



## Epping Forest & Commons Committee

**Date:** MONDAY, 15 JANUARY 2018  
**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**

## **Agenda**

### **Part 1 - Public Agenda**

**1. APOLOGIES**

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

**3. MINUTES**

To agree the minutes of the previous meeting.

**For Decision**  
(Pages 1 - 8)

**4. SCHEDULE OF VISITS 2018**

Members are invited to note the dates for committee visits in the forthcoming year.

**For Decision**  
(Pages 9 - 10)

### **Burnham Beeches & The Commons**

**5. SUPERINTENDENT'S UPDATE**

Report of the Superintendent of Burnham Beeches & the Commons.

**For Information**  
(Pages 11 - 16)

**6. ASHTEAD COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

Report of the Chamberlain.

**For Information**  
(Pages 17 - 40)

**7. BURNHAM BEECHES AND STOKE COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

**For Information**  
(Pages 41 - 66)

**8. WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

Report of the Chamberlain.

**For Information**  
(Pages 67 - 92)

**9. THE KENLEY FUND**

**For Decision**  
(Pages 93 - 96)

**Epping Forest**

**10. SUPERINTENDENT'S UPDATE**

Report of the Superintendent of Epping Forest.

**For Information**  
(Pages 97 - 110)

**11. APPOINTMENT OF A VERDERER OF EPPING FOREST**

Report of the Town Clerk.

**For Decision**  
(Pages 111 - 124)

**12. EPPING FOREST TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

Report of the Chamberlain.

**For Information**  
(Pages 125 - 154)

**13. PARTICIPATION IN A TREES OUTSIDE WOODS (TOWS) JOINT PROJECT BID TO HERITAGE LOTTERY FUND**

Report of the Director of Open Spaces and Heritage.

**For Decision**  
(Pages 155 - 160)

**14. COUNTRYSIDE STEWARDSHIP GRANT SCHEME APPLICATION**

Report of the Director of Open Spaces and Heritage.

**For Decision**  
(Pages 161 - 168)

**15. COW POND RESTORATION BY FROGLIFE THROUGH BID TO HLF**

Report of the Director of Open Spaces and Heritage.

**For Decision**  
(Pages 169 - 178)

**16. REQUEST FOR HIGHWAY DEDICATION ON FOREST LAND AT GILBERT'S SLADE, WOODFORD NEW ROAD**

Report of the Director of Open Spaces and Heritage.

**For Decision**  
(Pages 179 - 188)

**17. 'GLAMPING' PROPOSAL FOR EPPING FOREST**

Report of the Director of Open Spaces and Heritage.

**For Decision**  
(Pages 189 - 194)

**18. CRIPSEY BROOK - THORNWOOD FLOOD ALLEVIATION SCHEME**

Report of the Director of Open Spaces and Heritage.

**For Decision**  
(Pages 195 - 202)

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

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

**Part 2 - Non-Public Agenda**

**21. 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**

**22. NON-PUBLIC MINUTES**

To agree the minutes of the previous meeting.

**For Decision**  
(Pages 203 - 206)



**23. WOODFORD GOLF CLUB - 2018 LICENCE FEE REVIEW**

Report of the Director of Open Spaces and Heritage.

**For Decision**  
(Pages 207 - 212)

**24. ORION HARRIERS RUNNING CLUB - LEASE RENEWAL**

Report of the Director of Open Spaces and Heritage.

**For Decision**  
(Pages 213 - 218)

**25. BUTLERS RETREAT CAFÉ - LEASE RENEWAL**

Report of the Director of Open Spaces and Heritage.

**For Decision**  
(Pages 219 - 228)

**26. LEASE RENEWAL - THE ORIGINAL TEA HUT - CROSS ROADS, HIGH BEACH**

Report of the Director of Open Spaces and Heritage.

**For Decision**  
(Pages 229 - 238)

**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**

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**EPPING FOREST & COMMONS COMMITTEE**  
**Monday, 20 November 2017**

Minutes of the meeting of the Epping Forest & Commons Committee held at  
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 20 November 2017  
at 11.30 am

**Members:**

Deputy Philip Woodhouse (Chairman)  
Peter Bennett  
Alderman Sir Roger Gifford  
Caroline Haines  
Gregory Lawrence  
Sylvia Moys  
Graeme Smith (Deputy Chairman)  
Verderer Peter Adams  
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  
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, Verderer Michael Chapman and Barbara Newman.

The Committee noted that Mr Richard Morris had resigned as a Verderer of Epping Forest after 19 years of service. Members thanked Mr Morris for his hard work, and noted that a report regarding the process of appointing a Verderer would be submitted to the January committee meeting.

Members also noted that the Open Spaces Business Manager, Esther Sumner, would be leaving the City Corporation in December 2017. Members placed on record their thanks to Esther for her work over the years.

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

There were no declarations of interest.

**3. MINUTES**

Resolved – that the minutes of the previous meeting be agreed.

4. **DRAFT DEPARTMENTAL BUSINESS PLAN 2018/19 - OPEN SPACES**

The Committee noted the draft high-level business plan for the Open Spaces Department for 2018/19. It was 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.

In response to a query it was noted that 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.

Resolved – that the plan be received.

5. **SUPERINTENDENT'S UPDATE**

Resolved – that the update be received.

6. **REVENUE & CAPITAL BUDGETS - 'THE COMMONS' 2017/18 & 2018/19**

Resolved – that the report be received.

7. **PROPOSED PEDESTRIAN CROSSING AT WEST WICKHAM COMMON**

Members were informed that 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.

The 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.

Members noted that all necessary, agreements, licenses and deeds of dedication had been completed and that the start of full construction by TfL was imminent.

Resolved – that the report be received.

8. **THE COMMONS - CONSULTATION GROUPS - RENEWED TERMS OF REFERENCE**

The 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.

The 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:

- ☐ 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

**Resolved – that Members:**

- ☐ 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 Ashted Common Consultation Group.
- ☐ Receive feedback on the Terms of Reference from the three Consultation Groups in early 2018 should that be required.

**9. STOKE COMMON MANAGEMENT PLAN, PUBLIC CONSULTATION AND GRANT APPLICATION**

Members noted that 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.

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.

**Resolved – that Members:**

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

**10. SUPERINTENDENT'S UPDATE**

The Committee received the update of the Superintendent and 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.

In response to a query regarding fly tipping, the Superintendent advised that on average the clearance of each fly tipping incident cost £8,000. Members agreed that successful prosecutions of fly tippers should be publicised in the press to act as a deterrent to others. The Superintendent agreed to provide Members with further information regarding the number of hours spent on clearing fly tipping and prosecuting offenders. The Director advised the Committee that Officers had been working closely with Keep Britain Tidy to tackle this issue.

In response to a query regarding deer culling, the Superintendent agreed to provide Members with further information regarding the resources spent on the culling of deer in the forest.

Resolved – that the update be received.

**11. REVENUE & CAPITAL BUDGETS - EPPING FOREST 2017/18 & 2018/19**

Resolved – that the report be received.

**12. EPPING FOREST LICENCE, PRODUCE AND SPORTS CHARGES**

The Committee noted an update 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%).

In response to a query it was noted that 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.

Resolved – that Members approve the proposed charges for 2018/19.

**13. EPPING FOREST CONSULTATIVE COMMITTEE - SELECTION OF ORGANISATIONS**

The Committee noted that 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.

Members noted the details of those expressions of interest and agreed the final composition of the Consultative Committee for the next three years. Members agreed that only large national organisations who are active locally should be included on the committee. Members noted that the composition and attendance at meetings would be reviewed after three years.

**Resolved** – that Members agreed to select 16 organisations by applying criteria as laid out in the terms of reference.

**14. PROPOSED INTRODUCTION OF AN EPPING FOREST LAND BANKING POLICY**

The Committee noted the report which was 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 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.

**Resolved – that Members:**

- ☐ 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.

**15. REQUEST FOR HIGHWAY DEDICATION ON FOREST LAND AT GILBERT'S SLADE, WOODFORD NEW ROAD**

The Committee noted that 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.

The Committee was asked to consider a request by the LBWF to dedicate for highway purposes approximately 66m<sup>2</sup> 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 32m<sup>2</sup> resulting in a net loss of 34m<sup>2</sup>. The Committee expressed concerns over the need for this crossing and asked Officers to investigate the matter further.

**Resolved** – Members agreed to delegate authority to the Town Clerk in consultation with the Chairman and Deputy Chairman.

**16. GEORGE GREEN - PROPOSALS TO VARY THE CARE AND MAINTENANCE AGREEMENT WITH THE LONDON BOROUGH OF REDBRIDGE**

The Committee noted that 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. 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. Members asked Officers to consider this proposal carefully, taking into consideration the necessary maintenance of the meadows.

**Resolved** – that Members 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.

**17. REPORT OF ACTION TAKEN BETWEEN MEETINGS**

Members noted that 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.

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.

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.

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.

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

There were no questions.

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

There was no urgent business.

**The meeting ended at 1:15pm.**

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Chairman

**Contact Officer: Natasha Dogra**  
**Natasha.Dogra@cityoflondon.gov.uk**

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## **Epping Forest & Commons Visits 2018**

Date	Visit
10 <sup>th</sup> March	Committee visit to Epping Forest
12 <sup>th</sup> May	Committee visit to Epping Forest
7 <sup>th</sup> July	Committee visit to Kenley Common
8 <sup>th</sup> September	Committee visit to Burnham Beeches
17 <sup>th</sup> November	Committee visit to Epping Forest

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<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest & Commons	January 15 <sup>th</sup> 2018
<b>Subject:</b> Superintendent's Update	<b>Public</b>
<b>Report of:</b> Superintendent of 'The Commons'	<b>For Information</b>
<p style="text-align: center;"><b>Summary</b></p> <p>This report provides a general update on issues across the nine sites within 'The Commons' division that may be of interest to members and is supplementary to the monthly email updates.</p> <p><b>Recommendation</b></p> <p>Members are asked to note the contents of this report.</p>	

## Burnham Beeches and Stoke Common

1. The quarry site at East Burnham has continued to operate and the associated monitoring of the ground water hydrology and dust has continued. Dust levels continue to be higher as measured by the sticky pads but lower by the Frisbee gauges. This seems to be due to higher levels of organic material falling on the sticky pads and does not appear to be related to quarry operations. Some hydrology monitoring points are recording water levels outside of their 'envelopes' but again is unlikely to be quarry related.
2. Progress has been made on the South Bucks District Council (SBDC) Local Plan. A company specialising in air quality has been engaged by SBDC to examine the impact of the plan on Burnham Beeches SAC (particularly with regard to potential increases in road traffic). An Officer will attend the inception meeting scheduled for January 2018. It is anticipated that the Local Plan will be in draft form and open for consultation by mid May 2018 and will include various proposal in respect of Burnham Beeches.
3. SBDC have proposed the creation of a new Country Park 3km from Burnham Beeches, on land currently owned by SBDC and used as a golf club. Officers attended the public consultation meeting and subsequently submitted a response. The proposal appears to be entirely unconnected with emerging planning policy and in response to the unprofitability of the golf club.
4. Slough Borough Council (SBC) have produced a proposal document for a 'garden suburb' with the SBDC area to accommodate their need for housing and this has proven to be extremely controversial. Officers submitted a

response and understand that the Department for Communities and Local Government have asked SBC to examine alternative options.

5. The Heathrow extension has been discussed extensively locally and it is understood that the potential impact on Burnham Beeches has featured highly in the discussions. Officers are attending a meeting in January for further detail.
6. Responses to other planning applications including Wycombe District Council as well as adjacent sites to Burnham Beeches have been submitted.
7. Discussions have continued with Natural England and Forestry Commission advisers regarding the Countryside Stewardship applications that will be prepared in 2018.
8. A local company, with a drone, and requisite licences trialled a flight over part of Burnham Beeches and have used software to demonstrate tree canopy heights, 3-D imaging and various analytical tools like assessing vegetation health. Officers are current assessing the potential use of these tools in future management planning.
9. The Public Spaces Protection Orders (PSPOs) were made on the 1<sup>st</sup> of December 2017 extending the effect of the existing Orders, and the preceding Dog Control Orders (DCOs), for a further 3 years.
10. At Burnham Beeches the Rangers completed habitat restoration work on the west and east mires, and 'halo clearance' around 65 ancient pollards ready for restoration work in January and February 2018.
11. At Stoke Common the Rangers supervised contractors carrying out restoration work (approx. 0.5 Ha tree felling) on the north common and 350m fencing replacement on the main common and carried out heathland restoration directly and with volunteers across the site
12. November weekends were particularly busy at times with good weather and autumn colours lasting late into the month. This changed in December with wet and windy weather and a day of snow causing the Beeches be invaded by a variety of snowmen and other icy creatures.
13. Livestock were moved off the Beeches. The cows have gone to their winter quarter with a local grazer. At Stoke Common the ponies were moved onto the north common in November, after the felling works, to graze the re-establishing acid grassland and then were moved again onto the west common for December
14. The Burnham Beeches & Friends of Stoke Common Volunteers carried out an impressive amount of scrub management work at both sites. They have also helped with preparation for the annual pollard restoration work at the Beeches.

15. One individual volunteer has completed over 200 hours in 2017 identifying a collection of specimens from our moth trap.

### **Stoke Common**

16. Work on the new Stoke Common Management Plan is underway. Staff will now develop future work plans and deliver the programme of consultation to the timetable agreed by this Committee in November 2017.

## **PARTNERSHIPS**

### **Kenley Revival update**

17. Conservation Works are nearing completion and the last remaining works are in relation to the removal of graffiti from the rifle range. This will be contracted separately. The other works still to be completed by PAYE are the infilling of KC14 (by doorway entrance), KC29 (back wall), KC44 (spine wall) along with the remaining portion of brick and concrete repairs to KC12 (subject to cost).
18. The Learning and Volunteer officer has left the Kenley Revival Project to take up a position with another HLF project. Her final date on the Kenley Revival project is 7<sup>th</sup> January. Recruitment of a replacement in that role has been approved by HLF and submitted to Human Resources with an anticipated end date 15<sup>th</sup> January to allow for sifting and interviews prior to 1<sup>st</sup> February 2018.
19. The Website and archive continues to attract new public contributions of stories and photographs of RAF Kenley. A drop in 'antiques roadshow' was held in November along with a visit to the Old Coulsdon Residents Association to encourage even more submissions to the archive. Wartime Christmas craft activities took place on 18<sup>th</sup> December 2017.
20. The programme for next year's activities will focus on Women at War (March), Learning Roadshow (June) and Archaeology (July). The programme is flexible and is currently dependent on the appointment of the new Learning & Volunteer Officer.
21. School Assemblies were held on the theme of 'Remembrance' and over 1,400 children were engaged. Schools have already requested bookings for next year.
22. A legacy workshop was held on 7 December 2017 to focus the Kenley Airfield Friends Group and City of London employees. This explored the legacy opportunities for the project and identified activities that could be sustained post-project.
23. The interpretation works, including signage and travelling exhibition, will shortly commence with an aim, at this stage, to install the onsite signage by Easter 2018. A creative workshop was held on 7 December 2017 to explore content and contextual drawings to contribute to the planning application.

## **The West Wickham and Coulsdon Commons**

24. Stites Hill Road/Holmesfield Road is now partly closed until February 2018. This is to enable Sutton and East Surrey Water to replace a large water main and is hoped will be of benefit to the overflow on Coulsdon Common.
25. Transport for London have now completed the installation of the new pedestrian crossing on the A232 Croydon Road.
26. Croydon Council have confirmed ownership and responsibilities in respect of the iron fence and stone wall adjacent to the highway at 'Marlpit', Farthing Downs, and work to replace the fence and repair the wall is expected to follow shortly. Croydon Council had for many years claimed that the fence and associated cost of any maintenance and repair works were the City Corporation's responsibility.
27. Rangers have been carrying out tree safety work which arose from the 'Medium Risk' tree assessments conducted across the Commons. 'High Risk' assessments are now being conducted.
28. Following the departure of the Livestock Ranger the breeding herd of Sussex cattle have been moved to Epping Forest for over wintering and calving. They will return to The Commons in the Spring of 2018.
29. Annual works programme – contractors have repaired and where necessary, replaced new stock and boundary fence lines across the Coulsdon Commons.
30. Car parks on Riddlesdown Common and Spring Park have been refurbished and some footpaths on Kenley Common have been re-surfaced.
31. Volunteer hours for 2017 have totalled more than 6,000 hours and have proved invaluable in assisting with the management of the various sites across the Commons.
32. The recruitment process is currently underway to fill the vacant livestock Ranger and Conservation Ranger roles. These permanent, residential posts will bring the West Wickham and Coulsdon team back up to full strength.

## **Ashted Common**

33. Scrub management work is now well under way with contractors engaged in restoring a 50% scrub to grass balance in Willow Field, Pine Field and the Woodlands Road/Wells Estate areas. Additionally ride scalloping has been undertaken along Concessionary Ride One, Footpath 25 and the gas wayleave behind Broadhurst.
34. For the second year running, work to manage the veteran oak trees is focussed on one area of the common using the 'district base' approach. This method is much more efficient than the previous 'whole site' method and has saved approximately £6,000.00 on the annual contract cost.
35. Volunteers have been working at the north east of the common to widen firebreaks and coppice hazel. One volunteer has raised approximately £400



by manufacturing, using timber from the common, and selling wooden reindeer.

36. A small group of the volunteers won first prize in the Ashtead Community Christmas tree decorating competition.

## **Support Services**

37. The new Administration Assistant for Ashtead and Merlewood, has started with the Division and is currently undergoing the induction programme. This appointment brings the Support Services team back up to full strength.
38. The Support Services Manager and Head Rangers worked in partnership with the Chamberlain to agree and deliver the 2018/19 budget base and associated cuts.
39. The team co-ordinated many of the planned late autumn and Christmas events across The Commons.

## **Incidents**

### **Burnham Beeches & Stoke Common**

40. There were 14 reported incidents during the period of which:
- Four incidents relate to fly tipping around Burnham Beeches.
  - Eight incidents related to dogs: two PSPO incidents requiring follow up action and the rest – all in the off lead area- were either lost dogs or dog on dog 'attacks' and owners being involved in heated exchanges as a result.
41. Storm Aftermath surveys were carried out on Boxing Day following high winds and heavy rain overnight. Several large trees had been blown over but no other structural damage was recorded.

### **Ashtead Common**

42. A blocked pipe led to a leak of sewage onto the Common at Woodfield near Bridleway 33. The Environment Agency and Thames Water were informed/attended and the area secured. The pipe was unblocked and appeared to be caused by a mixture of sanitary products and fatbergs. Water quality samples were taken along the river Rye and impacts were noted, the results of which are awaited. 'Grey water' was removed using a sludge pump and a tanker was used to 'flush the river to reduce the impact of the sewage.

### **The West Wickham and Coulsdon Commons**

43. Coulsdon Common – Off road vehicle driving outside the area of Windmill Farm but the driver has not been identified.
44. Coulsdon Common – used syringe found in ditch adjacent to Stites Hill Road. Object placed in 'sharps box' and disposed of accordingly. Surrey County Council informed.
45. Coulsdon Common – Fly-tipping close to football pitch has been cleared by the Ranger team and disposed of using existing contractors.

46. Riddlesdown Common – Car abandoned outside Keepers Cottage. Police and local authority notified and vehicle later recovered.
47. West Wickham Common – Verbal abuse of a dog walker by a member of the public.

### **Filming, major events and other activities**

#### **Burnham Beeches**

48. There were three programmed walks during the reporting period; one was cancelled due to poor weather and there were 30 walkers on the other two.
49. Despite very poor, wet weather throughout the Christmas Carols and Crafts event, it was still well attended with over 100 people braving the conditions.
50. The festive trail was very popular with an estimated 400 people following all or part of the route. Some very good positive and complimentary comments were posted on the local community Facebook page.
51. The Burnham Beeches Rotary Club running event raised approximately £1000 as a donation to the site.

#### **The West Wickham & Coulsdon Commons**

52. Twelve events were held across the Coulsdon commons including – 3 ‘Meet the Ranger’ mornings, 2 Halloween activities, a Rudolph making event and a Santa’s reindeer trail. .
53. There was also a fire lighting event for Beckenham Cubs at Spring Park, a bat walk for Brownies at West Wickham Common and a hugely successful wreath making event at Spring Park.

Andy Barnard. Superintendent of The Commons  
[andy.barnard@cityoflondon.gov.uk](mailto:andy.barnard@cityoflondon.gov.uk)  
0207 332 6676

<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons – For Information	15/01/2018
<b>Subject:</b> Ashtead Common Trustee's Annual report and Financial Statements for the Year Ended 31 March 2017	<b>Public</b>
<b>Report of:</b> The Chamberlain	<b>For Information</b>
<b>Report author:</b> Derek Cobbing	

## Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2017 for Ashtead Common are presented in the format required by the Charity Commission.

## Recommendation(s)

Members are asked to:

- Note the report.

## Main Report

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10<sup>th</sup> May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

## **Appendices**

- Appendix 1 – Report and Financial Statements for the year ending 31<sup>st</sup> March 2017 (Ashtead Common)

Derek Cobbing  
Chamberlains department

T: 020 7332 3519

E: [derek.cobbing@cityoflondon.gov.uk](mailto:derek.cobbing@cityoflondon.gov.uk)

***ASHTEAD COMMON***  
***REPORT AND FINANCIAL STATEMENTS***  
***FOR THE YEAR ENDED 31 MARCH 2017***  
**Charity Number: 1051510**

## **ASHTEAD COMMON**

### **Trustee's Annual Report and Financial Statements for the year ended 31 March 2017**

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**ASHTEAD COMMON**  
**Trustee's Annual Report for the year ended 31 March 2017**

**1. Reference and Administration Details**

Charity Name:	Ashtead Common
Registered Charity Number:	1051510
Principal Address:	PO Box 270, Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

**2. Structure, Governance and Management**

**The Governing Document and constitution of the charity**

The Governing Document is the Corporation of London (Open Spaces) Act 1878. The charity is constituted as a charitable trust.

