welcoming and engaging, visitor, educational and volunteering opportunities
 - d) Improve the health and wellbeing through inclusive access to green space and heritage
 - e) Embed efficiency and financial sustainability across our activities and continuously develop our income generating endeavours

These high level objectives are being supported by a range of projects and actions, some of which are being delivered within divisions and some of which cross the department. The priorities for The Commons are:

- To implement the Stoke Common Management Plan. This plan is on target for final approval in November 2018 for commencement on 1st January 2019. Public consultation process now under review as too is a grant application under Natural England's new Countryside Stewardship Scheme. This funding replaces the current Higher Level Stewardship Scheme that benefits the site. There will be a funding gap, as the grant source changes, of some £3,500 in the 2018/18 financial year. Production costs associated with the production of the Management Plan are estimated at £7,500.
- To conserve the heritage associated with Kenley Airfield (Kenley Revival Project). The Kenley Revival Project remains within budget. 2017 has seen the completion of the conservation works to the heritage features including blast pens and rifle range. The Project has exceeded targets set for the activities programmes (Sky Heroes, Learning Festival, Community Archaeology). The role of an Events Management Assistant has been developed under the City's Apprenticeship Scheme and this will greatly assist the development and delivery of the 2018 activities programme. The work programme is supported by a growing team of local volunteers who assist in many aspects of project delivery.
- Progress delivery of the Burnham Beeches Pond Embankments Project. Initial surveys of the outlet pipes took place in 2017. More 'condition surveys' are required in 2018 (subject to approval of cyclical works funding) to ascertain the scope of the issues and guide any further necessary works.

Proposed Revenue Budget for 2018/19

6. The proposed detailed Revenue Budget for 2018/19 is shown in Table 1 analysed between:
- Local Risk Budgets – these are budgets deemed to be largely within the Chief Officer’s control.
 - Central Risk Budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
 - Support Services and Capital Charges – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk. Further analysis can be found in Appendix 2.
7. The provisional 2018/19 budgets, under the control of the Director of Open Spaces being presented to your Committee, have been prepared in accordance with guidelines agreed by the Policy & Resources and Finance Committees. These include continuing the implementation of the required budget reductions across both local and central risks, as well as the proper control of transfers of non-staffing budgets to staffing budgets. There has been no allowance for pay and price increases for 2018/19, however, a resource of £24,000 has been given to support the apprenticeship programme. A saving of £30,000 has been made in 2018/19 to reflect the 2% decrease in Local Risk Resources set out in the Efficiency and Sustainability Plan. The budget has been prepared within the resources allocated to the Director.

It should also be noted that the basis on which repairs and maintenance budgets have been prepared for the latest estimates for 2017/18 include a part year charge from the former repairs and maintenance contractor (MITIE) and 9 months from the new contractor (Skanska), whereas the original 2018/19 budgets are based on the tendered return of the new contractor.

Under the terms of the Building Repairs and Maintenance contract, Skanska are undertaking an asset verification exercise which is expected to be completed in February 2018, the outcome of the review is likely to result in variations to the figures that have been submitted for the 2017/18 latest approved and 2018/19 original budgets.

Committees are requested to acknowledge this potential change and allow the Chamberlain (in consultation with the City Surveyor) to make the necessary budget adjustments within overall approval, following the asset verification.

TABLE 1
THE COMMONS SUMMARY – ALL FUNDS

Analysis of Service Expenditure	Local or Central Risk	Actual 2016-17 £'000	Original Budget 2017-18 £'000	Latest Approved Budget 2017-18 £'000	Original Budget 2018-19 £'000	Movement LAB 2017-18 to 2018-19 £'000	Paragraph Reference
EXPENDITURE							
Employees	L	(1,185)	(1,310)	(1,336)	(1,373)	(37)	
Premises Related Expenses	L	(390)	(319)	(329)	(274)	55	10
Premises Related Expenses	C	(119)	0	0	0	0	
R & M (City Surveyor's Local Risk inc cleaning)	L	(293)	(658)	(371)	(1,126)	(755)	11
Transport Related Expenses	L	(61)	(63)	(65)	(53)	12	
Supplies & Services	L	(224)	(145)	(157)	(124)	33	
Third Party Payments	L	(30)	(32)	(32)	(32)	0	
Transfer to Reserves - Livestock	L	(15)	0	0	0	0	
Transfer to Reserves - Capital	C	(43)	0	0	0	0	
Capital Charges- Depreciation	C	(18)	(18)	(18)	(18)	0	
Total Expenditure		(2,378)	(2,545)	(2,308)	(3,000)	(692)	
INCOME							
Government Grants	L	156	165	163	122	(41)	
Other Grants, Reimbursements and Contributions	L	20	20	20	20	0	
Other Grants, Reimbursements and Contributions - Capital	C	161	0	0	0	0	
Customer, Client Receipts	L	157	158	159	159	0	
Investment Income	L	1	0	0	0	0	
Transfer from Reserves - Livestock	L	14	0	0	0	0	
Transfer from Reserves	C	1	0	0	0	0	
Total Income		510	343	342	301	(41)	
TOTAL (EXPENDITURE)/ INCOME BEFORE SUPPORT SERVICES		(1,868)	(2,202)	(1,966)	(2,699)	(733)	
SUPPORT SERVICES							
Central Support		(287)	(302)	(308)	(300)	8	
Recharges within Fund		(26)	(35)	(17)	(17)	0	
Total Support Services		(313)	(337)	(325)	(317)	8	
TOTAL NET (EXPENDITURE)/INCOME		(2,181)	(2,539)	(2,291)	(3,016)	(725)	

8. Income, increases in income, and reductions in expenditure are presented as positive balances, whereas expenditure, increases in expenditure or shortfalls in income are denoted by brackets. An analysis of this Revenue Expenditure by Service Managed is

provided in Appendix 1. Only significant variances (generally those greater than £50,000) have been commented on in the following paragraphs.

9. Overall there is an increase of £725,000 between the 2017/18 Latest Approved Budget and the 2018/19 Original Budget. This movement is explained in the following paragraphs.
10. The reduction of £55,000 from the 2017/18 Latest Approved Budget to the 2018/19 Original Budget in the premises related expenditure is due to reductions in general grounds maintenance budgets to partially offset the 2% efficiency savings, inflationary pressures and the loss of grant income.
11. The increase of £755,000 from the 2017/18 Latest Approved Budget to the 2018/19 Original Budget in the City Surveyor's Local Risk is mainly within the Additional and Cyclical Works Programme. The full year of the 2018/19 Cyclical Works Programme has been included in 2018/19 as it has not yet been profiled.

TABLE 2 - CITY SURVEYOR LOCAL RISK	Original Budget 2017/18 £'000	Latest Approved Budget 2017/18 £'000	Original Budget 2018/19 £'000
Repairs and Maintenance (including cleaning)			
Additional Works Programme			
Ashtead Common	(29)	0	(77)
West Wickham	(281)	(98)	(647)
Burnham Beeches	(156)	(116)	(257)
Stoke Common	0	0	0
	(466)	(214)	(981)
Planned & Reactive Works (Breakdown & Servicing)			
Ashtead Common	(11)	(11)	(11)
West Wickham	(89)	(69)	(56)
Burnham Beeches	(73)	(58)	(58)
Stoke Common	0	0	0
	(173)	(138)	(125)
Cleaning			
Ashtead Common	0	0	0
West Wickham	(15)	(15)	(16)
Burnham Beeches	(4)	(4)	(4)
Stoke Common	0	0	0
	(19)	(19)	(20)
Total City Surveyor	(658)	(371)	(1,126)

12. The increase in estimated costs between the 2017/18 Latest Approved Budget and the 2018/19 Original Budget in Table 3 below is due to allowance for a pay award of 1.5% in

2018/19, incremental progression, and the full year effect of additional staff employed in relation to the City Apprenticeship Programme.

Table 3 - Staffing statement	Original Budget 2017/18		Latest Approved Budget 2017/18		Original Budget 2018/19	
	Staffing Full-time equivalent	Estimated cost £000	Staffing Full-time equivalent	Estimated cost £000	Staffing Full-time equivalent	Estimated cost £000
Ashtead Common	8.77	(267)	8.18	(264)	7.73	(253)
West Wickham	12.10	(560)	12.68	(580)	13.05	(602)
Burnham Beeches	13.25	(464)	12.75	(474)	12.75	(499)
Stoke Common	0.62	(19)	0.62	(18)	0.62	(19)
TOTAL	34.74	(1,310)	34.23	(1,336)	34.15	(1,373)

Potential Further Budget Developments

13. The provisional nature of the 2018/19 revenue budget recognises that further revisions may be required, including in relation to:

- decisions on funding of the Additional Work Programme by the Resource Allocation Sub Committee.

Revenue Budget 2017/18

14. The 2017/18 latest approved budget includes funding for contribution pay of £4,000. There were no agreed carry forwards for The Commons. However, a resource of £12,000 has been given to support the engagement of apprentices in the current year. Details of the movement between the 2017/18 Original Budget and the 2017/18 Latest Approved Budget can be found in Appendix 3. The forecast outturn for the current year is in line with the latest approved budget of £2.291M.

Draft Capital and Supplementary Revenue Budgets

15. The latest estimated costs for the Committee's draft capital and supplementary revenue projects are summarised in the Table below.

Table 4 Capital & Supplementary Revenue projects - latest estimated costs						
Service Managed	Project	Exp. Pre 01/04/17 £'000	2017/18 £'000	2018/19 £'000	Later Years £'000	Total £'000
	Authority to start work granted					
West Wickham	Kenley Revival	(258)	(598)	(317)	(26)	(1,199)
TOTAL WEST WICKHAM		(258)	(598)	(317)	(26)	(1,199)

16. There is one capital scheme in progress at Kenley, largely funded by HLF grant.

17. The latest Capital and Supplementary Revenue Project budgets will be presented to the Court of Common Council for formal approval in March 2018.

Appendices

- Appendix 1 - Analysis by Services Managed
- Appendix 2 - Analysis of Support Services
- Appendix 3 - Movement of Local Risk Budgets 2017/18 OR to 2017/18 LAB

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Appendix 1

Analysis by Service Managed	Actual 2016-17 £'000	Original Budget 2017-18 £'000	Latest Approved Budget 2017-18 £'000	Original Budget 2018-19 £'000	Movement LAB 2017-18 to 2018-19 £'000	Paragraph(s) Reference
<u>CITY CASH</u>						
Ashtead Common	(485)	(500)	(476)	(511)	(35)	
West Wickham	(1,009)	(1,244)	(1,064)	(1,566)	(502)	a)
Burnham Beeches	(662)	(773)	(729)	(917)	(188)	b)
Stoke Common	(25)	(22)	(22)	(22)	0	
TOTAL	(2,181)	(2,539)	(2,291)	(3,016)	(725)	

- a) The majority of this £502,000 increase relates to City Surveyor's Repairs and Maintenance, further detail can be found in paragraph 11 in the report.
- b) The majority of this £188,000 increase relates to City Surveyor's Repairs and Maintenance, further detail can be found in paragraph 11 in the report.

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Appendix 2

Support Services from/to The Commons	Actual 2016-17 £'000	Original Budget 2017-18 £'000	Latest Approved Budget 2017-18 £'000	Original Budget 2018-19 £'000	Movement LAB 2017-18 to 2018-19 £'000	Paragraph Reference
<u>Support Services</u>						
Central Recharges-						
City Surveyor's Employee Recharge	(38)	(40)	(44)	(44)	0	
Insurance	(18)	(20)	(20)	(19)	1	
I.S.Recharges - Chamberlain	(73)	(59)	(81)	(79)	2	
Support Services-						
Chamberlain (inc CLPS recharges)	(57)	(70)	(62)	(56)	6	
Comptroller and City Solicitor	(25)	(35)	(27)	(27)	0	
Town Clerk	(56)	(49)	(54)	(54)	0	
City Surveyor	(20)	(29)	(20)	(21)	(1)	
Total Support Services	(287)	(302)	(308)	(300)	8	
<u>Recharges Within Fund</u>						
Directorate Recharges	(52)	(58)	(40)	(40)	0	
Corporate and Democratic Core	26	23	23	23	0	
Total Recharges Within Fund	(26)	(35)	(17)	(17)	0	
Total Support Services	(313)	(337)	(325)	(317)	8	

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Appendix 3

Movement of Local Risk Budgets (inc City Surveyor)	Risk	Original Budget 2017-18 £'000	Latest Approved Budget 2017-18 £'000	Movement 2017-18 OR to 2017-18 LAB £'000	Note Reference
EXPENDITURE					
Employees	L	(1,310)	(1,336)	(26)	
Premises Related Expenses	L	(319)	(329)	(10)	
R & M (City Surveyor's Local Risk inc cleaning)	L	(658)	(371)	287	a)
Transport Related Expenses	L	(63)	(65)	(2)	
Supplies & Services	L	(145)	(157)	(12)	
Third Party Payments	L	(32)	(32)	0	
INCOME					
Government Grants	L	165	163	(2)	
Other Grants, Reimbursements and	L	20	20	0	
Customer, Client Receipts	L	158	159	1	

a) The £287,000 reduction in the City Surveyor's Local Risk R & M is due to Projects being deferred over their 3 year life, therefore reducing the current year liability.

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Committee(s):	Date(s):	Item no.
Epping Forest and Commons Committee	20 th November 2017	
Subject: Proposed Pedestrian Crossing at West Wickham Common		Public
Report of: Superintendent of The Commons		For Information
<u>Summary</u>		
<p>1. In May 2016 your Committee considered reports and approved a proposal by Transport for London (TfL) to install a signalised pedestrian crossing on the A232 Croydon Road at West Wickham Common on the understanding that the crossing will improve pedestrian/road safety at the junction of Hartfield Crescent and the A232, whilst minimising its impact upon the Open Space as far as is reasonably practicable.</p> <p>Your Committee further authorised the Comptroller & City Solicitor to complete all necessary agreements including deeds of dedication with TfL and the London Borough of Bromley, and a licence with Thames Water to move their infrastructure further on to West Wickham Common, to make way for the construction of the crossing, at no cost to the City.</p> <p>This report provides members with an update of the above and gives notice of the imminent start of full construction by TfL.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • Members are asked to note the contents of this report. 		

Main Report

Background

2. In March 2016 your Committee approved ‘in principle’ a proposal to install a signalled pedestrian crossing on the A232 Croydon Road at West Wickham Common. This decision concluded a process that had been contemplated by Transport for London (TfL), City Of London and local residents since 2004, and included a positive community response to a detailed TfL public consultation in 2015.

3. In that same report members authorised the Superintendent to liaise with TfL to minimise the impact of the proposal on the Open Space as far as is reasonably practicable.
4. Members also authorised the drawing up of a licence for the relocation of a Thames Water main, further on to West Wickham Common.
5. Finally, members authorised the drawing up of deeds of dedication for the transfer of land at Hartfield Crescent for use as a new pavement and relocated roadway, to Bromley Council, the local highway authority; and land along either side of the A232 Croydon Road for transfer to TfL for use as pavement in the immediate vicinity of the crossing. **Appendix 1.**
6. If in future the dedicated land is no longer required for highway purposes then, under the terms agreed, the highway authorities shall use all reasonable endeavours to secure the stopping up of that land as soon as practicable and return it to the City for use as open space.
7. An illustrative representation of areas of land being used for the crossing is presented - **Appendix 2.**

Current situation

8. Following lengthy further investigations by TfL and Thames Water that delayed the project for many months it was found that the water main and much of its associated underground infrastructure would not impede the relocation of the roadway at Hartfield Crescent, but a District Meter post and its associated underground pressure unit was required to be relocated 3 metres further on to the Common.
9. Following the receipt of drawings and technical details from Thames Water in July 2017, a revised licence for the District Meter post was granted. Thames Water subsequently moved their infrastructure to the agreed new location in September 2017, with all costs being met by Transport for London.
10. A single combined deed of dedication with both TfL and the London Borough of Bromley was agreed in draft form as long ago as September 2016. Following the relocation of the Thames Water infrastructure, the highway dedication has now been completed and sealed by all parties in advance of TfL's planned date for commencing work on site, which is Monday 6th November 2017.
11. These actions have successfully concluded the City of London Corporation's commitments in preparing for the construction of the signalised pedestrian crossing by Transport for London.

Financial Implications

12. All costs associated with this project are being met in full by Transport for London.

Corporate & Strategic Implications

- This report supports the following Community Strategy Themes:
 - CV3. Working in Partnership
- This report supports the following Open Spaces Business Plan Objectives
 - OSD4. Improve the health and wellbeing of the community through access to greenspace and recreation

Conclusion

13. Lengthy negotiations between Transport for London and Thames Water have caused long delays to this project, but City of London Officers have ensured that the City Corporation's commitments, relating to the new Thames Water licence and the deed of dedication, added no further delay in the build up to construction.
14. It is anticipated that TfL will commence construction of the crossing on Monday 6th November 2017. TfL have indicated that the works will take up to six weeks to complete with the expectation that the crossing will be operational by mid-December.
15. During construction the Senior Ranger of West Wickham Commons and Spring Park will monitor the scheme to ensure no harm comes to the Open Space or its visitors.

