



West Ham Park Committee

Date: MONDAY, 17 JULY 2017
Time: 12.15 pm
Venue: COMMITTEE ROOMS - SECOND FLOOR WEST WING, GUILDHALL

Members: Graeme Smith (Chairman)
Oliver Sells QC (Deputy Chairman)
Alderman Ian Luder
Wendy Mead (Chief Commoner)
Barbara Newman
Michael Welbank
Justin Meath-Baker
Robert Cazenove
Catherine Bickmore
Richard Gurney
Councillor Bryan Collier MBE
Councillor Joy Laguda MBE
Jeremy Simons
The Rev. Stennett Kirby
Deputy John Tomlinson

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Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**
 2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**
 3. **MINUTES**
To agree the minutes of the previous meeting.
For Information
(Pages 1 - 4)
 4. **SUPERINTENDENT'S UPDATE**
Report of the Superintendent.
For Information
(Pages 5 - 8)
 5. **OPEN SPACES BUSINESS PLAN**
Report of the Director of Open Spaces.
For Information
(Pages 9 - 28)
 6. **CYCLICAL WORKS PROGRAMME BID - 2018/19**
Report of the City Surveyor.
For Information
(Pages 29 - 32)
 7. **EVENTS POLICY**
Report of the Director of Open Spaces.
For Information
(Pages 33 - 36)
 8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
 9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT.**
 10. **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.
For Decision
- Non-public Agenda**
11. **MINUTES**
To agree the minutes of the previous meeting.
For Decision
(Pages 37 - 38)
 12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
 13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

WEST HAM PARK COMMITTEE
Friday, 12 May 2017

Minutes of the meeting of the West Ham Park Committee held at Committee Rooms - Second Floor West Wing, Guildhall on Friday, 12 May 2017 at 12.15 pm

Present

Members:

Graeme Smith
Michael Welbank
Alderman Ian Luder
Deputy John Tomlinson
Jeremy Simons
Barbara Newman
Catherine Bickmore
Robert Cazenove
Bryan Collier

Officers:

Natasha Dogra – Town Clerk’s Department
Colin Buttery – Director, Open Spaces
Martin Rodman – Superintendent, City Gardens
Esther Sumner – Business Manager, Open Spaces
Lucy Anne Murphy – West Ham Park Manager
Alison Elam – Chamberlain’s Department
Edward Wood – Comptrollers and City Solicitor’s
Kate Smith – Town Clerk’s Department
Carl Locsin – Town Clerk’s Department

1. **APOLOGIES**

Apologies had been received from Wendy Mead, Oliver Sells, Joy Laguda, Justin Meath Baker and Richard Gurney.

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

There were no declarations.

3. **MINUTES**

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

4. **ORDER OF THE COURT OF COMMON COUNCIL**

Resolved – that the Order of the Court of Common Council be received.

5. **ELECTION OF CHAIRMAN**

The Committee were invited to appoint a Chairman in accordance with Standing Order 29.

RESOLVED – it was unanimously agreed that ? be appointed Chairman for the ensuing.

6. **ELECTION OF DEPUTY CHAIRMAN**

The Committee were invited to appoint a Chairman in accordance with Standing Order 30. Oliver Sells was the only Member to seek election to be Chairman and was therefore appointed for the year ensuing.

RESOLVED – it was unanimously agreed that Oliver Sells be appointed Chairman for the ensuing

7. **RESOLUTION OF THE POLICY & RESOURCES COMMITTEE**

The Committee received a revised resolution of the Policy & Resources Committee relating to the appointment of Chairmen to Sub Committees

RESOLVED – that the resolution of the Policy & Resources Committee be received.

8. **SUPERINTENDENT'S UPDATE**

The Committee received an on management and operational activities across the City Gardens section since December 2017.

RESOLVED – that the update be received.

9. **OPEN SPACES & HERITAGE BUSINESS PLAN 2017/18**

Members noted that business plans were reviewed annually and cover a three year period. Following incorporation of the Tower Bridge, Monument and Keats House parts of the Culture, Heritage & Libraries Department into the Open Spaces Department on 1 February 2017, the Open Spaces Departmental Business Plan now reflects this broader range of activity under the heading "Open Spaces & Heritage".

The Committee were informed that the proposed business plan reflected the changes being made corporately to business planning, in particular the renewed focus on outcomes. This report also presented an early draft of the Corporate Plan 2018-23 to give Members an opportunity to provide informal feedback before wider consultation on the plan takes place in the autumn with staff, partners and other external stakeholders.

RESOLVED – that the Committee agreed the Open Spaces & Heritage Business Plan.

10. **WEST HAM PARK RISK MANAGEMENT**

Members noted an update on the management of risks faced by the Open Spaces Department. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department.

The department has previously reported on six departmental risks. The

departmental risk register was reviewed when the department was expanded to include Tower Bridge, Monument and Keats House but it was felt that the risks associated with these sites did not need to be escalated to the departmental level.

There are eight risks for City Gardens and West Ham Park (Parks and Gardens).

OSD 001 - Ensuring the health and safety of staff, volunteers, contractors and public

OSD 002 - Extreme weather

OSD 004 - Poor repair and maintenance of buildings

OSD 005 - Animal, plant and tree diseases

OSD 006 - Impact of housing and/or transport development

OSD 007 – Maintaining the City’s water bodies.

RESOLVED – that Members:

- Approved the Departmental risk register outlined in this report.
- Approved the West Ham Park & City Gardens risk register.

11. BRINGING COMMUNITIES TOGETHER EVENT PROPOSAL

West Ham Park has received a proposal from HAFS academy, the outreach department of a local Islamic faith school to hold an event in the park on Saturday 29 and Sunday 30 July 2017 entitled ‘Bringing Communities Together’. The event aimed to create and strengthen positive relationships within local communities by bringing people together to enjoy fairground rides, cultural foods, arts and craft exhibitions whilst providing free health checks and wellbeing advice stalls.

Discussions ensued regarding the objective of the event and whether it would indeed bring communities together. Members also raised concerns over the security at the event and the number of rides being proposed. Officers assured the Committee that the event met many of the City’s Corporate and Strategic objectives however it will be the first time that an event of this nature and scale has been held in the park. The organisers have taken steps to mitigate the risks associated with holding an event of this size and nature and have met with the Park Manager to discuss a suitable location within the park for the event. A similar event had been run successfully by the organisers in Westminster recently. The Chairman said he thought the proposal was already bringing communities together by encouraging those who may not use the park to reach out to the management there and submit a proposal for the event. Members were confident that this would encourage ethnic minorities who did not use the park to visit more, and asked Officers to provide a full report of the event to a future meeting.

RESOLVED – that Members:

- Approved the proposal and delegated authority to the Superintendent to finalise details of the event, event fee (including deposit and reinstatement), cancellation policy and pricing structure for fairground rides, food and other items to be sold by stall holders

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

There were no questions.

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

There was no urgent business.

14. **EXCLUSION OF THE PUBLIC**

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

15. **WEST HAM PARK NURSERY PROJECT**

The Committee considered a report of the Director of Open Spaces.