**Trustee Selection methods**

The City of London Corporation is the Trustee of Ashtead Common. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing Ashtead Common by the Court of Common Council of the City of London Corporation.

**Policies and procedures for the induction and training of Trustee**

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Ashtead Common, as it considers necessary to enable the Members to efficiently carry out their duties.

**ASHTHEAD COMMON**  
**Trustee's Annual Report for the year ended 31 March 2017**

**2. Structure, Governance and Management (continued)**

**Organisational structure and decision making process**

The Committee governing the charity's activities is noted above. The committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities. The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

**Details of related parties and wider networks**

Details of any related party transactions are disclosed in Note 12 of the Notes to the Financial Statements.

**Key management personnel remuneration**

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

**Risk identification**

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity and has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.



**ASHTEAD COMMON**  
**Trustee's Annual Report for the year ended 31 March 2017**

## **2. Structure, Governance and Management (continued)**

There are 7 risks which have been identified as affecting all the Open Spaces. These are:

- Animal, Plant and Tree Diseases;
- Extreme weather;
- Poor repair and maintenance of buildings;
- Impact of Housing/Highways Development;
- Maintaining the City's water bodies;
- Ensuring the health and safety of staff, contractors and the public; and
- Delivering the Departmental Road map Projects and Programmes - includes Finance and Service Based Review savings.

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

### **Risks which are specific to Ashtead Common**

Rural Payments Agency (RPA) Grants – Revisions to EU Common Agricultural Policy (CAP), transition to Basic Payment Scheme (BPS) and UK interpretation and tightening up of eligibility criteria may lead to a possible reduction in direct funding to deliver agricultural/conservation related services. This could potentially lead to a reduction/loss of biodiversity and grazing. By ensuring that the completion of claims is monitored and that works are carried out in line with guidance from inspections it is hoped to minimise loss of grant. The possible loss of funding post Brexit has been flagged with the City of London.

## **3. Objectives and Activities for the Public Benefit**

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The Ashtead Common Charity was established under the Corporation of London (Open Spaces) Act 1878 which provides that the purpose of the charity is the preservation in perpetuity of the common at Ashtead as open space for the recreation and enjoyment of the public.

Almost the entire open space is designated as a National Nature Reserve and Site of Special Scientific Interest.

Past land use has influenced the common, creating its rich ecological and cultural diversity. Today it is an important amenity resource for local people, who use the site for a variety of informal recreational and educational activities. Local people are actively encouraged to become involved as volunteers in all aspects of managing the common.

This charity is operated as part of the City of London Corporation's City's Cash. The City Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation in perpetuity of the common at Ashtead as open space for the recreation and enjoyment of the public.

# ASHTEAD COMMON

## Trustee's Annual Report for the year ended 31 March 2017

### 4. Achievements and Performance

#### Significant developments for 2016/17

Ashtead Common is part of the Burnham Beeches, Stoke Common and City Commons Division of the Open Spaces Department which is collectively known as 'The Commons'. In addition to managing the Ashtead Common charity, the Division is also responsible for the Burnham Beeches and Stoke Common charity, the West Wickham Common and Spring Parks Woods charity and the Coulsdon and other commons charity.

A previously amended staff structure is now firmly embedded and has subsequently increased both the capacity of the Division and Open Spaces Department with regular significant contribution to various working groups and project boards. There is currently one staff member on maternity leave who is expected to return in September 2017. One existing staff member has recently resigned from his post and after an extensive interviewing process has since been replaced by a candidate from the Surrey Wildlife Trust. However, throughout this period the staff and volunteers have continued to provide an excellent conservation management service leading to improvements in the way that habitats and public access are managed.

Volunteering at Ashtead continues to flourish with a weekly directly managed practical project group meeting every Thursday. In addition to this a new Monday group has been formed to work on access and infrastructure projects. The Ashtead Conservation Volunteers celebrated 25 years since establishment with a short ceremony and a picnic on the Common. The group's passion and contribution to conservation of Ashtead Common culminated this year in over 9,000 volunteer hours compared with 7,300 last year. These volunteer numbers were, once again, boosted by contributions from the Conservation Volunteers (TCV), Lower Mole Partnership, the Challenge Network and corporate groups.

The combined Entry Level and Higher Level Stewardship Scheme continues to advance the capacity of the Ashtead team to deliver an effective and sustainable program of conservation management projects. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 for implementation from April 2011 onwards and covering a period of 10 years. ESS provides incentive payments to manage land to conserve or restore habitats

A number of interpretive events were provided during the course of the year to enrich the visitor experience. These included guided walks on subjects such as woodland management, site ecology, pond dipping and mini beasting

#### Key targets for 2016/17 and review of achievement

The key targets for 2016/17 together with their outcomes were:

- ***Veteran Trees*** – completed year seven of the programme (70 trees). A programme to manage veteran trees on Ashtead Common, including crown reduction, halo release, pollarding and general reduction.
- ***Grazing*** – grazed a small herd of Sussex cattle whilst developing future options. Option appraisal complete and Surrey Wildlife Trust appointed as grazier contractors.
- ***Bracken control*** – controlled bracken by mowing and pulling.
- ***Tree health*** – supported volunteer tree wardens to continue their surveys.
- ***Management planning*** – continued visionary work to inform the next management plan.
- ***Volunteering*** – further developed volunteer initiatives.

# ASHTEAD COMMON

## Trustee's Annual Report for the year ended 31 March 2017

### 4. Achievements and Performance (continued)

- ***City of London (Open Spaces) Bill*** – This is a private Bill to make changes to the legislative framework governing the Open Spaces. Parliamentary process and consultation continues in 2016/17. Currently passing through Parliamentary process.

#### **A review of other achievements:**

- Retention of the Green Flag and Green Heritage Award.
- Community and stakeholder involvement was encouraged through the Ashtead Common Consultative Committee which met twice during the year.
- Cows grazed wood pasture and scrub grassland areas.
- Veteran tree program reviewed and a new 'district based' approach used to schedule work, making it more efficient to deliver.
- A new surfaced path was created with the help of the local community to link The Greenway with Ride Three at Woodlands Road.
- A number of Surrey Wildlife Trust training courses have been delivered at the Ashtead Common Estate Office while their education centre is being redeveloped.
- Volunteers contributed to an academic study into the relationship between the organisation and its volunteers.

All of the above achievements enhanced the Open Space for the benefit of the public.

### 5. Financial Review

#### **Review of Financial Position**

Income of £32,334 (2015/16: £48,000) was received from: grants £29,437 (2015/16: £30,300), contributions £30 (2015/16: £3,780), public donations nil (2015/16: £1,800), sale of goods products and materials £117 (2015/16: £9,618), fees and charges £668 (2015/16: £604) and licences £2,082 (2015/16: £1,898). The contribution towards running costs of the charity amounted to £487,002 (2015/16: £449,615). This cost was met by the City of London Corporation's City's Cash.

#### **Reserves Policy**

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Ashtead Common out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is therefore inappropriate.

#### **Investment Policy**

The charity itself has no underlying supporting funds or investments and therefore there is no investment policy.

#### **Going Concern**

The Trustee considers the Common to be a going concern as detailed in Note 1(b) of the accounting policies.

**ASHTHEAD COMMON**  
**Trustee's Annual Report for the year ended 31 March 2017**

## **6. Plans for Future Periods**

The aims for 2017/18 are:

- ***Veteran Trees*** – complete year eight of the program and undertake a survey to evaluate the work undertaken to date.
- ***Management planning*** – produce prescriptions for the management of bracken and scrub grassland.
- ***Grazing*** – establish the relationship with Surrey Wildlife Trust and work with them to plan for the introduction of invisible fencing.
- ***Tree health*** – continue to monitor for the presence of Oak Processionary Moth and take remedial action when it is identified.
- ***Team Development*** – establish and develop the new ranger team.
- ***Surveying and monitoring*** – produce a long-term plan to prioritise and schedule surveys.
- ***City of London (Open Spaces) Bill*** – Currently passing through Parliamentary Process.

## **7. The Financial Statements**

The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015. The financial statements consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charity.
- **Balance Sheet** setting out the assets and liabilities of the charity.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

## **8. Statement of Trustee's Responsibilities**

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

**ASHTHEAD COMMON**  
**Trustee's Annual Report for the year ended 31 March 2017**

**8. Statement of Trustee's Responsibilities (continued)**

In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**9. Adopted and signed for on behalf of the Trustee on XXXXX 2017.**

Jeremy Paul Mayhew MA MBA  
Chairman of Finance Committee  
Guildhall, London

Jamie Ingham Clark  
Deputy Chairman of  
Finance Committee  
Guildhall, London

# **ASHTEAD COMMON**

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON**

We have audited the financial statements of Ashtead Common for the year ended 31 March 2017 which are set out on pages 11 to 21. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on pages 7 and 8, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 145 the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## **ASHTEAD COMMON**

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON (CONTINUED)**

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street  
London  
EC1A 4AB

X October 2017

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

# ASHTEAD COMMON

## Statement of Financial Activities for the year ended 31 March 2017

		<b>Unrestricted Fund</b>	
	Notes	<b>2016/17</b>	<b>2015/16</b>
		<b>£</b>	<b>£</b>
<b>Income and endowments from:</b>			
Income from			
Donation and Legacies		<b>29,467</b>	35,880
Charitable activities		<b>2,867</b>	12,120
Grant from City of London Corporation		<b>487,002</b>	449,615
<b>Total</b>	4	<b>519,336</b>	497,615
<b>Expenditure on:</b>			
Charitable activities		<b>519,336</b>	497,615
<b>Total</b>	5	<b>519,336</b>	497,615
<b>Net income/(expenditure)</b>		-	-
<b>Transfers between funds</b>		-	-
<b>Net movement in funds</b>		-	-
<b>Reconciliation of funds:</b>			
Total funds brought forward		-	-
<b>Total funds carried forward</b>		-	-

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All income and expenditure is derived from continuing activities.



**ASHTED COMMON**  
**Balance Sheet as at 31 March 2017**

	Notes	2017 £	2016 £
<b>Current Assets</b>			
Debtors	9	12,600	13,456
Cash at Bank and in hand		18,432	-
		<u>31,032</u>	<u>13,456</u>
<b>Creditors: Amounts falling due within one year</b>	10	(31,032)	(13,456)
<b>Net Current Assets</b>		<u>-</u>	<u>-</u>
<b>The funds of the charity</b>			
Unrestricted income fund		-	-
<b>Total charity funds</b>		<u>-</u>	<u>-</u>

Approved and signed for and on behalf of the Trustee

The Notes at pages 13 to 21 form part of these accounts.

Dr Peter Kane  
Chamberlain of London

xx xxx 2017

**ASHTEAD COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**1. Accounting Policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

**(a) *Basis of Preparation***

Ashtead Common is a public benefit entity and the accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

**(b) *Going Concern***

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast to the period 2019/20 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future.

**(c) *Statement of Cash Flows***

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2017 which is publicly available and can be found at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk).

**(d) *Fixed Assets***

***Heritage Land and Associated Buildings***

Ashtead Common comprises 200 hectares (500 acres) of land located in North East Surrey, together with associated buildings. The object of the charity is the preservation in perpetuity of the Common at Ashtead as open space for the recreation and enjoyment of the public. Ashtead Common is considered to be inalienable (i.e. may not be disposed of without specific statutory powers). The land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

## ASHTHEAD COMMON

### Notes to the Financial Statements for the year ended 31 March 2017

#### 1. Accounting Policies (continued)

(e) ***Recognition of capital expenditure***

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

(f) ***Income Recognition***

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(g) ***Volunteers***

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

(h) ***Grants received***

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

(i) ***Contribution from City's Cash***

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

(j) ***Rental income***

Rental income is included within charitable activity income for the year under Income and Endowments

(k) ***Expenditure Recognition***

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

(l) ***Allocation of costs between different activities***

The City of London Corporation charges staff costs to the charitable activity costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

## ASHTEAD COMMON

### Notes to the Financial Statements for the year ended 31 March 2017

#### 1. Accounting Policies (continued)

##### (m) *Pension Costs*

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £597.9m as at 31 March 2017 (£482.6m as at 31 March 2016). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's Trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17. An updated triennial valuation was undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19 and 2019/20 has been set at 21%. There are no outstanding or pre-paid contributions at the balance sheet date.

##### (n) *Fund Accounting*

All funds of the Trust are unrestricted and any deficit for the year is met by the City of London Corporation's City's Cash.

#### 2. Tax Status of the Charity

Ashtead Common is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

#### 3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charity does not contribute to the cost of that insurance.

# ASHTEAD COMMON

## Notes to the Financial Statements for the year ended 31 March 2017

### 4. Income and Endowments

Income and Endowments are comprised as follows:

	2016/17 £	2015/16 £
<b>Income and Endowments</b>		
<b>Donations and Legacies</b>		
Grants	29,437	30,300
Contributions	30	3,780
Donations	-	1,800
<b>Total</b>	<b>29,467</b>	<b>35,880</b>
<b>Charitable activities</b>		
Sale of goods, products and materials	117	9,618
Fees and charges	668	604
Licences income	2,082	1,898
<b>Total</b>	<b>2,867</b>	<b>12,120</b>
Grant from the City of London Corporation	487,002	449,615
<b>Total Income and Endowments</b>	<b>519,336</b>	<b>497,615</b>

### Grants

Grants were received from the Rural Payments Agency and Natural England.

### Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity.

### 5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2016/17 £	2015/16 £
Charitable activity Preservation of Ashtead Common	452,175	67,161	519,336	497,615

No resources are expended by third parties to undertake charitable work on behalf of the charity.

## ASHTEAD COMMON

### Notes to the Financial Statements for the year ended 31 March 2017

#### 5. Expenditure (continued)

##### Charitable activity

Expenditure on the charitable activity includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Ashtead Common.

##### *Auditor's remuneration and fees for external financial services*

Moore Stephens are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external professional services were provided for the Charity during the year or in the previous year.

##### *Trustee's expenses*

Members of the City of London Corporation are all unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2016/17 (2015/16: £nil).

#### 6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative, technical staff and external consultants who work on a number of the City of London Corporation's activities. Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	2016/17	2015/16
	£	£
<b>Department</b>		
Chamberlain	12,004	15,521
Comptroller & City Solicitor	6,471	7,778
Open Spaces Directorate	11,886	15,775
Town Clerk	14,235	12,929
City Surveyor	6,132	8,237
Information Systems	15,240	13,155
Other governance and support costs	1,193	1,175
<b>Total support costs</b>	<b>67,161</b>	<b>74,570</b>

**ASHTTEAD COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**6. Support Costs (continued)**

The main support services provided by the City of London Corporation are:

<b>Chamberlain</b>	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
<b>Comptroller and City Solicitor</b>	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
<b>Open Spaces Directorate</b>	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Spaces charity.
<b>Town Clerk</b>	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.
<b>City Surveyor</b>	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
<b>Information Systems</b>	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
<b>Other Support and Governance Costs</b>	Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

# ASHTEAD COMMON

## Notes to the Financial Statements for the year ended 31 March 2017

### 7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Ashtead Common Trust in 2016/17 is 7 (2015/16: 6) at a cost of £253,794 (2015/16: £238,200). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2016/17 Charitable activities	7	199,133	19,280	35,381	<b>253,794</b>
2015/16 Charitable activities	6	190,958	12,876	34,366	<b>238,200</b>

There were no employees whose total employee benefits were above the £60,000 threshold (2015/16: nil).

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £3,181 in 2016/17 (2015/16: £3,351). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

### 8. Heritage Assets

Since 1995 the primary purpose of the charity has been the preservation of Ashtead Common for the recreation and enjoyment of the public. As set out in Note 1(d), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Ashtead Common are contained in the Ashtead Common Heritage Conservation Plan 2010. Records of heritage assets owned and maintained by Ashtead Common can be obtained from the Director of Open Spaces at the principal address as set out on page 2.



# ASHTHEAD COMMON

## Notes to the Financial Statements for the year ended 31 March 2017

### 9. Debtors

The debtors figure consists of:

	2017 £	2016 £
Recoverable VAT	3,921	8,387
Prepayments	5,083	425
Other Debtors	3,421	4,529
Rental Debtors	175	115
<b>Total at 31 March</b>	<b>12,600</b>	<b>13,456</b>

### 10. Creditors

The creditors figure consists of:

	2017 £	2016 £
Trade Creditors	3,271	4,912
Accruals	21,895	2,422
Other Creditors	2,555	888
Receipts In Advance	311	310
Rent Deposits	3,000	3,000
Bank overdraft	-	1,924
<b>Total at 31 March</b>	<b>31,032</b>	<b>13,456</b>

### 11. Movement of funds during the year to 31 March 2017

	Fund Balances Brought Forward £	Income £	Expenditure £	Gains and Losses £	Fund Balances Carried Forward £
<b>Unrestricted Funds</b>					
<i>General Funds</i>	-	519,336	(519,336)	-	-
<b>Total Funds</b>	-	519,336	(519,336)	-	-

### Notes to the funds

#### *Unrestricted funds*

##### 1) *General fund*

The General fund has a balance of nil as the operating deficit of the charity is financed by the City of London Corporation

## **ASHTEAD COMMON**

### **Notes to the Financial Statements for the year ended 31 March 2017**

#### **12. Related Party Transactions**

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under “Expenditure” on charitable activities and an explanation of these services is set out in Note 6 for support costs of £67,161 (2015/16: £74,570). The City of London Corporation’s City’s Cash meets the deficit on running expenses of the charity. This amounted to £487,002 (2015/16: £449,615) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts. These Trusts do not undertake transactions with Ashtead Common. A full list of other charitable trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation’s guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation’s code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons – For Information	15/01/2018
<b>Subject:</b> Burnham Beeches and Stoke Common Trustee's Annual report and Financial Statements for the Year Ended 31 March 2017	<b>Public</b>
<b>Report of:</b> The Chamberlain	<b>For Information</b>
<b>Report author:</b> Derek Cobbing	

## Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2017 for Burnham Beeches and Stoke Common are presented in the format required by the Charity Commission.

## Recommendation(s)

Members are asked to:

- Note the report.

## Main Report

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10<sup>th</sup> May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

## **Appendices**

- Appendix 1 – Report and Financial Statements for the year ending 31<sup>st</sup> March 2017

Derek Cobbing  
Chamberlains department

T: 020 7332 3519

E: [derek.cobbing@cityoflondon.gov.uk](mailto:derek.cobbing@cityoflondon.gov.uk)

***BURNHAM BEECHES AND STOKE COMMON***

***REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017***

**Charity Number: 232987**

**BURNHAM BEECHES AND STOKE COMMON**  
**Trustee's Annual Report for the year ended 31 March 2017**

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# **BURNHAM BEECHES AND STOKE COMMON**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **1. Reference and Administration Details**

Charity Name:	Burnham Beeches and Stoke Common
Registered Charity Number:	232987
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

### **2. Structure, Governance and Management**

#### **The Governing Document and constitution of the charity**

The governing documents are the Corporation of London (Open Spaces) Act 1878 and the governing scheme approved by the Charity Commission for England and Wales on 2 September 2011. The charity is constituted as a charitable trust.

#### **Trustee selection methods**

The City of London Corporation (i.e. The Mayor, Commonalty and Citizens of London) is the Trustee of Burnham Beeches and Stoke Common. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing Burnham Beeches and Stoke Common by the Court of Common Council of the City of London Corporation.

#### **Policies and procedures for the induction and training of Trustee**

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Burnham Beeches and Stoke Common, as it considers necessary to enable the Members to efficiently carry out their duties.

# **BURNHAM BEECHES AND STOKE COMMON**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **2. Structure, Governance and Management (continued)**

#### **Organisational structure and decision making process**

The Committee governing the charity's activities is noted above. The Committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities.

The Standing Orders and Financial Regulations are available from the Town Clerk at the registered address.

#### **Details of related parties and wider networks**

Details of any related party transactions are disclosed in Note 13 of the Notes to the Financial Statements.

#### **Key management personnel remuneration**

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

#### **Risk identification**

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity and has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.



# **BURNHAM BEECHES AND STOKE COMMON**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **2. Structure, Governance and Management (continued)**

#### **Risk identification (continued)**

There are 7 risks which have been identified as affecting all the Open Spaces are:

- Animal, Plant and Tree Diseases;
- Extreme weather;
- Poor repair and maintenance of buildings;
- Impact of Housing /Highways Development;
- Ensuring the health and safety of staff, contractors and the public; and
- Delivering the Departmental Road map Projects and Programmes – includes Finance and SBR savings.
- Maintaining the City's water bodies.

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

#### **Risk which is specific to Burnham Beeches and Stoke Common:**

Rural Payments Agency (RPA) Grants – Revisions to the EU Common Agricultural Policy (CAP), transition to Basic Payment Scheme (BPS) and UK interpretation and tightening up of eligibility criteria may lead to a possible reduction in direct funding to deliver agricultural/conservation related services. This could potentially lead to a reduction/loss of biodiversity and grazing. By ensuring that the completion of claims is monitored and that works are carried out in line with guidance from inspections it is hoped to minimise loss of grant. The possible loss of funding post Brexit has been flagged with the City of London.

### **3. Objectives and Activities for the Public Benefit**

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The Burnham Beeches charity was established under the Corporation of London (Open Spaces) Act 1878 which provided that the purpose of the charity is the preservation in perpetuity of the Open Space known as Burnham Beeches, "the Beeches", as Open Space for the recreation and enjoyment of the public.

On 12 September 2011 the assets of Stoke Common (unregistered) were transferred to Burnham Beeches (232987). After this date the Charity is called Burnham Beeches and Stoke Common.

The objects of the Charity are the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment.

Burnham Beeches is also a National Nature Reserve and a Special Area of Conservation; there are requirements under the Wildlife and Countryside Act and also a European obligation to manage the Beeches for the benefit of its wildlife.

# **BURNHAM BEECHES AND STOKE COMMON**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **3. Objectives and Activities for the Public Benefit (continued)**

Stoke Common contains the largest remnant of Buckinghamshire's once extensive heathland, and is also designated as Site of Special Scientific Interest (SSSI).