Background Papers:

EFCC report - March 7th 2015

EFCC report - May 9th 2016

Appendices

Appendix 1: TfL – Land dedication map

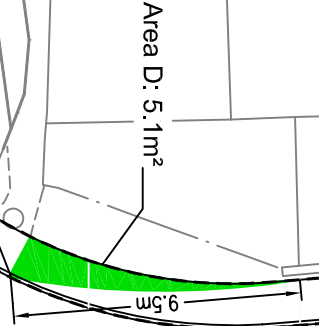
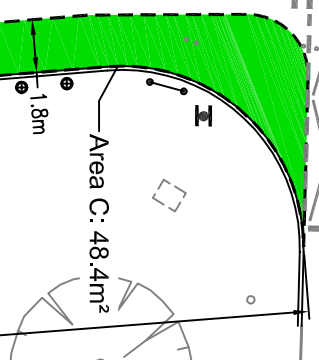
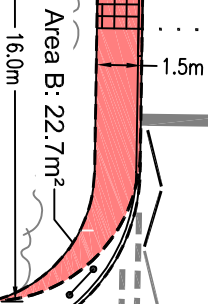
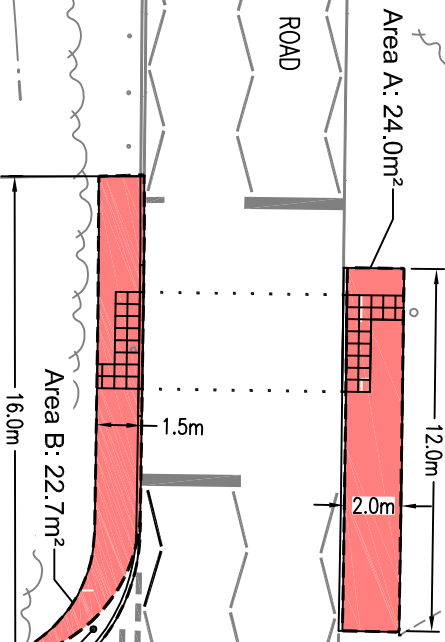
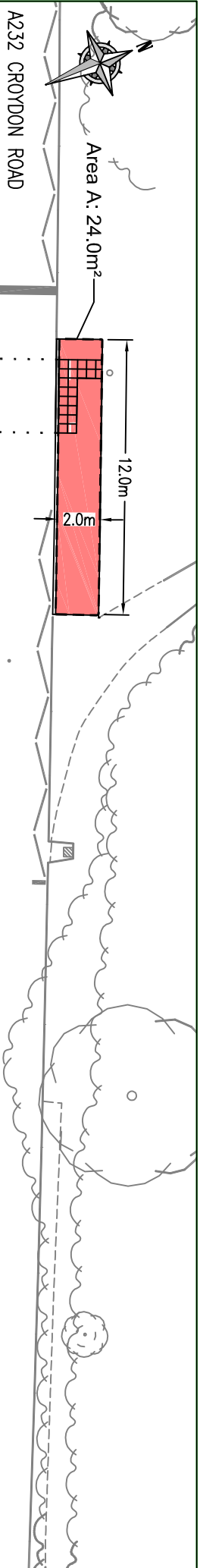
Appendix 2: TfL – General arrangement drawing

Contact:

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This plan indicates areas of land, currently forming part of West Wickham Common, to be dedicated as public highway.
West Wickham Common is owned and managed by the City of London Corporation

Land Dedication Key:

- Dedication of land from West Wickham Common to Transport for London highway approx area 45.2m²
- Dedication of land from West Wickham Common to LB Bromley highway approx area 53.5m²



KIER
LONDON
HIGHWAYS
ALLIANCE

PROJECT
A232 CROYDON ROAD/
HARTFIELD CRESCENT

DRAWING NUMBER
S2014_0169-DD-SK-3A

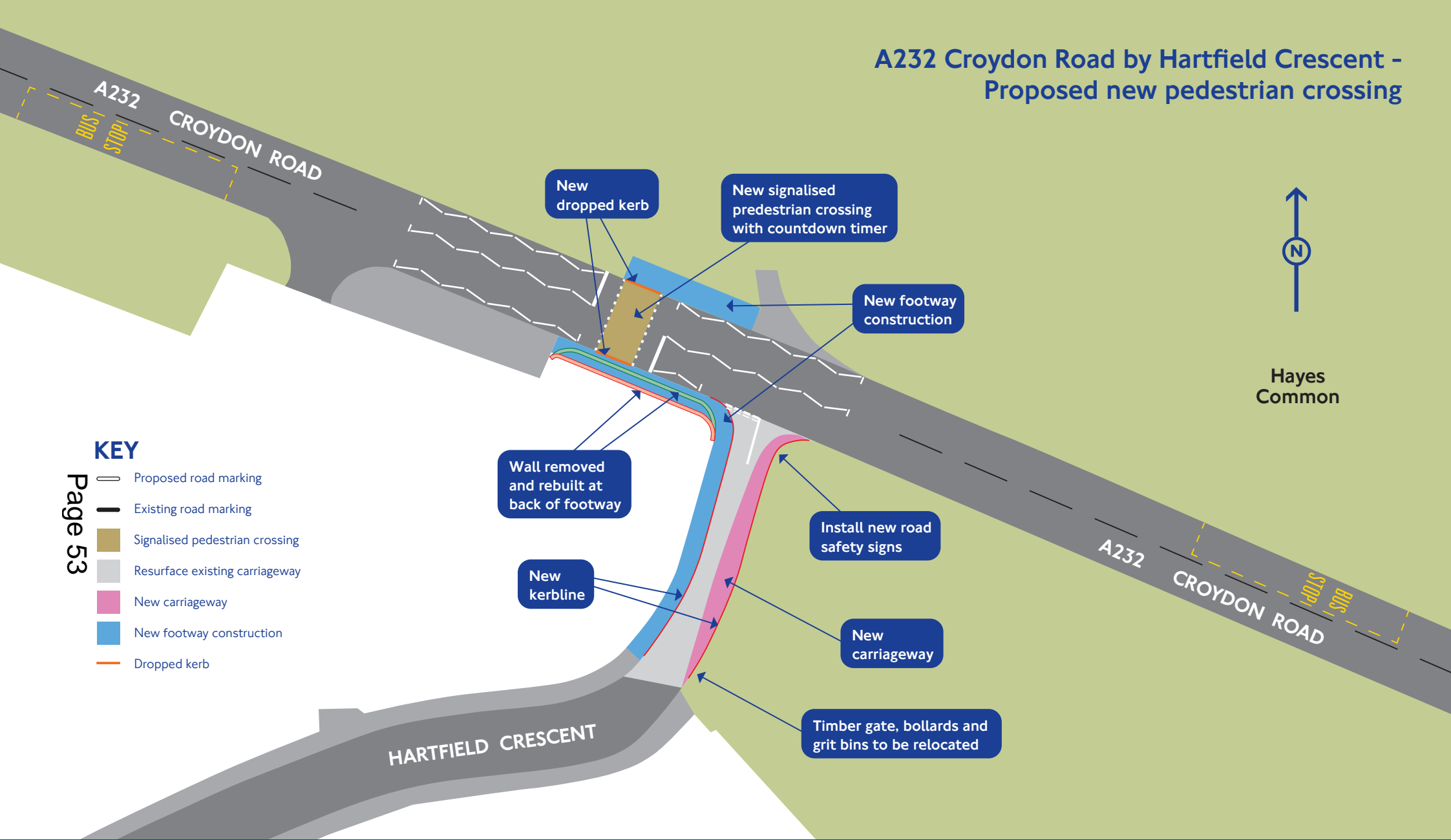
REVISION
C

REV	DATE	AMENDMENT	DRAWN BY	DESIGNED BY	CHECKED BY	APPROVED BY	DATE
C	15/03/16	Area D added	MHC	MHC	MHC	MHC	
B	24/02/16	Minor Amendments	MHC	MHC	MHC	MHC	
A	05/02/16	Reduced to A4	MHC	MHC	MHC	MHC	








PURPOSE DETAILED	SCALE 1:250	REVISION C
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A232 Croydon Road by Hartfield Crescent - Proposed new pedestrian crossing



KEY

-  Proposed road marking
-  Existing road marking
-  Signalised pedestrian crossing
-  Resurface existing carriageway
-  New carriageway
-  New footway construction
-  Dropped kerb

Page 53



TRANSPORT FOR LONDON
EVERY JOURNEY MATTERS

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Agenda Item 8

Committee(s):	Date(s):
Epping Forest and Commons Committee. For Decision	20 Nov 2017
Subject: The Commons – Consultation Groups – Renewed Terms of Reference	Public
Report of: Superintendent of The Commons	For Decision
<p style="text-align: center;">Summary</p> <p>Your Committee approved the merger of the West Wickham and Spring Park Consultative Committee with the Coulsdon Commons Consultative Committee and other changes to the Consultation Groups of the Commons Division in March 2016.</p> <p>Your Superintendent has since reviewed the existing Terms of Reference for the three Consultation Groups that guide the management of the Commons. They have been updated to:</p> <ul style="list-style-type: none"> • Reflect the Terms of Reference for the Epping Forest and Commons Committee • Ensure that they are consistent across the Division • Provide close links to the aims of the approved management plans for each of the Commons <p>The outcome of that review is shown in Appendix 1 - proposed Terms of Reference for the Coulsdon Commons, West Wickham & Spring Park Consultation Group.</p> <p>It is further proposed that similar Terms of Reference are adopted for the Ashtead Common Consultation Group and Burnham Beeches and Stoke Common Consultation Group.</p> <p>Recommendation(s)</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Approve the proposed Terms of Reference for Coulsdon Commons, West Wickham and Spring Park Consultation Group • Approve their use as a template for the Burnham Beeches and Stoke Common Consultation Group and the Ashtead Common Consultation Group • Receive feedback from on the Terms of reference from the three Consultation Groups in early 2018 should that be required 	

Main Report

Background

1. In March 2016, Members approved the merger of the West Wickham and Spring Park Consultative Committee with the Coulsdon Commons Consultative Committee and other changes to the meeting arrangements of the Consultation Groups of the Commons Division.
2. This change reduced the number of Consultation Groups working locally across The Commons from four to three i.e.
 - i. The Burnham Beeches and Stoke Common Consultation Group
 - ii. The Ashtead Common Consultation Group
 - iii. The Coulsdon Commons, West Wickham & Spring Park Consultation Group

Current Position

3. Your Superintendent has recently reviewed the current terms of reference and concluded that:
 - i. Each is a Group rather than a 'Committee' in any legal sense. This reflects the relatively informal nature of their purpose and structure.
 - ii. The Terms of Reference are inconsistent across the Groups. This is historic and linked to the merger of the Division in 2014.
 - iii. The opportunity should be taken to strengthen the purpose of the Consultation Groups and links to the approved site management plans for each open space within the Commons Division.

Options

4. **Option 1:** Update the Terms of Reference of the three Consultation Groups so that they are consistent
5. **Option 2:** Continue use of the existing and inconsistent Terms of Reference

Proposals

6. It is proposed, following the Superintendent's review that **Option 1** be pursued and accordingly **the** proposed Terms of Reference for the Coulsdon Commons, West Wickham & Spring Park Consultation Group are shown in **Appendix 1**.
7. It is further proposed that the same framework Terms of Reference be adopted by the Ashtead Common Consultation Group and the Burnham Beeches and Stoke Common Consultation Group (BBCG). **Appendix 2** shows an example of the current, inconsistent Terms of Reference.

8. Each Consultation Group will have the opportunity to comment on the Terms of Reference at their meetings of January 2018. Their views will be fed back to this Committee should that be required.

Corporate & Strategic Implications

9. The proposals support the Strategic Aims of the City and Open Spaces Department by:

Inclusion. Involving communities and partners in developing a sense of place through the care and management of our sites.

Implications

10. There are no financial or property implications associated with his report.

Conclusion

11. Following changes to the consultation structure within the Division the Superintendent has reviewed the existing Terms of Reference for each Consultation Group. The proposals will provide consistency of purpose across the Commons and align more closely to the aims of the approved management plans.

Appendices

- Appendix 1 – Coulsdon Commons, West Wickham & Spring Park Consultation Group – Terms of Reference (Proposed)

Background Papers:

EFCC. Proposed alterations to Consultative Committee meetings and visits. March 2016

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Appendix 1.

Coulsdon Commons, West Wickham & Spring Park Consultation Group

Terms of Reference (Draft)

Purpose

The main purpose of the Coulsdon Commons, West Wickham & Spring Park Consultation Group is to assist the delivery of the latest management plans for the Commons which themselves are a product of extensive stakeholder consultation. The aim of the management plans is to ensure an appropriate balance between the needs of public access and nature conservation and thereby protect and conserve the Coulsdon Commons, West Wickham & Spring Park *in perpetuity*.

1. To consider the annual work programme as set out in the management plans.
2. To identify and agree areas where further public consultation may be required.
3. To consider any major changes to the management plans that may arise from time to time.
4. To consider, where appropriate, issues raised by the local community, or visitors and to assist the Superintendent in resolving them.

In addition, outcomes of the Consultation Group meetings should not:

- Compromise the long-term welfare of the sites.
- Create conflict with each site's use for quiet enjoyment.
- Harm the conservation status of the sites.

Membership

7. Members of the group are invited to attend a series of meetings on the basis that, together, they ensure a broad representation of the local community and/or belong to organisations and bodies that are closely associated with, or have a direct interest or affect upon, the work carried out at the Coulsdon Commons, West Wickham & Spring Park.
8. The City of London has statutory responsibilities and interests and will always be represented at the Consultation Group. Other bodies such as Natural England and Historic England also have statutory interests in the management of the sites and will be invited to attend as meeting agendas dictate.
9. Membership of the Consultation Group will be for a period of four years after which you may be invited to serve for a further period of four years.
10. The Consultation Group will agree and welcome additional participants who have an interest in the management of the Coulsdon Common, West Wickham & Spring Park and accept the Terms of Reference.

Attendance at meetings by members of the public.

11. Members of the public may attend meetings of the Consultation Group.
12. Any member of the public wishing to bring an issue to the attention of the Consultation Group must provide a minimum two weeks written notice and provide details as required, to the Chairman and Superintendent who will consider its inclusion on a future agenda as appropriate.

General

13. The Chairman of the Epping Forest & Commons Committee or his nominated representative shall be Chairman of the Committee.
14. Outputs from the Consultation Group will inform the Epping Forest and Commons Committee, which remains the decision making body.
15. Meetings will be held not less than once per year (plus an annual 'external site meeting' to view works carried out and discuss forthcoming project issues).
16. The Consultation Group will meet formally in January or February each year.
17. Meetings shall take place locally to Coulsdon Commons, West Wickham & Spring Park.
18. The Town Clerk to convene the meetings and prepare and circulate the agendas and be responsible for the minutes, supported by local officers where appropriate.
19. A further meeting or site visit may be arranged each year should circumstances require – see **Appendix 1**.

Appendix 1

Protocol for additional meetings site visits

For additional meetings/visits to be held for consideration of essential business by Officers or members of Consultation Groups between scheduled meetings.

- i. A minimum of five members of the Consultation Group, the Chairman and Deputy Chairman must be in agreement to do so.
- ii. The minimum notice period for calling an additional meeting/visit is 28 days.
- iii. The nature of the issue must be submitted in writing to the Chairman, Deputy Chairman and Superintendent at least 14 days before the meeting.
- iv. The Chairman or Deputy Chairman and the Superintendent will preside at all additional meetings/visits.

Appendix 2.

BURNHAM BEECHES CONSULTATION GROUP

A GENERAL INTRODUCTION TO THE PURPOSE OF THE GROUP.

The main purpose of the Consultation Group is to help with the delivery of the latest Burnham Beeches site management plan, a document that itself will have been produced after extensive stakeholder consultation.

WHY HAVE A MANAGEMENT PLAN?

The management plan provides the guiding vision for the management of the site whilst retaining clear links to the past. The Burnham Beeches vision is available as a separate document and from the Burnham Beeches pages of the City of London website.

WHAT DOES THE MANAGEMENT PLAN DO?

The management plan pulls together all the most important information about Burnham Beeches and sets out the main objectives for site management over the next few years. In particular it:

- Sets out the legal obligations that the Corporation of London must meet as the owner and manager of the site
- Records the important features of the site and its impact upon the surrounding area
- Guides the daily work carried out on site such as projects to improve the conservation and recreation values of the site
- Ensures consistency of management and highlights the tensions between conflicting demands upon the site
- Acts as the basis for the development of other, more specific, site based policies
- Links the work at Burnham Beeches to that elsewhere in the Corporation and to that of other organisations.

The management plan is available to the public in full and summary form. The full version is only available as a .pdf download from the City of London website: [Burnham Beeches and Stoke Common](#) or as a CD which is available from the Burnham Beeches Office.

There is also a summary version of the plan that is designed to be less technical in nature than the full plan. This summary version of the plan is also available on the above website and as a CD or printed document.

What public consultation has taken place at Burnham Beeches in the past?

The Corporation of London has involved the local community and visitors in the management of Burnham Beeches in a variety of ways. For example, the Corporation has previously sought the views of neighbours and visitors via ‘one to one surveys’ and public open days. The Corporation of London intends to continue this practice as circumstances dictate.

SO, WHY HAVE A BURNHAM BEECHES CONSULTATION GROUP?

It is proposed that the Burnham Beeches Consultation Group will be very different to anything we have done before. Group participants will be invited to attend on the basis that, together, they ensure a broad representation of the local community and/or belong to organisations and bodies that are closely associated with, or have a direct interest or affect upon, the work carried out at the Beeches.

It is intended that the ‘membership’ of the Group remains ‘dynamic’ with group participants attending as they wish and according to the agenda of the day. The City of London, Natural England and English Heritage have statutory responsibilities and interests and will always be represented at the Group.

The purpose of the Consultation Group is as follows:

1. To hold meetings not less than twice per year plus an annual ‘outside meeting’ to view works carried out.
2. To consider the annual work programme as set out in the management plan.
3. To identify and agree areas where further public consultation may be required.
4. To consider any major changes to the plan that may arise from time to time.
5. To consider, where appropriate, serious issues raised by the local community, or visitors and to assist the Superintendent in resolving these issues.
6. To identify and welcome additional participants who have an interest in the management of Burnham Beeches.

Participants may decide not to attend a meeting if the particular agenda of the day is not relevant to them. Members of the public may attend but must be 'formally invited' to the meeting by the Corporation if they wish to make comments.

A third, outdoor, meeting will also be held each year so that participants get a first hand chance to see the work being carried out on site and how the Group is helping with their delivery. This meeting may also be followed by a site based social event for participants.

What will the City of London provide?

To ensure that the meetings are as effective as possible the Corporation of London will provide the following to all Group participants:

- The meeting venue and refreshments Safe car parking facilities
- Meeting agendas and minutes
- Full Site Management Plan CD, versions only.
- Summary of the Management Plan, CD or printed versions available
- Burnham Beeches Annual work programme
- Open Spaces Department - Annual report and Business Plan
- Latest versions of the site newsletter and leaflets
- An annual outdoor meeting

What will limit the work of the Consultation Group?

The management plan acts as an agreement between the City of London, Natural England and English Heritage. As such it is not possible to alter the plan to any major degree without their consent. A number of legal obligations also determine the contents of the management plan, chief of which are:

- The Corporation of London (Open Spaces) Act, 1878
- Ancient Monuments and Archaeological Areas Act, 1979
- The Conservation (natural habitats) Regulations, 1994
- Wildlife and Countryside Act, 1981
- Disability Discrimination Act, 1998
- Health and Safety at Work Act, 1974
- Occupiers Liability Act, 1984

In addition, decisions resulting from the Consultation Group meetings should not:

- Compromise the long-term welfare of the site
- Conflict with the site's use for quiet enjoyment
- Harm the international conservation status of the site

To ensure that the meetings remain effective it is proposed that the maximum number of Consultation Group participants will be limited to twenty five for each meeting. Limitations to the number of members of the public wishing to attend meetings will be at the discretion of the Consultation Group.

Committee(s):	Date(s):
Epping Forest and Commons Committee	20th November 2017
Subject: Stoke Common Management Plan, Public Consultation and Grant Application	Public
Report of: Superintendent of The Commons	For Decision

Summary

The transfer of Stoke Common from South Bucks District Council to the City of London Corporation was completed on 31st October 2007. At that time the Superintendent consulted a wide audience to guide the development of a 10 year management plan for the site. That plan was approved by this committee in July 2008.

A new 10 year Management Plan is now required for Stoke Common commencing 1st January 2019 to guide the City Corporation's work on the site. Once again, this will involve consultation with a wide range of stakeholders which must be undertaken prior to a final draft management plan being submitted to your Committee in November 2018.

Natural England's Higher Level Stewardship Scheme has until now, provided the majority of the funding for the restoration work of the heathland. This source of grant funding expires on 31st October 2018.

A fresh grant application is required under Natural England's new Countryside Stewardship Scheme. If successful, this grant will ensure the continuation of heathland restoration work on the site, commencing 1st January 2019. It is possible that the new grant will contribute less than its predecessor to the work on Stoke Common.

The management plan, associated public consultation exercise and grant application must run hand in hand during 2018 and each will inform the other. Members must decide how they wish to be consulted during the development of the management plan. **Members are asked to:**

- i. Approve the necessary actions outlined in the provisional timetable for the management plan, grant application and public consultation process – **Table 2.**
- ii. Agree that drafts of the management plan are brought to this Committee for comment and final approval according to that same timetable.

Main Report

Background

1. The transfer of Stoke Common, an ancient heathland and Site of Special Scientific Interest (SSSI), from South Bucks District Council (SBDC) to the City of London Corporation was completed on 31st October 2007.
2. Since that date The City's team based at Burnham Beeches have actively managed the restoration of the site to heathland.
3. Natural England recently assessed the condition of the SSSI as being in 'improving condition' having last recorded it as being in 'unfavourable, declining condition'. Natural England further commented that the City Corporation has achieved very substantial improvements in restoring the valuable heathland habitats since the site came into its ownership.
4. Community engagement has been key to this success. Local communities and various conservation experts were consulted during the development of the original site management plan. A Friends of Stoke Common Group was also formed at that time to help deliver the ambitious work programme. This group continues to flourish and support the City's work.

Current Position

5. Management Plan

- i. The City's original Stoke Common management plan ran for a 10 year period commencing 2008. It expires on 31st October 2018. A new management plan is required.

6. Natural England Grant

- i. The previous management plan also helped to deliver and reflect a successful grant application under Natural England's Higher Level Stewardship Scheme. That grant covered the majority of costs associated with the heathland restoration works which stand at £53K per annum in total.