16. **LICENCING OF WEST HAM PARK FOOD CONCESSIONS 2017-2019**

The Committee considered a report of the Director of Open Spaces.

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

There were no questions.

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

There was no urgent business.

The meeting ended at 1:20pm

Chairman

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

Committee(s):		Date(s):
West Ham Park	- For Information	17 July 2017
Subject:		Public
Superintendents Update		
Report of:		For Information
Superintendent of Parks and Gardens		
Summary		
<p>This report provides an update to Members of the West Ham Park Committee on management and operational activities at West Ham Park since December 2016</p>		
Recommendation(s)		
<p>Members are asked to:</p> <ul style="list-style-type: none"> • Note the report 		

Main Report

Budget and Personnel

1. The budget for West Ham Park is currently in line with anticipated expenditure for this time of year. The Park currently has a full complement of staff.

Community, Volunteering, Outreach and events

2. Wild East Project: The Wild East tricycle session have been continuing on site with five sessions being held in the park throughout June and six planned for July. Activities carried out with local people include wildflower identification, bird spotting and tree games. During July, sessions will focus on bees, park visitors will be introduced to the different species of bees found in the park, creating solitary bee hotels, bumblebee finger puppets and learning about honeycombs.
3. Green Space Friendly (GSF) schools: The emphasis of the project has been to develop relationships with existing schools before the end of the summer term, with some new sessions around orienteering and wild flower meadow habitats being created. 617 pupils were taught in May and a further 820 in June.
4. The Springfest event went well with Wild East Volunteers and the Friends of West Ham Park in attendance to engage with users. Music on the bandstand helped to celebrate the opening of the new mobile food concession, 'Snack Shack'. Volunteers promoted the new interactive walk throughout the garden.
5. Friends of West Ham Park: The friends held their annual general meeting on the 22nd June. A new chair and deputy were elected. In addition to helping at

Spring-fest, the Friends have also lead two bird walks in the park and will be holding bat walks on the 24th August and 22nd September along with leading a maintenance session in the Nature garden on the 6th August.

6. The bandstand will host music throughout Sundays in July and is becoming a popular community resource that can be booked for children's parties etc. To date 17 bookings have been made for the summer season (April to September).

Operational activities

7. Gardeners completed the planting of the South Africa border in May. Corporate volunteers completed the project by dressing the flower beds with buff flint gravel. Additional native hedging has been added around the gym equipment to create a 'gym zone' within the park. Keepers and gardeners have been busy keeping on top of maintenance ahead of London in Bloom judging on the 14th July. The park was mystery shopped for Green Flag and Green Heritage this year. Results for the competitions will be announced in autumn.
8. Tennis activity: A new automatic gate system has been installed at the entrance to the tennis courts. A gate entrance code is generated when players book a match on line. Keepers have been on-site to talk users through how to set the system up on their mobile devices. The new system means that all tennis court payment are now transacted on-line, this removes the need for keepers to take cash bookings on site, resulting in reducing banking and administration associated with processing takings. Court usage continues to grow with 100 hours of coaching taking place in June and 579 hours of general play.
9. Cricket: Capital Kids Cricket have launched 'All Stars' a new programme from the English Cricket Board aimed at getting more children playing cricket. So far West Ham Park has seen one of the highest numbers of children registering across London with 30 signed up to the programme in the park, the highest in East London. Children pay £40 and received a backpack containing a cricket bat, ball, water bottle, personalised shirt and cap. The fee also pays for eight one-hour training sessions. As well as their regular coaching and match games in the park, West Ham and Stratford Cricket Club also held an open day in the 2nd July and a Cricket Festival with local schools on the 12th July.
10. Summer sport days: 16 schools have held their sports days at West Ham park so far this year. This number is slightly up from last year and has seen some new schools booking with us for the first time.
11. Antisocial issues: On four occasions in June third parties have accessed the park after closing time by cutting padlocks and chains from the park gates. Stronger, heavier gauge chains have been purchased and park staff continue to work with the West Ham Safer Neighbourhood team in order to deal with antisocial behaviour. The Park Manager is working with the City Surveyor to increase CCTV coverage of park entrances.

Property Matters

12. Nursery update: Park Manager and City Surveyor are working with the Procurement team to appoint specialist consult to further evaluate the three recommended options.
13. Park cottage, residential lodge located on Portway is undergoing refurbishment through the cyclical works programme with a new kitchen and bathroom are being installed, along with the windows and heating being replaced. All external works have received planning approval from London Borough Newham as the building is listed.
14. Mobile food concessions: The Ice cream concession conducted a trial of early morning coffee sales, unfortunately take up was low with on average only one sale per day. Therefore the early morning trading will not continue. The Snack Shack have been building trade and received positive feedback from local people and regular park users.

Appendices

- None

Lucy Murphy

West Ham Park Manager

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Agenda Item 5

Committees	Dated:
Open Spaces & City Gardens	17 July 2017
Hampstead Heath	17 July 2017
Epping Forest & Commons	3 July 2017
West Ham Park	17 July 2017
Subject: Open Spaces Business Plan annual report 2016/17	Public
Report of: Director of Open Spaces	For Information
Report author: Esther Sumner, Business Manager	

Summary

2016/17 was a year of development within the department. The programme approach gathered pace and delivered a number of successes including the new learning team, sales of surplus fleet which were invested in energy efficiency and disposals of surplus lodges. Sites have done well to continue to deliver excellent services (as reflected by our high customer satisfaction) while delivering these changes. Having reflected on the last year, this report identifies a number of areas for improvement.

Recommendation

Members are asked to note this report

Main Report

Background

1. The Open Spaces & City Gardens Committee approved the departmental business plan for 2016/17 in April 2016. This plan was based on:

- | | |
|-------------------------|---|
| Vision | <ul style="list-style-type: none">• Preserve and protect our world class green spaces for the benefit of our local communities and the environment |
| Charitable Objectives | <ul style="list-style-type: none">• Preservation of the open spaces• Provision for recreation and enjoyment of the public |
| Departmental Objectives | <ul style="list-style-type: none">• Protect and conserve the ecology, biodiversity and heritage of our sites• Embed financial sustainability across our activities by delivering identified programmes and projects• Enrich the lives of Londoners by providing a high quality and engaging educational and volunteering opportunities• Improve the health and wellbeing of community through access to green space and recreation |