This charity is operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereafter by the public for recreation and enjoyment.

### **4. Achievements and Performance**

#### **Key targets for 2016/17 and review of achievement**

The key targets for 2016/17 together with their outcomes were:

- **Conservation Grazing Scheme.** Successful completion of grazing scheme using virtual fencing and traditional fencing, trials of new technology for expansion of the grazing area in the future.
- **Regeneration of ancient pollards.** Work program on 75 trees completed successfully.
- **Heathland regeneration.** Work program completed successfully with input from staff, volunteers and contractors.
- **Sustainability.** Deliver the Departmental Sustainability Improvement plan 2015 to 2017. A number of initiatives led by the Charity have led to agreements to install solar energy panels and LED lighting at several properties across several of the City's Charities.
- **Team Development.** Continued learning on team days on soil and bats (including a visit to Windsor Great Park to look at soil reserve).
- **Visitor Counts.** 10 days of counting completed by staff and volunteers and report produced by consultant.
- **Works programme – general.** Work Programme completed. This year the major achievement of the work programme included, over 500 metres of footpaths repairs, fence maintenance and replacement, Green Flag and Green Heritage awards, delivery of the walks and talks programme to a wide range of audiences, control of scrub to prevent encroachment on rare habitats and archaeological features and a comprehensive survey of biological features including butterflies, bats, reptiles and birds. Community volunteers contributed over 7,000 hours to the achievement of the work programme.
- Continued to work closely with South Bucks District Council and Natural England. Responded to consultations regarding local plans for South Bucks, Slough and Windsor & Maidenhead. Discussions on-going.

# **BURNHAM BEECHES AND STOKE COMMON**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **4. Achievements and Performance (continued)**

#### **Key targets for 2016/17 and review of achievement (continued)**

- Support the City's Service Based Review programmes to achieve operational savings and efficiencies. A number of initiatives led by the Charity have led to agreements to install Solar Energy Panels and LED lighting at several properties across several of the City's Charities. Similarly the Charity has led the initiative to reduce fleet and plant ownership and associated costs.
- **City of London (Open Spaces) Bill** – This is a private Bill to make changes to the legislative framework governing the Open Spaces. Parliamentary process and consultation continues in 2016/17. Currently passing through the Parliamentary process.

### **5. Financial Review**

#### **Review of financial position**

Income of £205,323 (2015/16: £240,180) was received including grant income of £73,962 (2015/16: £77,385), donations of £20,003 (2015/16: £17,512), interest of £583 (2015/16: £701), sales of £50 (2015/16: £115), fees and charges of £72,498 (2015/16: £107,144) and rental income of £38,227 (2015/16: £37,323). The contribution towards running costs of the charity amounted to £681,773 (2015/16: £690,685). This cost was met by the City of London Corporation's City's Cash.

#### **Reserves Policy**

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Burnham Beeches and Stoke Common out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is therefore inappropriate.

#### **Investment Policy**

The charity itself has no underlying supporting funds or investments and therefore there is no investment policy.

#### **Going Concern**

The Trustee considers the Commons to be a going concern. Please see Note 1(b) to the Financial Statements.

### **6. Plans for Future Periods**

The key targets for 2017/18 are to:

- **Veteran Trees.** Carry out clearance & reduction work as per work programme and increase effort on squirrel control to ensure reduction in damage on old pollards.
- **Young pollards.** Carry out annual programme of cutting on young pollards.
- **Grazing** – Continue to graze 163 hectares at Burnham Beeches as well as cattle grazing via contractor & pony grazing on North and West Stoke Common.

# **BURNHAM BEECHES AND STOKE COMMON**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **6. Plans for Future Periods (continued)**

- **Heathland restoration** – Continue with work programme on both sites. Carry out follow up work on Stoke Common including soil scraping, bracken and birch control.
- **Dog control orders** – Carry out consultation to convert to Public Space Protection Orders and extend thereafter. Continue to enforce and monitor impacts and compliance.
- **Impact of development** – Continue to work with South Bucks District Council and Natural England to obtain the best protection possible from development pressure through the local plan. Liaise with other neighbouring authorities regarding their plans.
- **East Burnham Quarry** – Liaise with Summerleaze Ltd over the operation of the quarry and ensure protection of Burnham Beeches from harm. Carry out associated monitoring.
- **Events & Social media** - Continue to work with the community to deliver the annual events programme. Expand social media activity to increase the number of people following accounts and attending events.
- **Interpretation** – Review signs and information boards on Stoke Common and plan future improvements.
- **Friends of Stoke Common** - Assist work parties and recruitment drive for more volunteers. Encourage help with monitoring key species of plants and animals.
- **City of London (Open Spaces) Bill** – Currently passing through Parliamentary process.

### **7. Statement of Trustee's Responsibilities**

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair of the state of affairs of the charity and of the incoming resources of the charity for the period. In preparing these financial statements the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principals in the Charities SORP;
- make judgements that are estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

**BURNHAM BEECHES AND STOKE COMMON**  
**Trustee's Annual Report for the year ended 31 March 2017**

**7. Statement of Trustee's Responsibilities (continued)**

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**8. Adopted and signed for and on behalf of the Trustee on xx xxxxxx xxxx.**

Jeremy Paul Mayhew MA MBA  
Chairman of Finance Committee  
Guildhall, London

Jamie Ingham Clark  
Deputy Chairman of  
Finance Committee  
Guildhall, London

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF BURNHAM BEECHES AND STOKE COMMON**

We have audited the financial statements of Burnham Beeches for the year ended 31 March 2017 which are set out on pages 11 to 22. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 7 and 8, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 145 the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF BURNHAM BEECHES AND STOKE COMMON CHARITY (CONTINUED)**

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street  
London  
EC1A 4AB

X October 2017

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

# BURNHAM BEECHES AND STOKE COMMON

## Statement of Financial Activities for the year ended 31 March 2017

	Notes	Unrestricted Funds		2016/17	2015/16
		General Fund	Designated Fund		
		£	£	£	£
<b>Income and Endowments</b>					
Donations and legacies		93,965	-	<b>93,965</b>	94,897
Charitable activities		110,775	-	<b>110,775</b>	144,582
Grant from City of London Corporation		681,773	-	<b>681,773</b>	690,685
Investments		583	-	<b>583</b>	701
<b>Total</b>	4	887,096	-	<b>887,096</b>	930,865
<b>Expenditure on</b>					
Charitable activities		887,096	18,148	<b>905,244</b>	948,312
<b>Total</b>	5	887,096	18,148	<b>905,244</b>	948,312
<b>Net incoming/(outgoing) resources before transfers</b>		0	(18,148)	<b>(18,148)</b>	(17,447)
Transfer (to)/from designated funds		-	-	-	-
<b>Net incoming/(outgoing) resources for the financial year.</b>		0	(18,148)	<b>(18,148)</b>	(17,447)
<b>Reconciliation of funds:</b>					
Total funds brought forward	12	-	785,503	<b>785,503</b>	802,950
<b>Total funds carried forward</b>	12	-	767,355	<b>767,355</b>	785,503

All operations are continuing.



# BURNHAM BEECHES AND STOKE COMMON

## Balance Sheet as at 31 March 2017

	Notes	2016/17 £	2015/16 £
<b>Fixed Assets</b>			
Tangible Fixed Assets	9	<u>639,193</u>	<u>657,341</u>
<b>Current Assets</b>			
Debtors	10	99,068	92,153
Cash at bank and in hand		<u>76,934</u>	<u>99,744</u>
		<b>176,002</b>	<b>191,897</b>
<b>Creditors: Amounts falling due within one year</b>	11	<b>(47,840)</b>	<b>(63,735)</b>
<b>Net Current Assets</b>		<u><b>128,162</b></u>	<u>128,162</u>
<b>Total Assets less Current Liabilities</b>		<u><b>767,355</b></u>	<u>785,503</u>
<b>The Funds of the Charity</b>			
<i>Unrestricted Income Fund</i>			
Designated Fund	12	<u>767,355</u>	<u>785,503</u>
<b>Total Charity Funds</b>		<u><b>767,355</b></u>	<u>785,503</u>

Approved and signed for and on behalf of the Trustee

The Notes at pages 13 to 22 form part of these accounts.

Dr Peter Kane  
Chamberlain of London  
xx xxxxxxx 2017

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**1. Accounting Policies**

The following accounting policies have been applied consistently throughout the year and in the preceding year in dealing with items which are considered material in relation to the charity's financial statements.

**a) *Basis of Preparation***

Burnham Beeches and Stoke Common are a public benefit entity and the accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

**b) *Going Concern***

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast to the period 2020/21 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future.

**c) *Statement of Cash Flows***

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2017 which is publicly available and can be found at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk).

**d) *Fixed Assets***

***Heritage Land and Associated Buildings***

Burnham Beeches comprises 219 hectares (540 acres) and Stoke Common covers an area of 80 hectares (198 acres) of land located in Buckinghamshire, to the West of London, together with associated buildings. The objects of the charity are the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment. Burnham Beeches and Stoke Common are considered to be inalienable (i.e. may not be disposed of without specific statutory powers). The land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**1. Accounting Policies (continued)**

*d) Fixed Assets (continued)*

***Tangible Fixed Assets***

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30

*e) Recognition of capital expenditure*

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

*f) Income Recognition*

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

*g) Volunteers*

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

*h) Grants received*

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

*i) Contribution from City's Cash*

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

*j) Rental income*

Rental income is included within charitable activity income for the year under Income and Endowments

*k) Expenditure Recognition*

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**1. Accounting Policies (continued)**

*l) Allocation of costs between different activities*

The City of London Corporation charges staff costs to the charitable activity costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

*m) Pension Costs*

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £597.9m as at 31 March 2017 (£482.6m as at 31 March 2016). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's Trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17. An updated triennial valuation undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19, and 2019/20 has been set at 21%. There are no outstanding or pre-paid contributions at the balance sheet date.

*n) Fund Accounting*

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purpose of these funds are described in Note 12 to the accounts.

**2. Tax Status of the Charity**

Burnham Beeches and Stoke Common are registered charities and as such their income and gains are exempt from income tax to the extent that they are applied to their charitable objectives.

**3. Indemnity Insurance**

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charity does not contribute to the cost of that insurance.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**4. Income and Endowments**

Income and endowments are comprised as follows:

	<b>2016/17</b> <b>£</b>	2015/16 £
<b>Income and Endowments</b>		
Donations and Legacies	20,003	17,512
Grants	73,962	77,385
Grant from City of London	681,773	690,685
Investments	583	701
	<b>776,321</b>	<b>786,283</b>
<b>Income from Charitable Activities</b>		
Sale of goods, products and materials	50	115
Fees and Charges	72,498	107,144
Rental Income	38,227	37,323
	<b>110,775</b>	<b>144,582</b>
<b>Total</b>	<b>887,096</b>	<b>930,865</b>

**Donations and Legacies**

Donations of £20,003 were received from various individuals in 2016/17 (2015/16: £17,512).

**Grants**

Grants were received from the Rural Payments Agency and amounted to £73,962 (2015/16: £77,385).

**Grant from City of London Corporation**

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity.

**Fees and Charges**

Fees and charges are in respect of film, refreshment licences and car parking income.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

## 5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2016/17 £	2015/16 £
Charitable activities	785,991	119,253	<b>905,244</b>	948,312
<b>Total</b>	<b>785,991</b>	<b>119,253</b>	<b>905,244</b>	948,312

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Burnham Beeches and Stoke Common.

### *Auditor's remuneration and fees for external financial services*

Moore Stephens are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external professional services were provided for the charity during the year or in the previous year.

### *Trustee's expenses*

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses have been claimed in the year. (2015/16: £Nil).

## 6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**6. Support Costs (continued)**

Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities	2016/17	2015/16
	£	£	£
<b>Department</b>			
Chamberlain (inc CLPS)	19,858	19,858	26,091
Comptroller & City Solicitor	8,099	8,099	9,583
Open Spaces Directorate	17,774	17,774	20,922
Town Clerk	17,816	17,816	15,931
City Surveyor	21,621	21,621	24,917
Information Systems	27,585	27,585	23,811
Other governance and support costs	6,500	6,500	5,179
<b>Total support costs</b>	<b>119,253</b>	<b>119,253</b>	<b>126,434</b>

The main support services provided by the City of London Corporation are:

<b>Chamberlain</b>	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
<b>Comptroller and City Solicitor</b>	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
<b>Open Spaces Directorate</b>	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
<b>Town Clerk</b>	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.
<b>City Surveyor</b>	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
<b>Information Systems</b>	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
<b>Other governance costs</b>	These include the cost of publishing the annual report and financial statements, and the allocation of public relations activities on behalf of the charity.

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**7. Staff Numbers and Costs**

The full time equivalent number of staff employed by the City of London Corporation charged to Burnham Beeches and Stoke Common Trust is 13 (2015/16: 13) at a cost of £462,759 (2015/16: £437,390). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employer's National Insurance £	Employer's Pension Contribution £	Total £
2016/17 Charitable activities	13	359,448	35,599	67,712	<b>462,759</b>
2015/16 Charitable activities	13	348,576	25,209	63,605	<b>437,390</b>

There were no employees whose total employee benefits were above the £60,000 threshold (2015/16 nil).

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £4,757 in 2016/17 (2015/16: £4,445). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

**8. Heritage Assets**

Since 1880 the primary purpose of the charity has been the preservation of Burnham Beeches for the recreation and enjoyment of the public. On 12 September 2011 this was extended to cover Stoke Common. As set out in Note 1(d), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Burnham Beeches and Stoke Common are contained in the Burnham Beeches and Stoke Common Conservation Management Plan 2010. Records of heritage assets owned and maintained by Burnham Beeches and Stoke Common can be obtained from the Director of Open Spaces at the principal address as set out on page 2.



**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**9. Tangible Fixed Assets**

At 31 March 2017 the net book value of tangible fixed assets relating to direct charitable purposes amounted to £639,193 (31 March 2016: £657,341) as set out below.

	Land and Buildings £	Total £
<b><u>Cost</u></b>		
At 1 April 2016 and <b>31 March 2017</b>	835,256	<b>835,256</b>
<b><u>Accumulated depreciation</u></b>		
At 1 April 2016	177,915	<b>177,915</b>
Charge for year	18,148	<b>18,148</b>
<b>At 31 March 2017</b>	<b>196,063</b>	<b>196,063</b>
<b><u>Net book values</u></b>		
<b>At 31 March 2017</b>	<b>639,193</b>	<b>639,193</b>
<b>At 31 March 2016</b>	<b>657,341</b>	<b>657,341</b>

**10. Debtors**

Debtors consist of amounts owing to the charity due within one year.

	<b>2016/17 £</b>	2015/16 £
Rental Debtors	5,847	10,702
Recoverable VAT	9,486	7,567
Other Debtors	3,131	24,380
Sundry Debtors	75,400	45,110
Prepayments	5,204	4,394
<b>Total at 31 March</b>	<b>99,068</b>	<b>92,153</b>

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

## 11. Creditors

Creditors consist of amounts due within one year. The creditors figure consists of the following amounts:

	<b>2016/17</b>	2015/16
	<b>£</b>	£
Trade Creditors	<b>8,935</b>	10,943
Accruals	<b>18,491</b>	31,926
Other Creditors	<b>1,252</b>	210
Receipts In Advance	<b>7,412</b>	6,406
Rent Deposits	<b>11,750</b>	14,250
<b>Total at 31 March</b>	<b>47,840</b>	63,735

## 12. Movement of Funds during the year to 31 March 2017

	Fund balances Brought forward	Income	Expenditure	Transfers	Gains & Losses	Fund balances Carried forward
<b>Unrestricted Funds</b>						
<i>General Fund</i>	-	887,096	(887,096)	-	-	-
<i>Designated Fund</i>	-	-	-	-	-	-
Stoke Common	128,162	-	-	-	-	<b>128,162</b>
Capital Adjustment Account	657,341	-	(18,148)	-	-	<b>639,193</b>
<b>Total Funds</b>	785,503	887,096	(905,244)	-	-	<b>767,355</b>

### Unrestricted funds

#### General Fund

The General Fund has a balance of nil as the operating deficit of the charity is financed by the City of London Corporation.

#### Designated funds

##### *Stoke Common*

Stoke Common was acquired by the City of London from South Bucks District Council on 31 October 2007.

On 12 September 2011 the assets and liabilities of Stoke Common were transferred to Burnham Beeches and Stoke Common. £109,872 was transferred being the balance of the lump sum from South Buckinghamshire District Council with the current balance including interest as at 31 March 2017 being £128,162. The lump sum from South Bucks District Council is to fund on-going maintenance costs of Stoke Common.

##### *Capital Adjustment Account*

Capital Adjustment Account consists of funds equal to the value of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (d).

**BURNHAM BEECHES AND STOKE COMMON**  
**Notes to the Financial Statements for the year ended 31 March 2017**

### **13. Related Party Transactions**

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under “Expenditure on Charitable Activities” and an explanation of these services is set out in Note 6 for support costs of £119,253 (2015/16: £126,434). The City of London Corporation’s City’s Cash meets the deficit on running expenses of the charity. This amounted to £681,773 (2015/16: £690,685) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts. These trusts do not undertake transactions with Burnham Beeches and Stoke Common. A full list of other charitable trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation’s guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation’s code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City of London Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and Officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons – For Information	15/01/2018
<b>Subject:</b> West Wickham Common and Spring Park Wood Coulsdon and Other Commons Trustee's Annual report and Financial Statements for the Year Ended 31 March 2017	<b>Public</b>
<b>Report of:</b> The Chamberlain	<b>For Information</b>
<b>Report author:</b> Derek Cobbing	

## Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2017 for West Wickham Common and Spring Park Wood, Coulsdon and Other Commons are presented in the format required by the Charity Commission.

## Recommendation(s)

Members are asked to:

- Note the report.

## Main Report

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10<sup>th</sup> May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

## **Appendices**

- Appendix 1 – Report and Financial Statements for the year ending 31<sup>st</sup> March 2017 (West Wickham Common and Spring Park Wood, Coulsdon and other Commons)

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Chamberlains department

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***WEST WICKHAM COMMON AND SPRING PARK WOOD  
COULSDON AND OTHER COMMONS***

***REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017***

**Charity Numbers 232988 and 232989**

# **WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS**

## **Trustee's Annual Report and Financial Statements for the year ended 31 March 2017**

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# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2017

### 1. Reference and Administration Details

Charity Name:	West Wickham Common And Spring Park Wood Coulsdon and Other Commons
Registered Charity Numbers:	232988 and 232989
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

### 2. Structure, Governance and Management

#### **The Governing Document and constitution of the charities**

The governing document is the Corporation of London (Open Spaces) Act 1878. The charities are constituted as charitable trusts.

#### **Trustee Selection methods**

The Mayor and Commonalty and Citizens of London known as the City of London Corporation is the Trustee of West Wickham Common and Spring Park Wood Coulsdon and Other Commons. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing West Wickham Common and Spring Park Wood Coulsdon and Other Commons by the Court of Common Council of the City of London Corporation.

#### **Policies and procedures for the induction and training of Trustee**

The City of London Corporation makes available to its Members, seminars and briefings on various aspects of the City's activities, including those concerning West Wickham Common and Spring Park Wood Coulsdon and Other Commons, as it considers necessary to enable the Members to efficiently carry out their duties.

# **WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **2. Structure, Governance and Management (continued)**

#### **Organisational structure and decision making process**

The Committee governing the charities' activities is noted above. The Committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities. The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

#### **Details of related parties and wider networks**

Details of any related party transactions are disclosed in Note 13 of the Notes to the financial statements.

#### **Key management personnel remuneration**

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

#### **Risk identification**

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charities' assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for the charities and has been reviewed by the Committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

# **WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **2. Structure, Governance and Management (continued)**

#### **Risks identification (continued)**

There are 7 risks which have been identified as affecting all the Open Spaces. These are:

- Animal, Plant and Tree Diseases;
- Extreme weather;
- Poor repair and maintenance of buildings;
- Impact of Housing /Highways Development;
- Ensuring the health and safety of staff, contractors and the public; and
- Delivering the Departmental Road map Projects and Programmes – includes Finance and SBR savings.
- Maintaining the City's water bodies.

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

#### **Risk which is specific to West Wickham**

- Kenley Revival Project – Glider operations (Kenley Airfield) – Safe operating procedures (SOP) by RAF and Surrey Hills Gliding Club (SHGC) to prevent incursions on to airfield by members of the public during flying operations. Lack of adequate security measures could lead to death, injury, damage to corporation reputation, site closure and potential loss of Heritage Lottery Funding (HLF) funding. City of London (CoL) officers have raised the risk with RAF and SHGC. Action to ensure safe operations have been agreed and operations are monitored by CoL until safe operating procedures are seen to be effective and maintained as such. New MOD signage installed and Safety Board meetings active to achieve SOP.
- Rural Payments Agency (RPA) Grants – Revisions to the EU Common Agricultural Policy (CAP), transition to Basic Payment Scheme (BPS) and UK interpretation and tightening up of eligibility criteria may lead to a possible reduction in direct funding to deliver agricultural/conservation related services. This could potentially lead to a reduction/loss of biodiversity and grazing. By ensuring that the completion of claims is monitored and that works are carried out in line with guidance from inspections it is hoped to minimise loss of grant. The possible loss of funding post Brexit has been flagged with the City of London.

### **3. Objectives and Activities for the Public Benefit**

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The objects of West Wickham Common and Spring Park Wood are the preservation in perpetuity by the Corporation of London of the Open Spaces known collectively as West Wickham Common and Spring Park Wood for the recreation and enjoyment of the public. The charities are managed and accounted for as one unit. It is therefore not possible to produce separate reports and financial statements relating to the individual charities.

# **WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **3. Objectives and Activities for the Public Benefit (continued)**

These charities are operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation in perpetuity of the Open Spaces known collectively as West Wickham Common and Spring Park Wood, or for Coulsdon and Other Commons the preservation in perpetuity of the Open Spaces known collectively as Coulsdon Commons for the recreation and enjoyment of the public.