Table 1.

Expenditure	
Employees	£19,000
Grounds Maintenance	£27,000
Supplies and Services	£6,000
Third Party Payments	£1,000
<u>Total Expenditure</u>	<u>£53,000</u>
<u>Income (From HLS Grant)</u>	<u>£31,000</u>
<u>Total cost to local risk</u>	<u>£22,000/annum</u>

- ii. The grant funding of £31,000/annum ends on 31st October 2018. Another grant application must be made under Natural England's new Countryside Stewardship Scheme.
 - iii. If successful, the new 'grant scheme will commence January 2019. NB. It is not possible for the new grant to start at an earlier date so, during the two month period November and December 2018, the City will not receive a grant. This will create an unavoidable shortfall in income for that financial year of £3,500. Any delays to the grant application process may increase this figure.
7. **Public Consultation.** There is an established need to consult a variety of audiences on the contents of the new management plan (and to a lesser degree, the Countryside Stewardship Grant Application). Audiences will include, Local Communities, Local Authorities, Natural England and conservation specialists.
8. **Committee Consultation.** Members will wish to retain an overview of the process and be provided with opportunity to comment upon and shape the final form of the management plan.

Options

- 9. To ensure continuity of management of the ancient heathland a new management plan must be developed and approved by this Committee by November 2018 for commencement on January 1st 2019.
- 10. To ensure, as far as is practicable, the continuity of grant funding to support the work programme of the new management plan, it will be necessary to submit an application under Natural England's Countryside Stewardship Scheme.
- 11. To ensure continuity of input from local audiences and maintain the scientific rigour of the management plan, a consultation programme must be developed and pursued.
- 12. To ensure appropriate governance, Members must be satisfied that they have suitable oversight of the development of the management plan and associated grant application. Traditionally this has taken the form of either the involvement of the full committee or that of a Working Party of Members.
- 13. The Assistant Town Clerk has recently advised *against the creating of more working parties and would advise members were consulted via or at full Committee meetings instead; this is due to the volume of committees already created and the strain on resource.*

14. Members are advised that a similar programme is due at Burnham Beeches SSSI commencing 2019, for completion in 2020. A new Countryside Stewardship Scheme application is also required for Burnham Beeches and will be developed and submitted at the same time as the Countryside Stewardship application for Stoke Common.
15. The development of new management plans and associated Stewardship Schemes for the remaining 7 Commons of the Division is due to commence in 2020 for completion in 2021.

Implications

16. All of the actions outlined in paragraphs 9 - 12 are essential for the delivery of the Stoke Common management plan, grant application and continuing heathland restoration works that together will maintain and improve the site's current condition as a SSSI. The option of doing only some or perhaps none of the above would jeopardise the long term funding of the management of the site and the City's local and wider reputation.
17. As Stoke Common is an SSSI the City is obliged 'to have regard for biodiversity conservation'. Natural England aims to achieve a target ensuring to ensure that 95% of SSSI's are in 'favourable' or 'improving' condition'. A management plan approved by Natural England is the most effective way to ensure that Stoke Common assists Natural England to meet their target and thereby attract Countryside Stewardship Grant funding.
18. However, there is no guarantee that applications under the Countryside Stewardship Scheme will be successful. Should they be successful there is also a risk that the grant funding will be less than that provided by the current Higher Level Stewardship Scheme. This position presents a substantial financial risk that cannot currently be resolved.
19. The cost of producing the management plan will be met from the Burnham Beeches and Stoke Common local risk budgets. Costs are likely to include consultation events, additional mapping/surveys and the publication of the final document(s). It is thought that these costs will not exceed £7,500.
20. Having been consulted on the production of this report the Human Resources Department has concluded that there are no likely adverse implications.

Proposals

21. It is proposed that the development of the management plan, grant application and public consultation exercise proceed according to the broad timetable shown in Table 2 below.

22. It is also proposed that the developing management plan is presented to this Committee for comment according to that same timetable.

23. It is further proposed that a final version of the management plan is submitted to this Committee in November 2018 for approval.

Corporate & Strategic Implications

- This report supports the following Community Strategy Themes:
 - CV3. Working in Partnership
 - SA3. To provide valued services to London and the nation
- This report supports the following Open Spaces Business Plan Objectives
 - OSD1. Protect and conserve the ecology, biodiversity and heritage of our sites
 - OSD2. Embed financial sustainability across our activities by delivering identified programmes and projects
 - OSD3. Enrich the lives of Londoners by providing high quality and engaging, educational and volunteering opportunities
 - OSD4. Improve the health and wellbeing of the community through access to greenspace and recreation

Conclusion

14. A new management plan, grant application and public consultation is required to ensure the continuing management, funding and community support for the City’s management of Stoke Common. The proposed timetable is as follows:

Table 2.

Provisional Timetable		
Nov 2017	Agree Governance and timetable	Superintendent
Jan 2018	Burnham Beeches Consultation Group (BBCG)	Superintendent
Jan 2018	Friends of Stoke Common (FOSC) informed	Head Ranger
Jan – March 2018	Produce 1 st draft new management plan	Conservation Officer/Head Ranger
Jan - March 2018	Consult experts - draft management plan	Conservation Officer/Head Ranger
April 2018	Update for BBCG regarding management plan	Superintendent
May 2018	Draft of management plan to EFCC for early	Superintendent/ Conservation
May 2018	Initial application for Countryside Stewardship	Conservation Officer/Head Ranger
July 2018	Public Consultation on draft management plan	ALL
Summer 2018	Develop full application for Countryside	Conservation Officer/Head Ranger
Summer 2018	Committee visit to Stoke Common	ALL
Autumn 2018	Finalise management plan	ALL
1 Nov 2018	EFCC ‘decision report’ on management plan	Superintendent
1 Jan 2019	Start date of Management plan	
1 Jan 2019	New grant schemes start	
Key	Consultation Phases	
	Development Phases	

Appendices

- None

Background Papers:

Stoke Common Management Plan – 7th January 2008

A review of the condition of Stoke Common SSSI by Natural England. 8th May 2017

Author

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Committee(s)	Dated:
Epping Forest and Commons	20 11 2017
Subject: Epping Forest - Superintendent's Update for August to September 2017 (SEF 26/17)	Public
Report of: Director of Open Spaces & Heritage	For Information
Report author: Paul Thomson – Superintendent of Epping Forest	

Summary

This purpose of this report is to summarise the Epping Forest Division's activities across August to September 2017.

Of particular note was the progress of the City of London (Open Spaces) Bill; a record 16,000 cow grazing days across Epping Forest; extensive wood pasture restoration work across the Forest; agreement through the Local Plans working group on mitigation protocols for the Epping Forest Special Area of Conservation; the commencement of a Parkland Management Plan for Copped Hall Park; a four day study visit by the British Lichen Society; and a powerful demonstration of Social Media 'reach' associated with a Forest Arson attack.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Staff and Volunteers

1. The new Safety and Assets Manager, commenced work in early October.
2. A new apprentice grounds person has initially started work at the golf course, and will also be involved in the care of the football pitches

Budgets

3. At the six-month point expenditure is at approximately 47% and income at 50% with reference to original budgets. Revised estimates are underway and highlight considerable challenges for 2018/19 as detailed in the Chamberlains report.

Weather

4. August 2017 was slightly wetter than average, with total monthly rainfall that was 23.6% higher than the average for August since 1979 (fig. 2). There were 14 days of rainfall in total, with one day of exceptionally heavy rain on the 9th, which saw 33.8 mm of rainfall due to a slow-moving band of rain with some heavy and thundery bursts.
5. September 2017 was much wetter than average, with rainfall 61.8% higher than the average for September since 1979 (fig. 3). There were 23 days of rainfall in total, with 27th September as the wettest day with 17.4 mm of rainfall.

Sustainability

6. Photo-voltaic solar panels have now been fully commissioned at Harrow Road. The installation of similar units on the Saw Mill and Ancillary Barn at the Warren have now been completed. This work was funded through the sale of surplus equipment across the Open Spaces Department as part of the activity undertaken by the Fleet Board.

Epping Forest Projects

Open Spaces Bill 2015-18)

The Bill received a Third Reading in the House of Commons on 10 October 2017 and was immediately sent to the House of Lords where it received its first formal reading, opening the Lords petitioning period. No petitions were received during the allotted period, which enabled the second reading to be made on 25 October. The Bill will now proceed to the Unopposed Bill Committee at a date yet to be announced.

Branching Out Project

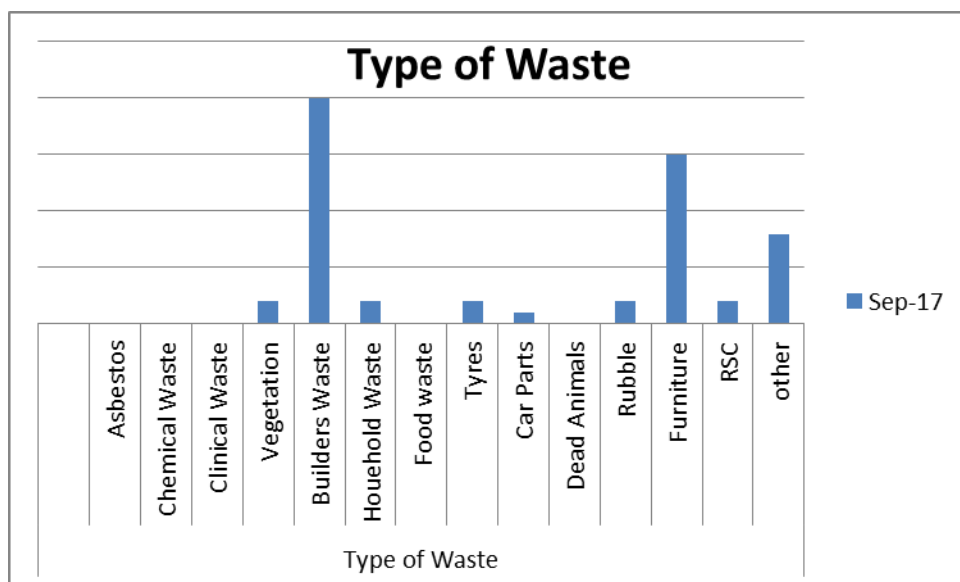
7. Visitor information signs – All remaining HLF orientation, interpretation, and waymarked trail and fingerpost signage were installed by the end of August. Unfortunately, some vandalism was sustained to one waymarked trail sign and one fingerpost following installation. Replacement parts have been ordered and remedial work is underway.
8. Gateway signage – The final gateway installation at Honey Lane has been scheduled for the beginning of October. Once complete the Car Parks and Access component of the Branching Out Project will be complete and a Gateway 7 report will be submitted to your Committee in due course.

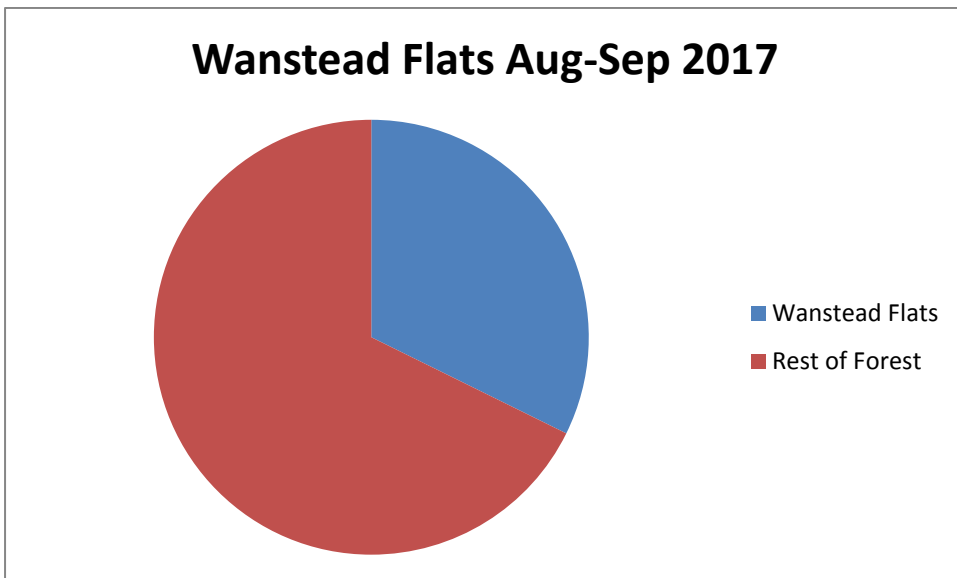
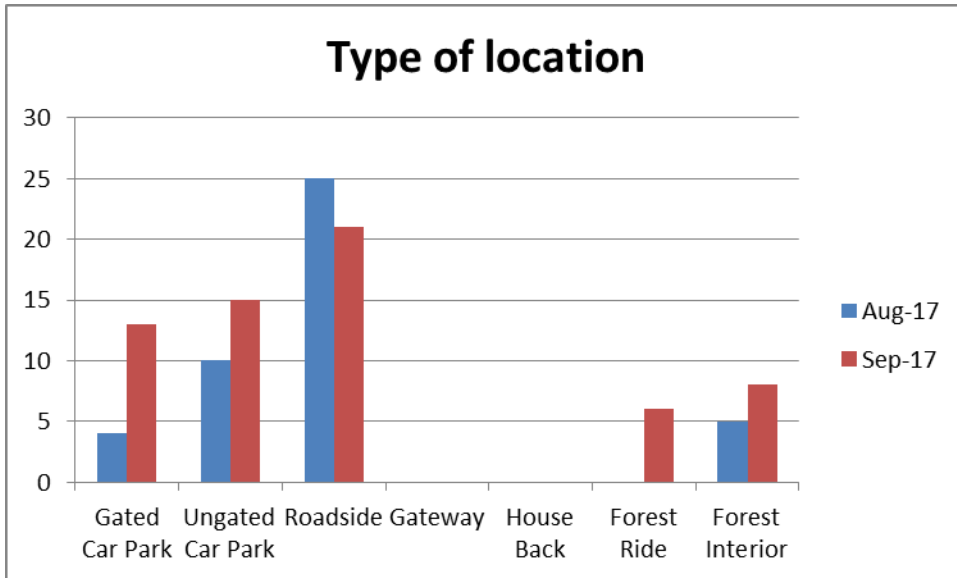
Forest Services

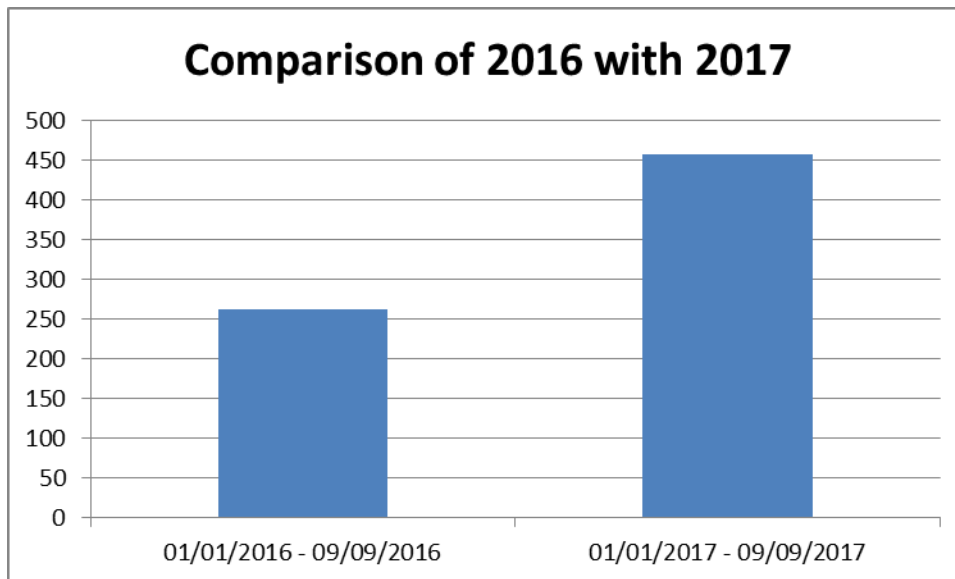
Fly tipping

9. The Forest Service's team have introduced a new recording system which has corrected previous under reporting of fly tipping, the new scheme provides additional information regarding the predominant type of material constituting each fly tip.

10. The number of fly-tips recorded in Epping Forest for the period from 1st January to the 9th September in 2017 was 458, this compares to 263 for the same period in 2016. This represents an overall 74% increase.
11. Total fly-tips for August 2017 were 33, 15 of which were in the Wanstead Flats area.
12. Total fly-tips for 9th September 2017 were 63, 16 of which were in the Wanstead Flats area.
13. 43% of fly-tips that occurred within the Forest during August & September 2017 were at roadside locations. New recorded data for September 2017 indicates that at 31% the most prevalent fly-tips comprise Builders Waste (mostly kitchens and bathrooms).
14. The data for fly-tips in Gated Car Parks is unfortunately skewed by figures for the car park at Centre Road, which although gated, has inadequate 'alligator teeth' which do not prevent vehicles entering the car park once the entrance gate is closed.







Rough Sleepers

15. The Forest Keeper team continue to work proactivity with outreach organisations and Local Authority (LA) to address Rough Sleeping within the Forest. Three new cases were dealt with during August and September bringing the total number of cases to 21 incidents in 2017, up 31% compared to the previous year.
16. Forest Keepers have faced two challenging incidents which underline the links between Rough Sleeping and mental health issues. A long-term Rough Sleeper who has been resident in the London Borough of Redbridge (LBR) area of the Forest, adjacent to the City of London Cemetery, had been declining all offers of help and support from Adult Services. Through frequent demonstrations of aggressive and hostile behaviour and the construction of camps and large fires the Rough Sleeper's presence had posed a number of challenges to Forest Keeper, LBR Outreach, Metropolitan Police Service (MPS) and London Fire Brigade (LFB) teams.
17. This individual had been arrested on multiple occasions for public order offences alongside detention under MPS Mental Health powers. After being arrested three times in five days a Forest Keeper was assaulted resulting in charges of Actual Bodily Harm being brought.
18. In another incident a Rough Sleeper in the South of the Forest made serious threats to an off-duty member of staff and members of his family. The MPS responded to this incident but unfortunately the Rough Sleeper had left the area and could not be interviewed. Following a three week absence, the same individual reappeared in the vicinity of the Keeper's Lodge and despite being in possession of a priority crime number the MPS response times were inadequate to secure an arrest. Subsequent engagement by the Head Forest Keeper with MPS resulted in action under MPS Mental Health powers.
19. It is hoped that further work to continue to strengthen the links between the MPS and the Forest Keepers will improve response times in such situations. Both incidents have been investigated internally and are likely to prompt reviews of

incident training; Personal Protective Equipment (PPE) and the 2016 Open Spaces Department assessment of Body Worn Video (BWV).

Enforcement Activity

20. Eight Prosecutions were heard during the period under report. Of the previous 40 convictions, some £21,526.27 was awarded to the City Corporation as costs and compensation. The majority of the convictions are subject to payment by instalment and to date £7,448.00 (35%) has been received with £14,078.27 (65%) in arrears. Some 23 of the 40 convictions have yet to make a payment. This pattern reflects the national picture regarding financial impositions owed to the Courts which have been growing since 2014.