2. These objectives were to be delivered and monitored through a series of key actions and performance indicators.

Current Position

3. This report includes a summary of progress against each key action in appendix 1 and the key performance indicators in appendix 2. Highlights from each site are presented in the next section. A separate report is made to the Port Health & Environmental Services Committee in respect to the Cemetery & Crematorium.
4. The Business Plan set some stretching actions to support our objectives which have been achieved. The Department continued to utilise the programmes approach which was first agreed in 2015. This approach promoted cross departmental working.
5. Learning Programme: The Learning Programme which saw the transformation of the learning services model across the department was mainstreamed as “business as usual” during the course of 16/17 having achieved a three year funding grant from the City Bridge Trust.
6. Sports Programme: A partnership arrangement was agreed with the Lawn Tennis Association to support tennis at West Ham Park and this has resulted in a substantial increase in tennis played there.
7. City of London Corporation (Open Spaces) Bill: the Bill has taken longer than first anticipated to go through Parliament, partly due to the referendum. The Bill will need to be revived for its Third Reading in the House of Commons after the 2017 General Election and may pass into law by the end of 2018.
8. Promoting our Services: Each division has considered additional income generation which has supported the Service Base Review savings. More recently the board has been focusing on the Events Policy.
9. Energy Efficiency: This programme has seen funds raised through the sale of surplus fleet and equipment invested back into renewable energy and energy saving projects, in particular solar panel installation projects at Hampstead Heath Lido and Harrow Road Changing rooms and changes to LED lighting at the Warren, Epping Forest and Parliament Hill Athletics track Hampstead Heath.
10. Fleet and Equipment Review: This programme identified surplus equipment which could be sold to support the energy efficiency programme and reduce maintenance costs. The programme has also examined the approach to fleet procurement and management, and a new policy has been agreed. Each Division is now required to produce its own Sustainable Fleet and Plant Management Plan to ensure a safe and cost effective fleet.
11. Wayleaves: A review of domestic wayleaves was successfully undertaken. for a valuation model for commercial wayleaves based on Non-Domestic Rate valuations is being piloted.
12. Lodges: Lodge reviews were carried out across the department and a number of properties were subsequently declared surplus at West Ham Park, Hampstead Heath and Epping Forest. A number of lodges (not on Open Spaces land) have generated capital receipts for the City, and two lodges at West Ham Park have been rented privately and two lodges at Epping Forest have been rented commercially..
13. Car Parks: This board supported the price reviews at Hampstead and Burnham Beeches. It has been closed down for now but should any further car park charges be introduced it will be reinstated to share best practice.

14. Cafes: A tendering process was undertaken for the cafes at Hampstead Heath, Highgate Wood and Queen's Park. Although a new operator was appointed there was significant public opposition and the operator withdrew. Following further consultation, the Hampstead Heath, Highgate Wood & Queen's Park Committee have now agreed to negotiate a new three year lease with the current operators. The Caddie House at Epping Forest has been successfully tendered.
15. Funding: This board was suspended pending new terms of reference and membership. It was re-established in May 2017.

Performance Indicators

16. The Performance Indicators are attached at Appendix 2. Members will note the mixed picture. With the exception of gas consumption, energy usage has increased. This is a cause for concern both in terms of environmental impact but also in terms of utility prices. This matter will be refer to the Energy Efficiency Board to consider more fully.
17. The H&S accident investigation target has also been missed with only 62% of accidents investigated within 14 days. The Health & Safety Manager has reviewed the incidents and has noted that indicator does not recognise the difference in approaches required between simple incidents and more complex or serious ones which may legitimately take longer than 14 days, or the complication of shift patterns in conducting an investigation. He is content that that the Department takes a robust and serious approach to accident investigation. Improvements to the indicator will be considered by the Health & Safety Improvement Group.
18. Sports performance has been mixed. West Ham Park have achieved significant increases in tennis court usage following the partnership with the LTA. There has been a decrease in football at Epping which in part reflects the loss of the Football Development Officer. New booking software was introduced part way through the year it is thought this has led to some inconsistencies in reporting.
19. The learning programme has performed strongly against targets.

Hampstead Heath, Highgate Wood & Queen's Park

20. The construction phase of the Hampstead Heath Ponds Project was successfully completed in October 2016.
21. Formative engagement with stakeholders and local interest groups has successfully contributed to the delivery of various projects across the Division.
22. To improve visitors experience when visiting the iconic Parliament Hill view point, works have been undertaken to install new benches, realign the path and address compaction to improve the grassland. In partnership with Heath & Hampstead Society, the Parliament Hill view point sign was updated as part of the project.
23. In September Heath Hands Volunteers celebrated achieving 100,000 hours of volunteering across Hampstead Heath, Highgate Wood and the Kenwood Estate.
24. The control of Oak Processionary Moth (OPM) and Massaria continues to be a focus for the Tree Team. 20 trees across the Division had OPM nests removed, and the affected trees were sprayed this spring.
25. The Southern Counties Cross Country Championships took place in January. In May the Parliament Hill Athletics Track hosted the Highgate Harriers Night of the 10,000m. This was one of the qualifying events for the 2016 Rio Olympics, and was exceptionally well supported.

26. Community events continue to be held on Hampstead Heath, Highgate Wood and Queen's Park to promote culture, health, sport and wellbeing.
27. Highgate Wood and Queen's Park retained their Green Flag statuses for the 20th Consecutive year. They are two of only a handful of sites to have achieved a Green Flag award every year since the start of the scheme. Hampstead Heath also achieved a Green Flag for the 18th year. Golders Hill Park achieved a Gold London in Bloom award for the Hill Garden and Pergola, and was the overall category winner (Walled Garden Category). The Park also won Gold in the Large Park category for the 3rd year.

City Gardens

28. In addition to the day-to-day maintenance tasks needed to keep the City Gardens looking good, each year the team undertakes numerous planting and infrastructure improvements both within the gardens and on the highway. This year has been no exception with replanting and other works taking place at Postman's Park, Carter Lane and the Queen's Diamond Jubilee Garden, Tower Hill Garden and St Andrew's by-the-Wardrobe. Work has also continued apace on the public realm enhancement project at Aldgate, including 32 new street trees planted so far. And finally just within the past few months, work has taken place to reinstate Seething Lane Garden in the south-east of the City.
29. The team has been grateful for the continued support of Friends of City Gardens, whose fantastic work this year has included Open Squares Weekend, walks, talks, visits and activities across a range of green spaces and attended by over 700 visitors and the City in Bloom campaign. City in Bloom is an annual campaign that recognises the work of community groups, businesses and residents in making the Square Mile a greener place to live, work and visit
30. The City Gardens apprentice has just started his 2nd year NVQ level 2 horticulture. He will shortly be joined by 4 other apprentices in the autumn, as part of the corporate initiative to support more young people in the workplace.
31. Awards – Green Flag and Green Heritage awards were retained both at Bunhill Fields. 7 awards in London in Bloom, including a special award for the new planting at the Beech Gardens in the Barbican, and a level 5 'outstanding' award for the Friends of CG in recognition of the amazing work they do. The team also achieved a silver gilt in Britain in Bloom – the national horticultural awards campaign.
32. Events – Festival Gardens hosted a very successful open air film screening in August, organised by Nomad Cinema and sponsored by both Brookfield Property Partners and Cheapside Business District. The event sold out and received very positive feedback from the sponsors, organisers and members of the audience. We are partnering with Nomad again this year and hoping to recapture the magic of last year's event.