### **4. Achievements and Performance**

#### **Significant developments for 2016/17:**

The West Wickham Common and Spring Park Wood charity and the Coulsdon and other Commons charity are part of 'The Commons' Division of the Open Spaces Department. In addition to managing the Spring Parks Woods charity and the Coulsdon and other Commons charity, the division is also responsible for Ashted Common, Burnham Beeches and Stoke Common.

There have been a number of staff additions including the appointment of an Information Ranger and the Kenley Common Ranger. Both of these posts have commitments to the West Wickham & Coulsdon Commons team but, additionally, are embedded in the Kenley Revival Project. The Ranger responsible for looking after Coulsdon Common has also seen his contract converted into a permanent post. Throughout this period the staff and volunteers have continued to provide an excellent conservation management service leading to improvements in the way that habitats and public access are managed.

The combined Entry Level and Higher Level Stewardship Scheme continue to significantly enhance the capacity of the West Wickham and Coulsdon Commons team to deliver an effective and sustainable programme of conservation management projects across the seven commons. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 and covers a period of 10 years. ESS provides incentive payments to manage land to protect or restore habitats.

Volunteering opportunities are provided via five directly managed groups undertaking work across all seven Open Spaces; 'New Hillbillies' (Farthing Downs and New Hill), Kenley Volunteers, Coulsdon Common Volunteers, Riddlesdown Volunteers and the 'WWaSP's' (West Wickham Common and Spring Park). Volunteer numbers were boosted by contributions from other groups including the Trust for Conservation Volunteers (TCV), Croydon Conservation Volunteers, Riddlesdown Collegiate and corporate volunteer groups to achieve a total of 6,324 volunteer hours across the sites. This compares with approximately 5,500 hours achieved during the previous twelve months.

The diversity of the commons and extended catchment makes the West Wickham & Coulsdon Commons ideally placed to offer an exciting and varied programme of interpretative activities to enrich and enhance the visitor experience. During the year the West Wickham & Coulsdon Commons team provided more than 70 directly led walks, talks and educational events on subjects as varied as the History and Wildlife of West Wickham Common, a World War II guided walk of Kenley Common, as well as 'pumpkin carving', 'smelly cocktails' and 'fire and food' activities. 'Meet the Ranger' events were held on all the commons throughout the year and gave visitors an opportunity to meet and chat with their local ranger team.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2017

### 4. Achievements and Performance (continued)

#### Key targets for 2016/17 and review of achievement

The key targets for 2016/17 together with their outcomes were:

- **Coppicing** – continued the annual programme at Spring Park.
- **Boundaries** – completed annual review of all boundaries to ensure sites are secure and safe.
- **Heritage** – supported the Kenley Heritage Lottery Fund (HLF) project.
- **Grassland** – restored several large open areas as part of the ESS programme.
- **Pedestrian crossing and bus stop** – full approval granted by the Epping Forest and Commons Committee allowing Transport for London (TfL) to progress their proposed crossing scheme on the A232 Croydon Road.
- **Heathland** – further restoration and maintenance of the relic heath at West Wickham Common.
- **City of London (Open Spaces) Bill** – This is a private Bill to make changes to the legislative framework governing the Open Spaces. Parliamentary process and consultation continues in 2016/17. Currently passing through Parliamentary process.

#### A review of other achievements:

- Kenley Revival HLF Project – successful recruitment of a Project Officer and Learning Development Officer to oversee delivery phase of the project. The new Kenley Common Ranger and the Information Ranger are also taking an active role in this exciting community based heritage work.
- The Kenley Revival Project delivered their first Heritage Day on Kenley Airfield with support from the ranger team.
- Retention of Green Flag Awards at all Commons.
- Kenley Common, West Wickham Common and Farthing Downs retained Green Heritage Awards.
- A partnership to supply charcoal produced on the Coulsdon Commons to the Epping Forest Visitor Centre continued for a second year.
- Students from Riddlesdown Collegiate regularly contributed to the management of Riddlesdown, through projects including scrub clearance and woodland management.
- A new history interpretation panel, with interchangeable story boards was installed on Riddlesdown.

# **WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **4. Achievements and Performance (continued)**

#### **Key targets for 2016/17 and review of achievement (continued)**

- A new history panel, which focuses on the 'earthworks' area of the site, was installed on West Wickham Common.
- Improved social media coverage resulted in strong recruitment to our e-newsletter, Twitter and Facebook feeds.
- A number of corporate volunteer groups helped manage Farthing Downs.

All of the above achievements enhanced the Open Space for the benefit of the public and enhanced the protection, conservation, ecology the biodiversity and heritage of our sites.

### **5. Financial Review**

#### **Review of financial position**

Income of £223,888 (2015/16: £86,055) was received from grants, donations, other contributions, fees and charges, sales and £32,479 (2015/16: £30,981) from rents. The contribution towards the running costs of the charity amounted to £1,031,153 (2015/16: £1,168,145). This cost was met by the City of London Corporation's City's Cash grant income.

#### **Reserves Policy**

The charities are wholly supported by the City of London Corporation which is committed to maintain and preserve West Wickham Common and Spring Park Wood Coulsdon and Other Commons out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, these charities have no free reserves and a reserves policy is therefore not required.

#### **Going Concern**

The Trustee considers the Commons to be going concerns. Please see Note 1(b) to the financial statements.

### **6. Plans for Future Periods**

The key targets for 2017/18 are:

- **Fencing** – Replace 2400m of post and wire stock fence and 310m of post and rail stock fence across the Coulsdon Commons.
- **Grasslands** – Restore and maintain open areas of species-rich grassland.
- **Scrub removal** – Continue scrub control in line with ESS agreement options.
- **Boundaries** – Review to ensure sites are protected, safety of visitors and management of landscap

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2017

### 6. Plans for Future Periods (continued)

The key targets for 2017/18 are: (continued)

- **Heathland** – Restore, maintain and monitor relic heath lying above the ancient earthworks on West Wickham Common.
- **Coppicing** – Continue the annual programme of restoring traditional management to the woodlands.
- **Heritage** – Continue to support the delivery phase of the Kenley Revival Heritage Lottery Fund (HLF) Project.
- **City of London (Open Spaces) Bill** – Currently passing through the Parliamentary process.

### 7. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON  
AND OTHER COMMONS**

**Trustee's Annual Report for the year ended 31 March 2017**

**8. Adopted and signed for on behalf of the Trustee on xxxx 2017.**

Jeremy Paul Mayhew MA MBA  
Chairman of Finance Committee  
Guildhall, London

Jamie Ingham Clark  
Deputy Chairman of  
Finance Committee



## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS**

We have audited the financial statements of West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the year ended 31 March 2017 which are set out on pages 12 to 23. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on pages 8 and 9, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM  
COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS  
CHARITIES (CONTINUED)**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street

London

EC1A 4AB

X October 2017

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Statement of Financial Activities for the year ended 31 March 2017

	Notes	Unrestricted Fund		2016/17	2015/16
		General Fund	Designated Fund		
		£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies		52,704	160,997	<b>213,701</b>	69,147
Charitable activities		42,666	-	<b>42,666</b>	47,889
Grant from City of London Corporation		1,031,153	-	<b>1,031,153</b>	1,168,145
<b>Total</b>	4	<b>1,126,523</b>	<b>160,997</b>	<b>1,287,520</b>	<b>1,285,181</b>
<b>Expenditure on:</b>					
Charitable activities		1,111,523	119,187	<b>1,230,710</b>	1,251,880
<b>Total</b>	5	<b>1,111,523</b>	<b>119,187</b>	<b>1,230,710</b>	<b>1,251,880</b>
<b>Net income/(expenditure)</b>		15,000	41,810	<b>56,810</b>	33,301
<b>Transfers between funds</b>		(15,000)	15,000	-	-
<b>Net movement in funds</b>		-	56,810	<b>56,810</b>	33,301
<b>Reconciliation of funds:</b>					
Total funds brought forward	12	-	107,162	<b>107,162</b>	73,861
<b>Total funds carried forward</b>	12	-	163,972	<b>163,972</b>	107,162

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All income and expenditure derive from continuing activities.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Balance Sheet as at 31 March 2017

	Notes	2016/17 £	2015/16 £
<b>Fixed Assets</b>			
Tangible Assets	9	124,798	82,162
		<b>124,798</b>	<b>82,162</b>
<b>Current Assets</b>			
Debtors	10	66,591	62,345
Cash at bank and in hand		99,067	59,707
		<b>165,658</b>	<b>122,052</b>
<b>Creditors: Amounts falling due within one year</b>	11	<b>(126,484)</b>	<b>(97,052)</b>
<b>Net Current Assets</b>		<b>39,174</b>	<b>25,000</b>
<b>Total Assets Less Current Liabilities</b>		<b>163,972</b>	<b>107,162</b>
<b>The funds of the charity</b>			
Unrestricted income fund			
Designated Funds	12	<b>163,972</b>	<b>107,162</b>
<b>Total Charity Funds</b>		<b>163,972</b>	<b>107,162</b>

Approved and signed for and on behalf of the Trustee

The Notes at pages 14 to 23 form part of these accounts.

\_\_\_\_\_  
Dr Peter Kane  
Chamberlain of London  
xxxx

# **WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS**

## **Notes to the Financial Statements for the year ended 31 March 2017**

### **1. Accounting Policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charities financial statements.

#### **(a) Basis of Preparation**

West Wickham Common and Spring Park Wood Coulsdon and Other Commons are a public benefit entity and the accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

#### **(b) Going Concern**

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast for the period to 2020/21, anticipates that adequate funds will be available to enable the City's Cash to continue to fulfil their obligations. On this basis, the Trustee considers the Commons to be going concerns for the foreseeable future.

#### **(c) Statement of Cash Flows**

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2017 which is publicly available and can be found at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk).

#### **(d) Fixed Assets**

##### ***Heritage Assets and Associated Buildings***

West Wickham Common and Spring Park Wood Coulsdon and Other Commons comprise 277 hectares (685 acres) of land located in the London Boroughs of Bromley and Croydon, together with associated buildings. The objects of West Wickham Common and Spring Park Wood are the preservation in perpetuity by the Corporation of London of the Open Spaces known collectively as West Wickham Common and Spring Park Wood for the recreation and enjoyment of the public. The objects of Coulsdon and Other Commons are the preservation in perpetuity by the Corporation of London of Open Spaces known collectively as Coulsdon and Other Commons for the recreation and enjoyment of the public. West Wickham Common and Spring Park Wood Coulsdon and Other Commons are considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2017

### 1. Accounting Policies (continued)

#### (d) *Fixed Assets (continued)*

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

#### *Tangible Fixed Assets*

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Infrastructure	up to 20

#### (e) *Recognition of capital expenditure*

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

#### (f) *Income Recognition*

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

#### (g) *Donations and legacies*

Donations and legacies comprise public donations and government grants.

#### (h) *Volunteers*

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

#### (i) *Grants received*

Grants are included in the Statement of Financial Activities in the financial year in which they are receivable.

#### (j) *Contribution from City's Cash*

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

#### (k) *Rental income*

Rental income is included in the Charities' incoming resources for the year and amounts due but not received at the year end are included in debtors.

# **WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS**

## **Notes to the Financial Statements for the year ended 31 March 2017**

### **1. Accounting Policies (continued)**

#### **(l) Expenditure Recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

#### **(m) Allocation of costs between different activities**

The City of London Corporation charges staff costs to the charitable activity costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

#### **(n) Pension Costs**

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £597.9m as at 31 March 2017 (£482.6m as at 31 March 2016). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's Trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17. An updated triennial valuation was undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19 and 2019/20 has been set at 21%. There are no outstanding or pre-paid contributions at the balance sheet date.

#### **(o) Fund Accounting**

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 12 to the accounts.

### **2. Tax Status of the Charities**

West Wickham Common and Spring Park Wood Coulsdon and Other commons are registered charities and as such their income and gains are exempt from income tax to the extent that they are applied to their charitable objectives.

### **3. Indemnity Insurance**

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charities do not contribute to the cost of that insurance.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2017

### 4. Income and endowments

Income is comprised as follows:

	Unrestricted Funds £	Designated Funds £	2016/17 £	2015/16 £
<b>Income and endowments from: Donations and legacies</b>				
Grants	52,269	116,433	<b>168,702</b>	53,751
Donations	435	-	<b>435</b>	85
Other Contributions	-	44,564	<b>44,564</b>	15,311
<b>Total Donations and legacies</b>	<b>52,704</b>	<b>160,997</b>	<b>213,701</b>	<b>69,147</b>
Grant from City of London Corporation	1,031,153	-	<b>1,031,153</b>	1,168,145
<b>Income from charitable activities</b>				
Sale of goods, products and materials	7,802	-	<b>7,802</b>	13,869
Fees and charges	2,385	-	<b>2,385</b>	3,039
Rents	32,479	-	<b>32,479</b>	30,981
<b>Total income from charitable activities</b>	<b>42,666</b>	<b>-</b>	<b>42,666</b>	<b>47,889</b>
<b>Total income and endowments</b>	<b>1,126,523</b>	<b>160,997</b>	<b>1,287,520</b>	<b>1,285,181</b>

#### Grants

Grants were received from the Rural Payments Agency, Historic England and Heritage Lottery Funding.

#### Other Contributions

Other Contributions for 2016/17 mainly related to supplementary revenue expenditure financing in relation to Kenley Revival Project.

#### Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charities.

#### Fees and Charges

Charges are made to the public in respect of admission charges and licences granted.



# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2017

### 5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2016/17 £	2015/16 £
Charitable activities	1,076,819	153,891	1,230,710	1,251,880
<b>Total expenditure</b>	<b>1,076,819</b>	<b>153,891</b>	<b>1,230,710</b>	<b>1,251,880</b>

No resources are expended by third parties to undertake charitable work on behalf of the charities.

#### **Charitable activities**

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of West Wickham Common and Spring Park Wood Coulsdon and Other Commons.

#### ***Auditor's remuneration and fees for external financial services***

Moore Stephens are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external financial services were provided for the Commons during the year or in the previous year.

#### ***Trustee's expenses***

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2016/17 (2015/16: £Nil).

### 6. Support Costs

The cost of administration, which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including these charities, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2017

### 6. Support Costs (continued)

Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities £	2016/17 £	2015/16 £
<b>Department</b>			
Chamberlain	25,447	25,447	32,884
Comptroller & City Solicitor	10,848	10,848	13,076
Open Spaces Directorate	21,717	21,717	25,968
Town Clerk	23,865	23,865	21,736
City Surveyor	30,444	30,444	35,167
Information Systems	29,501	29,501	25,464
Other governance and support costs	12,069	12,069	12,698
<b>Total support costs</b>	<b>153,891</b>	<b>153,891</b>	<b>166,993</b>

The main support services provided by the City of London Corporation are:

<b>Chamberlain</b>	Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
<b>Comptroller and City Solicitor</b>	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
<b>Open Spaces Directorate</b>	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
<b>Town Clerk</b>	Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.
<b>City Surveyor</b>	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
<b>Information Systems</b>	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2017

### 6. Support Costs (continued)

<b>Other governance costs</b>	Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.
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### 7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to West Wickham Common and Spring Park Wood Coulsdon and Other Commons in 2016/17 is 12 (2015/16: 13) at a cost of £450,425 (2015/16: £460,729). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charities.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2016/17 Charitable activities	12	350,547	34,555	65,323	<b>450,425</b>
2015/16 Charitable activities	13	364,758	26,146	69,825	<b>460,729</b>

There were no employees whose total employee benefits were above the £60,000 threshold (2015/16: Nil).

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £5,813 in 2016/17 (2015/16: £5,517). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

### 8. Heritage Assets

Since 1892 the primary purpose of the Charity has been the preservation of the commons at West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the recreation and enjoyment of the public. As set out in the Note 1(d), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of West Wickham Common and Spring Park Wood Coulsdon and Other Commons are contained in the West Wickham Common and Spring Park Wood Coulsdon and Other Commons Heritage Conservation Plans 2010 - 2020. Records of heritage assets owned and maintained by West Wickham Common and Spring Park Wood Coulsdon and Other Commons can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2017

### 9. Tangible Fixed Assets

At 31 March 2017 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £124,798 (31 March 2016: £82,162) as set out below. All tangible fixed assets are held by West Wickham and Spring Park Wood Coulsdon and Other Commons.

	Infrastructure (WIP) £	Total £
<b><u>Cost</u></b>		
At 1 April 2016	82,162	<b>82,162</b>
Additions	42,636	<b>42,636</b>
<b>At 31 March 2017</b>	<b>124,798</b>	<b>124,798</b>
<b><u>Accumulated depreciation</u></b>		
At 1 April 2016	-	-
Charge for year	-	-
<b>At 31 March 2017</b>	<b>-</b>	<b>-</b>
<b><u>Net Book Values</u></b>		
<b>At 31 March 2017</b>	<b>124,798</b>	<b>124,798</b>
At 31 March 2016	82,162	82,162

### 10. Debtors

The debtors figure consists of:

	2016/17 £	2015/16 £
Rental Debtors	1,006	5,813
Recoverable VAT	24,432	30,871
Other Debtors	41,153	25,661
<b>Total at 31 March</b>	<b>66,591</b>	<b>62,345</b>

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2017

### 11. Creditors

The creditors figure consists of:

	2016/17 £	2015/16 £
Trade Creditors	64,715	11,211
Accruals	25,516	49,328
Other Creditors	-	384
Sundry Deposits	26,820	26,820
Receipts In Advance	9,433	9,309
<b>Total at 31 March</b>	<b>126,484</b>	<b>97,052</b>

### 12. Movement of Funds during the year 31 March 2017

	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
<b>General Fund</b>	-	1,126,523	(1,111,523)	(15,000)	-	-
<b>Capital Reserve Fund</b>	82,162	160,997	(119,187)	826	-	<b>124,798</b>
<b>Earmarked Reserves</b>	25,000	-	-	14,174	-	<b>39,174</b>
<b>Total Funds</b>	107,162	1,287,520	(1,230,710)	-	-	<b>163,972</b>

#### General fund

The General fund has a balance of nil as the operating deficit of the charity is financed by the City of London Corporation.

#### Designated funds

##### *Capital Reserve Fund – Heritage Lottery Fund Kenley Revival Project*

The Kenley Revival Project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

Capital Reserve Account consists of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (d).

##### *Earmarked Reserve Fund– Kenley Revival Project*

£14,174 was transferred to Earmarked Reserve as at 31 March 2017 to fund future costs of the Kenley Revival Project. The Kenley Revival Project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

# **WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS**

## **Notes to the Financial Statements for the year ended 31 March 2017**

### **13. Related Party Transactions**

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charities. The costs incurred by the City of London Corporation in providing these services are charged to the charities. The City of London Corporation also provides banking services, allocating all transactions to the charities at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under “Expenditure on charitable activities” and an explanation of these services is set out in Note 6 for support costs of £153,891 (2015/16: £166,993). The City of London Corporation’s City’s Cash meets the deficit on running expenses of the charity. This amounted to £1,031,153 (2015/16: £1,168,145) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts, with the exception of the Epping Forest Trust (charity number 232990), these trusts do not undertake transactions with West Wickham Common and Spring Park Wood Coulsdon and Other Commons. A full list of other charitable trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Commons are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation’s guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation’s code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City Corporation ensures that members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of members and officers interests which require separate reporting. Transactions are undertaken by the Commons on a normal commercial basis.

Committee(s):	Date(s):
<div>Finance Committee</div> <div>Epping Forest and Commons Committee</div> <div>For decision</div> <div>For decision</div>	<div>12 Dec 2017</div> <div>15 Jan 2017</div>
<b>Subject:</b> The Kenley Fund	<b>Public</b>
<b>Report of:</b> The Superintendent of The Commons	<b>For Decision</b>
<p style="text-align: center;"><b>Summary</b></p> <p>A fundraising appeal was organised jointly by the Kenley Airfield Friends Group and the City Corporation in 2005 to raise funds for the Coulsdon and Other Commons Charity to acquire the World War II Officer's Mess site that adjoins Kenley Common (the Kenley Fund).</p> <p>The local community donated generously to the appeal, but the bid to acquire the site was unsuccessful. Some money was subsequently returned to the donors, but many people wanted their donation kept by the Coulsdon and Other Commons charity for ongoing work on Kenley Common.</p> <p>The Kenley Fund has not been used at all in the intervening period. Gift Aid was claimed to enhance some donations by 28%, but interest has never been paid on the balance.</p> <p><b>Recommendation(s)</b></p> <p>Members of the Finance Committee are asked to:</p> <ul style="list-style-type: none"> <li>• Agree that interest on cash balances held in the Kenley Fund should be credited to the Kenley Fund.</li> </ul> <p>Members of the Epping Forest and Commons Committee are asked to:</p> <ul style="list-style-type: none"> <li>• Agree to credit to the Kenley Fund the interest that would have been accrued to date, debiting the West Wickham and Coulsdon Commons local risk budget by the amount that the City could have attained for this fund, namely £3,315.03 to 31 March 2017.</li> <li>• Instruct the Superintendent of The Commons to seek a suitable project (or projects) to be funded by the Kenley Fund, in consultation with the Kenley Airfield Friends Group.</li> </ul>	

## **Main Report**

### **Background**

1. The Superintendent of West Wickham and Coulsdon Commons presented a report to the Epping Forest and Commons Committee on 8 November 2004 in which he recommended:  
*Setting up Kenley Common (and Farthing Downs) Heritage Funds under the Coulsdon and Other Commons Charity, to appeal for funding on an ongoing basis for heritage projects and potential land acquisitions, including in support of applications to the Heritage Lottery Fund.*
2. The intention was to generate sufficient funds to bid for approximately 11ha of land adjoining Kenley Common that contains many important historic structures associated with Kenley Airfield, including the Grade II listed Officer's Mess, a 1920's airfield building, an air raid shelter and a squash court. This land was put on the market in 2005.
3. On 22 June 2005 the Superintendent hosted the inaugural meeting of a group that was then called the Friends of Kenley Aerodrome. At this meeting he presented the agenda item 'Introduction of the City of London Fundraiser'. Subsequently (30 June 2005) a procedure was issued explaining that the Friends' Treasurer would work with the City's Business Manager to collect and process donations.
4. The Friends of Kenley Airfield (as they became) produced a leaflet in their name, with their logo on the front cover, to appeal for funds to 'help extend Kenley Common'. However, the leaflet made it clear that the funds were being donated to the Coulsdon and Other Commons Charity. Gift Aid was claimed for those contributors who signed to say they were UK taxpayers, and this enhanced their donation by 28%. Contributors could sign a box to say if they wanted their donation to be returned to them if the bid to acquire the land and buildings was unsuccessful, or if they wanted it to be retained 'for ongoing work on Kenley Common'.
5. In December 2005 the Chairman of the Friends of Kenley Airfield wrote to those who had donated money to the appeal to report that over £40,000 had been raised.
6. On 8 May 2006 the Superintendent reported to the Epping Forest and Commons Committee that the bid to purchase the former Officer's Mess site had been unsuccessful. A private developer, Comer Homes, succeeded in acquiring the land instead.
7. Individual donations were duly returned to those contributors who had requested this, amounting to c. £13,000. The City Corporation retains a list of all the donations received and refunds made.
8. Since 2006 all the people who originally organised and administered the fundraising appeal on behalf of both the Kenley Airfield Friends Group (as they are now) and the City Corporation have either died or have otherwise left their respective organisations.
9. The Kenley Fund has not accrued interest. It has been held as a sundry deposit on the balance sheet pending a decision being made as to what it



should be used for. It is believed that at one time it was thought that the Kenley Fund might be used for an alternative land acquisition, and this is why it has not been used to defray the general expenses of the Coulsdon and Other Commons charity.