Date of Court Hearing	Name of Defendant	Byelaw/ EPA	Court Name	Outcome	Amount Awarded
14.09.2017	J Bradley	Byelaw 3 (45) Disfigurement	Chelmsford	Guilty	Fine £135 Costs £360 V/S £30
19.9.2017	C Bujor	EPA 34 2(a) Duty of Care	Thames	Warrant	N/A
28.09.2017	T Oliver	EPA 33 (5) Use of Vehicle	Chelmsford	Guilty	Fine £120 Costs £267 Comp £41 V/S £32
28.09.2017	D Green	EPA 33 1(a) Deposit of Waste	Chelmsford	Guilty	Fine £320 Costs £260 Comp £100 V/S £32
28.09.2017	M Dandoo	EPA 33 (5) Use of Vehicle	Chelmsford	Guilty	Fine £800 Costs £373 Comp £50 V/S £50
28.09.2017	N Jummun	EPA 33 1(a) Deposit of Waste	Chelmsford	Guilty	Fine £800 Costs £373 Comp £50 V/S £50
28.09.2017	I Hartopeanu	EPA 34 1(a) Duty of Care	Chelmsford	Warrant	N/A
28.09.2017	G Schwarcz	EPA 34 2(a) Duty of Care	Chelmsford	Guilty	Fine £300 Costs £372 Comp £41 V/S £30

Totals of above table

Costs	Fine	Victim Surcharge	Comp
£2,005	£2,475	£224	£282

Number of Convictions	Costs/Comp Awarded	Payment Received	Arrears
40	£ 21,526.27	£ 7,448.00	14,078.27
		35%	65%

Number of Convictions	Costs/Comp Awarded	Payment Received	Arrears
40	£ 21,526.27	£ 7,448.00	14,078.27
		35%	65%

Licences

21. A total of 51 licences for events were issued during the two months being reported, which yielded an income of £35,107 plus VAT, showing a 305% increase on the previous year where 49 licences were with an income of £8,668.50.

Bushcraft and Community Engagement

22. The second Culture Board's Staff Development Cross department Day took place at Epping Forest on 6th September. 33 members of Open Spaces staff from 6 divisions attended and took part in a range of activities from scrub clearance on Chingford Plain to a ride in the Teupen Mobile Elevated Work Platform and tours of the View and Hunting Lodge. Many of the attendees gave very positive feedback.

23. Volunteer Community Groups coordinated by the Forest Keepers continue to meet monthly to work across the Forest: Tidy Our Flats, Wanstead Flats Litter Pickers, OWL (Hollow Ponds) Highams Park Snedders and Tidy Tarzy.

24. National Citizen Service (NCS) Challenge Social Action Projects continued in August with teams of young people from Redbridge and Waltham Forest worked pulling ragwort at Yates Meadow and installing marginal plants and protective fencing at Highams Park Lake. The participants fundraised £400.80 for Epping Forest which has seen tools and equipment purchased for future events and activities.

25. A Community Payback Team managed by Essex County Council's Epping Forest Community Rehabilitation Company continued their work on the Higher Level Stewardship site at Chingford Plain as part of 'Project Nightingale'.

26. Epping Forest District Council Youth Councillors also worked in partnership with the Forest Keepers on a project to highlight the dangers of Nitrous Oxide and its recreational use as a dissociative anaesthetic, alongside the litter problem that the canisters cause. In September, the Youth Councillors carried out a volunteer litter pick on the Forest at the Pillow Mounds and across the District. which as coordinated and assisted by Forest Keepers and Volunteer Wardens
27. Public Engagement Events coordinated by the Forest Keepers have included: Bushcraft, tracking, Shelter building and an Introduction to Bushcraft held in Wanstead Park. This was a first for the area and well received. Bushcraft events continue to be very popular. The events were fully booked and continue to receive great feedback
28. Two Corporate Workdays organised through East London Business Association were held at Lords Bushes. Staff from Mazars and CMS Law spent the day working on wood pasture restoration. A charge of £25 per person for the Corporate Workdays has allowed public engagement events to run at lower cost making them more accessible to a larger cross section of the community.
29. The Bushcraft and Community Engagement projects receive no internal funding and are run purely on income generated by these activities. As of 1 November this is in surplus of £1471.59.
30. Volunteer Forest Wardens are assisting with various projects across the Forest. These include repainting way marked trails, patrolling with Keepers and assisting with the above events and activities. They, along with other volunteers who assist with these events, continue to be a valuable resource and ensure the project's success.

Heritage; Landscape and Nature Conservation

Biodiversity

31. The British Lichen Society visited Epping Forest for a four-day survey at the beginning of September, coordinated by the Environmental Stewardship Officer. This was the first dedicated lichen survey of the Forest since 2002. Lichens provide information about the level of air pollution and also fine-scale responses to wood-pasture habitat restoration work because of their response to changes in sunlight levels. The valuable records of lichen distribution across the Forest are now being collated by this expert group. Discoveries included the encouraging increase in coverage of an ancient woodland indicator species *Enterographa crassa*, which seems to be benefiting from the restoration of wood-pasture in Bury Wood. There were also several nationally scarce species recorded.

Agri-environment Schemes

32. The Euro: Pound exchange rate set for the Basic Payment Scheme in September 2017 was 0.89, up 5% on 2016, which will result in an increase in the payment received from this scheme in the current year.

33. Contracts were successfully tendered and awarded to RDT Woodlands and GMT Contracting for work in several areas of wood-pasture this autumn/winter, including Bury Wood.

Grazing

34. By August, 60% of the Longhorn herd were grazing across Forest Land, including the newly fenced Trueloves fields and the opened up slopes of Fernhills. At Copped Hall the external grazier from Hertfordshire continued to graze his 200-head of cattle under licence. Heifers were drawn off the Forest in September to allow them to settle down for a month in the fields surrounding Great Gregories before their calving begins later this autumn. Five calves have been born to date.

35. The Invisible fence containment system operated without fault over the summer period, with only minor issues with a faulty battery. Over 2,700 cow days were achieved within the Forest's invisible fenced areas this summer.

36. As a result of the increase in our English Longhorn numbers this year and the addition of an external grazier on the Buffer Lands more sites were grazed than in any previous year since the grazing project began in 2005. As a result of the larger number of animals on the Buffer Lands, as well as the longer period of Forest grazing across more sites, over 16,000 individual cow grazing days were achieved – more than 3 times the totals of each of the previous two years.

Heritage

37. Consultants, *Rural Advice*, have started preparing a Parkland Management Plan for the Registered Park & Garden and Conservation Area of Copped Hall Park. This study is being funded with 80% grant-aid through the new Countryside Stewardship Scheme, following liaison with officers from both Natural England and Historic England. This work will build upon the Conservation Statement completed in 2015.

Land Management

Town & Country Planning

38. Officers commented on 7 applications during the period in question, none of which had significant negative impact on the Forest.

Land Registry

39. Work is underway to register a remaining strip of Woodford Green adjacent to Broomhill Road. – Initial registration has been challenged by a local resident who claims a prescriptive right to park vehicles. Referral to the Land Registry First-tier Tribunal will have been deferred until after 19 March 2018 to allow representations to take place. Counsel is to draft a letter in response to the resident's objection letter.

40. August saw a further two meetings of the Memorandum of Understanding steering group chaired by Epping Forest District Council (EFDC). At these meetings agreement was finally reached over the scope of the mitigation strategy for the Epping Forest Special Area of Conservation (SAC). Two main strands of

mitigation will be on dealing with recreational pressure and addressing the threat of increased air pollution.

41. Agreement was also eventually reached in September with regard to the need to furnish more evidence to inform the mitigation strategy. A stratified visitor survey including counts and questionnaires was approved and five local authorities agreed to fund it. The survey will take place in October and November across 15 locations in the Forest, including 12 car parks. It will be conducted by Footprint Ecology a specialist consultancy with detailed knowledge of recreational impacts on SACs.
42. The East Herts District Local Plan Examination in Public is to begin in October and Natural England made it clear that the protection of the Epping Forest SAC from the potential adverse impacts flowing from the proposed expansion of housing development around Harlow still needed to be addressed by the Plan. Progress on the mitigation strategy was one of the keys to addressing this in its view. The expansion of housing around Harlow is now recognised by national government as a new Garden Town. The project officer for this Garden Town development was appointed in September and will be based at EFDC, as this authority will also be proposing to allow housing to the southern side of Harlow as part of the Garden Town.

Operations

Habitat Works

43. Wood-pasture Restoration and Management – The contractors, RDT Woodlands, started habitat works in the Lincolns lane area and at Honey Lane Quarters over the last reporting period. The work is designed to open up space around flowering scrub and hornbeam pollards as part of the wood-pasture restoration programme and is financially supported by the Higher Level Environmental Stewardship Scheme.
44. Wanstead Park, floating pennywort control - Works are now complete for this year on controlling floating pennywort. A small number of late flushes were identified by local people and this new growth was manually removed by our contractor. Control has succeeded sufficiently for water to start being moved down the cascade to progressively refill the Ornamental Waters.
45. Highams Park Lake - Through a combination of volunteer and staff activity the open areas created in previous years have been maintained with some extension of these areas. The local volunteers have been focussed on developing a new café in the adjacent Highams Park through the summer and are hoping to be able to increase their practical conservation activity in the Lake area over the winter
46. HLS and other Grass cutting: All planned cut and collect grass works by staff and contractors has been completed. Again the relatively dry conditions have aided the completion of this work. Arborist teams have been undertaking flailing of sites cleared as part of the wood pasture conservation works. This annually increasing work package is proving to be a more and more substantive task and additional

planning will be required to ensure that this work is combined with existing commitments.

Risk Management Works

47. Highways Verge Vegetation - Contractors have commenced work on cutting back the highway verges. Work started on the north of the Forest and is working towards the south. This work forms part of a three year contract that ends this year and is scheduled for retendering in 2018. The current activity started later than we hoped but has been executed to be a high standard.
48. Tree Safety – A team is allocated to this task each week and work is progressing on the schedule for all trees.
49. Island Works Ornamental Waters - An arborist team spend two weeks removing fallen timber and cutting back woody vegetation from the edge of island in the Ornamental Waters. This work is designed to restore the definition of the islands and was undertaken now to take advantage of the dry conditions. Only the west side of the islands is planned for working with the east side being left to develop a more natural condition. In the process of the works being undertaken three new structures were found. A brick lined culvert that we suspect was once the inlet for water coming from the Roding when it was on its original alignment. Two bases were also revealed for a bridge linking the Heronry and Rookery Islands. This bridge is relatively unknown in the records and is something of a puzzle.

Access Works

50. Path verges have been cut on the main paths in the Forest, however, the increased need for the Arborist teams to keep focussed on the HLS wood-pasture program has meant we have had to allocate less of their time to this activity than in recent years. Additional non-arborist staff have been trained to operate the path maintenance machinery and it is hoped that over the winter these staff will be able to undertake additional ride management work. In particular, work is planned to reduce the amount woody material encroaching onto the paths.
51. An audit of the condition of the official path network is currently underway with four volunteers surveying key routes across the Forest. The volunteers are looking at three key elements, the edge vegetation, drainage and path condition. Currently over 27km of paths have been assessed with the information ultimately being developed to form the basis of a cyclical maintenance program.

Visitor Services

52. Visitor Figures

	The View	VC	The Temple	QEHL	Total No
August	4197	2564	794	3123	10678
September	4215	1958	722	1902	8797
					<u>19475</u>

53. Income from Visitor Centres

	The View	VC	The Temple	Total
August	£7,143.11	£1,357.35	£899.46	£9,399.92
September	£7,468.57	£1,008.35	£173.30	£8,650.22
				£18050

54. Spend per head at Visitor Centres

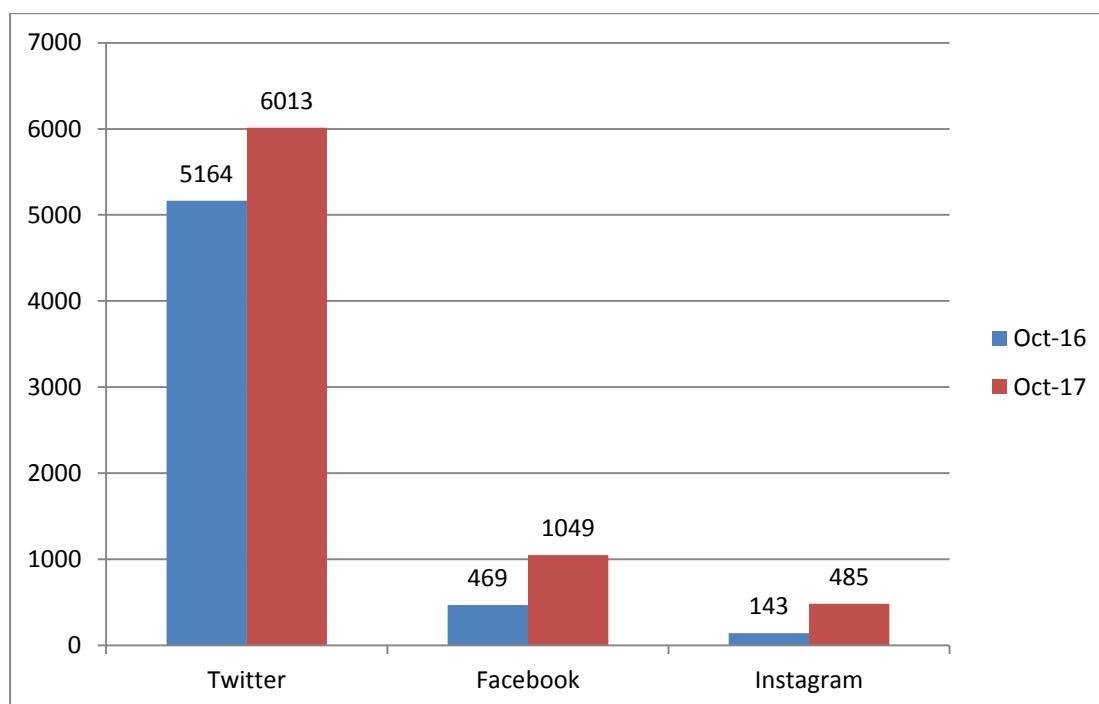
	The View	VC	The Temple
August	£1.70	£0.53	£1.13
September	£1.77	£0.51	£0.24

55. Visitor Numbers

	Total 16	Total 17	Decrease/Increase	% Difference
August	9761	10678	917	>9.39%
September	6960	8797	1837	>26.39%

56. As of 25 October 2017 our social media following is:

- Twitter followers: 6,013 (16.4% year on increase)
- Facebook followers: 1049 (123.7% increase)
- Instagram followers: 485 (239% increase)
- The chart shows a comparison of our figures at the same point in 2016



57. The autumn edition of Forest Focus, which featured an article about the hydrology of Wanstead Park and promoted the Epping Forest Walking Festival, was well received. For the second time an e-zine version of the magazine was distributed in addition to the printed version.

58. Essex Life once again featured an Epping Forest article in August (sights of summer, and promotion of remaining summer events, including two Open Air Theatre performances) and in September (celebrating fungi in Epping Forest,

with the 'do not collect' message and promotion of the Centenary Walk and the early autumn events).

59. A disappointing arson attack on one of Epping Forest's much-loved veteran oak trees at Warren Pond resulted in record numbers of social media engagement. Epping Forest were quick to report on this within the local community, and this, coupled with quality photographs obtained at the scene, meant that local social media responded very well to the posts on Twitter and Facebook. Two Facebook posts (informing about the incident and an update the following day notifying of the positive outcome that the tree had survived the attack) had a reach of 48,321 people and the two tweets achieved 16,313 impressions – therefore total social media reach achieved was 64,634. Again this demonstrates the power of social media to engage with extremely large numbers of our visitors quickly.

Chingford Golf Course

60. August was quiet as usual due to the holidays with play picking up in September.

61. The Golf Shop is now fully stocked with sales going reasonably well. Buggy and equipment hire remains high especially during August and September with more occasional players.

62. An agronomy report made in early summer indicated a number of areas for improvement to the course. As a result spraying has been increased and further aeration. Drainage work on the new 3rd tee has been carried out to help keep the tee in use all year round without it being waterlogged

63. We will be doing more to market the course as an organically maintained course as this has not been highlighted previously

64. The Holly Trail Café has been fairly popular with customers enjoying the outdoor seating. Cycle hire suffered during the wet weather but has been more popular during the school holidays.

Wanstead Flats Football

65. The new season has commenced. Bookings are lower than in previous years despite remaining the cheapest pitches in the area. Anecdotally some of the clubs have folded and it may be that the time commitment to full pitch games is waning and is beginning to be apparent in our bookings. This reflects the increase in popularity of artificial grass pitches with the focus on shorter games that fit in with busy lifestyles. We are considering how this can be built in to grass pitch provision in future along with pitch improvements and the need to improve facilities.

Visitor Services Events

Exhibition at Queen Elizabeth's Hunting Lodge: Forest Charter 800 for all, 8 July to 6 October.

66. This exhibition continued through August and September and was popular with families over the school summer holidays. We had strong engagement from the public who contributed several hundred drawings of 'Forest picnic food' and 'Happy Dog portraits' to the displays.

67. Professor Nicholas Robinson, an expert on Forest Law (University Professor for the Environment & Kerlin Distinguished Professor of Environmental Law Emeritus, Pace University, USA) commended the exhibition for its 'superb renderings of the Forest Charter chapters'.

The People's Forest: Grimston's Oaks Glorious Picnic, Sunday, 13 August 2017

68. We continued our collaboration with artist Gayle Chong Kwan on the People's Forest art project with an event under Grimston's Oak. Participants of all ages constructed natural towers of sticks, designed Forest protest placards and enjoyed a vigorous tug of war of Forest Protectors v House builders. The afternoon was attended by 30-40 people and viewed by several hundred passers-by including a large group of East London ramblers and London blind ramblers.

Open House, Sunday, 17 September 2017

69. We participated in Open House London's 25th anniversary year of encouraging 'Free public entry to London's best buildings' with three entries:

- i. Queen Elizabeth's Hunting Lodge and The View; including a formal guided tour of the Hunting Lodge and The View and book signing of Forest Charter booklet. The afternoon at The View coincided with the Centenary Walk's lunchtime stop which enriched both groups of visitors. Total attendance 793
- ii. The Temple with archive handling table, lecture and refreshments from Friends of Wanstead Parklands attended by 169 people
- iii. a Wanstead Heritage Walk from the Central Line station to The Temple attended by 45 people.

Singing for the Brain, first session at The View, 9 September 2017

70. The Alzheimer's Society obtained a grant from The City of London Central Grants Programme to provide singing and dance sessions for people with early stage dementia. These have now commenced at the View, Epping Forest has not made a financial contribution but the scheme enables the museum to outreach to a new audience. The Epping Forest Guardian covered this as a 'good news' story on 21 September. Each session has been attended by between 18 and 30 people (usually one person with dementia and a family member as carer). Attendees have commented favourably on the beautiful location of The View and appreciated the opportunity to expand their visit to The View itself, as well as to benefit from the fresh air and green of the Forest.

71. **The Emperor's New Clothes**, Thursday 10 August: Second of three Illyria productions at The Temple, Wanstead Park. With over 200 ticket sold via our online booking system and tickets on the gate, this was a very well received production, with a profit after production costs of **£1062.08**

72. **Pride & Prejudice**, Sunday 20 August: The final of three outdoor summer theatre productions, attracting over 200 members of the public. A very well-received adaptation of Jane's Austin's original story. An overall profit after production cost of **£1132.30**

Major incidents

73. None

Appendices

- None

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Committee(s) Epping Forest and Commons	Dated: 20/11/2017
Subject: Revenue & Capital Budgets – Epping Forest 2017/18 & 2018/19	Public
Report of: The Chamberlain The Director of Open Spaces	For Decision
Report Author: Derek Cobbing – Chamberlains dept	

Summary

This report updates the Committee on its latest approved revenue budget for 2017/18 and seeks your approval for a provisional revenue budget for 2018/19, for subsequent submission to the Finance Committee. The budgets have been prepared within the resources allocated to the Director and the table below summarises.

Summary of Table 1	Original Budget 2017/18 £000	Latest Approved Budget 2017/18 £000	Original Budget 2018/19 £000	Movement 2017-18 LAB to 2018-19 OR £000
Expenditure	(6,386)	(5,633)	(6,692)	(1,059)
Income	1,412	1,449	1,443	(6)
Support Services	(930)	(926)	(881)	45
Total Net (Expenditure)	(5,904)	(5,110)	(6,130)	(1,020)

Overall the provisional Original budget for 2018/19 totals £6.130M, an increase of £1.020M compared with the latest approved budget for 2017/18. The main reason for this increase is a £1.042M rise in the City Surveyor's Repairs and Maintenance costs.