West Ham Park

33. Tennis – refurbished tennis courts opened in June 2016 at the parks first "Give it a Go" day, partnership with the LTA continues to blossom – instrumental in recruitment of new coaches and in helping to build coaching programme, tournaments and active schools programme. Exceeded target of increasing tennis played on site by 65% since last year with 2823 hours played on court in 2016/17

34. Cricket Newham has been identified as a priority area for cricket development. The England and Wales Cricket Board (ECB) is already working extensively with London Borough of Newham, the Essex County Cricket Board, West Ham Park and a range of sports development partners to promote and develop the game in the borough. This is part of the ECB's national initiative to work with the communities of South Asian origin to build on their traditional high levels of interest and participation in cricket.
35. Originally founded in 2011 by Capital Kids Cricket, West Ham and Stratford Cricket Club (WHCC) continues to be popular with local children. Primarily based in West Ham Park, the club has grown from entering one team into the Essex Metropolitan Cricket League to now entering four teams across a range of age groups. It provides an important pathway to cricket for young people, over 200 local children attended their multi faith festival during summer of 2016
36. Horticultural highlights – 170m2 tennis court turned into a woodland walk, rose garden replanted with new roses & herbaceous to provide extended season of interest for people and wildlife and has been delighting visitors. Rotary Club of Newham donated and helped to plant 5,000 crocus bulbs on site. Keeping team have planted over 180m native hedging on site, as well as 11 new trees and relocated 15 pine trees.
37. Corporate volunteers – the park has worked in partnership with East London Business Alliance, utilising the enthusiasm of corporate volunteers from Lockton, JP Morgan and others to help to deliver key maintenance tasks in the park and gardens – spreading mulch, working in the wildlife gardens, painting bins, benches & railings in the playground

Epping Forest

38. A Policy Officer has been recruited to drive forward a Management Plan Strategy for Epping Forest.
39. The Environment Agency's provisional designation of High Risk for the Wanstead Park Lakes system continues to be challenged by Officers. A decision by the Environment Agency due in 2015 is awaited.
40. Scoping Reports have been completed for sub-Large Raised Reservoirs at Baldwins Pond and Birch Hall Park Pond which are expected to be subject to further regulation by Government. Project proposals are expected to be considered by Committee in September 2017
41. The Emergency Plan for Highams Park Large Raised Reservoir was subject to a desktop test scenario and was revised and updated based on the results.
42. A Master Plan to guide the future of the Wanstead park Grade II* Registered Park and Garden of Special Historic Interest has been developed with partners. Further changes are required following consultation with landowning partners.
43. A Floating Pennywort eradication programme at Perch Pond has temporarily prevented the refilling of The Ornamental Water.
44. As part of the Sports Programme, the Wanstead Flats 'Parklife' bid to the Football Foundation has passed Expression of Interest stages. Work is now underway on a Stage One bid, in partnership with the London Borough of Redbridge.
45. A range of Energy Efficiency measures totalling £150,000 and funded by the Fleet Disposal programme will see anti-glare window film, energy efficient lighting and Photovoltaic Panels installed during summer 2017.
46. A divisional vehicle replacement strategy is being developed as part of the wider Fleet and Equipment Review.

47. A commercial wayleave review is being piloted using Non-Domestic Rates valuations to calculate new crossover values.
48. The Lodge Residency Strategy is being implemented to ensure multi-skilled teams are available to each callout shift. Training including Emergency Plan; Local Authority Liaison Officer (LALO) and Deer Vehicle Collision skills have been completed.
49. Epping Forest was awarded full Museum Accreditation status by the Arts Council England during 2016/17. Accreditation framework in place.
50. The Epping Forest and Commons Committee declared a series of properties surplus for disposal as part of the Operational Property Review, and continues to consider further properties.
51. In-house management of Chingford Golf Course has been completed including a £50,000 refurbishment of the Caddie House building; course improvements; the appointment of a golf manager, the introduction of a new online booking system; online promotion via Group-On reward systems; the tendering of onsite catering and the attraction of a new cycle hire adjacent to the Caddie House.

The Commons

Kenley Common

52. Kenley Airfield sits within Kenley Common and is reputed to be the best preserved example of a World War II Fighter Airfield in Great Britain. Whilst the airfield itself is actively used the MOD the City's adjacent land contains many of the legally protected heritage features associated with it.
53. The Kenley Revival Project entered year two of the HLF funded programme. The project team was appointed in early 2016 and to date has worked closely with partner organisations to deliver all targets within budget and to the timescales agreed with the Heritage Lottery Fund. Highlights include the provision of the Kenley Revival website, delivery of the Kenley Heritage Day, development of the volunteers, learning/education and community archaeology programmes.
54. Planning consent was sought and granted to carry out conservation works on the site's blast pens and to move the monument to those who were killed during the Battle of Britain) to allow the restoration of an important blast pen.

Stoke Common Site of Special Scientific Interest.

55. Year 8 of the 10 year programme to restore the heathland habitat at Stoke Common was completed, having formerly been encroached upon by very dense secondary woodland. Natural England has recently reassessed Stoke Common and concluded that the City has achieved very substantial improvements in restoring the valuable heathland habitats since the site came into its ownership.

Burnham Beeches Special Area of Conservation

56. Local development in the vicinity of Burnham Beeches continues to be of primary concern. The City's Officers continue to work closely with several local planning authorities and Natural England to mitigate the impact of housing and other developments on the site. Several mitigation principles are being considered for incusing in Local Plans to protect the site from harm.

57. Officers continued to be engaged in the process of converting Dog Control Orders to Public Space Protection Orders. The public consultation process commenced January 2017 and is nearing conclusion.

Ashtead Common National Nature Reserve.

58. Ashtead Common has established a partnership approach with Surrey Wildlife Trust to graze the Common. The agreement provides excellent value for money and precisely the right type and number of cattle necessary to enhance the habitats found on the site. The team are also drawing up plans to extend grazing across more of the Common including the possible use of invisible fencing.

Corporate & Strategic Implications

59. Business plans demonstrate the link between the corporate plan and the activities of the department. The Open Spaces Business Plan contributes to:

- SA2: To provide modern, efficiency and high qualities local services, including policing, within the Square Mile for workers, residents & visitors
- SA3: To provide valued services, such as education, employment, culture and leisure to London and the nation
- KPP2: Improving the value for money of our services within the constraints of reduced resources
- KKP4: Maximising the opportunities and benefits afforded by our role in supporting London's communities
- KKP5: Increasing the outreach and impact of the City's cultural, heritage and leisure contribution of the life of London and the nation

Implications

60. **Finance:** The Open Spaces 2015/16 Service Based Review identified that £2,189,000 savings would be made over three years. Savings of £699k have been achieved in year 1 (2015/16). Savings of £721k were due to be delivered in 2016/17. Although the department managed to deliver to this reduced budget, the powers required to generate some of the savings have not yet been achieved and so alternative savings were substituted during the year. Further savings of £769k are required in 2017/18.

61. **Property:** the Open Spaces Department worked with the City Surveyor during the year to review property requirements. A number of properties were declared surplus. This work will continue.

62. **Health:** the activities of the Open Spaces Department contribute to the good health of our communities by providing facilities and opportunities for recreation, sport and wellbeing.