10. In October 2015 work commenced on the delivery of the £1.1m Kenley Revival Project. This project, funded mainly by the Heritage Lottery Fund, will be completed by the spring of 2019. This project is closely aligned to the purposes for which the Kenley Fund was first accumulated, being concerned with the preservation, protection and celebration of elements of the historic airfield. During the early development stage however a decision was made not to include the Kenley Fund as part of the financial arrangements for this project. Again, this might be because the then Chairman of the Friends of Kenley Airfield felt that there was still a chance that the fund could be used to support a land acquisition.

### **Current Position**

11. Currently the balance of the Kenley Fund is £26,855.23. The Kenley Airfield Friends Group has recently expressed dismay that the fund is not earning any interest. If interest had been apportioned to the Kenley Fund the amount of interest the fund would have accrued to date is either £1,043.67 if the bank rate is used, or £3,315.03 using the rate that the City accessed over the same period.
12. The change in personnel within the Friends of Kenley Airfield and the City Corporation means that memories of the fund, its intended purpose, administration and ownership had become clouded. There is a perception amongst some members of the local community that the Kenley Fund is ring-fenced for purposes related to the historic airfield.

### **Proposals**

13. As an act of goodwill to the original donors, it is proposed to supplement the Kenley Fund by an amount equivalent to the interest that would have been earned to date. This money will have to come from the local risk budget associated with the Coulsdon and Other Commons charity, so in effect the charity would be no better or worse off, but doing this would reassure contributors that their donations are being held appropriately.
14. It is also recommended that the City pay interest on the fund to the Coulsdon and Other Commons charity in the future.
15. It is proposed that the Kenley Fund is retained until a suitable project on Kenley Common is identified for its use i.e. one that promotes the objects of the Coulsdon and Other Commons charity whilst also being in the spirit of the original Kenley Fund appeal.
16. It is also recommended that the decision on the suitability of a proposed project (or projects) is made in consultation with the Kenley Airfield Friends Group, reflecting their prominent fundraising role during the original appeal.

## Corporate & Strategic Implications

17. The recommendations of this report support the departmental Business Plan with particular reference to the inclusion value:

*Involve communities and partners in developing a sense of place through the care and management of our sites*

## Implications

18. This report proposes a way in which £26,855.23, the current balance of the Kenley Fund, can be accessed for projects that will benefit Kenley Common. The allocation of interest will have a minor impact on the local risk budget, but essentially this is just a transfer within the Coulsdon and Other Commons Charity so there is no overall loss.
19. The Charity Commission advises that cash deposits held by charities should be in an interest bearing account, unless trustees plan to use the money on deposit in the short term or invest it elsewhere for the longer term.
20. The Open Spaces Charities are deficit funded by City's Cash. They would not normally be expected to have any reserves which would be held for any length of time. Any interest obtained on cash balances on the Open Spaces Charities is usually credited to City's Cash and as such goes towards the funding given to the Charities. There are two long term deposits, the Epping Forest Capital Fund and the fund that was given by South Buckinghamshire District Council in respect of the acquisition of Stoke Common where it has been agreed that interest should be credited to the individual Charities. Using the City's interest on cash balances rate for 2016/17 the Kenley Fund would earn £181.13 per annum.

## Conclusion

21. A fundraising appeal was organised jointly by the Kenley Airfield Friends Group and the City Corporation in 2005 to raise funds for the Coulsdon and Other Commons Charity to acquire heritage assets and to facilitate heritage projects. Although the campaign was unsuccessful in its primary goal to buy and protect land and buildings associated with Kenley Airfields World War II past, a balance of £26,855.23 remains in the fund to be used for ongoing work on Kenley Common. This report recommends that the City Corporation works with the Kenley Airfield Friends Group to identify suitable projects for the fund.
22. Further, this report proposes that interest is paid on the balance and that this is credited to the Kenley Fund.

## Appendices

None

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons	15 January 2018
<b>Subject:</b> Epping Forest - Superintendent's Update for October to November 2017 (SEF 01/18)	<b>Public</b>
<b>Report of:</b> Superintendent of Epping Forest	<b>For Information</b>
<b>Report author:</b> Paul Thomson – Epping Forest	

## Summary

This purpose of this report is to summarise progress with the work programme at Epping Forest across October and November 2017.

Of particular note was further progress on the passage of the City of London Corporation (Open Spaces) Bill; continuing high levels of fly tipping averaging 55% up on the previous year; the completion of the surfacing of the Woodford Green wayleave; continuing Operational works majoring on tree safety and wood pasture restoration, together with a successful series of visitor events and very positive publicity for the 800 year celebrations for the Forest Charter through both national media and the Lord Mayor's Show.

## Recommendation(s)

Members are asked to:

- Note the report.

## Main Report

### Staff and Volunteers

1. Two staff members, the GIS Officer and Stores person have both returned to their substantive roles. A pilot reorganisation in the Forest Keeper team has resulted in the appointment of Criminal Investigations and Waste Management Officer to replace an existing Forest Keeper role and new arrangements for the management of litter pickers. The Division's part-time Communications Assistant has also been confirmed to a permanent role.

### Budgets

2. At 67% through the year we are currently at 63% of target expenditure. Recent unanticipated successes on income generation, due in the large part to the development of a comprehensive licencing policy, has put the Division currently

in a slight underspend position. Plans are underway to achieve target expenditure by the year end.

## **Weather**

3. October 2017 was much drier than average, with total monthly rainfall 69.7% below the average total rainfall for October since 1979 (60.3 mm). There were 15 days of rainfall in total. The wettest day was the 18 October, which saw 4.2 mm of rainfall. This is the third very dry October for Epping Forest in a row, as October 2016 saw rainfall 59.2% below average, and October 2015 saw rainfall 47.6% below average.
4. November 2017 was also drier than average, with total monthly rainfall 43.7% below the average total rainfall for November since 1979 (64.6 mm). There were 20 days of rainfall in total. Half of these 20 days saw rainfall less than 1 mm, with nine of these days having less than 0.5 mm. The wettest day was 10 November, which saw 8.2 mm of rainfall.

## **Sustainability**

5. Sustainability – Photo-Voltaic solar panels at the Warren are now fully operational and are providing electricity to the site. Our total electricity drawn from the grid at weekends is now usually nil, even though a number of staff and assets are still working during this period. Epping Forest is well represented on the Departmental Energy Efficiency Board which is planning future sustainability improvements.

## **Epping Forest Projects**

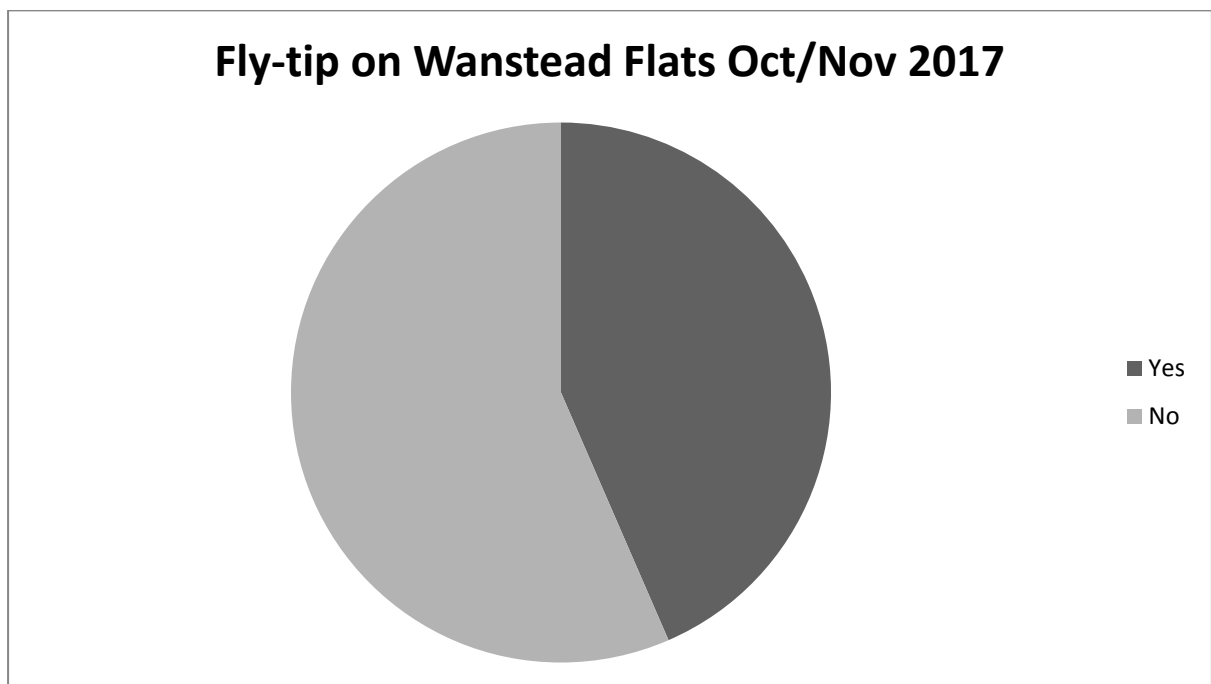
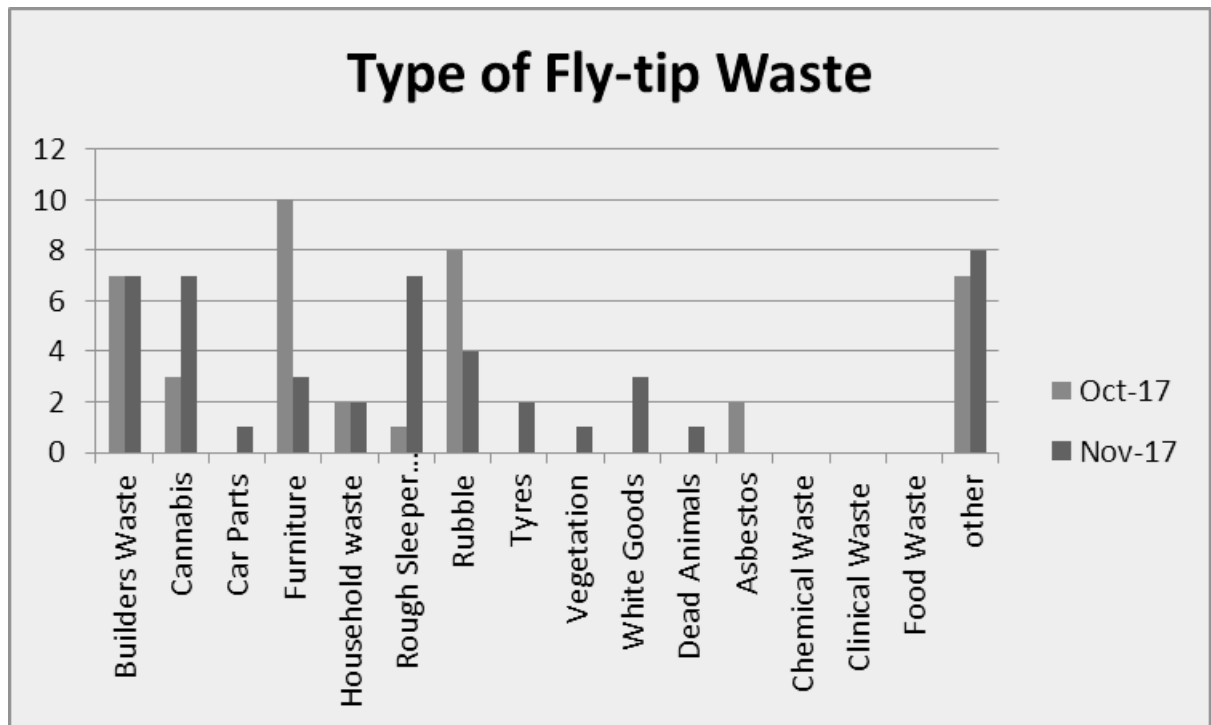
### **Open Spaces Bill 2016**

6. The City of London Corporation (Open Spaces) Bill - The Remembrancer supported by the Superintendents of Epping Forest and Hampstead Heath appeared before the House of Lords Unopposed Bills Committee on the 13 December. The meeting was adjourned until the New Year to allow the City Corporation to formally answer a series of published questions relating to the Bill.

## **Forest Services**

### **Fly tipping**

7. There was a total 86 fly tips in the months of October (40) and November (46), providing a total for 2017 of 544 fly tips. For the same period in 2016 there were a total of 88 tips, giving a total of 351 tips which represents a 55% rise across the year. There was particular a rise in the number of fly-tips recorded within the Forest Interior. This increase can be attributed to the clearance of eight Rough Sleeper Camps and a fly-tip on Daws Hill, E4 where the waste was unusually deposited a considerable distance from the highway. Some 55% (47) of tipping occurred along roadsides. 41% of the tips occurred within the area of Wanstead Flats, especially in the vicinity of Centre Road and Capel Road.



#### Rough Sleepers

8. During the period of October/November 2017: eight Rough Sleeper Camps have been cleared from the Forest. This included two large unused camps on Leyton Flats and another camp in Forest Glade E11. In contrast to the usual Rough Sleeper Camp locations, Forest Keepers located an occupied camp in Bury Wood. Many of the camps that are being discovered or reported are found to be vacated which can be attributed to the opening of seasonal sanctuaries and volunteer activity to assist the homeless during the winter season.

## Enforcement Activity

9. Four prosecutions were heard during the period under report.

Date of Court Hearing	Name of Defendant	Byelaw/ EPA	Court Name	Outcome	Amount Awarded
12.10.2017	Dean SHEA t/a Shea BUILDERS Ltd	EPA 34 1(a) Duty of Care	Chelmsford	<b>Warrant for Arrest</b>	n/a
12.10.2017	R&A Waste Ltd	EPA 34 1(a) Duty of Care	Chelmsford	<b>Warrant for Arrest</b>	n/a
12.10.2017	Richard MCGUIRE	EPA 33 1(a) Deposit of Waste	Chelmsford	<b>Warrant for Arrest</b>	n/a
12.10.2017	Alfie SMITH	EPA 33 1(a) Deposit of Waste	Chelmsford	<b>Warrant for Arrest</b>	n/a

## Licences

10. A total of 32 licences for events were issued during the two months being reported, which yielded an income of £131,540.53 plus VAT (inclusive of one compound fee of £124,670. 48 licences were issued during the same period in 2016 (income of £10,002.84).

## Bushcraft and Community Engagement

11. The Forest Keeper Team continues to assist the Learning Team with educational visits. On 9 October, the new dedicated educational area in Wanstead Park was used with a view to increase the educational provision to this site next year alongside continuing work at Barn Hoppitt.

12. Another very successful Baby Bushcraft event was held for pre-schoolers on 12 October.

13. Some 45 staff from the Chamberlain's Department joined the Epping Forest team on 20<sup>th</sup> October for a Corporate Away Day. Keepers were assisted on the day by our Volunteer Wardens as all continued work as part of Project Nightingale on Chingford Plain.

14. Two Venison Workshops have taken place this autumn. One for Redbridge Police Officers that also involved other elements of Bushcraft and a public event on 18 November. Despite being the subject of a web-based petition calling for their closure, the public events still continue to be oversubscribed and sell out as soon as they are advertised. The Keeper Team were again supported by Volunteer Wardens at both of these events.
15. Volunteer Wardens will be assisting with two vital projects over the winter. The Eagle Pond Visitor Survey runs until 22 December and the results will feed directly into the Conservation Statement that is being developed for the wider heritage landscape. The Furniture Audit is also underway and will run until March. Each Forest compartment will be checked and the furniture recorded. Volunteer Wardens are carrying out the majority of the field work whilst being mentored and managed by the Forest Keeper Team.

### **Unauthorised Occupations**

16. There have been no Unauthorised Occupations recorded during this period. However, the City Corporation has continued to monitor traveller movements following evictions within the area by partner authorities.

### **Dog Incidents**

17. There have been no serious dog incidents reported.

### **Open Riding**

18. The unseasonably dry weather has allowed the Open Riding season to extend to the 27 November. Closure was discussed with the Horse Riders Forum on 29 October and formal notice of closure was sent to all licence holders on 23 November.

## **Heritage; Landscape and Nature Conservation**

### **Biodiversity**

19. Ramorum Disease update – Warren Plantation has re-infection of the regrowth from the original infected plants. At one of the locations the infection has spread to the immediate neighbouring plants/regrowth. This spread would have occurred before the plants were cut down. All infected plants have had their roots grubbed out and burnt on site. At this same location a single Sweet Chestnut is suspected of having the infection (awaiting Forestry Commission test results). It is likely that this tree will prove positive for the infection due to the symptoms shown and proximity to infected rhododendron. This tree has died very quickly and is no longer a risk of sporulation. A single larch tree is also suspected of having the disease which had been observed by the Forestry Commissions annual flyover of the site. This tree was felled and examined by the Forestry Commission with samples taken (awaiting results). It is unlikely that this tree will prove positive for the infection as there were no symptoms observed. No further evidence of infection or re-infection has been observed in Wanstead Park or at other rhododendron sites.

### **Agri-environment Schemes**

20. Two contractors were commissioned to undertake habitat work as part of the HLS programme of work. This largely comprised wood pasture restoration scheduled at various sites between Lords Bushes and Honey Lane Quarters. This contract will complete in February 2018.
21. Epping Forest Officers have met with Natural England and Forestry Commission Officers to start discussions on the Countryside Stewardship Scheme, the successor to the HLS grant.

### **Grazing**

22. The cattle came off the Forest mid-October and early November from the Buffer Lands. The move to winter housing completes a successful year of 16,000 grazing days. This exceeds previous grazing activity across all sites and follows the move to in-house management last November. All the cattle are now housed at Great Gregories; and calving has started with 10 calves being born and scanning results showing we are expecting another 18 calves over the winter period. 24 Sussex cows will arrive at Great Gregories at the end of November from City Commons which we will be over wintering and calving for them due to the loss of their stockman in October. The rest of the City Commons young stock will transfer in mid-January.
23. Additional works at Great Gregories have been taking place to improve the efficiency of the site and management of the cattle. This includes concrete feed passages, levelling off and laying hard-core surfaces and the upgrade of CCTV cameras so that all cattle can be viewed remotely day or night if required.

### **Heritage**

24. Consultants Alan Baxter Associates have started preparing a Conservation Statement for George Gilbert Scott and William Moffatt designed Eagle Pond and Snaresbrook Crown Court heritage landscape. The Statement will be informed by a local survey conducted by volunteers to understand the significance of this site for the community.
25. **Town & Country Planning** - Land South of Horseshoe Hill. The proposed development was described by EFDC's Conservation Officer as a "one-off" statement dwelling, demonstrating that sympathetically executed, a modern building can be erected within a traditional context, with the constraints on the leading to fine architecture with the modern design dwelling becoming a new landmark in that part of Upshire – REFUSED on APPEAL
26. **BT/Openreach** – Four requests for BT DSLam (Digital Subscriber line access multiplexer) cabinets and associated cabling at Theydon Green, Fernhall Lane, Upshirebury Green and Mott Street have been received. There are legal difficulties with the acceptability of our agreements at the moment.
27. **Access to Woodford Rugby Club/ Haven House & others frontagers** – Restoration work on the access used by Kier Construction for last 60 weeks has now been completed and a bonded access track has been completed in line with your Committee's previous approval.



28. **Encroachment at Mott Street** – A Boundary hedge has been removed at High Beach in relation to a new build and a significant encroachment has been successfully challenged on an adjacent tenanted field. The Developer has conceded trespass and reinstatement of the land and hedge are in hand

## **Operations**

### **Habitat Works**

29. Wood-Pasture Restoration and Management – Arborist teams remain largely engaged with undertaking wood pasture restoration work, including the completion of three weeks of shift work with a hired in Forestry Mulcher, focused on Walthamstow Forest. In addition to working new areas as part of meeting Site of Special Scientific Interest wood pasture restoration targets, the teams have also spent a number of days working locations where there was an identified need to undertake works designed to facilitate future improved routine maintenance..
30. Wanstead Park, Floating Pennywort control - Following advice from our Floating Pennywort control contractor that the City Corporation could now justify moving water down the cascade; water has been routed to refill the Ornamental Waters. This involved first filling the Perch Pond with water diverted from the Heronry Pond which as a result is at a slightly lower level. Happily the Ornamental Waters is responding well to the refilling and it seems will refill quicker than first expected.