A breakdown is provided in Appendix 3 of the movement between the 2017/18 Local Risk Original Budget and the 2017/18 Local Risk Latest Approved Budget.

Recommendation

The Committee is requested to:

- Review the provisional 2018/19 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Authorise the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, and changes to the Additional Works Programme. Any changes over £50,000 would be reported to Committee.
- Note the Building Repairs and Maintenance asset verification exercise being undertaken by the City Surveyor and agree that any minor changes to the 2017/18 latest approved budget and the 2018/19 original budget arising from this exercise be delegated to the Chamberlain.
- Review and approve the draft Capital and Supplementary Revenue budget.

Main Report

Introduction

1. The City of London Corporation owns and manages almost 11,000 acres of historic and natural Open Spaces for public recreation and enjoyment. This includes Epping Forest which is a registered charity and is funded from City's Cash. Epping is run at no extra cost to the communities that it serves as it is funded principally by the City, together with donations, sponsorship, grants and trading income.
2. This report sets out the proposed revenue budget for 2018/19. The Revenue Budget management arrangements are to:
 - Provide a clear distinction between local risk, central risk, and recharge budgets.
 - Place responsibility for budgetary control on departmental Chief Officers.
 - Apply a cash limit policy to Chief Officers' budgets.
3. The budget has been analysed by the service expenditure and compared with the latest approved budget for the current year.
4. The report also compares the current year's budget with the forecast outturn.

Business Planning Priorities

5. The key Projects for each Open Space for the next three years were included in the Open Spaces Department Business Plan for 2017-2020 which was approved in May 2017. The activities of the Open Spaces Department reflect the charitable objectives of the preservation of open spaces and the provision of recreation and enjoyment for the public. The agreed departmental objectives are:
- a) Protect and conserve the ecology, biodiversity and heritage of our sites
 - b) Embed responsible business practices and ensure our workforce are supported and developed.
 - c) Enrich lives by providing high quality, welcoming and engaging, visitor, educational and volunteering opportunities
 - d) Improve the health and wellbeing through inclusive access to green space and heritage
 - e) Embed efficiency and financial sustainability across our activities and continuously develop our income generating endeavours

These high level objectives are being supported by a range of projects and actions, some of which are being delivered within divisions and some of which cross the department. The priorities for Epping Forest are:

- Completion of the Epping Forest Management Plan.
- Promotion of a Various Powers Bill to modify existing legislation governing the management of our open spaces
- Continued review of wayleaves and other charges.
- Carpark management and charging.
- Rental of lodges.

Proposed Revenue Budget for 2018/19

6. The proposed detailed Revenue Budget for 2018/19 is shown in Table 1 analysed between:
- Local Risk Budgets – these are budgets deemed to be largely within the Chief Officer’s control.
 - Central Risk Budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
 - Support Services and Capital Charges – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk. Further analysis can be found in Appendix 2.
7. The provisional 2018/19 budgets, under the control of the Director of Open Spaces being presented to your Committee, have been prepared in accordance with guidelines agreed by the Policy & Resources and Finance Committees.

These include continuing the implementation of the required budget reductions across both local and central risks, as well as the proper control of transfers of non-staffing budgets to staffing budgets. There has been no allowance for pay and price increases for 2018/19, however, a resource of £24,000 has been given to support the apprentice programme, £45,000 has also been provided to compensate for loss of income further to the operational property review (Woodredon House), and a saving of £61,000 has been made to reflect the 2% decrease in Local Risk Resources as set out in the Efficiency and Sustainability Plan. The budget has been prepared within the resources allocated to the Director.

It should also be noted that the basis on which repairs and maintenance budgets have been prepared for the latest estimates for 2017/18 include a part year charge from the former repairs and maintenance contractor (MITIE) and 9 months from the new contractor (Skanska), whereas the original 2018/19 budgets are based on the tendered return of the new contractor.

Under the terms of the Building Repairs and Maintenance contract, Skanska are undertaking an asset verification exercise which is expected to be completed in February 2018, the outcome of the review is likely to result in variations to the figures that have been submitted for the 2017/18 latest approved and 2018/19 original budgets.

Committees are requested to acknowledge this potential change and allow the Chamberlain (in consultation with the City Surveyor) to make the necessary budget adjustments within overall approval, following the asset verification

TABLE 1
EPPING FOREST SUMMARY

Analysis of Service Expenditure	Local or Central Risk	Actual 2016-17 £'000	Original Budget 2017-18 £'000	Latest Approved Budget 2017-18 £'000	Original Budget 2018-19 £'000	Movement 2017-18 to 2018-19 £'000	Paragraph Reference
EXPENDITURE							
Employees	L	(2,727)	(2,807)	(3,023)	(3,046)	(23)	
Employees	C	(14)	0	0	0	0	
Premises Related Expenses	L	(902)	(644)	(525)	(613)	(88)	11
R & M (City Surveyor's Local Risk inc cleaning)	L	(536)	(1,915)	(1,062)	(2,104)	(1,042)	12
Transport Related Expenses	L	(144)	(148)	(148)	(148)	0	
Supplies & Services	L	(567)	(428)	(428)	(415)	13	
Unidentified Savings	L	0	0	0	80	80	13
Transfer to Reserves	L	(47)	0	0	0	0	
Transfer to Reserves - Capital	C	(242)	0	0	0	0	
Capital Charges- Depreciation	C	(442)	(444)	(447)	(446)	1	
Total Expenditure		(5,621)	(6,386)	(5,633)	(6,692)	(1,059)	
INCOME							
Government Grants	L	366	252	327	262	(65)	14
Other Grants, Reimbursements and Contributions	L	26	25	25	29	4	
Other Grants, Reimbursements and Contributions	C	236	0	0	0	0	
Customer, Client Receipts	L	1,016	1,117	1,079	1,134	55	15
Customer, Client Receipts	C	7	0	0	0	0	
Investment Income	C	3	18	18	18	0	
Transfer from Reserves	L	49	0	0	0	0	
Transfer from Reserves - Capital	C	6	0	0	0	0	
Total Income		1,709	1,412	1,449	1,443	(6)	
TOTAL (EXPENDITURE)/INCOME BEFORE SUPPORT SERVICES		(3,912)	(4,974)	(4,184)	(5,249)	(1,065)	
SUPPORT SERVICES							
Central Support		(872)	(899)	(946)	(932)	14	
Recharges within Fund		(104)	(79)	(90)	(52)	38	
Recharge across Fund		24	48	110	103	(7)	
Total Support Services		(952)	(930)	(926)	(881)	45	
TOTAL NET (EXPENDITURE)/INCOME		(4,864)	(5,904)	(5,110)	(6,130)	(1,020)	

8. Income, increases in income, and reductions in expenditure are now shown as positive balances, whereas brackets will be used to denote expenditure, increases in expenditure, or shortfalls in income. An analysis of this Revenue

Expenditure by Service Managed is provided in Appendix 1. Only significant variances (generally those greater than £50,000) have been commented on in the following paragraphs.

9. Overall there is an increase of £1,020M between the 2017/18 latest approved budget and the 2018/19 original budget. This movement is explained in the following paragraphs.
10. There is an increase of £23,000 in employee expenditure between the 2017/18 latest approved budget and the 2018/19 original budget. Provision for a potential pay award of 1.5% has been included..

Table 2 - Staffing statement	Original Budget 2017/18		Latest Approved Budget 2017/18		Original Budget 2018/19	
	Staffing Full-time equivalent	Estimated cost £000	Staffing Full-time equivalent	Estimated cost £000	Staffing Full-time equivalent	Estimated cost £000
Epping Forest	75.00	(2,807)	76.75	(3,023)	76.50	(3,046)
TOTAL EPPING FOREST	75.00	(2,807)	76.75	(3,023)	76.50	(3,046)

11. The increase of £88,000 in Premises Related Expenses from the 2017/18 Latest Approved Budget to the 2018/19 Original Budget is mainly due to £95,000 for the restoration of Wood pasture being moved to a capital project in 2017/18. For 2018/19 it has been transferred back to revenue.
12. The increase of £1,042M from the 2017/18 Latest Approved Budget to the 2018/19 Original Budget in the City Surveyor (see Table 2 below) is mainly within the Additional Works and Cyclical Works Programme. The full year of the 2018/19 Cyclical Works Programme has been included in 2018/19 as it has not yet been profiled.

TABLE 3 - CITY SURVEYOR LOCAL RISK	Original Budget 2017/18 £'000	Latest Approved Budget 2017/18 £'000	Original Budget 2018/19 £'000
Repairs and Maintenance (including cleaning)			
Additional Works Programme/Cyclical Works Programme			
Epping Forest	(1,432)	(680)	(1,789)
	(1,432)	(680)	(1,789)
Planned & Reactive Works (Breakdown & Servicing)			
Epping Forest	(418)	(317)	(248)
	(418)	(317)	(248)
Cleaning			
Epping Forest	(65)	(65)	(67)
	(65)	(65)	(67)
Total City Surveyor	(1,915)	(1,062)	(2,104)

13. The 2017/18 Service Based review savings proposals in relation to car parking and lodges for Epping Forest (totalling £160,000) have been put on hold due to delays in the Open Spaces Bill. The department has put in place arrangements to meet the shortfall for 2017/18. However, the Director and Superintendent have not been able to identify proposals for the delivery of the £160,000 in 2018/19, prior to the passage of the Open Spaces Bill, together with the 2% efficiency savings target and inflationary pressures. A balance of “unidentified savings” of £80,000 has therefore been included within the budgets. Once the savings have been identified these will be included in the appropriate budget lines.
14. Government grant income is anticipated to decrease by £65,000. In 2017/18 Epping benefitted from a favourable exchange rate where the Pound was weak against the Euro when the rates for these grants were set in the September of that financial year. For 2018/19 an average estimate has been included as exchange rates for the period are not yet known.
15. The £55,000 increase in customer and client receipts is mainly due to commercial wayleaves.

Potential Further Budget Developments

16. The provisional nature of the 2018/19 revenue budget recognises that further revisions may be required, including in relation to:
- budget reductions to capture savings arising from the on-going Service Based Reviews;
 - decisions on funding of the Additional Work Programme by the Resource Allocation Sub Committee.

Revenue Budget 2017/18

17. The 2017/18 latest approved budget includes funding for contribution pay of £19,000, £45,000 to compensate for loss of income further to the operational property review (Woodredon House) and £12,000 support the apprentice scheme. A reduction of £95,000 been applied in relation to the Wood Pasture Restoration Project as costs for this project are Capital related. Details of the movement between the 2017/18 Original budget and the 2017/18 Latest Approved Budget can be found in Appendix 3. The forecast outturn for the current year is in line with the latest approved budget of £5.110M.

Draft Capital and Supplementary Revenue Budgets

18. The latest estimated costs for the Committee's draft capital and supplementary revenue projects are summarised in the Table below.

Service Managed	Project	Exp. Pre 01/04/17 £'000	2017/18 £'000	2018/19 £'000	Later Years £'000	Total £'000
<u>Pre-implementation</u>						
Epping Forest	Baldwins & Birch Hall Park Ponds	(40)	(22)			(62)
<u>Authority to start work granted</u>						
Epping Forest	Wood pasture restoration		(50)			(50)
TOTAL EPPING FOREST		(40)	(72)	0	0	(112)

19. Pre-implementation costs comprise feasibility/option appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.
20. Implementation phases of the Baldwin's & Birch Hall Park Ponds project are planned to commence in 2019/20, subject to authority to start work.
21. The wood pasture restoration works are due to commence in Autumn 2017 with a second phase to be completed in Spring 2019, subject to further approval.

22. The latest Capital and Supplementary Revenue Project budgets will be presented to the Court of Common Council for formal approval in March 2018.

Appendices

- Appendix 1 - Analysis by Services Managed
- Appendix 2 - Analysis of Support Services
- Appendix 3 - Movement of Local Risk Budgets 2017/18 OR to 2017/18 LAB

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Appendix 1

Analysis by Service Managed	Actual 2016-17 £'000	Original Budget 2017-18 £'000	Latest Approved Budget 2017-18 £'000	Original Budget 2018-19 £'000	Movement LAB 2017-18 to 2018-19 £'000	Paragraph Reference
<u>CITY CASH</u>						
Epping Forest	(4,613)	(5,581)	(4,840)	(5,946)	(1,106)	a)
Chingford Golf Course	(84)	17	6	15	9	
Wanstead Flats	(167)	(340)	(276)	(199)	77	b)
Woodredon & Warlies	0	0	0	0	0	
TOTAL	(4,864)	(5,904)	(5,110)	(6,130)	(1,020)	

- a) The increase of £1,106,000 at Epping Forest is mainly due to increases in the Additional Work Programme.
- b) The decrease of £77,000 at Wanstead Flats is mainly due to decreases in the Additional Works Programme.

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Appendix 2

Support Services from/to Epping Forest	Actual 2016-17 £'000	Original Budget 2017-18 £'000	Latest Approved Budget 2017-18 £'000	Original Budget 2018-19 £'000	Movement LAB 2017-18 to 2018-19 £'000	Paragraph Reference
<u>Support Services</u>						
Central Recharges-						
City Surveyor's Employee Recharge	(301)	(302)	(336)	(336)	0	
Insurance	(79)	(78)	(84)	(85)	(1)	
I.S.Recharges - Chamberlain	(155)	(126)	(179)	(176)	3	
Support Services-						
Chamberlain (inc CLPS recharges)	(121)	(157)	(125)	(121)	4	
Comptroller and City Solicitor	(54)	(74)	(60)	(56)	4	
Town Clerk	(119)	(102)	(117)	(114)	3	
City Surveyor	(43)	(60)	(45)	(44)	1	
Total Support Services	(872)	(899)	(946)	(932)	14	
<u>Recharges Within Fund</u>						
Directorate Recharges	(111)	(117)	(87)	(86)	1	
Learning Recharges	(31)	0	(41)	(4)	37	
Corporate and Democratic Core	38	38	38	38	0	
Total Recharges Within Fund	(104)	(79)	(90)	(52)	38	
Total Recharges Across Funds – Woodredon and Warlies	24	48	110	103	(7)	
Total Support Services	(952)	(930)	(926)	(881)	45	

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Appendix 3

Movement of Local Risk Budgets (inc City Surveyor)	Risk	Original Budget 2017-18 £'000	Latest Approved Budget 2017-18 £'000	Movement 2017-18 OR to 2017-18 LAB £'000	Paragraph Reference
EXPENDITURE					
Employees	L	(2,807)	(3,023)	(216)	a)
Premises Related Expenses	L	(644)	(525)	119	b)
R & M (City Surveyor's Local Risk inc cleaning)	L	(1,915)	(1,062)	853	c)
Transport Related Expenses	L	(148)	(148)	0	
Supplies & Services	L	(428)	(428)	0	
Transfer to Reserves	L	0	0	0	
INCOME					
Government Grants	L	252	327	75	d)
Other Grants, Reimbursements and	L	25	25	0	
Customer, Client Receipts	L	1,117	1,079	(38)	

- a) The £216,000 increase in employees is due to an and additional 0.5% increase in pay, a 3.5% increase in superannuation, contribution pay, bringing the grazing contract in-house and an apprentice at Chingford Golf Course.
- b) The decrease in Premises Related Expenses is mainly due to £95,000 in respect of Wood Pasture Restoration being transferred to a capital project.
- c) The £853,000 reduction in the City Surveyor's Local Risk R & M is due to Projects being deferred over their 3 year life, therefore reducing the current year liability.
- d) The increase in Government Grant is due to the favourable exchange rate when the grant was calculated for 2017/18.

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Committee(s):	Date(s):
Epping Forest and Commons	20 11 2017
Subject: Epping Forest Licence, Produce and Sports Charges (SEF 27/17)	Public
Report of: Director of Open Spaces & Heritage	For Decision
Report Author: Jacqueline Eggleston - Head of Visitor Services	

Summary

This report updates your Committee on the performance of charges levied for licenced activities, produce sales and formal sports in the last full financial year 2016/17.

In 2016/17 the licensing of activity on Forest land raised a total of £119,563 of which £43,640 (37%) was from fairs and circuses and £38,888 from photography and filming (34%). The sale of produce raised a total £19,161 (17%) while the licensing of Horse riding raised £14,321 (12%).

Charges for formal sports across 2016/17 raised a total of £325,641 with Association Football income in 2016/17 totalling £63,789 (20%) and earnings from Golf reaching £261,852 (80%).

A review of charges and clarification of charging is presented for future licencing of activity, with proposals for an 2018/19 prices increase of 2.3%* in line either with the Consumer Price Index predictions for 2018 or due to benchmarking and reviewing in line with market competition.

Recommendation(s)

Members are asked to:

- Approve the proposed charges for 2018/19

Main Report

Background

1. The use of Forest land for siting of equipment or for certain activities requires a licence. The charges made for licences seek to recover the out of pocket expenses incurred by the City of London in administering and enabling the

activity and for reinvestment in to the management of the Forest in accordance with the City of London financial regulations.

2. Licences are now administered through a steering group of officers to ensure that all relevant sections and staff are consulted before a decision is made and to ensure there is an equitable decision making process for any customer
3. All licences are considered with due regard to the Conservators' duties under the Epping Forest Act 1878 and 1880.
4. By-products of land management activity include beef, venison and wood. These are sold both as wholesale and retail products with the income re-invested in to the management of the Forest.
5. Sports charges for football at Wanstead Flats and for Chingford Golf Course were the subject of a separate report. These are now included in one report with all charges to enable a timely advertisement of charges before the start of the new financial year. Management updates on sports will be presented separately.

Current Position

6. Licensing activity on Forest Land raised £119,563 in 206/17
7. The income from Forest produce in 2016/17 has provided a steady income with minimal outlay totalling £19,161 (17%) comprising:

Produce	Income
Venison	£5,898
Beef	£4,362
Antlers	£ 842
Wood	£7,868
Charcoal (supplied by City Commons)	£ 191
8. Horse Riding licences brought in an income of £14321 (12%).
9. The regulatory licences achieved £37035, with an additional £43640 (37%) from fairs and circuses and £38,888 (34%) for photography and filming.
10. The end of the football season for 2016/17 achieved a total income of £63,789.
11. Golf income achieved a total gross income of £261852. This is broken down as:

Green Fees	£228946
Equipment Sales	£5246
Drinks Sales	£6149
Equipment Hire	£18011
Filming	£3500

12. This was the first year of management in house. Income was increased this year compared with 2015/16 by around £10,000. The end of year net profit figure was £22,000.
13. Enquiries for sports-related activities have been increasing and the current charging scheme for these does not reflect the impact of the event or the income being raised by third parties through the use of the Forest. A clarified scheme with a new charging structure is proposed at Appendix A.

Options

14. Three options as outlined in Appendix A and C are offered for your committee's consideration:
15. Option 1 – To increase produce, licence and football charges at the forecast Consumer Price Index figure of 2.3%. To approve the new clarified charging structure for sports and licenced activities shown in Appendix A. **This is recommended**
16. Option 2 - To keep charges as they are. This would be in effect a price cut whilst inflationary increases would still apply to our own expenses. There would not be an effective system for managing the increasing enquiries for sports related activities. **This is not recommended**
17. Option 3 - To increase charges above inflationary levels. Charges have been increased by 10% over the last few years and are now at the market level. Increasing charges above market level could make our products less saleable. **This is not recommended**

Proposals

Licencing Applications

18. Licences have been administered in the past using one simple 'General Licence Application Form' with decisions made by Forest Keepers and when necessary by the Superintendent. There is increasing demand for more varied use of Forest in particular for sports-related activity such as fun runs.
19. The Open Spaces project boards have been working on developing a separate 'Sports Licence' and 'Events Licence'. In addition to these application processes, a greater clarification of other categories and more definition of charges will be helpful for officers in decision making and will seek to address the inequity for charging that currently exists with the current limited charges.
20. A more detailed general licence application form has been created with explanation of the types of activity that may be licenced along with a new breakdown of charges that more properly reflect the costs incurred by Epping Forest.
21. Proposals for these new charges as well as proposed increases in line with CPI are shown in Appendix A.