Conclusion

63. The Department performed well against targets in 2016/17, particularly in the face of financial challenges related to the delays in the Open Spaces Bill.

Appendices

- Appendix 1 – Key Actions
- Appendix 2 – Performance Indicators

Background Papers

Open Spaces Business Plan 2016/17-2019-20 (approved April 2016)

Esther Sumner

Business Manager, Open Spaces Department

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Action	Detail	Proposed Milestones 16/17	Progress at year end	Statuses
Departmental Objective 1: Protect And Conserve The Ecology, Biodiversity And Heritage Of Our Sites				
a) Continue to develop and implement strategies that direct the management of our open spaces	City Gardens Management Plan 2017 – 2021 to committee for approval – April 2017	City Gardens Management Plan 2017 – 2021 to committee for approval – April 2017	Plan was approved for consultation in April 2017.	GREEN
b) Develop and implement effective water management plans	Complete the Hampstead Heath Ponds Project	Engineering works completed – Oct 16	Engineering works completed on time (Oct 16)	COMPLETE
	Progress delivery of the Burnham Beeches pond embankments project	Consultants engaged to conduct biological survey – 2016/2017 Funding routes identified – 2016/17	Consultants' report received. Meeting arranged to consider recommendations to conserve/enhance biodiversity Professional assessment required to assess extent of project and associated costs Minor leak investigated in outflow and options currently being considered	RED – Timescales have slipped
Achieve museum accreditation and develop arising opportunities	Submit full Museum Accreditation application to Arts Council England for The View (Epping Forest Collection) Complete collections rationalisation programme Quantify visitor experience aspects of the museums accreditation	Museum Accreditation Submission – end May 2016	Full museum accreditation received. Framework for continued accreditation in place	COMPLETE
Departmental Objective 2: Embed Financial Sustainability Across Our Activities By Delivering Identified Programmes And Projects				

Deliver our Programmes and Projects, some of which will deliver departmental SBR savings	Develop and deliver our Programmes and Projects: <ul style="list-style-type: none"> ▪ Learning Programme ▪ Sports Programme ▪ City of London Corporation (Open Spaces) Bill ▪ Promoting Our Services Programme ▪ Energy Efficiency Programme ▪ Fleet and Equipment Review Programme ▪ Wayleaves Programme ▪ Lodges Review Programme ▪ Car Parks Programme ▪ Café's Programme ▪ Funding Programme 	Highlight reports to SLT monthly Quarterly reports at OP & CG, WHP, EF&CC, HH,HW&QP committees. 'Four monthly' reports to Port Health and Environmental Services Committee Sept and Jan budget meetings Financial Year End.	Programmes have progressed well although the Open Spaces Bill has been subject to delays. Car Parks and Learning have returned to Business As Usual. The Funding Programme was disbanded but restarted in May 2017. The Fundraising Programme was disbanded for a short while pending revised TOR and membership and reinstated in May 2017.	AMBER
Work with City Surveyors to deliver the outcome of the operational property assets review for realisation of income and reduction in revenue expenditure	Alternative use realised for West Ham Park Nursery Lodge Review: Properties confirmed as <ul style="list-style-type: none"> • Retain • Surplus for letting • Surplus for disposal Committee reports for properties identified as surplus for disposal and/or letting	Reports produced for relevant committees. Demolition of redundant toilet block - 2016/17	<ul style="list-style-type: none"> • WHP Nursery proposal progressing • Lodge Reviews complete • Further work on surplus properties will continue • Toilet block demolished 	GREEN
Actively engage in key corporate procurement opportunities	Active involvement in procurement process for COL's new building, repairs and maintenance (BRM) contract	Input into BRM Customer Working Group – regular meetings up until July 2017	Department has actively engaged with BRM contract and through the Land Management Category Board.	GREEN
Ensure sustainable provision	Assess and determine the most	Project Gateway submitted – early	In progress	GREEN

of the Cemetery and Crematorium service	efficient and effective way to replace the Crematorium's cremators	2017 for Gateway 1 / 2		
	Complete the soft and hard landscaping on the 'Shoot' Hard landscaping – 2016/17			COMPLETE
Departmental Objective 3: Enrich The Lives Of Londoners By Providing A High Quality And Engaging Educational And Volunteering Opportunities				
Embed the new Learning Programme across the Department	<p>Create, develop and establish the new Learning Team across the Department</p> <p>Deliver the CBT funded programme 'Green Spaces, Learning Places'</p> <p>Develop and implement monitoring and evaluation framework</p> <p>Obtain additional funding to support delivery and development of the Learning Programme</p>	<p>Recruitment completed to vacant posts – June 2016</p> <p>Deliver year 1, 2 and 3 targets for the four CBT funded projects – March 2017/2018/2019</p> <p>Appoint evaluation consultant to deliver framework - August 2016</p> <p>Develop and implement a fundraising plan</p>	<p>Complete</p> <p>In progress</p> <p>A new approach has been agreed with City Procurement following two unsuccessful tendering rounds</p> <p>Plan developed, delivery is in progress. One unsuccessful bid has been made – feedback received</p>	GREEN
Develop volunteering across our sites	Create and enable increased opportunities for 'supported' and 'unsupported' volunteering to assist in the delivery of our services	<p>New volunteering opportunities developed</p> <p>Training delivered and support given to volunteer groups to enable 'unsupported' volunteering</p>	<p>On-going</p> <p>Training was delivered to staff in October to develop their capacity to support</p>	GREEN

		(i.e. volunteering without a COL member of staff present) – ongoing.	volunteering.	
Departmental Objective 4: Improve The Health And Wellbeing Of Community Through Access To Green Space And Recreation				
Work with partners to create open spaces within the boundary of the City of London	Installation of a new landscape - Aldgate gyratory	Eastern section - installation of mature trees and landscaping (April to July 2016) Western section – tree planting and installation of landscaping January 2017	Most sections complete, although it will be necessary to return to a few sections for further works Has been subject to delays	AMBER
	Reinstatement of Finsbury Circus Garden.	Reinstatement proposals agreed - December 2016	Gateway process being undertaken for Garden restoration	AMBER
Secure funding and partnerships to deliver improved sport and recreation opportunities at our open spaces	Work with partners to secure long term investment in our sports facilities that encourage our communities to get more active. Develop golf provision at Chingford Golf Course (CGC) through new in-house management	Refurbish tennis courts at Queens Park – AWP dependent Embed in-house golf course management - 2016	Included in AWP In house management now in place. Restructure pending to amalgamate with Football Grounds Management Expression of Interest agreed for participation in 'Parklife' funding programme	GREEN
Departmental Objective 5: Improve Service Efficiency And Workforce Satisfaction				
Ensure the health and welfare of our skilled and	Deliver our workforce Plan and lIP Action Plans	Departmental learning programme developed – July annually	Complete	GREEN

motivated staff	Support the implementation of the Wellbeing Strategy and the framework of: Connect, Be Active, Take Notice, Learn, Give	Deliver actions within the Workforce and liP plans - within their identified timelines Establish divisional 'wellbeing champions' – Nov 2016	In progress Not undertaken	
Make more effective use of IT and adopt 'smarter' ways of working	Support the implementation of the Corporate Joint Network refresh programme, End User Device Refresh and Ways of Working / Accommodation programme	Move from Irish Chambers to Guildhall – End 2016	Date of move TBC	AMBER
	Maximise opportunities for web based bookings and End Point of Sale systems	Online booking for golf at Chingford – Spring 2016 Partner with CHL in EPOS procurement – March 2017	Online golf booking is now live EPOS procurement delayed, opportunities to be explored	AMBER