### **Risk Management Works**

31. Highways Verge Vegetation: City Corporation contractors have now completed this year's verge management program. This work is perhaps more evident on the ground to visitors this year and is a consequence of several year's work to bring the verges into a more managed condition. This is a three-year maintenance contract and will be retendered in 2018.
32. Tree Safety – Works arising from our tree safety assessments progress with typically one Arborist team working on this important work stream every day. A particularly prominent and complex task involves the re-pollarding of an avenue of overgrown Poplars at North Farm. Teams have completed half the avenue, but the wintry conditions and Christmas leave have led to the postponement of works till the New Year. A Conservation Area consent from London Borough of Redbridge has also been secured to work eight trees adjacent to the cricket ground. on the Woodford Green (Churchill) Avenue which are in hazardous condition.
33. Path Safety: As part of developing activity to improve the risk management of the Forest's path network Operation team staff have started assessment of a fifth of the path network with regard to safety issues. Early in 2018, wider management proposals and a path management policy will be developed and will be brought to your committee.

## Access Works

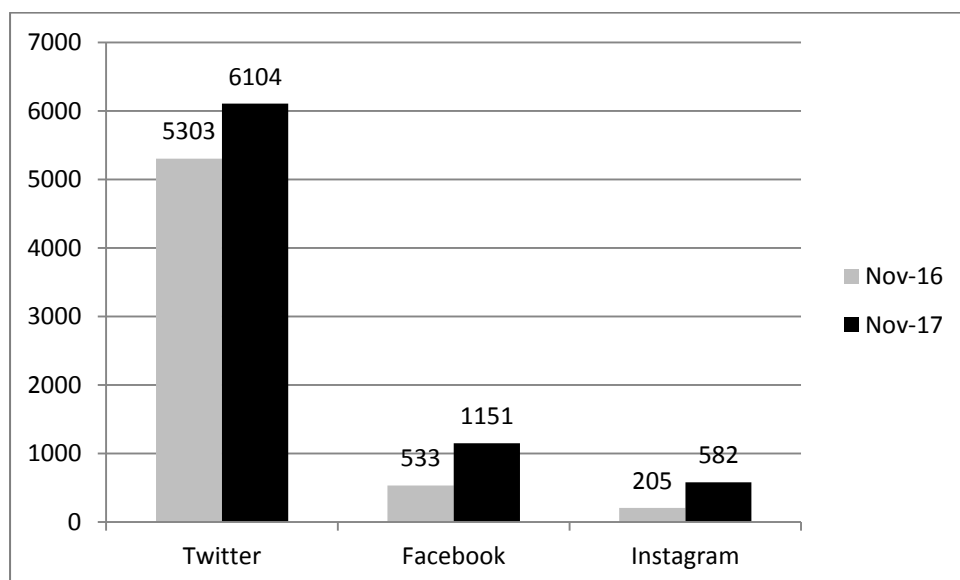
34. Volunteers and staff are currently undertaking an assessment of the conditions of the paths across the Forest. In addition the Grassland team, as part of their winter works program, have started work to open up surfaced woodland rides. This work is relatively robust in its approach to help ensure the routes get more sunlight and wind to help dry the paths out and also to ensure they are kept in a more easily maintainable condition. The Gas Ride has been completed and teams have started work on the ride leading to Whitehall Plain from Rangers Road, however a burst water/sewage pipe has stalled work in this area. To help improve this type of work we have acquired a multi-headed circular saw attachment for our tractor mounted flail, which should allow us to cut larger diameter branches more efficiently and also to leave a cleaner cut.

## Visitor Services

### Communication and Information

35. As of 29 November 2017 our social media following is:

- Twitter followers: 6,104 (15.1% year on increase)
- Facebook likes: 1151 (116% increase)
- Instagram followers: 582 (184% increase)
- The chart shows a comparison of our figures at the equivalent reporting point in 2016



36. The winter edition of Forest Focus, featuring an article about Karen Humpage's Epping Forest cattle-based art project and promoting the Festive Frost Fair, was well received and was successfully distributed via our Visitor Services team. Alongside Forest Focus distribution, the team promoted the Festive Frost Fair via A6 postcards which were kindly printed free of charge by a local estate agent.

Once again, the e-zine version of the magazine was produced and the response is growing extremely well.

37. The 800<sup>th</sup> Anniversary of the Forest Charter achieved good coverage in the national, London-wide and local press. The Superintendent was interviewed on BBC Radio 4 and BBC Radio London. Essex Life included a full-page article on the subject in the November edition. In addition the event was celebrated with Epping Forest's inclusion in the Lord Mayor's Show on 11 November which received press and broadcast media coverage.
38. Adverts were placed in the Primary Times publications (East London and south west Essex) for the winter, including free editorial on festive events in the East London edition.
39. Social Media continues to grow well in terms of followers and interest on Instagram has been particularly engaged with the autumn colour images.
40. Promotion of the Open Spaces survey via Twitter and Facebook has resulted in a record number of Epping Surveys being completed (to date over 500 – the target is 100 per annum). This demonstrates the importance of building and engaging with social media followers, to allow us to communicate effectively via this medium.
41. The Head of Conservation, Dr Jeremy Dagley, has now had three 'Country Diary' articles printed in The Guardian, the most recent article having just been published, looking at veteran beech, bracket fungi and mentioning the Forest Charter. In addition Dr Dagley's 'Nature Notes' monthly piece continues to be included in the local Guardian publication.

### **Chingford Golf Course**

42. The number of visitors playing at CGC has continued to be busier than normal for this time of year partly due to the dry & mild weather. This has allowed us the team to continue to offer out golf carts which has seen the course benefit from higher income for this time of year.
43. We are making better use of our online booking system to collect more data from our users. This will allow us to market the golf course better for the new season.
  - Total revenue for October & November was £41,254.13. Revenue from online bookings for October was £2,015.50 & £1,398.00 for November. Revenue from the front of house golf reception for October & November was £37,840.63 of which:

Golf Green fees	£29,431.73
Fridge Sales	£692.60
Hire Equipment Sales	£4,150
Shop Stock Sales	£2,468.80
Football Bookings	£1,097.50

Total revenue from online bookings and front of house revenue from October & November last year was £37,312.45; a total increase of £3941.68.

44. The new scorecards have had a good response with golfers. The final fixtures & fittings were purchased for the shop to complete the refurbishment and it now looks like a more professional sports bookings reception and retail outlet.
45. The green keepers have fed the greens with more organic feed, continuing to do this on a weekly basis throughout October & November to help protect them for the winter months. The overgrown shrub between holes 2 & 8 has been removed to allow more air and light to the 8<sup>th</sup> green. This green usually suffers from disease and drainage problems in the wet months; however these improvements along with deep aeration work has shown an improvement in the ground conditions.
46. The overgrown vegetation on the 10<sup>th</sup> tee has been cleared and cut back. Winter mats have been put out on the par 3's to protect the normal tees for the start of the new season. Extra drainage has been put in on the 3<sup>rd</sup> & 4<sup>th</sup> hole to help allow machinery to access these holes and also provide buggy service all year round.
47. A new hose and hood has been fitted to the sweeper to allow the green staff to collect leaves off the golf course and ditches allowing play to keep moving without time wasted looking in leaves for their ball. This also helps the moving water in the ditches without any leaves decelerating and restricting water flow.

### **Wanstead Flats Football**

48. Facilities have all received a deep clean at the start of season. New procedures are in place with all facilities now staffed and teams required to sign in and out before and after play. Despite this some players still abuse the facilities and we are addressing this with league managers.
49. A restructure is in progress to integrate the football and golf teams more closely and recruitment to fill vacant posts for grounds and caretaking staff is in progress.
50. The Football Foundation held a meeting with officers in November as part of the monitoring and evaluation of the grant for the Harrow Road building awarded in 2009. The capital grant was supplemented an amount for a five-year development programme. Although this programme is now complete the Football Foundation still expect a football development plan for the site to be continued. Officers will look at this with support from the Football Association during 2018.

### **Visitor Numbers**

#### **51. Visitor Figures**

	<b>The View</b>	<b>VC</b>	<b>The Temple</b>	<b>QEHL</b>	<b>Total No</b>
October	4519	2469	744	2954	10,686

52. Income from  
Visitor  
Centres

	<b>The View</b>	<b>VC</b>	<b>The Temple</b>	<b>Total</b>
October	£7236.31	£1261.64	£217.84	<b>£8715.79</b>

53. Spend per head at Visitor Centres

	<b>The View</b>	<b>VC</b>	<b>The Temple</b>
October	£1.60	£0.51	£0.29

54. Visitor Numbers ( and % increase / decrease to previous year)

	<b>Total 16</b>	<b>Total 17</b>	<b>Decrease/Increase</b>	<b>% Difference</b>
October	9522	10686	>1164	>12.22%

**Visitor Services Events**

**Pumpkin Carving. Friday 27<sup>th</sup> October at The View**

55. This October, saw the first year for all bookable tickets being sold online, via Eventbrite. Working from feedback form last year, we offered a longer event time with a cap of 40 participants per time slot. The event sold out well in advance and saw over 200 people attend from 11am – 3pm.

56. A very well received event with great feedback and room to increase participation numbers for next year.

**Gayle Chong Kwan's 'The Fairlop Oak' launch at The Barbican, 13 October 2017**

57. Gayle Chong Kwan's art installation, a plywood oak pollard created with community input from the Walthamstow Garden Party in the summer, is on public display at The Barbican. This is part of Gayle's project 'The People's Forest'

funded by the Arts Council, Barbican and William Morris Gallery focussing on the radical campaign to save Epping Forest in the 19th century and other protests about trees and forests since then. The Fairlop Oak's – and Hainault Forest's history of destruction is compared with the preservation of Epping Forest. Gayle Chong Kwan's work with Epping Forest in the summer of 2017, and her creativity, has contributed to designs and costumes for the Epping Forest contribution to the Lord Mayor's Show on 11 November with its related themes of Forest Charter and protest.

### **Rutgers students at The Globe Theatre visit Epping Forest, 16 October 2017**

58. On 16 October, 28 American students, part of the Rutgers Conservatory at Shakespeare's Globe visited for a tour of Queen Elizabeth's Hunting Lodge and Barn Hoppitt. This will be the third year we have hosted their visit (charging them £4.95 a head for the tour). This is a very promising liaison with Shakespeare's Globe. We are having some initial discussion about whether next year's students might offer an outdoor performance to take advantage of Epping Forest's unique location and existing synergy (Hunting Lodge staircase as model for Globe reconstruction, Copped Hall Midsummer Night's Dream performance).

### **University of Nottingham PhD placement, Queen Elizabeth's Hunting Lodge, 11 October 2017**

59. A PhD student from University of Nottingham, has secured funding from the Midlands3Cities Doctoral Training partnership to support a contribution of an initial 70 hours working as a volunteer researcher at The View. the placement's PhD is on 'Hunting, Politics and Culture in Early Stuart England' including the 'material culture' of the Early Modern hunt. During the first six days' research at Epping Forest, the researcher has already contributed some interesting insights into use of the Hunting Lodge for deer coursing as well as references to James I hunting at Wanstead Park. As part of the placement, the researcher will be developing a talk and event based on his research to be delivered early in 2018, as well as contributing to new interpretation boards at the Queen Elizabeth's Hunting Lodge.

### **Epping Forest at The Lord Mayor's Show, Saturday, 11 November**

60. A team of just under 40 Epping Forest staff, volunteers, friends and family members literally took the Forest to the City with a 'float' promoting Forest Charter 800 years and the history of Epping Forest in particular. We were supported by Epping Ongar Railway who arranged a vintage London bus for the day, 4 members of the Royal Epping Golf Club, and sponsorship of £2500 from Lathams Timber. Concept, costumes and graphics were designed by in house staff. Several of the major costumes used on the day were already in the Visitor Services interpretation kit for public use: extra costumes made for Lord Mayor's Show will be reused for events as will the protest placards. Only one costume needed to be hired.

61. The Epping Forest float attracted the eye of the BBC commentators who commented (with some surprise) on Epping Forest's '4.2 million visitors' and 'one million trees' for just under 1 minute's coverage of the programme which would

have been viewed by millions both live and on iPlayer. Costumed walkers representing four periods of Forest history, including the young Henry III, Elizabeth I and Henry VIII, Queen Victoria and others including two wild deer men, carried witty protest placards with references to ancient forest practices and modern forest recreation. Participants received applause and recognition from the estimated 500,000 people who lined City streets on the day.

### **Miranda Kaufmann's Black Tudors at the Queen Elizabeth's Hunting Lodge, 12 November**

62. Miranda Kaufmann's acclaimed book, 'Black Tudors' – it has been widely and enthusiastically reviewed in the broadsheets – was available for signing by the author at the Queen Elizabeth's Hunting Lodge on Sunday, 12 November. The event which included Tudor dressing up and a drawing activity was designed to appeal to a range of visitors from family audiences to more specialist history enthusiasts. The talk attracted a full audience of around 35 people and stimulating discussion in The View Community Room: the afternoon as a whole was energetic and lively and well received. This event, though not marketed as part of Black History Month was planned to continue our development of new and diverse audiences to The View and Hunting Lodge site. About 10% of attendees at the talk, by observation, might have been noted as BAME, a higher percentage than would be usual for an event at this site.

### **Major incidents**

63. There were no major incidents during this reporting period.

### **Appendices**

- Appendix 1 – None

### **Paul Thomson**

Superintendent of Epping Forest

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<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons Committee	15 January 2018
<b>Subject:</b> Appointment of a Verderer of Epping Forest	<b>Public</b>
<b>Report of:</b> The Town Clerk	<b>For Decision</b>
<b>Report Author:</b> Lorraine Brook (Principal Committee and Member Services Manager) and Natasha Dogra (Committee and Member Services Officer)	
<p style="text-align: center;"><b>Summary</b></p> <p>Following the resignation of Richard Morris OBE who has served as a Verderer of Epping Forest since 1998, the Committee is asked to note the vacancy for one northern Forest Parish Verderer and, taking into account that the septennial elections are not scheduled to take place until 2020, approve the commencement of an appointment process to result in the selection of a new Verderer of Epping Forest.</p> <p>In accordance with Section 30(7) of the Epping Forest Act 1878, the Committee must make a recommendation to the Court of Common Council in respect of the appointment of a Verderer of Epping Forest who will serve as such until the septennial elections in 2020 when all four of the Epping Forest Verderers will be elected.</p> <p>This report seeks the Committee's approval in respect of a number of practicalities relevant to the appointment process, specifically the appointment of a Working Party to oversee the interview stage of the process and which will make recommendation to this Committee on a preferred candidate for appointment as a Verderer.</p> <p>This report additionally sets out the timetable for the appointment process and Members' views are sought on the proposed timescales.</p>	

## **Recommendations**

Members are asked to:

1. note the vacancy for a Verderer of Epping Forest;
2. approve the commencement of an appointment process to select a northern Forest Parish Verderer of Epping Forest (in line with the requirements of the Epping Forest Acts 1878 & 1880) for a tenure of Office to conclude in 2020 ahead of the septennial elections of all four Verderers of Epping Forest;
3. to approve the composition of a Working Party to consider applications for the position of a Verderer of Epping Forest; and
4. to approve the proposed timetable for the appointment process.

## **Main Report**

### **Background**

1. The Town Clerk was advised on 23<sup>rd</sup> October 2017 that Verderer Richard Morris OBE wished to resign, with immediate effect, from his position as a northern Forest Parish Verderer of Epping Forest. The Chairman and Deputy Chairman were advised immediately.
2. In advance of this meeting of the Committee, the appointment process has been researched with specific reference to the last casual vacancy in 2009. As the Verderer elections which are held every seven years are not scheduled to take place until 2020, the Epping Forest Act 1878 provides that the Corporation as the Conservators of Epping Forest shall appoint a Verderer to fill the casual vacancy until those elections. The last such appointment was made in 2009, with a recommendation put forward by the Epping Forest and Commons Committee to the Court of Common Council for the appointment of Michael Chapman. The term of office of a newly appointed Verderer would run from the date of appointment by the Court of Common Council until the 2020 elections.
3. Taking into account the appointment process that was followed in 2009 the Committee is asked to approve the arrangements for the appointment of a new Verderer of Epping Forest and the timescales for the appointment process.

### **Criteria to be appointed as a Verderer**

4. Section 30 of the Epping Forest Act 1878 is set out in Appendix 1. The most important subsections for present purposes are:

*“(5) A person shall not be qualified to be elected a Verderer unless he is resident within one of the Forest parishes, or if he is a member of the*

*Court of Common Council of the City of London; and if a person elected a Verderer ceases to be so resident or becomes a member of that Court he shall thereupon cease to be a Verderer.”; and*

*“(7) Casual vacancies among the Verderers caused by death, resignation, disqualification, or otherwise shall be filled by the Conservators from among persons qualified to be elected Verderers; but a person appointed to fill a casual vacancy shall be entitled to hold office so long only as the vacating Verderer would have been entitled to hold office.”*

5. It is important to note that to qualify for appointment as a Verderer of Epping Forest a person (male or female) must reside within one of the twelve Forest parishes of Epping, Theydon Bois, Loughton, Waltham Holy Cross, Chingford, Chigwell (now Buckhurst Hill), Woodford, Walthamstow, Leyton, Wanstead, Little Ilford (now East Ham) and West Ham (with no distinction between North and South as is the case for voting purposes) and must not be a member of the Court of Common Council of the City of London. The successful candidate will also be expected to have a detailed knowledge of the Forest, the principles under which it must be managed and the pressures operating on it. Taking into account all of those requirements, anyone wishing to be appointed would need to demonstrate that they meet all of the criteria during the application process.
6. All advertising in respect of the appointment will be very clear about the criteria for appointment and how these elements will need to be demonstrated in the application and interview process.

## **Proposed Appointment Arrangements**

### **The Appointment of a Working Party**

7. It is proposed that a Working Party be appointed by the Committee for the purposes of conducting interviews with applicants. In 2009 it was agreed that a Working Party consisting of the Chairman, Deputy Chairman and all serving Verderers be created.

### **The Appointment Timetable**

8. The Committee is also asked to comment on and approve the proposed timetable (Appendix 2) for the appointment process which will commence with advertisements being placed in various media in order to profile the vacancy.
9. The proposed timetable for the appointment process would mean that a recommendation to the Court of Common Council in respect of an appointee would not be considered until 19<sup>th</sup> April 2018.

### **Advertising**

10. An advertisement will be approved by the Director of Open Spaces and Director of Communications. In-line with the proposed timetable all advertisements will be placed by no later than 18 January 2018. It is proposed that the deadline for applications be 5 February 2018.
11. Section 52 of the Epping Forest Act 1878 states that any notice required to be published by the Conservators must be advertised in both a City of London and an Essex newspaper, displayed on lodge noticeboards, and kept for inspection at the Warren Offices.
12. Although there is no specific statutory requirement to publish a notice in relation to a casual vacancy for a Verderer, it is therefore proposed that notices shall be placed as follows:
  - City of London Corporation webpages/ Open Spaces webpages
  - The Guardian Series of Newspapers – covering Wanstead & Woodford; Waltham Forest; Chingford and Epping Forest editions (as was in 2009)
  - The City AM.

### **Application Process**

13. All persons that are interested in being considered for the appointment will be asked to contact the Town Clerk's Department and request an application pack (Appendices 1-4) and submit a supporting statement. All completed applications will need to be received by the Town Clerk's Department by no later than midday on 5 February 2018. Upon this deadline, all statements will be passed to the Director of Open Spaces for your officers to consider whether applicants meet the relevant criteria referred to in paragraphs 4-5 of this report.
14. The Committee is asked to consider whether all applicants who meet the criteria should be invited to interview or if, subject to the number of statements received, the Director of Open Spaces should be instructed to undertake an initial sift of the applications and put forward a short-list for consideration by the Working Party based on relevant skills and experience Members should note that in 2009, the Committee chose to interview all valid applicants.

### **Interviews**

15. It is proposed that interviews take place in week commencing 12 February 2018. The advertisements will need to give some indication of when interviews will be held although this could potentially be subject to some change depending on availability of applicants.
16. Subject to the number of applicants that are invited for interview, this is most likely to require a visit by all Members of the Working Party to The Warren, Loughton over a period of hours. It is proposed that the Director of Open Spaces develop a series of questions for the interview stage and that these be agreed with members of the Working Party ahead of the interviews. Each interview would be expected to last approximately 30 minutes and would focus on why the applicant wishes to undertake the appointment and what skills/experience they can bring to the Committee.

17. On conclusion of the interview stage, a report will be drafted for your meeting scheduled to take place on 12<sup>th</sup> March 2018 and a recommendation in respect of the preferred candidate submitted to the Committee for consideration. Thereafter, subject to the view of the Committee, a recommendation will be submitted to the Court of Common Council on 19<sup>th</sup> April 2018. If it is felt that the delay in a decision being taken in respect of the appointment is detrimental, the appointment could, with appropriate justification, be sought in accordance with urgency procedures. However, at this stage, it is not felt that there is an urgency to the matter.

### **Legal Implications**

18. Contained within the body of this report.

### **Financial Implications**

19. The cost of advertising the appointment will be met from Epping Forest Local Risk.

### **Communications implications**

20. The Communications Department is aware of the appointment process and the attention this vacancy may generate in the local press.

### **Conclusion**

21. Following the resignation of Richard Morris OBE who served as a Verderer of Epping Forest since 1998 the Committee is asked to note the vacancy for one Verderer and, taking into account that the septennial elections for the election of all four Verderers are not scheduled to take place until 2020, approve the commencement and details of an appointment process to result in the appointment of a new Verderer of Epping Forest. In accordance with the Epping Forest Act 1878, the Committee will need to make recommendation to the Court of Common Council in respect of the appointment of a Verderer who will serve as such until early 2020, at which point the all-out Verderer elections will take place.
22. This report seeks the Committee's approval in respect of various practicalities relevant to the appointment process, specifically the appointment of a Working Party to oversee the interview stage of the process and which will make recommendation to this Committee on a preferred candidate for appointment as Verderer. Based on the proposed timetable before Members it is anticipated that a new Verderer's appointment commence as of 19<sup>th</sup> April 2018.