Football charges

22. Football on Wanstead Flats remains popular with similar levels of play maintained each year. Prices have been amended in recent years to better benchmark with other local providers and reach the market levels. Wanstead Flats remain the cheapest pitches to hire in the area.
23. Appendix C outlines the current season charging at neighbouring football sites compared with Wanstead Flats. It also proposes a small uplift in the hire charges for 2018/19 in line with CPI.

Golf fees

24. A new approach to charging was introduced in 2017/18 as the Golf course was brought under in house management. Previous pricing strategies had been deemed detrimental to income.
25. The time taken for capital improvements on the Caddie House as well as the need for course improvements stymied the amount of marketing undertaken during the year. The ambitious pricing policy has not yet proved as successful as hoped as it was reliant on the marketing.
26. In 2018/19 now that key improvements have been made to the course along with the refurbished Café and Caddy House mean that marketing can be commenced in earnest. However current baseline costs for course fees will remain the same as they represent market value as shown in Appendix B. Green times will be amended and special offers will also be made periodically to attract new audiences and in line with local competition.

Corporate & Strategic Implications

27. These charges support the Corporate Plan Policy Priority KPP2 'Implement the City Corporation's Service Based Review delivery programme' and KPP5 'enhance the ability of our leisure facilities to generate additional income in order to maintain quality of content in an era of reduced resource'

Implications

Financial

28. City of London Financial regulations provide that 'When determining fees and charges to persons or external organisations, all departments should recover full costs, or submit reasons to the appropriate service Committee when that objective is not met.'

Conclusion

29. The City of London Epping Forest continues to provide excellent value for money recreational opportunities. The charging proposals ensure that as a charity our expenses incurred due to third party use of our land are recouped and reinvested in to the maintenance of the Forest.

Appendices

- Appendix A – Current and proposed licence charges
- Appendix B – Golf Course Green Fees Price Comparison
- Appendix C - Football benchmarking and proposed fee increases

Background Papers:

Epping Forest Licence and Produce Charges 2017/18 SEF 04/17 16 January 2017

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EPPING FOREST LICENSING CHARGES

ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE

				Proposed 2018/19 charges		CURRENT 2017/18 charges
Standard Application Fee				£25	£50	
Application fee is in addition to charges shown, is payable on agreement of licence and is non- refundable.						
Event	Cost covers	Description/ amount of participants	Charity/ non-profit	Commercial		
One off Sponsored/ charity fun run/ walk/ cycle/ run/ competition/ horse event* * horses must hold Epping Forest horse licence	Includes an event with entrance marker, first aid, table of drinks	Less than 100	10% entrance fee	£100 or 10% ticket/ entrance fee whichever is greater	£103 + £2.00 per head for runs/£103 + horseriding licence	
		100 - 500	£100 or 10% ticket/ entrance fee whichever is greater	£200 or 10% of ticket/ entrance fee - whichever is greater	as above	
		More than 500 – apply through events licence				
<i>For events with additional infrastructure e.g. inflatables, catering, please apply via event licence</i>						
Event	Cost covers	Description/ amount of participants	Charity/ non-profit	Commercial		
Regular run/ walk / cycle events by clubs	Up to 20 events each year*	Less than 100	Annual Fee £200 (includes administration) plus 5% entrance fees	Annual Fee £400 (includes administration) plus 5% entrance fees	did not apply in 2017/18	
	up to 15 events each year*	100-500	Annual Fee £200 (includes administration) plus 5% entrance fees	Annual Fee £400 (includes administration) plus 5% entrance fees	did not apply in 2017/18	
We do not license competitive speed cycle races	Regular events with more than 500 participants should be applied for through the events licence. * Capacity of the event site and impact on Forest will be considered and may limit the number of events in any one location					
School Sports Day	Dedicated use of mown area only	Less than 100		£50 per day*	on application	
		100 - 500		£100 per day*	on application	
		* Up to 2 days for the price of one if no additional mowing required				
<i>Additional charges apply for School Sports Days on top of licence fee (changing rooms/ marking out for e.g). Please see below.</i>						
Charity Football Match (out of season)	Additional charges apply. See below	Less than 3 hours per pitch required	£50 weekday/ £80 weekend		on application	
		More than 3 hours per pitch required	£80 weekday/ £150 weekend		on application	
<i>Additional charges apply for any Charity Football Matches on top of licence fee. Please see below.</i>						
Personal Training/sports coaching	Outside only. No toilets or pavilion usage.	5-10 people		annual fee £25*	£14 per session + £69 admin fee	
		More than 10 people		annual fee £50*		
		* plus 10% of fees charged per session				
Football Coaching	Field use only. No pitches to be used during football season.	Up to 10 people		£25	did not apply in 2017/18	
		11 - 29 people		£50		
		More than 30 people		£75		
			Charity/ non-profit	Commercial		

Guided Walks and Tours	More than 10 people to max 100			£25 administration fee plus 5% of ticketed price per participant	£50 administration fee plus 10% ticket price	£50 + £4.95 per head
t Schools/ outdoor ac	Tree surveying (as required)				On application	On application
	Licence			£25 administration fee plus 5% of fee charged per pupil	£50 administration fee plus 10% of fee charged per pupil	£25 admin fee
Commercial Photography	Studio shoot (up to 6 people) e.g. family portrait				£55 for one off visit/£330 yearly fee	Studio shoot did not apply
	Crew size 1 - 5				£338	£330
	Crew size 5 - 15				£450	£440
	Crew size 15 - 30				£563	£550
	Crew size 30 +				Price on application	Price on application
Commercial Filming	Crew size 1 - 5				£450	£440
	Crew size 5 - 20				£788	£770
	Crew size 20 - 40				£1,125	£1,100
	Crew size 40 +				Price on application	Price on application
Non commercial Filming or Photography	Administration fee plus cost of any additional visits by staff necessitated by the nature of the shoot				£25 administration fee plus costs	£55

Additional Charges			
<i>These are 'at cost' to CoL and therefore no rate reduction for charity/non-profit is possible</i>			
Description	Cost covers	Time scales	Cost
Exclusive use of changing facilities	Opening up the building and use of changing rooms. Cleaning and heating costs.	Minimum charge for 4 hours	£100
		Additional charge per hour after 4 hours	£25
Sports Day Line marking	Running track up to 8 lanes + 2 other events needing markings	To cover Sports Day	£85
Charity Football Match (out of season)	Marking out the number of pitches required	Price per pitch	£20
	Erecting of goals	Price per pitch	£80

Item	Cost covers	Description	2018/19	2017/18
Horse Riding Licences	Public	Full registration year	£57.29	£56
	Public	Weekly registration	£7.16	£7
	Riding School	Full registration year	£71.61	£70
Skips	Per week		£71	£69.00
Hire of car parks for events or compounds	Large (e.g Bury Road)		£700	£685
	Medium (e.g. Fairmead Oak)		£423	£413
	Small (e.g.Earl's Path)		£140	£137
		m2 per day rate	£0.57	£0.56

Compounds/ storage/scaffolding		Minimum overall charge inc admin	£71	£69
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Chingford Golf Course Fee Price Comparison 2017/18

Course name	Adult Visitors price (weekday)	Adult Visitors price (weekend)	Senior Visitors price (weekday)	Senior Visitors price (weekend)
Lea Valley	£15.00	£18.00	£9.50	£18.00
Crowlands Heath	£16.50	£18.50	£16.50	£18.50
Trent Park	£17.00	£27.00	£12.50	£27.00
Woodford Golf Course	£17.00	£20.00	£17.00	£20.00
Epping Golf Course	£17.00	£24.00	£17.00	£24.00
Risebridge	£17.50	£24.00	£16.00	£24.00
Chingford Golf Course	£18.00	£25.00	£14.00	£17.50
Whitewebbs	£18.50	£24.50	£11.80	£16.00
Fairlop Waters	£19.00	£29.00	£13.00	£19.00
Ilford	£20.00	£30.00	£20.00	£30.00
Nazeing	£20.00	£28.00	£20.00	£28.00
Brentwood	£22.50	£25.00	£15.00	£22.50
Cannons Brook	£23.00	£28.00	£23.00	£28.00
Stapleford Abbotts	£27.00	£30.00	£18.00	£22.00
Wanstead	£27.00	£32.00	£27.00	£32.00
West Essex	£30.00	£40.00	£30.00	£40.00
Toot Hill	£35.00	£40.00	£35.00	£40.00

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Price Comparison Season
2017/18

	Boston Manor	Douglas Eyre	Fairlop Oak	LMPF Redbridge	Peter May	LMPF Greenford	Flanders Playing Fields	London Borough of Barking & Dagenham	London Borough of Redbridge	Waltham Forest Grade A Pitch	Waltham Forest Grade B Pitch	Tower Hamlets (Non-Borough Team Price)	Wanstead Flats Playing Fields 2017/18	Wanstead Flats 2018/19
Saturday AM Casual Booking	£76	£85	£85	£85	£85	£83	£90	£158	£90	£112	£72	£85.10	£70.00	£72
Saturday AM Season Booking	£709	£803	£803	£803	£803	£780	£950	£1,906	£720	£846	£654		£600.00	£614
Sunday AM Casual Booking	£113	£134	£134	£134	£134	£130	£90	£158	£100	£135	£103	£85.10	£85.00	£87
Sunday AM Season Booking	£1,050	£1,245	£1,245	£1,245	£1,245	£1,209	£950	£1,906	£970	£973	£829		£855.00	£875
Saturday AM Casual Booking	£76	£85	£85	£85	£85	£83	£90	£158	£90	£112	£72	£85.10	£70.00	£72
Saturday AM Season Booking	£1,381	£1,533	£1,533	£1,533	£1,533	£1,488	£1,900	£3,812	£1,490	£1,690	£1,307		£1,200.00	£1227
Sunday AM Casual Booking	£113	£134	£134	£134	£134	£130	£90	£158	£100	£135	£103	£85.10	£85.00	£87
Sunday AM Season Booking	£2,030	£2,453	£2,453	£2,453	£2,453	£2,382	£1,900	£3,812	£1,930	£1,947	£1,659		£1,710.00	£1749

	28 week block
	24 week block
	30 week block
	Every Saturday
	26 week block
	30 week block

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Committee(s)	Dated:
Epping Forest & Commons	20 11 2017
Subject: Epping Forest Consultative Committee – Selection of Organisations (SEF 28/17)	Public
Report of: Director of Open Spaces & Heritage	For Decision
Report author: Jo Hurst, Business Manager Epping Forest	

Summary

Agreement to establish an Epping Forest Consultative Committee was given in March 2016, with further agreement on the Terms of Reference in July 2017. Open invitations to express interest, under those terms have now closed. This report gives details of those expressions of interest and makes recommendations for the final composition of the Consultative Committee for the next three years.

Recommendation(s)

Members are asked to:

- Approve the selection as explained herein.

Main Report

Background

1. In March 2016 your Committee agreed to begin work on establishing an Epping Forest Consultative Committee, to provide a formal platform for public consultation on the management of the Forest.
2. The City of London Corporation (Open Spaces) Bill, which is currently at Committee Stage in the House of Lords, includes new requirements to consult publically, and this Consultative Committee will expand the City Corporation's considerable commitment to public engagement as established and detailed in the report to your Committee in July 2017.
3. Your Committee agreed Terms of Reference including schedule and selection criteria in July 2017. According to these terms, representation from approximately 16 groups was sought. Where interest is oversubscribed, your Committee may select according to membership numbers, geographic coverage and area of interest (not in order of importance).
4. The Terms of Reference state in paragraph 5 that the first meeting will be scheduled in Loughton (as far as is possible)... in autumn 2017.

Current Position

5. Expressions of interest were invited from 15th August 2017 with closing date 22nd September 2017. Letters and emails were sent to 38 known organisations both around the Forest and with a wider or national interest.
6. The City of London website was updated to include Terms of Reference and how to apply. This was also broadcast through social media and attracted satisfactory local and national press coverage.
7. These agreed Terms of Reference and associated communications gave the number of seats available to external organisations as sixteen.
8. Applicants were required to provide:
 - name and contact details of their organisation
 - name and contact details of nominated representative
 - membership numbers, plus details of further affiliations if appropriate
 - geographic area of interest (if only part of Epping Forest), plus subject interest (e.g. sports, heritage, conservation, etc.)
 - a copy of their organisation's constitution and details of legal status (e.g. registered charity)

9. A total of 19 applications were received by the closing date as follows:

Organisation	Members	Constitution
London Wildlife Trust	15000	Supplied
Open Spaces Society	1910	Supplied
Theydon Bois & District Rural Preservation Society	1700	Supplied
Epping Forest Heritage Trust	1463	Supplied
Loughton Residents Association	1216	Supplied
Highams Park Planning Group (inc Snedders)	1037	Supplied
Orion Harriers	795	Supplied
Buckhurst Hill Community Association	600	Supplied
London Parks and Gardens Trust	600	Supplied
Friends of Wanstead Parklands	565	Supplied
Bushwood Area Residents Association	500	Supplied
WREN Wildlife & Conservation Group	306	Supplied
Highams Residents Association	300	Supplied
EFRA	250	Supplied
Western Front Association (London East)	100	Supplied
Highams Park Forum	99	None
Epping Forest Conservation Volunteers	85	Supplied
Chingford Historical Society	60	None
Epping Forest Forum	34	Supplied
	<hr/>	
	26,620	

Options

10. Option 1 – invite all 19 applicant organisations to attend. This number is above the stated optimum but should still be manageable. ***This option is not recommended.***
11. Option 2 – select 16 organisations by applying criteria as laid out in the terms of reference. ***This option is recommended***

Proposals

12. Of the nineteen submissions, two organisations (Chingford Historical Society and Highams Park Forum) were unable to provide a constitution, or other formal documentation such as Articles of Association. The requirement to be representative through being properly constituted was a stipulation of your Committee and as such these groups should not be allocated a place.

13. The London East Branch of the Western Front Association made no case as to their connection with the Forest or established interest in its management. Their constitution is summarised as follows:

- a) The Western Front Association ('the Association') was formed with the aim of furthering interest in the period 1914-1918, to perpetuate the memory, courage and comradeship of those of all sides who served their countries in France and Flanders and their own countries during the Great War .
- b) Although a respected institution, the relevance of their work to the broader management considerations of the Forest was not explained, and hence as places are oversubscribed this group should not be allocated a place on the basis of 'Theme of interest'.

14. The sixteen remaining applications are all formal, constituted organisations and fulfil criteria outlined in the application process.

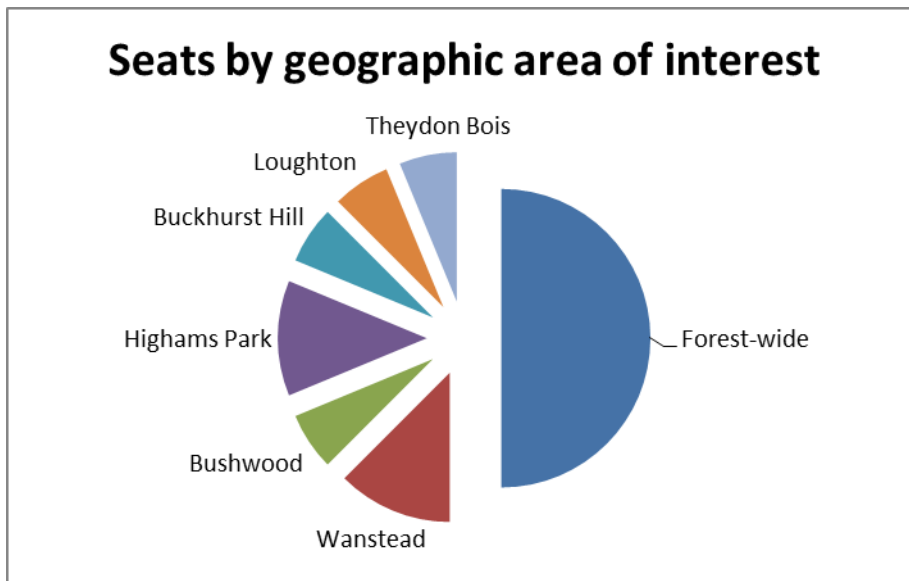
15. Analysis of these sixteen gives the following:

Buckhurst Hill Community Association	600	Buckhurst Hill	General
Bushwood Area Residents Association	500	Bushwood	General
EFRA	250	Forest-wide	Recreation
Epping Forest Conservation Volunteers	85	Forest-wide	Conservation
Epping Forest Forum	34	Forest-wide	General
Epping Forest Heritage Trust	1463	Forest-wide	Friends & Voluntary
Friends of Wanstead Parklands	565	Wanstead	Friends & Voluntary
Highams Park Planning Group (inc Snedders)	1037	Highams Park	General
Highams Residents Association	300	Highams Park	General
London Parks and Gardens Trust	600	Forest-wide	Heritage
London Wildlife Trust	15000	Forest-wide	Conservation
Loughton Residents Association	1216	Loughton	General
Open Spaces Society	1910	Forest-wide	Recreation
Orion Harriers	795	Forest-wide	Sports
Theydon Bois & District Rural Preservation Society	1700	Theydon Bois	Conservation
WREN Wildlife & Conservation Group	306	Wanstead	Conservation

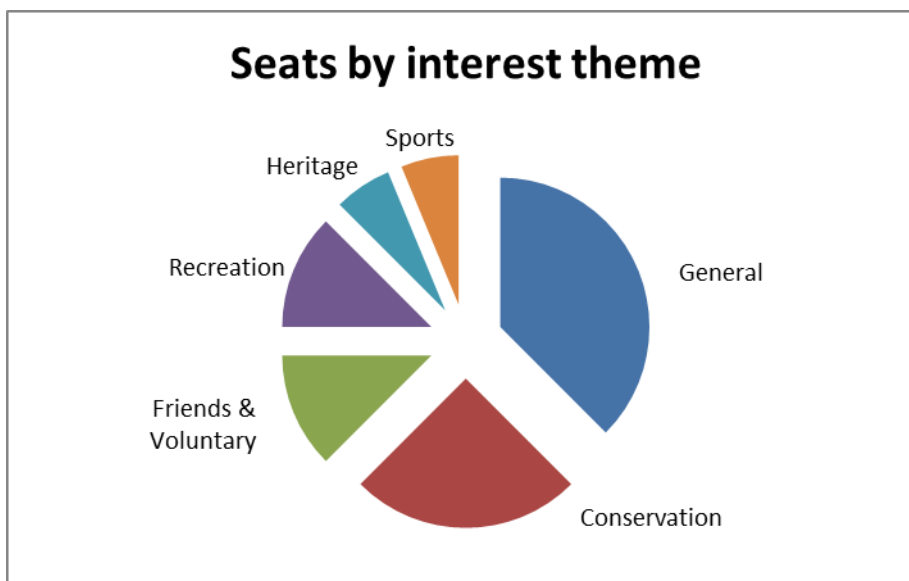
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- These organisations together represent over 26,000 members.

- Split over the geographic Forest areas is as follows.



- Split by theme of interest is as follows



16. Most areas seem to be well represented and balanced. However it is of concern that some themes may be underrepresented, in particular formal sports, where there is no specific representation for football or golf in particular; or cycling which also lacks specific representation. It is thought that other areas such as walking, rambling and dog walking are likely to be well represented by the organisations in the 'General' and 'Recreation' themes.

17. Should your Committee feel the need to address those underrepresented areas as mentioned in 16, paragraph 19 of the Terms of Reference allows appointment of further members or co-opted representatives to attend where it deems appropriate.