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Appendix 2 -PERFORMANCE INDICATORS

To assist in developing and driving a performance management culture across the service and enabling staff to plan ahead to deliver 'continuous improvement', twenty four performance indicators have been set. □

These indicators are SMART and challenging and set targets for the next three years. These performance indicator targets should be reviewed annually and future year's targets considered against the previous year's annual performance

PI No:	Description	Frequency Measure	2015/16 Actual Performance	2016/17 Performance Target	2016/17 Actual (annuals)		2017/18 Performance Target	2018/19 Performance Target
PI 1	Retain 15 Green Flags and improve the overall band score achieved across our Green Flag sites by 2018/2019	Annual	15 green flag sites overall band scores 46% = 80+ 27% = 75 – 79 27% = 70 - 74	Same as 2015/16	ACHIEVED 15 green flag sites overall band scores 53% = 80+ 27% = 75 – 79 20% = 70 - 74		Same as 2015/16	15 green flag sites overall band score 53% = 80+ 27% = 75 – 79 20% = 70 - 74
PI 2	Retain 12 green heritage awards and increase this to 13 sites by 2018/19	Annual	12 Green Heritage Awards	12 Green Heritage Awards	ACHIEVED 12 Green Heritage Awards		12 Green Heritage Awards	13 Green Heritage Awards
PI 3	Achieve our Departmental net local risk budget.	Annual at year end	Underspent of £885,000	Original Budget £10,347,000	Underspend/over achieved income of £768,282		£9,578,000	£9,578,000
PI 8	Reduce utility consumption (electric)	Annual	1717626 Kw/hrs	2.5% reduction on 2015/16 performance	MISSED 1815781 (+5.7%)		2.5% reduction on 2016/17 performance	2.5% reduction on 2017/18 performance
PI 8	Reduce utility consumption (gas)	Annual	3739886 Kw/hrs	2.5% reduction on 2015/16 performance	ACHIEVED 3439608 (-8%)		2.5% reduction on 2016/17 performance	2.5% reduction on 2017/18 performance
PI 9	Reduce fuel consumption (white & red diesel)	Annual	61308 litres	% reduction on 2015/16 performance	MISSED 67931 (+10.8%)		5% reduction on 2016/17 performance	5% reduction on 2017/18 performance
PI 9	Reduce fuel consumption (petrol)	Annual	1995 litres	% reduction on 2015/16 performance	MISSED 2064 (+3.5%)		5% reduction on 2016/17 performance	5% reduction on 2017/18 performance
PI 9	Reduce fuel consumption (small fuels)	Annual	13627 litres	% reduction on 2015/16 performance	MISSED 14201 (+4.2%)		5% reduction on 2016/17 performance	5% reduction on 2017/18 performance
PI 10	Increase electricity generation	Annual	51117 Kw/hrs	Two additional buildings generating 50KWH each	MISSED 44861 (-12.2%)		A further two additional buildings generating 50KWH each	A further two additional buildings generating 50KWH each
PI 14	Increase the directly and indirectly supervised volunteer hours	Annual at year end	Not applicable - new measure	To establish the baseline	43,140		2016/17 performance plus 5%	2017/18 performance plus 5%
PI 15	Increase the amount of unsupervised volunteer work hours.	Annual at year end	Not applicable - new measure	To establish the baseline	16,401		2016/17 performance plus 5%	2017/18 performance plus 10%
PI 19	Increase the percentage of customers surveyed as part of the 60 second survey or similar that stated the 'overall rating' of the open space as 'very good or excellent'.	Annual	2015 = 69%	75%	ACHIEVED 88%		2016/17 performance plus 5%	2017/18 performance plus 5%
PI 20	Increase the number of 'visitors' to the Open spaces webpages.	Annual	534,728	2015/16 performance plus 10% = 588,201	ACHIEVED 588201		2016/17 performance plus 10%	2017/18 performance plus 10%

STAFFING INDICATORS

		Frequency Measure	2015/16 Actual Performance	2016/17 Performance Target	2016/17 Actual (annuals)		April-Sept		Oct-March	2017/18 Performance Target	2018/19 Performance Target
PI 21	Increase the percentage of H&S accidents that are investigated within 14 days.	Updates every six months. Annual at year end	Feb 15 to Jan 16 = 71%	80%	MISSED 62%		66%		59%	83%	86%
		Frequency Measure	2015/16 Actual Performance	2016/17 Performance Target	2016/17 Actual (annuals)	Q1 April-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-March	2017/18 Performance Target	2018/19 Performance Target
PI 22	Reduce the average number of Full Time Employee (FTE) working days lost per FTE due to short term sickness absence.	Updates every quarter. Annual February to January	Feb 2015 to Jan 2016 = 3.6 days Short-Term FTE Working Days Lost per FTE	3.45 days FTE Working Days Lost per FTE	ACHIEVED Feb 2016-Jan 2017 = 3.2 FTE Working Days Lost per FTE	0.81	0.87	0.91	Not available	3.3 days FTE Working Days Lost per FTE	3.2 days FTE Working Days Lost per FTE
PI 23	Reduce the average number of FTE working days lost per FTE due to long term sickness absence.	Updates every quarter. Annual February to January	Feb 2015 to Jan 2016 = 2.43 days Long-Term FTE Working Days Lost per FTE	2.4 days FTE Working Days Lost per FTE	MISSED Feb 2016 to Jan 2017 = 2.68 days Long-Term FTE Working Days Lost per FTE	0.72	0.74	0.61	Not available	2.35 days FTE Working Days Lost per FTE	2.30 days FTE Working Days Lost per FTE
PI 24	Increase the percentage of Open Space's staff who state they are at least satisfied with their workplace in the annual staff wellbeing survey.	Annual	90.22%	92%	Survey not undertaken					94%	95%