### **Appendices**

- Appendix 1 – Section 30 of the Epping Forest Act 1878
- Appendix 2 – Proposed timetable for the appointment process
- Appendix 3 – Verderer Job Description

- Appendix 4 – Map of Forest Parishes.

**Background Papers:**

- Advertisement – Wanstead and Woodford Guardian - September 2009.
- Minutes of the Epping Forest Committee – 14/09/09.
- Report of the Epping Forest and Commons Committee to the Court of Common Council - 09/11/09.

**Contact:****Natasha Dogra**

Principal Committee and Member Services Manager

Town Clerk's Department

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Extract of the Epping Forest Act

30.—(1.) There shall be four Verderers of Epping Forest.

(2.) The first verderers shall be Sir Thomas Fowell Buxton, of Warlics, in the parish of Waltham Holy Cross, Baronet; Sir Antonio Brady, of Maryland Point, in the parish of West Ham; Thomas Charles Baring, of High Beech, in the parish of Sewardstone, Esquire; and Andrew Johnston, of the Firs, in the parish of Woodford, Esquire.

Verderers  
of the  
Forest.

(3.) They shall hold office until the twenty-fifth day of March one thousand eight hundred and eighty.

(4.) Succeeding verderers shall be elected by the persons for the

15

[Ch. cxxiii.] *Epping Forest Act, 1878.* [41 & 42 VICT.]

A.D. 1878. — time being on the register of commoners provided for in the Fourth Schedule to this Act, and in manner prescribed in that Schedule.

(5.) A person shall not be qualified to be elected a verderer unless he is resident within one of the Forest parishes, or if he is a member of the Court of Common Council of the City of London; and if a person elected a verderer ceases to be so resident or becomes a member of that court he shall thereupon cease to be a verderer.

(6.) The elected verderers shall come into office on the twenty-fifth day of March next following the day of their election, and shall hold office for seven years beginning on that day; but shall be re-eligible.

(7.) Casual vacancies among the verderers caused by death, resignation, disqualification, or otherwise shall be filled by the Conservators from among persons qualified to be elected verderers; but a person appointed to fill a casual vacancy shall be entitled to hold office so long only as the vacating verderer would have been entitled to hold office.

**Proposed Timetable for the Appointment of a Verderer**

Action	Date	Lead Officer
Epping Forest and Commons Committee approves the process for the appointment of a new Verderer and the appointment of a Working Party.	15/01/18	Town Clerk's Department
Advertisements to be placed in all relevant media and notices.	By no later than 18/01/18	Town Clerk's Department/ Open Spaces Department
Applications period open for a period of five weeks, closing at midday on 5 <sup>th</sup> February 2018.	Midday on 05/02/18	Town Clerk's Department
Sifting process by the Director of Open Spaces and consultation with the Working Party about the applications.	08/02/18	Director of Open Spaces
Applicants invited to interview with the Working Party and the Director of Open Spaces in the Irish Chambers.	09/02/18	Town Clerk's Department
Interviews.	14/02/18 15/02/18	Director of Open Spaces/ Town Clerk's Department/ Working Party
Working Party to make recommendation in respect of a preferred candidate to the Epping Forest and Commons Committee.	12/03/18	Town Clerk's Department
Recommendation of the Epping Forest and Commons Committee to the Court of Common Council in respect of a preferred candidate to be appointed as a Verderer of Epping Forest.	19/04/18	Town Clerk's Department
Newly appointed Verderer's term of office commences until 2020. Candidate to be advised and invited for an induction with the Director of Open Spaces and the Committee Chairman.	19/04/18	Town Clerk's Department



## **Appendix 3**

### **Epping Forest**

Epping Forest has been owned and managed by the City of London Corporation since 1878 when the Epping Forest Act protected it in perpetuity for the recreation and enjoyment of visitors. You can download a copy of the Epping Forest Act (1878) here: <https://www.cityoflondon.gov.uk/things-to-do/green-spaces/epping-forest/about-us/Documents/1878-Epping-Forest-Act.pdf>

The Forest has a rich and diverse history stretching back long before 1878, which has left its mark on the environment, from the Iron Age earthworks to Queen Elizabeth's Hunting Lodge to the 50,000 pollarded trees. Today, the City of London continues to support Epping Forest as a charitable trust, which is increasingly seeking additional sources of funding to maintain its stewardship of the Forest and protect it for future generations. The pressures of development and the needs of increasing population growth in London that faced Parliament in the 1870s remains an ever-present challenge for the Forest.

Epping Forest is managed by a team of over 80 full time and part time staff including Information Assistants, Forest Conservation Workers, Ecologists, Litter Pickers, Forest Keepers, Playing Fields Staff, Green Keepers and Administrative Staff, all led by the Superintendent of Epping Forest, Paul Thomson.

### **Managing the Forest**

The Epping Forest management team has the task of maintaining the natural habitats developed over more than 1,000 years for use by people and their grazing animals. These traditional uses have created a diverse landscape that includes areas of historic wood-pasture, green lanes, ancient pollarded trees and grassy plains.

Epping Forest is still a wonderfully natural landscape, rich in wildlife and history. The forest is internationally renowned for its ancient pollarded trees - primarily oak, beech and hornbeam. Such trees are many hundreds of years old and support a wealth of insects and fungi including many quite rare and vulnerable species.

The importance of nature conservation to the forest has resulted in more than two thirds of it being designated a Site of Special Scientific Interest and a Special Area of Conservation. There are around 500 rare and endangered insect species in the Forest.

Conservation is a multi-faceted task as much concerned with clearing ponds as it is with rediscovering the lost art of pollarding trees. The City of London's skilled forest workforce is assisted on many conservation projects by enthusiastic groups of local volunteers including the Epping Forest Conservation Volunteers and the Wren Group.

## **The Verderers of Epping Forest**

The office of the Verderer was first introduced almost 1,000 years ago by Saxon and Norman Kings. Verderers administered the Forest Law over the 60 forests used for hunting. The Verderers protected the 'vert' (all the vegetation in the forest) and the 'venison' (the hunting animals, principally deer and wild boar which relied on the habitat) of the forest.

The Epping Forest Act 1878 removed the Royal status of the forest, swept away the obligations of Forest Law and established the City of London as the Conservators of Epping Forest. Recreation and enjoyment of the public became the principle purpose of the Forest. The Act recognised the value of the post of Verderer and confirmed the customary four posts. The role and importance of the Verderers had declined substantially over the centuries as had that of the Royal Forests over all. However, the Verderers played an important role in the fight to save Epping Forest and the 1878 Act perpetuated the position albeit with a reduced role.

The Act provides for the Forest to be managed by the Epping Forest Committee as if it were a Committee of the Corporation of London. This Committee, now called the Epping Forest and Commons Committee, is made up of the four Verderers and twelve Aldermen and Common Councilmen of the City of London. All sixteen members have the same rights, powers, authorities and privileges, though the scrutiny of the Verderers is restricted to Epping Forest business only.

Verderers are elected every seven years by the commoners of the Forest – grazing is the only remaining common right. There is no provision for by-elections but the Committee may appoint a replacement to serve until the next septennial election. The number of active commoners is very limited and the Verderers have increasingly broadened their role to facilitate the better management of the Forest, not only on behalf of the commoners but also for both visitors and residents living around the Forest.

The present incumbents have a considerable knowledge of the Forest, its wildlife and history, past and present management, and the communities around the Forest. They show their commitment to role, by the amount of time they put in and the respect in which they are held by the rest of the Committee. The position is a voluntary, unpaid one but is very demanding in terms of the amount of time it takes to do it effectively.

The workload of a Verderer falls into a number of different parts.

- i) The formal meetings are set out below. In addition to the meetings themselves there is preparatory work to be undertaken. Although they are not entitled to vote on matters relating to the City Commons they are encouraged to take an active part, and regularly do so. Most of these meetings take place during the working day. *Take in the spreadsheet excluding the "Other regular events"* but adding reference to the Enfield, Essex & Herts Border Liaison Committee and perhaps even my role on the Open Spaces and City Gardens Committee.
- ii) Maintaining liaison with community and special interest groups and individuals, including responding to telephone calls, emails, letters and

face to face communications about the Forest. This liaison can take a number of different form.

- iii) Liaising with City officers on a formal and informal basis about the management of the Forest.
- iv) Giving talks, leading walks and writing articles about the Forest and its management.
- v) Keeping up to date regarding the state of the Forest and how it is used/misused by regularly going out into it. Reading up about the Forest, its wildlife management and history.

## Formal Commitments

<b>Committees and meetings</b>	
Epping Forrest & Commons Committee	Six meetings per year at Guildhall (Monday mornings)
Epping Forest Local Meetings	Six meetings at The Warren, Loughton (usually Friday's /occasional Monday)
Epping Forest Joint Consultative Committee (with Trustees of Field Studies Council)	2 biannual meetings including 2 of the 4 Verderers, one at Guildhall and one at Field Studies Centre, High Beach
London Borough of Redbridge & Newnham Liaison Meetings	2 biannual meetings taking place prior to an EFCC Local Meeting at The Warren
Epping Forest District Council Liaison Meetings	2 biannual meetings taking place prior to an EFCC Local Meeting at The Warren
London Borough of Waltham Forest Liaison Meetings	2 biannual meetings taking place prior to an EFCC Local Meeting at The Warren
Epping Forest Consultative Committee	This has just been established and is expected to meet 4 evenings each year at The Warren
Various Working Parties/Sub-Committees, currently EF Management Plan Working Group Land Registration Working Group Wanstead Park Working Group Wanstead Flats Playing Fields Committee	Occasional
<b>EF&amp;C Committee visits (Saturdays / 9.00am - 2.30pm)</b>	
Epping Forest	March
Epping Forest	May
West Wickham, Coulsdon & Ashted Commons	June
Burnham Beeches	September
Epping Forest	September
Epping Forest	November

<b>Other regular events</b>	
Volunteers' Supper	Evening in March
Epping Forest Dinner/Ladies Day	Morning or evening in June or July
EF Centenary Walk	Sunday in September
Burnham Beeches Lord Mayor's Pollarding visit, and Dorneywood	Day in October
Friends of Epping Forest Annual Dinner	Evening in November

In addition to other regular consultation, the Verderers meet together with the Head of Operations on a regular basis.

### **City of London**

The City of London is also known as the Square Mile, the financial district and historic centre of London. In addition to being a Local Authority, the City of London Corporation has responsibilities beyond the Square Mile, including ownership and management of almost 4,500 hectares of historic and natural open space for public recreation and health. Our green spaces, most of which are charitable trusts, are run at little cost to the communities that they serve. They are funded principally by the City of London, together with donations, sponsorship, grants and trading income. Our spaces in and beyond the Square Mile have over 23 million visits each year. They include important wildlife habitats, sites of scientific interest and national nature reserves for the public to enjoy.

The 1878 Act required the Corporation of London to purchase the land of Epping Forest and in their new role of Conservators to take over responsibility for its management. We still have to manage the Forest as an open space, unenclosed and un-built on, for the recreation and enjoyment of the public. In doing so we are required, as far as possible, to preserve the natural aspect.

### **Epping Forest & Commons Committee**

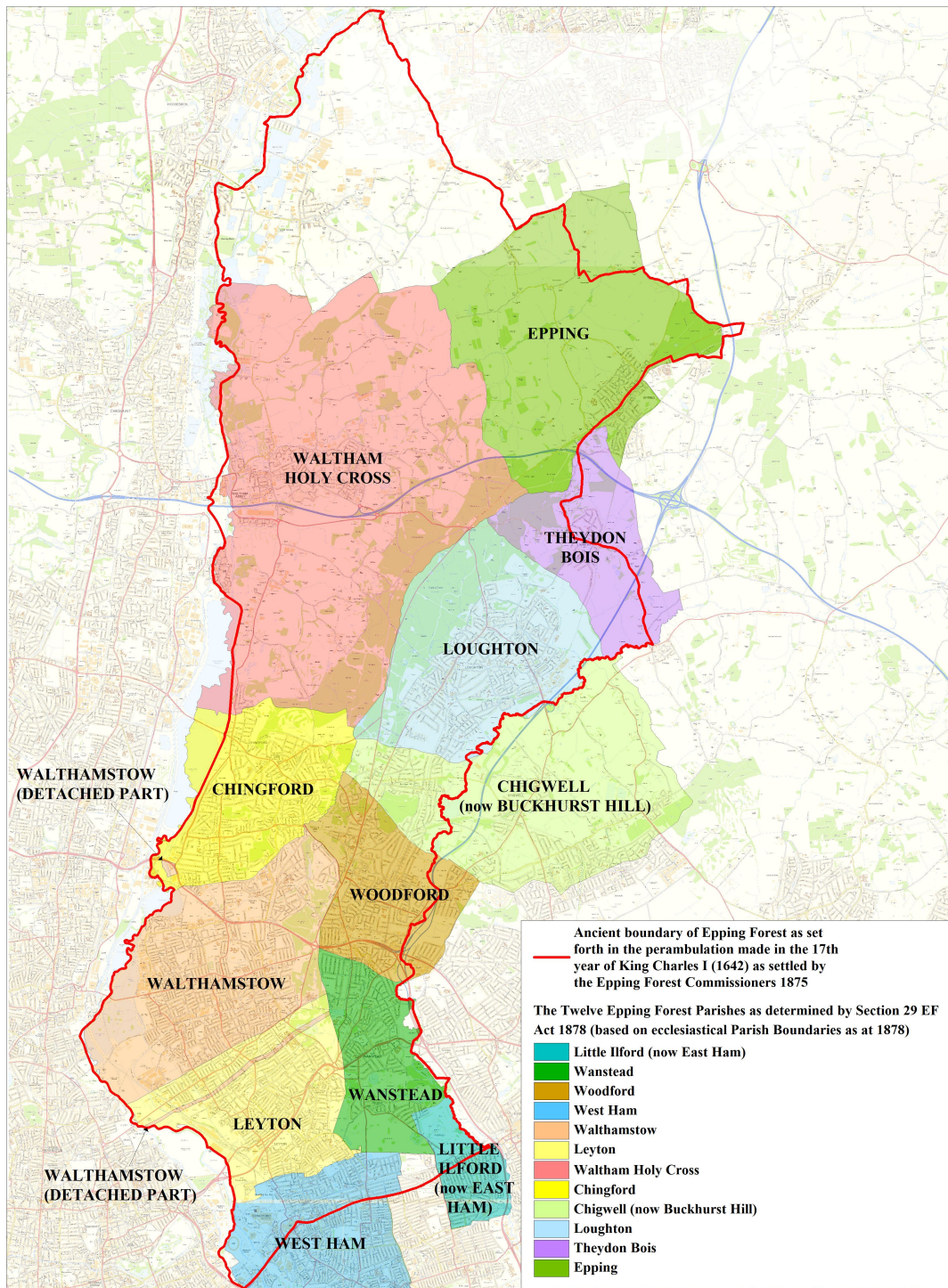
The Epping Forest & Commons Committee meets 6 times a year to take decisions relating to Epping Forest and the City Commons to the south and east of London. Additionally, Committee members are invited to Forest and events visits.

### **Applications**

The deadline for applications to be submitted is midday on 5<sup>th</sup> February 2018. Applicants are requested to submit a statement in support of their application either via email to [Natasha.Dogra@CityofLondon.gov.uk](mailto:Natasha.Dogra@CityofLondon.gov.uk) or by post to:

Natasha Dogra  
Town Clerk's Department,  
2<sup>nd</sup> Floor, West Wing,  
Guildhall,  
London.  
EC2V 7HH.

## EPPING FOREST - FOREST PARISHES AND PERAMBULATION



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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons – For Information	15/01/2018
<b>Subject:</b> Epping Forest Trustee's Annual report and Financial Statements for the Year Ended 31 March 2017	<b>Public</b>
<b>Report of:</b> The Chamberlain	<b>For Information</b>
<b>Report author:</b> Derek Cobbing	

## Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2017 for Epping Forest are presented in the format required by the Charity Commission.

## Recommendation(s)

Members are asked to:

- Note the report.

## Main Report

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10<sup>th</sup> May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

## **Appendices**

- Appendix 1 – Report and Financial Statements for the year ending 31<sup>st</sup> March 2017

Derek Cobbing  
Chamberlains department

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***EPPING FOREST***  
***REPORT AND FINANCIAL STATEMENTS***  
***FOR THE YEAR ENDED 31 MARCH 2017***

**Charity Number: 232990**

# **EPPING FOREST**

## **Trustee's Annual Report and Financial Statements for the year ended 31 March 2017**

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**EPHING FOREST**  
**Trustee's Annual Report for the year ended 31 March 2017**

**1. Reference and Administration Details**

Charity Name:	Epping Forest
Registered Charity Number:	232990
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

**2. Structure, Governance and Management**

**The governing document**

The governing documents are the Epping Forest Acts 1878 and 1880 as amended. The charity is constituted as a charitable trust.

**Trustee Selection methods**

The Mayor and Commonalty and Citizens of London known as the City of London Corporation is the Trustee of Epping Forest. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee, together with four Verderers - locally elected by Epping Forest Commoners - governing Epping Forest for the Court of Common Council of the City of London Corporation.

**Policies and procedures for the appointment, induction and training of Trustee**

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Epping Forest, as it considers necessary to enable the Members to efficiently carry out their duties.

## **EPPING FOREST**

### **Trustee's Annual Report for the year ended 31 March 2017**

## **2. Structure, Governance and Management (continued)**

### **Organisational structure and decision making process**

The Committee governing the charity's activities is noted above. The Committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities.

The Standing Orders and Financial Regulations are available from the Town Clerk at the registered address.

### **Details of related parties and wider networks**

Details of any related party transactions are disclosed in Note 15 of the Notes to the financial statements.

### **Key management personnel remuneration**

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

### **Risk identification**

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity which has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

## **EPPING FOREST**

### **Trustee's Annual Report for the year ended 31 March 2017**

## **2. Structure, Governance and Management (continued)**

There are 7 risks which have been identified as affecting all the Open Spaces. These are:

- Animal, Plant and Tree Diseases;
- Extreme weather;
- Poor repair and maintenance of buildings;
- Impact of Housing /Highways Development;
- Ensuring the health and safety of staff, contractors and the public; and
- Delivering the Departmental Road map Projects and Programmes – includes Finance and Service Based Review savings.
- Maintaining the City's water bodies.

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

### **Risks which are specific to Epping Forest:**

- Wanstead Park – Heritage at Risk Register – The Grade II\* Registered Park and Garden Wanstead Park has been on the “Heritage at Risk” register since 2009. It is listed as in declining condition. The City is one of four landowners of the site. A hydrology study has been completed. A conceptual option and cost plan is being developed and potential funding partners are being identified including the Heritage Lottery Fund.
- Raised Reservoirs – A severe rainfall event could potentially result in overtopping of embankments, leading to the erosion of dams and potential collapse. There are regular inspections of the 5 large raised reservoirs works have been completed at Eagle Pond and Highams Park Lake with scoping evaluations underway for Baldwins and Birch Hall Park Pond. These have reduced the likelihood of such an event to rare.
- Rural Payments Agency (RPA) Grants – Revisions to the EU Common Agricultural Policy (CAP), transition to Basic Payment Scheme (BPS) and UK interpretation and tightening up of eligibility criteria may lead to a possible reduction in direct funding to deliver agricultural/conservation related services. This could potentially lead to a reduction/loss of biodiversity and grazing. By ensuring that the completion of claims is monitored and that works are carried out in line with guidance from inspections it is hoped to minimise loss of grant. The possible loss of funding post Brexit has been flagged with the City of London.

## **EPPING FOREST**

### **Trustee's Annual Report for the year ended 31 March 2017**

### **3. Objectives and Activities for the Public Benefit**

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The purpose of the charity is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public. The Open Space consists of the lands known as Epping Forest including Wanstead Park and Highams Park in Essex. Various buffer lands have been acquired by the City Corporation around the edges of Epping Forest.

This charity is operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public.

### **4. Achievements and Performance**

#### **Key Targets for 2016/17 and review of achievement**

The key targets for 2016/17 together with their outcomes were:

- **Promoting Our Services** – A comprehensive Events Policy across all Open Spaces, with specific documentation for Epping Forest below to be delivered and implemented. Following successful weddings at Queen Elizabeth's Hunting Lodge, similar permissions are to be sought for The Temple at Wanstead Park. *A draft events policy has been produced to be implemented following completion of the Open Spaces Bill. Wedding and Civil Partnership licence permissions for the Temple at Wanstead Park have been applied for.*
- **City of London (Open Spaces) Bill** – This is a private Bill to make changes to the legislative framework governing the Open Spaces. Parliamentary process and consultation with forest users continues in 2016/17. *The Bill has reached Committee stage in the House of Commons. Parliamentary process continues.*
- **Lodge Review** – Aim to complete preparatory work such as maintenance agreements ready to begin rental of Lodges on Forest Land as soon as the Open Spaces Bill is granted. *Staff moves to appropriate properties complete, as well as preparation of lodges on non-Forest land for rental. Lodges on Forest Land cannot be rented until the completion of the Open Spaces Bill.*
- **Sports Programme** – Complete and embed the Golf Recovery Programme at Chingford Golf Course including recruitment of a directly employed Golf Manager and consultation and tendering of café facilities at the Caddy House. *Golf course restructure and refurbishment of Caddy House café facilities complete. Café tendered and new tenant to start operating in early 2017/18 financial year.*
- **Wayleaves** – Review of commercial wayleaves and necessary enforcement actions in order to protect Forest Land from threat of encroachment or adverse possession. *Preparatory work underway, with enforcement action awaiting completion of Open Spaces Bill.*
- **Management Plans** – Drafting of Management Plan for next ten years following on from consultation phases from previous two years. *Project has largely been on-hold in 2016/17, but with new focus and resource allocation for 2017/18.*

All of the above achievements enhanced the Open Space for the benefit of the public.