Corporate & Strategic Implications

18. The establishment of the Epping Forest Consultative Committee supports KPP5 of the Corporate Plan “Developing and improving the physical environment around our key cultural attractions; and providing safe, secure, and accessible Open Spaces” as well as “Working in partnership - Building strong and effective working relationships - both by acting in a joined-up and cohesive manner, and by developing external partnerships across the public, private and voluntary sectors – to achieve our shared objectives.”
19. The Open Spaces and Heritage Business Plan states:
Core Value 2 The right services at the right price - Providing services in an efficient and sustainable manner that meet the needs of our varied communities, as established through dialogue and consultation

Implications

20. A public commitment to establish such a Consultative Committee at Epping Forest has already been made. Visible progress on this is necessary to improve current arrangements for public consultation and decision-making at Epping Forest and will assist the progress of the Open Spaces Bill currently going through Parliament.”
21. The costs of providing the Consultative Committee in terms of Room Hire and Officer time for the publication of reports and meeting attendance will be met by the Epping Forest Local Risk Budgets. The resources required for the publication of agendas; reports and minutes will be provided by the Town Clerk’s Department.

Conclusion

22. Establishment of an Epping Forest Consultative Committee has already been approved by your Committee. Invitations to express interest have been carried out according to agreed terms and selection to achieve the required number is recommended herein.

Appendices

- None - Constitutions of the organisations mentioned can be supplied on request.

Background Papers

Epping Forest Consultative Committee, Report of the Remembrancer, March 2016.
Epping Forest Consultative Committee, Report of Superintendent of Epping Forest, July 2017

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Committee(s)	Dated:
Epping Forest and Commons – For decision	20 11 2017
Subject: Proposed introduction of an Epping Forest Land Banking Policy (SEF 38/17)	Public
Report of: Director of Open Spaces & Heritage	For Decision
Report author: Paul Thomson. Superintendent of Epping Forest	

Summary

This report is necessary to address continued requests from the four Local Highway Authorities, whose jurisdictions coincide with Epping Forest, for the further dedication of protected Epping Forest Land for Highway purposes to implement highway improvement; public safety; road widening and public realm schemes.

Members have raised concerns over the increasing demand for Forest Land both in terms of the aggregate loss and consequent ‘creeping urbanisation’ of the Forest boundaries. A new policy approach of formal land banking is proposed challenging Local Authorities to each identify discrete parcels of compensatory land adjacent to Epping Forest. These parcels could be transferred in advance or held while future agreed highway dedications are banked by the Local Authority on Trust until the equivalent of the full parcel size is attained, prompting the transfer of the full parcel to the City of London Corporation to hold in trust as compensatory Forest Land.

Recommendation(s)

Members are asked to:

- Provide authority to explore opportunities with local authorities for the introduction of a land-banking scheme for current and future requests for the dedication of Forest Land to public highway, seeking further authority from your Committee once the feasibility of initiating such a scheme has been established.
- Instruct the Comptroller and City Solicitor to support the drafting of an appropriate agreement to enable the potential transfer of land parcels to the City.

Main Report

Background

1. Epping Forest was saved for public benefit by the City of London Corporation in response to the growing development pressure from a burgeoning Victorian London.
2. The Epping Forest Acts 1878 and 1880 charged the City Corporation with powers to manage and regulate Epping Forest. Amongst the City Corporation's statutory duties is an outright obligation under section 7(1.) to 'prevent, resist and abate all future inclosures, encroachments and buildings, and all attempts to inclose, encroach, or build on any part thereof'.
3. Conversely, section 33(1.)(iv.) of the Acts provides a power 'To maintain and make roads, footpaths and ways, and to dedicate roads to the public, subject to the law of highways ...'.
4. Since 1878, the City Corporation has exercised these section 33 powers to build new roads such as Forest Glade, Leytonstone in 1896 and Hatch Lane, Chingford in 1971; construct or widen footpaths such as Rangers Road in 1929; to dedicate land to early Town Planning Schemes such as Loughton (1925) and Chingford (1928); and to provide land for major road improvements such as the construction of the Whipps Cross Road Tramway in 1923 and Whipps Cross Roundabout in 1939.
5. The majority of these schemes have been formally dedicated as Highway Land, which extends to the first two spits (spadesful) of depth, beyond which the land remains as Forest Land. Dedications have historically been made on an inconsistent basis and include agreements which provide for the acceptance of compensatory payments, exchanges for other parcels of land adjoining the Forest and simple dedication without charge in recognition of the wider public good. This uneven approach has seen both an aggregate loss of Forest Land and the 'creeping urbanisation' of some Forest boundaries with surrounding developed land.
6. Under the Epping Forest Transport Strategy (2008), agreed in partnership with Essex County Council, a concerted attempt has been made to return lost Highways Dedicated Land to Forest Land through Highways Act (1980) Traffic Restriction Orders on Queens Green, Fairmead and Lodge Roads which will be eventually closed by Stopping Up Orders. Elsewhere more recent improvements such as the Manor Road, High Beach Pillow Mounds Car Park and Lindsey Street/Palmers Hill, Epping Green improvements have been predicated on broad compensatory exchanges between Highway and Forest Land.
7. Reports to the Epping Forest Land Registration Steering Group have recognised that the failure by Highway Authorities to formally register Epping Forest Land in Highway Dedication Schemes has led to the loss of land to encroachment and the unnecessary concession of prescriptive rights. A recent case at Alders Avenue, Woodford Green has seen the London Borough of Waltham Forest

subsequently sell Forest Land in a Highway Dedication scheme to a Housing Association for Residential Development.

8. The use of wayleaves, rather than formal highways dedications, to record the provision of highways infrastructure has been an administrative convenience for the City Corporation and Highway Authorities since the 1960s. However, unless a highway was being 'stopped up', it would be exceedingly difficult for the City Corporation to withdraw from a wayleave agreement and oblige the removal of publically funded and publically beneficial highways infrastructure. Your Committee has recently recognised the importance of placing all future highway surfacing requests on dedications rather than wayleaves.

Current Position

9. There are increasing development pressures under the proposed local plans with the number of residences within 5km of the Epping Forest SAC boundary set to rise in the next 8 years by 6.5% to around 407,000. To put this in context, this is a greater residential population surrounding the Forest than either the Thames Basin Heaths or the Dorset Heaths face. In these two internationally-important areas considerable efforts have been made by the respective local authorities to mitigate the impacts of new development (see histogram in Figure 1 below).

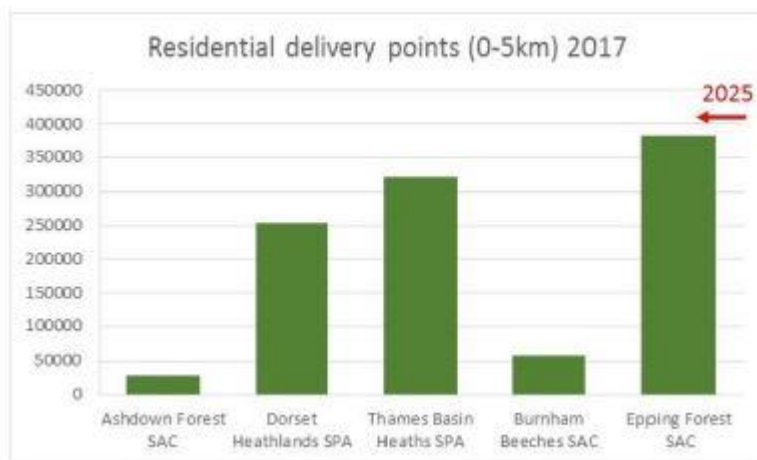


Figure 1: a histogram showing the current number of houses within 5km of five different internationally-protected areas and (arrowed in red) the number predicted for 2025 within 5km of Epping Forest

10. This translates approximately to 3,121 extra houses each year across all the authorities with areas within 5km of the Forest, although the distributions of housing won't follow the pattern estimated in Table 1 below exactly. As a result there will be accelerating demands for highways infrastructure all around the Forest, from bus-stops to turning lanes to wider carriageways.

Levels of housing around Epping Forest SAC

Table 1: Estimates of annual housing growth anticipated for local authorities and estimates (based on the proportion of the local authority area within 5km of Epping Forest SAC) of growth for the 5km buffer. Links relate to relevant local authority sites or documents where anticipated growth figures extracted.

Authority	Distance bands the authority spans covered	houses per annum anticipated	% of local authority area within 5km	houses adjusted
Enfield London Borough	1-13km	2300	4.8	111
Redbridge London Borough	1-8km	1233	39.9	492
Waltham Forest London Borough	1-5km	862	40.2	346
Epping Forest District	1-20km	518	32.6	169
Newham London Borough	2-10km	2500	15.1	377
Hackney London Borough	4-10km	1496	39	583
Haringey London Borough	4-13km	1600	64.3	1028
Broxbourne District (B)	4-13km	419	3.5	15
Total		10928		3,121

11. Current proposals for new traffic improvement schemes include, revisions to provide road widening at the Bell Common High Road (B1393) junction with Theydon Road; road widening to accept a pedestrian refuge island at Honey Lane; a possible remodelling of the Wakes Arms A121/A104/B172/B1393 roundabout; and new bus shelters at Epping Road (B181) opposite St Margaret's Hospital and at Gilbert's Slade, Woodford New Road, all of which would require the highway dedication and the loss of additional Forest Land.

Options

12. There are four options available to your Committee:

- a. Continue with the current process of ad hoc dedications of Forest Land to Highway Land resulting in the continuing erosion of Forest Land. Such an approach will not address the continued loss of Forest Land. **This option is not recommended.**
- b. Pursue an approach used by previous Committees to attribute a monetary value to the loss of Forest Land and charge Highway Authorities accordingly. While the sale of Forest Land would provide a welcome new stream of income, the disposal of Forest Land would be contrary to sections 7(1.) and 7(2.) of the Epping Forest Acts 1878 and 1880. **This option is not recommended.**
- c. Seek compensatory land from Highways Authorities equivalent to the land take request from within each improvement scheme. While such local negotiation has some merit and a strong degree of equity, many schemes

will not have adequate supplies of compensatory land of sufficient quality to enable such an exchange. **This option is not recommended.**

- d. Introduce a policy of land banking where the City Corporation and the relevant Highway Authority identify a strategically important land parcel of benefit to the City Corporation which is transferred to the City once a cumulative equivalent area of land is dedicated to Highway Land, most probably through a series of highway dedications. **This option is recommended.**

Proposals

13. A Land Banking is proposed to your Committee. Land Banking is the practice of aggregating parcels of land for a future specified use. In this instance Local Authorities would be encouraged to identify discrete parcels of compensatory land adjacent to Epping Forest against which agreed future highway dedications can then be banked on trust with the Local Authority. A suitable parcel could then be transferred in anticipation of dedications, or aggregated until the cumulative equivalent of the full parcel size is attained, triggering transfer of the full parcel to the City of London Corporation to hold in trust as replacement Forest Land. This would ensure that the net loss of Forest Land to Highway Dedication Schemes is arrested, encouraging the implementation of a 'steady state' model to Forest Land provision. As each complete parcel is transferred a new parcel of land would be mutually agreed.
14. Land Banking provides the City Corporation with the opportunity to identify the most strategically important land parcels adjacent to Epping Forest which will allow the City Corporation to continue to deliver its role around the protection of a consistent Forest Landscape within Essex and East London. Such an approach would rely on the revision of the current strategic Policy on the Acquisition of Land (2002) which has traditionally ignored smaller land parcels which are capable of supporting a land banking approach.
15. Initial discussions with the four Highway Authorities are already underway on options for developing compensatory land bank.
 - a. The London Borough of Waltham Forest which is already returning 1851m² land at the Whipps Cross Roundabout site as a wildflower meadow has proposed a proportion of the common boundary between Epping Forest and the 32 acres of Mallinson Park Wood.
 - b. The London Borough of Redbridge is yet to propose a suitable compensatory Land Bank area. The City Corporation has suggested the x acre Aldersbrook Wood site adjacent to Wanstead Park.
 - c. The small area of Manor Flats in the London Borough of Newham provides little scope for compensatory exchanges and represents a small drawback to any universal compensatory land scheme.
 - d. Initial soundings with Essex County Council indicate a possible barrier to developing a land banking scheme. As a two tier authority the County Council has little in the way of landholdings in the area and would need to

persuade either the District or Parish Council's to provide compensatory land to support any traffic improvement schemes. Essex County Council holds a number of highway dedication schemes that have not been realised and these could be surrendered as compensatory land, though there is a strong argument that such schemes should be returned to the Forest as a matter of course. Strategically, the City Corporation could request the release of Town and District Council land in the Bolt Cellar Lane corridor adjacent to the City Corporations Millennium Green landholding at Swaines Green

16. The City Corporation has always sought to avoid conceding the principle of Compulsory Purchase Orders which are available to Highways Authorities to realise traffic improvement schemes. The provision of compensatory land in exchange of national traffic schemes for the Green Man roundabout and M11 Relief Road has prevented the overall loss of Forest Land and underpins the principle being articulated for a land banking scheme.

Corporate & Strategic Implications

17. This proposal reflects the City Together Strategy Theme 'A World Class City which protects, promotes and enhances our environment'.
18. The development of a land banking policy reflects the Open Spaces Department's Strategic Aim to 'Adopt sustainable working practices, promote the variety of life and protect the Open Spaces for the enjoyment of future generations'.

Implications

19. **Legal** – The power to acquire additional Forest Land under section 33.(1.)(xxvi.) of the Epping Forest Act 1878 is specifically limited to lands adjoining the Forest, or reputed to have been formerly part of the waste lands thereof.
20. Any agreement must ensure that the City is not bound to agree future highway dedication requests, even if a land bank has been transferred "in lieu" of future dedications. Each request would need to be considered on a case-by-case basis.
21. While section 14 of the Ministry of Housing and Local Government Provisional Order Confirmation (Greater London Parks and Open Spaces) Act 1967 specifically allows for the transfer of Public Open Space between Local Authorities some Local Authority Public Open Spaces may be inalienable being dedicated under the Open Spaces Act 1906 or through individual restrictive covenants.
22. **Financial** – The land banking scheme is intended to be cost neutral, in that compensatory land would be managed at a broadly similar cost to existing land that is being dedicated to become the responsibility of the relevant Highways Authority. It is acknowledged that the transferring authority will enjoy an overall

saving where public open space is transferred to the City Corporation and this could be addressed where appropriate by a commuted sum. There may be additional costs where larger parcels of land are transferred in anticipation of further dedications or where a highways maintenance regime such as verge cutting is lost. These additional costs would need to be balanced alongside the policies ambition of arresting the overall loss of Forest Land.

23. **Property** - The principle of land banking appears reasonable, but care is needed in selecting any potential parcels of open space that could eventually be transferred to the City Corporation to ensure land is free from impediment, unencumbered and uncontaminated. It should be borne in mind that the status of any land could be satisfactory at the point of setting up a scheme, but may become compromised at a future date before a transfer takes place, therefore suitable provisions should be considered as a safeguard. Land transfer should ideally come without any associated infrastructure or superstructure that could add to the maintenance or management burden.

Conclusion

24. A new policy approach of Land Banking is recommended to your Committee to ensure the net loss of Forest Land to Highway Schemes is arrested and encourages the implementation of a 'steady state' model to the overall Epping Forest landholding. Land Banking will allow the City Corporation to identify the most strategically important land parcels adjacent and available to Epping Forest which will allow the City Corporation to continue to deliver its role around the protection of a Forest Landscape within East London and Essex.

Appendices

- None

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Committee(s)	Dated:
Epping Forest and Commons	20 11 2017
Subject: Request for Highway Dedication on Forest land at Gilbert's Slade, Woodford New Road (SEF 29/17)	Public
Report of: Director of Open Spaces & Heritage	For Decision
Report author: Sue Rigley – Land Agency Officer	

Summary

The London Borough of Waltham Forest (LBWF) intends to replace the existing uncontrolled crossing on Woodford New Road (A104) with a signalised pedestrian and cyclist crossing, known as a Toucan crossing. This crossing will improve connections between two areas of Forest Land Walthamstow Forest and Canada Plain to the West and Gilberts Slade to the East meeting one of the Forest Transport Strategies five ambitions for safe crossing points across the public highway.

In order to make best use of the new crossing, it is proposed to relocate a nearby bus-stop and construct a new footway on Forest Land to connect the new signalized crossing with the bus-stop, the existing Forest path into Gilbert's Slade, and St Peters Path on the Walthamstow Forest side of the Woodford New Road.

Your Committee is asked to consider a request by the LBWF to dedicate for highway purposes approximately 66m² of Forest Land in order to relocate an existing bus-stop also on Forest Land at Woodford New Road and to provide a new footway on Forest Land from the bus-stop to connect to the new signalised pedestrian and cyclist crossing. The relocation of the bus-stop permits the return to Forest land of a previously licenced area of 32m² resulting in a net loss of 34m².

Recommendation(s)

Members are asked to:

- Approve the dedication to public highway of approximately 66m² of Forest land at Woodford New Road in favour of the London Borough of Waltham Forest for the relocation of a bus-stop and installation of a footpath and associated infrastructure upon suitable terms to protect the City's interests to be agreed by the Superintendent and in exchange for suitable compensatory land.
- Instruct the Comptroller and City Solicitor to undertake any necessary documentation.

Main Report

Background

1. The bus-stop on Forest Land at Gilbert's Slade on the A104 Woodford New Road has been at this location for at least 45 years. See Appendix 1.
2. Due to the poor drainage at this location, a Wayleave was granted to LBWF in 1973 for the hard surfacing of this bus-stop with hoggin extensions to either side of the bus-stop to make it less intrusive in the context of the Forest.
3. A further wayleave was granted in 1981 to London Transport for the installation of a bus shelter at the bus-stop.
4. Your Committee of x adopted the Forest Transport Strategy (FTS) (2009) to manage the impact of public highways on the Forest. One of the five guiding principles of the FTS is proposals to reunite sections of the Forest dissected by roads by encouraging the Highways Authority to install safe crossing points.

Current Position

5. The A104 Woodford New Road is a very busy main road, dissecting the Forest at Gilbert's Slade and Walthamstow Forest. Traffic is fast (40mph) and constant throughout the day. The Woodford New Road connects the North Circular Road with Lea Bridge Road and is heavily used road.
6. One of the main walking routes to the nearby 1,300 pupil Forest School, crosses the Woodford New Road via a pedestrian refuge island crossing outside St Peters Church. This links with a well-worn Forest track into Gilbert's Slade which gives access to a network of un-surfaced footpaths within the Forest.
7. The next nearest pedestrian crossing point on the Woodford New Road is a zebra crossing sited approximately 235 metres south of the proposed crossing.
8. Reflecting the ambition of the FTS, the Friends of Walthamstow Forest have presented a petition to LBWF signed by over 250 people requesting improved crossing facilities to improve road safety and to improve links to the two areas of Forest enabling walkers and cyclists' greater use and exploration of the Forest.
9. The scheme and petition were also reported in an edition of the Waltham Forest Echo newspaper. See Appendix 2.
10. To accommodate the necessary footpath and signalling and to also meet up with the existing Forest track into Gilbert's Slade the bus-stop on Forest Land on the east side of the road (Gilbert's Slade) needs to be relocated. The bus-stop is currently opposite the Empire Lounge Nightclub where there is no highway land available for the crossing to be installed due to the existing entrance and exit of the nightclub.