SPORTS BOARD

PI No:	Description	Frequency Measure	2015/16 Actual Performance	2016/17 Performance Target	2016/17 Actual	April - September	October - March	2017/18 Performance Target	2018/19 Performance Target
PI 16	Increase the amount of tennis played across our sites.	Update at six months. Annual at year end. Court Hours usage by adults & concessions:	WHP: 1000 adults 500 by concessions.	WHP: increase court hours used by 65% = 2475 hrs	ACHIEVED 1822 Adults, 993 Concess, (total 2815)	1401 Adults 512 Concess	421 Adults, 481 Concess	WHP: increase court hours used by 40% on 2016/17 actual	WHP: increase court hours used by 25% on 2017/18 actual
			Parliament Hill: 6523 Adults 3799 Concessions	Parliament Hill : Adults 5% = 6849 hrs Concessions 5% = 3899	MIXED Parliament Hill: 6,677 Adults 4,266 Conc U/K 591	3,718 Adults 2,733 Conc 591 Unknown	2,959 Adults 1,493 Conc	Parliament Hill: increase court hours by 5% each for adults and concessions on 2016/17 actual	Parliament Hill: increase court hours by 5% each for adults and concessions on 2017/18 actual
			Golders Hill Park: Adults 1734 Concessions 914	Golders Hill Park: Adults 5% = 1820 Concessions 5% = 960	MISSED Golders Hill Park: Adults 1306 Conc 798	1,046 Adults 278 Conc	260 Adult 520 Conc	Golders Hill Park: increase court hours by 5% each for adults and concessions on 2016/17 actual	Golders Hill Park: increase court hours by 5% each for adults and concessions on 2017/18 actual
			Queens Park: 2960 Adults 785 Concessions	Queens Park: Adults 5% = 3108 Concessions 5% = 824	MIXED Queens Park: 3585 Adults 585 Conc U/K 439	2,451 Adults 467 Conc 439 Unknown	1134 Adult 118 Conc	Queens Park: increase court hours by 5% each for adults and concessions on 2016/17 actual	Queens Park: increase court hours by 5% each for adults and concessions on 2017/18 actual
			PI 17	Increase the amount of football played across our sites.	Update at six months. Annual after year end All data is 14/15. For all sites 15/16 data to be added after year end.	WHP = 59 bookings to end of football season.	WHP increase bookings by 10% on 2015/16 actual = 65 bookings	ACHIEVED Total of 91 bookings	44 bookings (24 training sessions and 20 matches)
3260 bookings to end of football season.	Epping maintain bookings at 2015/16 level = 3260	MISSED 3045 Bookings				Football season starts in October	3045 Bookings	Epping increase bookings by 2% on 2016/17 actual	Epping increase bookings by 5% on 2017/18 actual
Heath Extension = Adult 2 bookings Junior 102 bookings	Heath Extension increase adult bookings by 5% = 2 bookings. Maintain level of junior bookings at 2015/16 actual = 102 bookings	ACHIEVED 154 bookings				32 Bookings	122 Bookings	Heath Extension increase adult bookings by 5% and maintain level of junior bookings on 2016/17 actual	Heath Extension increase adult bookings by 5% and maintain level of junior bookings on 2017/18 actual

			Parliament Hill = Adult & concession 15 bookings	Parliament Hill increase adult and concession bookings by 5% on 2015/16 actual = 16 bookings	MISSED 6 bookings		Football season starts in October		6 bookings	Parliament Hill increase adult and concession bookings by 5% on 2016/17 actual	Parliament Hill increase adult and concession bookings by 5% on 2017/18 actual
			Highgate Wood = Adult 48 bookings	Highgate Wood increase adult bookings by 5% on 2015/16 actual = 51 bookings	MISSED 43 bookings		Football season starts in October		43 bookings	Highgate Wood increase adult bookings by 5% on 2016/17 actual	Highgate Wood increase adult bookings by 5% on 2017/18 actual
PI 18	Increase the number of golf visits at Chingford Golf Course.	Update at six months. Annual at year end	2014/15 the recorded number of visits was 22,000	Establish a baseline figure	19169		8653		10516	Increase 2016/17 baseline figure by 5%	Increase 2017/18 performance by 5%

CEMETERY AND CREMATORIUM

PI No:	Description	Frequency Measure	2015/16 Actual Performance	2016/17 Performance Target	2016/17 Actual	April-July	Aug-Nov	Dec-March		2017/18 Performance Target	2018/19 Performance Target
PI 4	Increase our market share of burials in relation to the Cemetery and Crematorium's seven neighbouring Borough's	Updates every four months. Annual at year end	6.90%	2015/16 performance plus 0.4% = 7.03%	ACHIEVED 7.5%	8.20%	7.20%	7		2016/17 performance plus 0.5%	2017/18 performance plus 0.5 %
PI 5	Increase the number of burials	Updates every four month. Annual at year end	866	2015/16 performance plus 2.5% = 888	MISSED 868	296	262	310		2016/17 performance plus 2.5%	2017/18 performance plus 2.5 %
PI 6	Increase the number of cremations	Updates every four month. Annual at year end	2519	2015/16 performance plus 1.5% = 2557	MISSED 2540	815	765	960		2016/17 performance plus 1.5%	2017/18 performance plus 1.5%
PI 7	As a minimum, achieve local risk Cem & Crem inc	Updates every four month. Annual at year end	Over achievement of income	Original Budget (£4,470,000)	Over achievement of income £452,787					(£4,521,000) 16/17 original budget plus £51k SBR saving)	-£4,521,000

LEARNING PROGRAMME

PI No:	Description	Frequency Measure	2015/16 Actual Performance	2016/17 Performance Target	2016/17 Actual	April - September	October-March	2017/18 Performance Target	2018/19 Performance Target
PI 11	Increase the percentage of Learning Programme participants who are more knowledgeable about the natural history of our open spaces.	Update at six months. Annual at year end	Not Applicable - new measure	70% of participants surveyed	ACHIEVED 86% of participants surveyed	99% of those surveyed	73%	80% of participants surveyed	85% of participants surveyed
PI 12	Increase the percentage of new participants in the Learning Programme who report their intention to visit our open spaces with their families	Update at six months. Annual at year end	Not Applicable - new measure	50% of participants surveyed	ACHIEVED 93% of participants surveyed	Formal measure not in place	93%	60% of participants surveyed	70% of participants surveyed

PI 13	Increase the percentage of Learning Programme participants who are from Black and Minority Ethnic or under-represented groups	Update at six months. Annual at year end	Not Applicable - new measure	40% of participants surveyed	ACHIEVED 45% of participants surveyed		56% BME		34%	50% of participants surveyed	55% of participants surveyed
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Committee(s):	Date(s):
West Ham Park Committee	17 July 2017
Subject: Cyclical Works Programme Bid – 2018/19	Public
Report of: City Surveyor CS: 237/17	For Information
<p>Summary</p> <p>This report sets out a provisional list of cyclical projects being considered for properties under the management of West Ham Park Committee under the “cyclical works programme”.</p> <p>The draft cyclical project list for 2018/19 totals approximately £0.3m and if approved will continue the on-going programme in the maintenance of the property and infrastructure assets.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • That your Committee notes the content of this report 	

Main Report

Background

1. The total value of the approved projects for the 17/18 cyclical works programme (CWP) for the West Ham Park Committee was £186,400 which consisted of 17 projects.
2. The Director of Open Spaces has requested that your Committee be provided with a preview of the likely works list in 2018/19 for West Ham Park.

Current Position

3. The attached list at Appendix A is a provisional list of projects for West Ham Park under consideration for 2018/19.
4. The projects for the bid have been taken from the forward maintenance plans for each property within the Estate; these plans are regularly updated in conjunction with the Superintendent and their management team to ensure they are as accurate as possible.
5. It should be noted that this provisional list for 2018/19 is subject to a final review prior to presentation to the Corporate Asset sub-Committee in October 2017 and consideration by the Resource Allocation sub-Committee at the beginning of 2018.