11. LBWF has requested permission to relocate this bus-stop and install a footpath measuring approximately 33 metres in length and 2 metres in width on Forest land at Gilbert's Slade as there is not enough highway width available. LBWF are asking for 66m² of Forest land to be dedicated for highway purposes.
12. The Forest land where this bus-stop is currently located measures approximately 32m² and this land will be reinstated as Forest land. There will be a net loss of 34m² of Forest land.
13. LBWF has submitted an application for the Toucan crossing to Transport for London (TfL) which has been officially accepted and TfL will now begin the design. If your Committee agrees to dedicate the Forest Land for highway purposes, it is hoped that the crossing will be installed in early 2018.
14. The Forest at Gilbert's Slade is part of the Epping Forest Site of Special Scientific Interest (SSSI) / Special Area for Conservation (SAC). The construction works will constitute 'operations likely to damage the special interest (OLDS) and LBWF will need to seek Natural England consent before any works take place.
15. Officers are currently developing a policy approach in relation to further highway dedication requests and are seeking compensatory land from the Highway Authority in relation to each dedication.

Options

16. There are two options available to your Committee:
17. **Option 1** – Agree to the request for the dedication of approximately 66m² of Forest Land for the relocation of a nearby bus-stop currently on Forest land and for the installation of a footpath and associated infrastructure required for a new signalized pedestrian and cycling crossing. Dedication terms can be offered to ensure the proposed footpath is a resin-bonded gravel surface to the Superintendent's satisfaction, reflecting the proximity of the footpath to Forest Land at Gilbert's Slade, and to also ensure the reinstatement of Forest Land where the bus-stop currently sits. **This option is Recommended.**
18. **Option 2** – Refuse the request as the additional infrastructure will increase the urbanisation at this location. Refusal by the City Corporation for such a high profile scheme which would improve access for the local community and Forest users could cause reputational damage for the City of London Corporation if deemed to be unreasonable. **This option is Not Recommended.**

Proposals

19. It is proposed to agree to the request by LBWF for the dedication of Forest Land for the relocation of a bus-stop and the installation of a footpath and associated infrastructure on Forest land at Gilbert's Slade. This will facilitate the delivery of

an FTS objective of safer crossing points enabled by the installation of a signalized crossing on the busy Woodford New Road, ensuring a safer crossings reuniting two parts of the Forest for many users through an easier access route into the Forest.

Corporate & Strategic Implications

20. **City of London Corporate Plan:** the proposal meets the Corporate Plan's vision of providing modern, efficient and high quality local services and maximising the opportunities and benefits afforded by our role in supporting London's communities.
21. **Open Spaces Department Business Plan:** the proposal meets the Open Spaces Department's Business Plan Vision by preserving and protecting our world class green spaces for the benefit of our local communities.
22. **Forest Transport Strategy:** The primary aim of the Epping Forest Transport Strategy is to investigate and identify options in order to improve safety and accessibility for Epping Forest users. The proposal meets one of the key aims of the Forest Transport Strategy by providing improved accessibility to the Forest for all users especially those arriving by public transport on foot and for cyclists.

Implications

23. **Financial:** There should be no financial implications for the City Corporation in dedicating land for public highway purposes. Terms would be offered that would include all highway construction and future maintenance costs being borne by LBWF, together with the removal of the current bus-stop and reinstatement of the Forest Land it is located upon.
24. **Legal:** Section 33(1.)(iv.) of the Epping Forest Act 1878 provides the Conservators with the necessary powers *'to maintain and make roads, footpaths, and ways, and to dedicate roads to the public...'*. The Comptroller & City Solicitor has previously advised that dedication is preferable to the use of wayleaves.
25. **Property:** LB Waltham Forest is seeking a dedication of 66m² Forest land to use for highway purposes and is suggesting that it repositions an adjacent bus stop and surrender 32m² of Forest land from a previous licenced scheme as part of the overall proposal. If the City Corporation is minded to approve the new request, LBWF should be asked to confirm that it will return the licenced land to the Forest when the new dedication is made. The dedicated area of 66m² may also be considered together with the Superintendent's land bank proposals that are being submitted for consideration.

Conclusion

26. The City Corporation needs to strike an appropriate balance between requests by Highway Authorities where the safety of pedestrians has been identified and the duty to protect Forest Land. While the progressive urbanisation of Epping Forest and the damage to tranquillity remain a concern the overall impact of the additional highway infrastructure at this location will be minimal and will help realise an important FTS objective.

Appendices

- Appendix 1 – Location
- Appendix 2 – Waltham Forest Echo Newspaper

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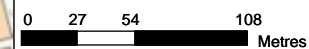


**Appendix 1 -
Location
Highway Dedication
on Forest land**

 Forest Land

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NEWS

News
The creation of London's largest wetland nature reserve is making progress P.4

Petition calls for crossing to 'reunite the forest'

Hundreds of residents demand safe route across 40mph road



Matt Conway (far left) and other concerned local residents hand the petition to councillors Peter Barnett and Angie Bean, at the location in Woodford New Road where they want a pedestrian crossing installed

A petition has been signed by more than 250 people calling for a pedestrian crossing on a busy road through Epping Forest. There is currently no crossing of any type for a half-mile stretch of Woodford New Road, despite many parents and children using it on their route to school. Because the road divides the lower part of Epping Forest it is also often crossed by dog walkers and ramblers. Walthamstow resident Matt

Conway launched an online petition in November demanding Waltham Forest Council fund the construction of a pedestrian crossing that would "reunite the forest". It has since been signed by 257 people. Speaking to the *Echo* on the day he handed the petition to two local councillors, Matt said: "I walk along the road with my two-year-old son and we don't even bother trying to cross because it is too dangerous. "It is a shame, on the other

side of the road there is a beautiful glade, but you are put off from going there because of the road. It is 40mph and very difficult to cross." Woodford New Road, part of the A104, connects the North Circular with Lea Bridge Road and is used heavily by lorry drivers. One of the main walking routes to Forest School, a private school in College Place with 1,300 pupils, crosses the road outside St Peter's In The Forest Church. There is also a bus stop there.

Matt first suggested building a pedestrian crossing at this location two years ago but was told there was no money available. Now, with £30million being spent by the council on the Mini Holland cycling project, the freelance cameraman believes there is an opportunity to finally get something installed. He said: "The council highways team has done tests already, they know it would be a good thing to have a crossing here. We are asking for a 'toucan' crossing, which is also designed for bicycles." "Hopefully this will mean it can be funded using the cash from Mini Holland. "The footpath that runs along here and continues through the forest is an ancient path, but you take your life into your hands when you cross this road." Peter Barnett and Angie Bean, councillors representing Wood Street ward, both accepted Matt's petition on behalf of the council and said they would do their best to get the crossing funded. "I am confident we can persuade the powers that be to fund it," said Cllr Barnett.

The petition is still available to sign online:
Visit <https://goo.gl/Cu4NLh>

School's lucky breakfast

Kelmscott School in Walthamstow came second in a competition to find the nation's best breakfast club for pupils. The secondary school in Markhouse Road won the runner-up prize in the Kellogg's Breakfast Club awards after judges said they were impressed by how the school builds strong relationships between students to improve their self-confidence. Kelmscott School won £500, as well as other prizes including boxes of cereal, board games, and school uniforms. Its breakfast club has been running for twelve years and is assisted by peer mentors who offer guidance and support to pupils. Many are bilingual, which helps those with limited English skills integrate with the school. The club offers a free nutritious breakfast which has helped increase the number of students arriving to school on time. Headteacher Lynnette Parvez said: "We are very pleased that our breakfast club has been given this award. "Many of our pupils do not have the opportunity for a healthy breakfast at home before they start school, so our club is vitally important in ensuring those pupils eat healthily and are ready for learning at the beginning of the day. "This club would not be the success that it is without the hard work and dedication of our staff, particularly Ms Pringle and Mr Rolfe who form part of our pupil support team." One of the competition judges, Alison Last, said: "This breakfast club really cares for the students. It's great to hear that it has helped not only with attendance, but with the self-confidence of the children, which helps to develop the social skills." The £500 prize money will pay for a school teambuilding trip for pupils who attend the breakfast club. Lindsay Graham, Kelmscott's food and health advisor, added: "The contribution of breakfast clubs to children's education is tremendous. "They support working parents, feed hungry children and offer opportunities to extend learning."

May's time to shine

A "landmark" conference presenting new insights into arts and crafts designer May Morris will be held in Walthamstow later this year. The achievements of the youngest daughter of William and Jane Morris have long been overshadowed by her father's work, but curators at the William Morris Gallery in Forest Road hope to highlight her talents. May Morris was a professional designer, embroiderer, teacher and writer. She founded the Women's Guild of Arts and designed some of Morris & Co's most iconic tex-

tiles. May is said to have also been instrumental in preserving her father's legacy. The conference in May will bring together new research on May's life and work from curators, academics and independent scholars, as well as shaping an upcoming exhibition in 2017. Included in the two-day study event is a visit to the William Morris Gallery's collection store to view rare May Morris textiles. A keynote lecture will be delivered by Jan Marsh, who wrote the biography *Jane and May Morris - A Biographical Story*. Jan, who is also president of

the William Morris Society, said: "Always overshadowed by her illustrious father, May Morris has never received the attention her own achievements deserve. "This conference will explore many facets of her career, bringing a wealth of recent research into view." Anna Mason, manager of the William Morris Gallery, added: "May Morris was a talented designer and maker and made a unique contribution to the international development of art embroidery. "We hope this conference will bring even more new material to light in advance of the exhibition planned in 2017."



Arts and crafts designer May Morris, daughter of William Morris. Credit William Morris Gallery

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Committee(s)	Dated:
Epping Forest and Commons	20 11 2017
Subject: George Green – Proposals to vary the Care and Maintenance Agreement with the London Borough of Redbridge (SEF 36/17)	Public
Report of: Director of Open Spaces & Heritage	For Decision
Report author: Paul Thomson. Superintendent of Epping Forest	

Summary

George Green, Wanstead is a remnant village green, that was once part of Wanstead Park and now forms an important amenity space to the South of Wanstead Village and the A12. Forest Land at the Green has been managed by the Local Authority under a care and maintenance agreement since 1953 which has provided an enhanced level of grass maintenance traditionally thought to be more appropriate to public open space in urban areas.

Local community groups have made proposals for a series of wildflower meadows at George Green which will add greater ecological diversity and visual amenity to the area. Vision Redbridge would be keen to implement this project for both the environmental benefits and the potential long-term efficiencies on grounds maintenance cutting regimes. Your Committee approval is sought for a pilot project with the current grounds maintenance provider - Vision Redbridge - to examine the feasibility of such a scheme, alongside a public education initiative to explain the relaxation of grass cutting arrangements.

Recommendation(s)

Members are asked to:

- Approve a temporary variation of the Care and Maintenance Agreement for George Green to pilot a wildflower meadow area, subject to public consultation with the local community.

Main Report

Background

1. George Green, Wanstead is a remnant village green, that was once part of Wanstead Park and now forms an important amenity space to the South of Wanstead Village and the A12.

2. In response to public criticism of the wild character of grazed Forest Land arising from the newly urbanising suburbs around the south of Epping Forest, Local Authorities offered to take responsibility for an enhanced level of maintenance considered to be more in keeping with public open space adjacent to urban areas. The City of London Corporation agreed care and maintenance agreements with Urban district Councils which detailed the future maintenance responsibilities that Local Authorities would discharge.
3. As a consequence Forest Land at George Green has been managed under a care and maintenance agreement with the Municipal Borough of Wanstead and Woodford (now the London Borough of Redbridge) since 1953 which has provided an enhanced level of grass maintenance thought to be more appropriate to public open space in urban areas. Since the expansion in 2011 of the Local Authority Leisure Trust - Vision Redbridge Culture and Leisure (VRCL) – VRCL been responsible for the grounds maintenance of George Green.

Current Position.

4. George Green is currently managed as a heavily used public amenity open space. In an average season the grass is cut fortnightly between April and October, with cuttings being collected at the beginning and end of each cutting season.
5. The City Corporation were first approached in 2014 by the Wanstead Society with proposals for the creation of wildflower meadows at George Green. The proposals were welcomed by the City Corporation who directed the request to the London Borough of Redbridge who originally did not support the proposed request.
6. A further proposal by the Wanstead Gardening Society in 2017 was shared with Vision Redbridge who welcomed the proposal and sought the City Corporation's view on revising the Care and Maintenance Agreement.
7. The relaxation alone of the current grass cutting regime will not stimulate the development of wildflower rich meadows. A combination of turf and topsoil removal and the reseeding of the meadows will need to take place alongside the plug planting of specially grown wildflower species and the introduction of parasitic plants such as Yellow Rattle which will reduce the vigour of the more robust grass species that have come to dominant the current sward.
8. Such changes require significant initial investment before savings from the relaxation of the grass cutting regime can be achieved.
9. Many residents and visitors may mistake the development of wildflower meadows as signs of neglect by the City Corporation and its Care and Maintenance partner Vision Redbridge. Any change to the grass cutting regime will need to be the subject of public consultation and consistent public information once any initiative is underway.

10. A trial wildflower meadow project is proposed to help support public consultation around the development of wildflower meadows and the consequent change in management regime.

Options

11. There are two options available to your Committee

- a. To reject the proposals for the creation of wildflower meadows and continue with the current levels of amenity cutting. **This option is not recommended.**
- b. To vary the current care and maintenance agreement on a temporary basis while wildflower meadow creation is trialled through a pilot public consultation project at George Green. **This option is recommended.**

Proposals

12. The opportunity to respond to this local community aspiration could create a more ecologically diverse sward at George Green which should be more visually attractive during certain times of the year. It is important to work closely with Vision Redbridge on any public consultation to ensure key messages on ecological diversity; visual amenity, carbon reduction and value for money can be promoted in a coordination campaign.

Corporate & Strategic Implications

13. This proposal reflects the City Together Strategy Theme 'A World Class City which protects, promotes and enhances our environment'.

14. The development of a wildflower meadow at George Green reflects the Open Spaces Department's Strategic Aim to 'Adopt sustainable working practices, promote the variety of life and protect the Open Spaces for the enjoyment of future generations'.

Implications

15. **Financial:** There are significant investment costs needed to implement the introduction of a successful wildflower meadow to the existing species poor grassland at George Green. The longer term savings in a reduced grass maintenance regime at George Green should provide sufficient financial incentive to Vision Redbridge to fund the development of the scheme.

16. **Legal** – Section 7(3.) of the Epping Forest Act states that ('The Conservators shall at all times as far as possible preserve the natural aspect of the Forest ... and shall protect the ... turf and herbage growing on the Forest ...')

Conclusion

17. In addition to being able to respond to local community aspirations, the careful management of a new wildflower-rich sward and key public messages around the benefits of wildflower meadows, together offer the opportunity to improve the ecological, aesthetic and environmental performance of the George Green landscape. In addition these changes should also provide improved good value for money savings for local Council tax payers. The changed character of George Green should also bring the area closer to the City Corporations statutory duty for managing for the natural aspect.

Appendices

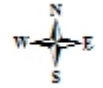
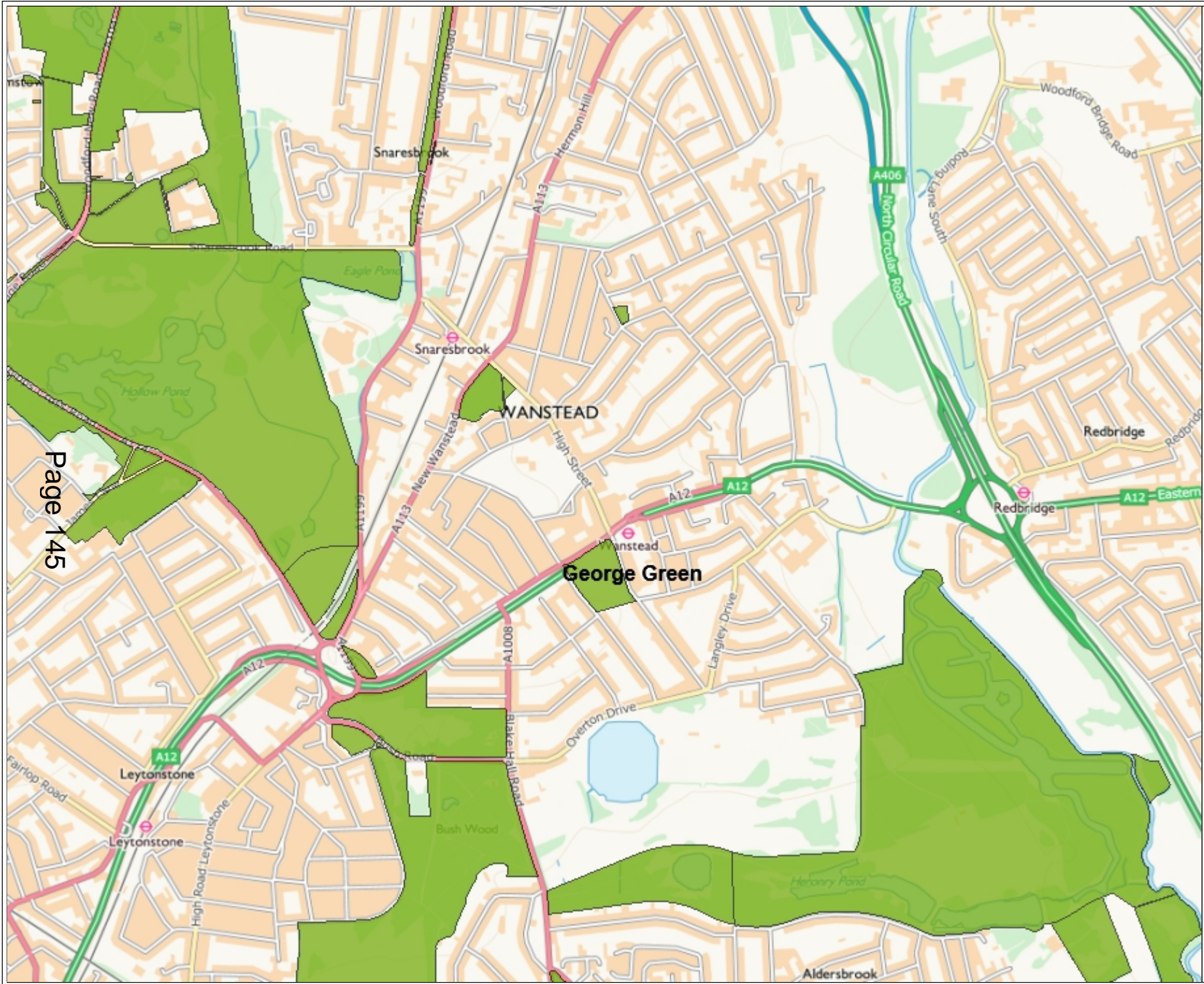
- Appendix 1 – Map of George Green

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**Appendix 1
George Green,
Wanstead**

■ Forest Land

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Committee: Epping Forest and Commons	Date: 20 November 2017
Subject: Report of Action Taken Between Meetings	Public
Report of: Town Clerk	For Information
Report author: Natasha Dogra, Town Clerk's Department	

Summary

This report advises Members of action taken by the Town Clerk since the last meeting of the Board, in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and (b).

Recommendation:

- That Members note the report.

Main Report

Urgent Authority – London Borough of Redbridge - Aldersbrook and Lake House Parking Scheme Consultation Response [27 October 2017]

1. The introduction of a Residents Parking Zone in Forest Gate North displaced a range of resident and commuter parking to Centre and Lake House Roads, Wanstead Flats. The consequent introduction of parking restrictions on these roads has further displaced this parking to residential roads in Aldersbrook and Lake House Estates.
2. In response to increased demand for on-street parking in the Aldersbrook and Lake House areas, the London Borough of Redbridge launched a public consultation on proposals to restrict parking times or introduce a fully charged for Parking Permit Controls.
3. Both proposals will have a direct impact on parking provision on residential streets which are utilised by visitors to Epping Forest. To meet the consultation deadline of 27 October it is proposed that a response by the Chairman favouring limited time restrictions is sent to the London Borough of Redbridge.
4. Urgent authority was sought as the consultation closed on 27 October 2017 and the Epping Forest and Commons Committee was not scheduled to meet next until 20 November 2017.

Natasha Dogra

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