Prioritisation of Projects

6. The project prioritisation model developed for the cyclical works programme has been applied to projects identified from forward cyclical maintenance/replacement plans of the Barbican Centre, GSMD and the Corporate Properties under the City Surveyors control.
7. Essential Projects for consideration of including within the bid list are ranked in order of priority according to the following criteria and scoring mechanism.
 - Health, Safety & Security (weighting 5)
 - COL Reputational (weighting 4)
 - Maintaining Income Stream (weighting 4)
 - Assets Performance (weighting 5)
 - Client Feedback (weighting 2)
8. The cyclical works programme Peer Review Panel, chaired by the Financial Services Director has met twice to consider the draft prioritisation of projects across all Departments. The panel has provided a “sense check” to ensure that the prioritisation ranking reflected in the Prioritisation model has been rigorously and consistently applied and that the outcomes in terms of prioritisation align to the City’s strategic aims and objectives.

Corporate & Strategic Implications

9. The proposals contained within the attached appendix list support the theme “Protects, promotes and enhances our environment” within the City Together Strategy.
10. Once agreed the projects relating to the cyclical works programme will be reviewed to reflect strategic asset management decisions and the wider corporate objectives to ensure that the City can meet its overall criteria relative to the management of its property assets.

Conclusion

11. The attached provisional list of work for 2018/19 with an indicative value of £0.3m allows the on-going cyclical repairs and maintenance of the City’s Operational estate at West Ham Park in particular to continue.

Appendices

- Appendix A - Provisional Cyclical Works Programme 2018/19

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Appendix A - CWP 18/19 - Actual List

West Ham Park

Property	Location	Project Title	Cost
West Ham Park	Tennis Courts, Store and Cricket Nets	CRICKET NETS FENCING & RESURFACING REPLACEMENT	£50,000
West Ham Park	Paddling Pool, Filter House	PUMPSET & FILTERS REPLACEMENT	£12,000
West Ham Park	Paddling Pool, Filter House	PAVING & GENERAL TILING OVERHAUL	£2,500
West Ham Park	Pavilion Office	EXTERNAL DECORATIONS	£7,000
West Ham Park	Boundary Fence, Wall, Gates, Railings	DECORATIONS TO BOUNDARY GATES & RAILINGS	£66,000
West Ham Park	Boundary Fence, Wall, Gates, Railings	DECORATIONS TO GATES AND RAILINGS	£33,500
West Ham Park	Boundary Fence, Wall, Gates, Railings	BRICKWORK AND STONEMWORK REPOINTING	£9,500
West Ham Park	Boundary Fence, Wall, Gates, Railings	FENCING TREATMENT	£6,000
West Ham Park	Sports Changing Room	EXTERNAL DECORATIONS	£1,200
West Ham Park	East Lodge	EXTERNAL DECORATIONS	£7,000
West Ham Park	South Lodge	EXTERNAL DECORATIONS	£3,000
West Ham Park	Park Cottage	EXTERNAL DECORATIONS	£6,000
West Ham Park	Portway Lodge	EXTERNAL DECORATIONS	£3,000
West Ham Park	1 Linden Cottage	EXTERNAL DECORATIONS	£3,500
West Ham Park	2 Linden Cottage	EXTERNAL DECORATIONS	£3,500
West Ham Park	1 Margery Park Cottage	EXTERNAL DECORATIONS	£3,500
West Ham Park	2 Margery Park Cottage	EXTERNAL DECORATIONS	£3,500
West Ham Park	2 Margery Park Cottage	KITCHEN REFURBISHMENT	£8,000
West Ham Park	General	CORPORATE SIGNAGE OVERHAUL & REPAINT	£2,500
West Ham Park	Playground Toilets	INTERNAL DECORATIONS (PUBLIC TOILETS)	£3,500
West Ham Park	Vehicle Shed	REFURBISHMENT	£96,500

£331,200

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Committees:	Dates:
Epping Forest & Commons Committee - For Information	3 July 2017
Open Spaces Committee - For Information	17 July 2017
West Ham Park Committee - For Information	17 July 2017
Hampstead Heath, Queens Park and Highgate Wood Committee - For Information	17 July 2017
Subject: Open Spaces Events Policy	Public
Report of: Director of Open Spaces	For Information
Summary	
<p>As part of the ongoing preparations for the passage of Open Spaces Bill through Parliament, we are required to develop a formal events policy.</p> <p>This report provides an update on the proposals to develop proposals and consult our communities. It is proposed the consultation takes place from autumn 2017 to early 2018 with the local Consultative Groups. This would allow the events policy to then be considered by each Committee prior to the spring.</p>	
Recommendation	
Members are asked to note the report.	

Main Report

Background

1. The Open Spaces Bill is currently moving through parliamentary process.
2. The provisions of the Open Spaces Bill require that the Open Spaces Department have a formally established Events Policy for each of our sites, and that this policy be consulted upon.
3. There is a strong history of events at our Open Spaces. The policy framework which is being developed will draw upon previous experience licensing and running events, the existing legal obligations for each site and the requirements of the Open Spaces Bill.

Current Position

4. In recognition of the differing characters of the open spaces and heritage assets managed by the City of London Corporation, it is proposed that the principles of a departmental policy framework is established supported by site specific policies.

Consultation and Committee process

5. It is proposed that the events policy framework and site specific policies be subject to consultation with local consultative groups before being submitted to each Committee for approval early in 2018.

Hampstead Heath Consultative Committee	9 October 2017	Local Consultation
Highgate Wood Consultative Group	1 November 2017	Local Consultation
Queen's Park Joint Consultative Group	1 November 2017	Local Consultation
Burnham Beeches Consultation Group	TBC January 2018	Local Consultation
West Wickham, Spring Park and Coulsdon Commons Consultative Group	TBC January 2018	Local Consultation
Ashted Common Consultative Committee	23 January 2018	Local Consultation
Epping Forest Consultative Group	TBC	Local Consultation
West Ham Park Committee	5 February 2018	Committee approval
Open Spaces & City Gardens Committee	5 February 2018	Committee approval
Hampstead Heath, Highgate Wood & Queen's Park Committee	21 February 2018	Committee approval
Epping Forest & Commons	12 March 2018	Committee approval

6. Members will be aware that the Epping Forest Consultative Group has not yet been formally established. It is anticipated that this group will be established later this year and will therefore be able to be consulted on the events policy framework and Epping Forest site specific policy.
7. West Ham Park does not have a consultative group but benefits from local representatives sitting on the Committee. The West Ham Park Manager will supplement the Committee process with consultation with consultation with the Friends Group.
8. Should there be any substantive issues raised during the course of the consultation process, it may be necessary to extend these timeframes or consider additional meetings.

Conclusion

9. The creation of a formally approved events policy is an opportunity for the department to codify practice, create greater clarity and transparency, and most importantly, to ensure that each of our sites is protected.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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