# **EPHING FOREST**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **5. Financial Review**

#### **Review of financial position**

Investment income of £3,390 (2015/16: £3,548) was earned during the year. Other income received included £9,784 from donations (2015/16: £8,619), £598,777 from grants (2015/16: £393,604), £597,900 from sales, fees and charges (2015/16: £528,993), £424,604 from rents (2015/16: £370,952). Contributions of £2,000 were received during the year (2015/16: £Nil).

The contribution towards the running costs of the charity amounted to £4,563,491 (2015/16: £4,653,851). This cost was met by the City of London Corporation's City's Cash.

Additions to land and capital expenditure on buildings are included in the financial statements as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

#### **Reserves Policy**

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Epping Forest out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is therefore inappropriate. The charity has designated a number of unrestricted funds the details of which are set out in Note 14 to the financial statements.

#### **Investment Policy**

The charity's investments are held in units of the City of London Charities Pool. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on cash balances held on behalf of the Trust. The investments are managed by Artemis Investment Management Limited and the performance of the fund is measured against the Fund manager benchmark (FTSE All Share Index).

As at 31 March 2017 the Fund achieved a return of +16.30% compared to the FTSE All Share Index return of +21.95%, an underperformance of 5.35%. However over three and five years the Fund has outperformed the index as follows:

	<b>3 Years</b>	<b>5 Years</b>
Fund	8.39%	10.98%
FTSE All Share	7.69%	9.67%
Out performance	0.71%	1.31%

#### **Going Concern**

The Trustee considers the Trust to be a going concern. Please see Note 1(b) to the Financial Statements

# **EPPING FOREST**

## **Trustee's Annual Report for the year ended 31 March 2017**

### **6. Plans for Future Periods**

The targets for 2017/18 and beyond are:

- **Management Plan** – Recruitment of new temporary post to push forward next phase of Management Plan as well as other strategy documents such as draft Operational Plan.
- **Fleet** – Devise and implement new sustainable fleet management plan for Epping Forest vehicles and plant.
- **Lodge Review** – To begin rental of non-Forest land lodges and continue preparations for others ready for completion of Open Spaces Bill.
- **Parklife** – Complete application for improved football facilities at Wanstead Flats.
- **City of London (Open Spaces) Bill** – Parliamentary process continues into 2017/18. Includes plans for establishment of Epping Forest Consultative Committee.

### **7. Statement of Trustee's Responsibilities**

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **8. Adopted and signed for on behalf of the Trustee on xxxx 2017.**

Jeremy Paul Mayhew MA MBA  
Chairman of Finance Committee  
Guildhall, London

Jamie Ingham Clark  
Deputy Chairman of Finance Committee  
Guildhall, London



## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST**

We have audited the financial statements of Epping Forest for the year ended 31 March 2017 which are set out on pages 10 to 26. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on pages 7 and 8, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST CHARITY (CONTINUED)**

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street  
London  
EC1A 4AB

X October 2017

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# **EPHING FOREST**

## **Statement of Financial Activities for the year ended 31 March 2017**

	Notes	Unrestricted Funds				
		General Fund	Designated Funds	Restricted Fund	2016/17	2015/16
		£	£	£	£	£
<b>Income and endowments from:</b>						
Income from						
Donations and legacies		390,163	171,998	48,400	<b>610,561</b>	402,223
Charitable activities		1,022,504	-	-	<b>1,022,504</b>	899,945
Grant from City of London Corporation		4,497,591	65,900	-	<b>4,563,491</b>	4,653,851
Investments		3,390	-	-	<b>3,390</b>	3,548
<b>Total</b>	4	<b>5,913,648</b>	<b>237,898</b>	<b>48,400</b>	<b>6,199,946</b>	<b>5,959,567</b>
<b>Expenditure on:</b>						
Charitable activities		5,908,022	451,145	48,400	<b>6,407,567</b>	6,233,542
<b>Total</b>	5	<b>5,908,022</b>	<b>451,145</b>	<b>48,400</b>	<b>6,407,567</b>	<b>6,233,542</b>
Net gains/(losses) on investments	10	-	407	-	<b>407</b>	(588)
<b>Net income/(expenditure)</b>		<b>5,626</b>	<b>(212,840)</b>	<b>-</b>	<b>(207,214)</b>	<b>(274,563)</b>
<b>Transfers between funds</b>		<b>(5,626)</b>	<b>5,626</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movements in funds</b>		<b>-</b>	<b>(207,214)</b>	<b>-</b>	<b>(207,214)</b>	<b>(274,563)</b>
<b>Reconciliation of funds</b>						
Total funds brought forward	14	-	7,920,321	-	<b>7,920,321</b>	8,194,884
<b>Total funds carried forward</b>	14	<b>-</b>	<b>7,713,107</b>	<b>-</b>	<b>7,713,107</b>	<b>7,920,321</b>

All operations are continuing.

# **EPPING FOREST**

## **Balance Sheet as at 31 March 2017**

	Notes	2017	2016
		£	£
<b>Fixed Assets</b>			
Heritage Assets	8	<b>383,715</b>	384,675
Tangible Fixed Assets	9	<b>6,546,812</b>	6,745,820
Investments - 438 Charities Pool Units	10	<b>3,819</b>	3,412
		<b><u>6,934,346</u></b>	<u>7,133,907</u>
<b>Current Assets</b>			
Stocks		<b>24,264</b>	14,534
Debtors	11	<b>379,567</b>	654,550
Cash at bank and in hand		<b>772,540</b>	643,116
		<b><u>1,176,371</u></b>	<u>1,312,200</u>
<b>Creditors: Amounts falling due within one year</b>	12	<b><u>(358,610)</u></b>	<u>(480,036)</u>
<b>Net Current Assets</b>		<b><u>817,761</u></b>	<u>832,164</u>
<b>Total Assets less Current Liabilities</b>		<b>7,752,107</b>	7,966,071
<b>Creditors: Amounts falling due after more than one year</b>	13	<b><u>(39,000)</u></b>	<u>(45,750)</u>
<b>Net Assets</b>		<b><u>7,713,107</u></b>	<u>7,920,321</u>
<b>The funds of the charity</b>			
<i>Unrestricted income funds</i>			
Designated Funds	14	<b><u>7,713,107</u></b>	<u>7,920,321</u>
<b>Total charity funds</b>		<b><u>7,713,107</u></b>	<u>7,920,321</u>

Approved and signed for and on behalf of the Trustee

The Notes at pages 12 to 26 form part of these accounts.

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Dr Peter Kane  
Chamberlain of London  
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## **EPHING FOREST**

### **Notes to the Financial Statements for the year ended 31 March 2017**

#### **1. Accounting Policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

##### **(a) Basis of Preparation**

Epping Forest is a public benefit entity and the accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

##### **(b) Going Concern**

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is updated for City's Cash. The latest forecast for the period to 2020/21, anticipates that adequate funds will be available to enable the Trust to continue to fulfil its obligations. On this basis, the Trustee considers the Trust to be a going concern for the foreseeable future.

##### **(c) Statement of Cash Flows**

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2017 which is publicly available and can be found at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk).

##### **(d) Fixed Assets**

###### ***Heritage Land and Associated Buildings***

Epping Forest comprises 2,485 hectares (6,142 acres) of land stretching 12 miles from Manor Park in East London to just north of Epping in Essex, together with associated buildings. The object of the charity is the preservation of Epping Forest in perpetuity as an Open Space for the recreation and enjoyment of the public. Epping Forest is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

## **EPHING FOREST**

### **Notes to the Financial Statements for the year ended 31 March 2017**

#### **1. Accounting Policies (continued)**

##### **(d) Fixed Assets (continued)**

###### ***Heritage Land and Associated Buildings***

Additions to the original land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

###### ***Tangible Fixed Assets***

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 15
Infrastructure	up to 20
Heavy vehicles and plant	7

##### **(e) Recognition of capital expenditure**

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

##### **(f) Investments**

Investments are made in the City of London Charities Pool which is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The unrealised gain on investments at the balance sheet date is included in the Trust’s funds.

##### **(g) Income Recognition**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

##### **(h) Investment Income**

Investment income consists of distributions from the Charities Pool and interest receivable on cash balances.

**EPHING FOREST**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**1. Accounting Policies (continued)**

**(i) *Volunteers***

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

**(j) *Grants received***

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

**(k) *Contribution from City's Cash***

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

**(l) *Rental income***

Rental income is included within charitable activity income for the year under Income and Endowments.

**(m) *Expenditure Recognition***

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

**(n) *Allocation of costs between different activities***

The City of London Corporation charges staff costs to the charitable activity costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

**(o) *Stocks***

Stocks are stated at the lower of cost and net realisable value.

**(p) *Pension Costs***

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £597.9m as at 31 March 2017 (£482.6m as at 31 March 2016). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's Trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

**EPHING FOREST**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**1. Accounting Policies (continued)**

**(p) Pension Costs (continued)**

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17. An updated triennial valuation was undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19 and 2019/20 has been set at 21%. There are no outstanding or pre-paid contributions at the balance sheet date.

**(q) Fund Accounting**

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 14 to the accounts. Restricted funds are those received by Epping Forest to be used only for the purpose set out in the conditions of the grant. The purposes of these funds are described in Note 14 to the accounts.

**2. Tax Status of the Charity**

Epping Forest is a registered charity and as such, its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

**3. Indemnity Insurance**

The City of London Corporation takes out indemnity insurance in respect of all of its activities. The charity does not contribute to the cost of that insurance.



# EPPING FOREST

## Notes to the Financial Statements for the year ended 31 March 2017

### 4. Income and endowments

Income and endowments are comprised as follows:

	Unrestricted Funds		Restricted Funds	2016/17	2015/16
	General Fund	Designated Funds			
	£	£	£	£	£
<b>Income and endowments from:</b>					
<b>Donations and legacies</b>					
Grants	380,379	169,998	48,400	<b>598,777</b>	393,604
Donations	9,784	-	-	<b>9,784</b>	8,619
Contributions	-	2,000	-	<b>2,000</b>	-
Investments - Interest	3,390	-	-	<b>3,390</b>	3,548
	393,553	171,998	48,400	<b>613,951</b>	405,771
Revenue and capital grants from City of London Corporation	4,497,591	65,900	-	<b>4,563,491</b>	4,653,851
	4,891,144	237,898	48,400	<b>5,177,442</b>	5,059,622
<b>Income from charitable activities</b>					
Charges for use of facilities	464,014	-	-	<b>464,014</b>	488,446
Sales	133,886	-	-	<b>133,886</b>	40,547
Rental income	424,604	-	-	<b>424,604</b>	370,952
	1,022,504	-	-	<b>1,022,504</b>	899,945
<b>Total</b>	<b>5,913,648</b>	<b>237,898</b>	<b>48,400</b>	<b>6,199,946</b>	<b>5,959,567</b>

#### Grant

Grants were received from the Rural Payments Agency, the Heritage Lottery Fund, the Forestry Commission, Museum of London Docklands and the City Bridge Trust.

#### Sales

This income is generated from the sale of leaflets, books, maps, cards and other publications relating to Epping Forest.

#### Designated Funds

Designated funds consist of a capital contribution of £169,998 from the Heritage Lottery Fund, a grant of £65,900 from City's Cash towards the Epping Forest Branching Out Project and a contribution of £2,000 from Essex County Council towards the Green Arc Partnership Project.

# EPPING FOREST

## Notes to the Financial Statements for the year ended 31 March 2017

### 4. Income and endowments (continued)

#### Grant from City's Cash

The City of London Corporation's City's Cash meets the deficit on the running expenses of the charity.

#### Charges for the use of facilities

Fees and charges are made to the public for the use of facilities, admissions and services.

### 5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2016/17 £	2015/16 £
Charitable activity				
Preservation and operation of Epping Forest	5,425,042	982,525	<b>6,407,567</b>	6,233,542
<b>Total</b>	5,425,042	982,525	<b>6,407,567</b>	6,233,542

No expenditure by third parties to undertake charitable work on behalf of the charity.

#### Charitable activity

Expenditure on the charitable activity includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Epping Forest.

#### *Auditor's remuneration and fees for external financial services*

Moore Stephens are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the Trust during the year or in the previous year.

#### *Trustee's expenses*

Members of the City of London Corporation are all unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2016/17 (2015/16: £nil).

# EPPING FOREST

## Notes to the Financial Statements for the year ended 31 March 2017

### 6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities.

Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities £	2016/17 £	2015/16 £
<b>Department</b>			
Chamberlain	120,991	<b>120,991</b>	161,842
Comptroller & City Solicitor	53,777	<b>53,777</b>	64,939
Open Spaces Directorate	110,970	<b>110,970</b>	135,088
Town Clerk	118,304	<b>118,304</b>	107,950
City Surveyor	344,019	<b>344,019</b>	378,649
Information Systems	155,105	<b>155,105</b>	139,989
Other governance and support costs	79,359	<b>79,359</b>	76,960
<b>Total support costs</b>	982,525	<b>982,525</b>	1,065,417

The main support services provided by the City of London Corporation are:

<b>Chamberlain</b>	Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
<b>Comptroller and City Solicitor</b>	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
<b>Open Spaces Directorate</b>	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
<b>Town Clerk</b>	Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.
<b>City Surveyor</b>	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.

# EPPING FOREST

## Notes to the Financial Statements for the year ended 31 March 2017

### 6. Support Costs (continued)

#### Information Systems

The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.

#### Other support and governance costs

Contribution towards various costs including publishing the annual report and financial statements, central training, the occupational health, union costs and the environmental and sustainability section.

### 7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Epping Forest in 2016/17 is 81 (2015/16: 80) at a cost of £2,702,413 (2015/16: £2,575,570). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2016/17 Charitable activities	81	2,139,689	202,231	360,493	<b>2,702,413</b>
2015/16 Charitable activities	80	2,083,755	145,635	346,180	<b>2,575,570</b>

There was one employee whose total employee benefits were above the £60,000 threshold (2015/16: 1).

The number of directly charged staff earning more than £60,000 in bands of £10,000 is set out below.

Employees who earn more than £60,000 per annum		
Band £	No of full time equivalent employees 2016/17	No of full time equivalent employees 2015/16
60,000-69,999	-	1.0
70,000-79,999	<b>1.0</b>	-
80,000-89,999	-	-
90,000-99,999	-	-
100,000-109,999	-	-

# EPPING FOREST

## Notes to the Financial Statements for the year ended 31 March 2017

### 7. Staff Numbers and Costs (continued)

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £29,700 in 2016/17 (2015/16: £28,699). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

### 8. Heritage Assets

At 31 March 2017 the net book value of heritage assets relating to direct charitable purposes amounts to £383,715 (31 March 2016: £384,675) as set out below.

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Cost</u></b>					
At 1 April	115,600	388,382	388,382	388,382	388,382
Additions	272,782	-	-	-	-
<b>At 31 March</b>	<b>388,382</b>	<b>388,382</b>	<b>388,382</b>	<b>388,382</b>	<b>388,382</b>
<b><u>Depreciation</u></b>					
At 1 April	-	824	1,785	2,746	3,707
Charge for year	824	961	961	961	960
<b>At 31 March</b>	<b>824</b>	<b>1,785</b>	<b>2,746</b>	<b>3,707</b>	<b>4,667</b>
<b><u>Net book value</u></b>					
<b>At 31 March</b>	<b>387,558</b>	<b>386,597</b>	<b>385,636</b>	<b>384,675</b>	<b>383,715</b>
At 31 March	115,600	387,558	386,597	385,636	384,675

Since 1878 the primary purpose of the Charity has been the preservation of Epping Forest for the recreation and enjoyment of the public. As set out in Note 1(d), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Epping Forest are contained in the Epping Forest Conservation Management Plan 2010. Records of heritage assets owned and maintained by Epping Forest can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

# EPPING FOREST

## Notes to the Financial Statements for the year ended 31 March 2017

### 8. Heritage Assets (continued)

Additions made to heritage land or buildings, where relevant information is available, are included at historic cost less accumulated depreciation in accordance with Note 1 (d).

### 9. Tangible Fixed Assets

At 31 March 2017 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £6,546,812 (31 March 2016: £6,745,820) as set out below.

	Land and Buildings £	Infrastructure £	Vehicles £	Equipment £	Total £
<b><u>Cost</u></b>					
At 1 April 2016	3,661,845	4,077,711	93,109	328,409	<b>8,161,074</b>
Additions	-	241,563	-	-	<b>241,563</b>
<b>At 31 March 2017</b>	<b>3,661,845</b>	<b>4,319,274</b>	<b>93,109</b>	<b>328,409</b>	<b>8,402,637</b>
<b><u>Depreciation</u></b>					
At 1 April 2016	708,622	379,376	21,609	305,647	<b>1,415,254</b>
Charge for year	197,833	210,288	14,300	18,150	<b>440,571</b>
<b>At 31 March 2017</b>	<b>906,455</b>	<b>589,664</b>	<b>35,909</b>	<b>323,797</b>	<b>1,855,825</b>
<b><u>Net book value</u></b>					
<b>At 31 March 2017</b>	<b>2,755,390</b>	<b>3,729,610</b>	<b>57,200</b>	<b>4,612</b>	<b>6,546,812</b>
At 31 March 2016	2,953,223	3,698,335	71,500	22,762	<b>6,745,820</b>

### 10. Fixed Asset Investments

The investments are held in the City of London Corporation Charities Pool as a registered UK charity with the Charities Commission (charity number 1021138) and are used internally by the City of London Corporation as a Unit trust. The value of investments held by the charity as follows:

	Designated Fund £	2017 £	2016 £
Market Value 1 April	3,412	<b>3,412</b>	9,929
Disposals at market value	-	-	(5,929)
Gain/(loss) for the year	407	<b>407</b>	(588)
<b>Market Value 31 March</b>	<b>3,819</b>	<b>3,819</b>	3,412
<b>Cost 31 March</b>	<b>438</b>	<b>438</b>	438
Units in Charities Pool	438	<b>438</b>	438

The Charities Pool is a UK registered unit trust.

**EPHING FOREST**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**10. Fixed Asset Investments (continued)**

The geographical spread of listed investments at 31 March was as follows:

	<b>2017</b>	2016
	<b>£</b>	£
Equities		
UK	<b>2,973</b>	2,522
Overseas	<b>538</b>	519
Bonds – UK & Overseas	<b>21</b>	92
Pooled Units - UK	<b>189</b>	143
Cash held by Fund Manager	<b>98</b>	136
<b>Total Funds</b>	<b>3,819</b>	3,412

**11. Debtors**

Debtors consist of amounts owing to the charity due within one year. The debtors figure consists of the following amounts:

	<b>2017</b>	2016
	<b>£</b>	£
Rental Debtors	<b>29,607</b>	49,235
Other Debtors	<b>277,629</b>	482,462
Payments in Advance	<b>32,799</b>	35,188
Recoverable VAT	<b>39,532</b>	87,665
<b>Total at 31 March</b>	<b>379,567</b>	654,550

**12. Creditors: due within one year**

The creditors figure consists of the following amounts:

	<b>2017</b>	2016
	<b>£</b>	£
Trade Creditors	<b>56,280</b>	138,137
Accruals	<b>189,467</b>	276,948
Other Creditors	<b>39,333</b>	(11,781)
Receipts In Advance	<b>73,530</b>	76,732
<b>Total at 31 March</b>	<b>358,610</b>	480,036

**EPHING FOREST**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**13. Creditors:** due after more than one year

These consist of rent deposits held on behalf of the tenants. These deposits are refundable upon either the expiry of the term of the lease, or vacant possession of the premises.

	2017 £	2016 £
Sundry Deposits	39,000	45,750
<b>Total at 31 March</b>	<b>39,000</b>	<b>45,750</b>

**14. Movement of funds during the year to 31 March 2017**

	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Unrestricted Funds						
<i>General Funds</i>	-	5,913,648	(5,908,022)	(5,626)	-	-
	-	5,913,648	(5,908,022)	(5,626)	-	-
<i>Designated Funds</i>						
<b>Tangible Fixed Assets</b>	6,745,820	235,898	(440,571)	5,665	-	6,546,812
<b>Heritage Assets</b>	384,675	-	(960)	-	-	383,715
<b>Capital Fund</b>	538,804	-	-	-	-	538,804
<b>Sports Ground Deposit</b>	3,508	-	-	-	407	3,915
<b>Golf Course Machinery Fund</b>	27,716	-	-	-	-	27,716
<b>E.N. Buxton Knighton Wood Heritage Lottery Fund</b>	5,801	-	-	-	-	5,801
<b>Match Funding</b>	58,166	-	-	(15,422)	-	42,744
<b>Green Arc Funding</b>	24,124	2,000	(9,614)	-	-	16,510
<b>Grazing Account</b>	31,707	-	-	(10,617)	-	21,090
<b>Metropolitan Police Olympic Contribution</b>	100,000	-	-	-	-	100,000
<b>Funding for Capital Projects</b>	-	-	-	26,000	-	26,000
	7,920,321	237,898	(451,145)	5,626	407	7,713,107
Total Unrestricted Funds	7,920,321	6,151,546	(6,359,167)	-	407	7,713,107
Restricted Funds						
<b>City Bridge Trust</b>	-	48,400	(48,400)	-	-	-
Total Restricted Funds						
Total Funds	7,920,321	6,199,946	(6,407,567)	-	407	7,713,107



**EPHING FOREST**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**14. Movement of funds during the year to 31 March 2017 (continued)**

**Notes to the funds**

***Unrestricted funds***

***1) General fund***

The General fund has a balance of nil as the operating deficit of the charity is financed by the City of London Corporation.

***Unrestricted Designated Funds***

***2) Sports Grounds deposit***

A sum of money was invested in 1968 relating to the Sports Ground.

***3) Golf Course machinery fund***

The purpose of this fund is to provide for the future replacement of plant and equipment at Chingford Golf Course. No purchases were made during 2016/17.

***4) E.N. Buxton Knighton Wood***

A gift was made in 1930 to be spent on maintaining the beauty of Knighton Wood. The unused balance of the fund was invested in 1931 for future use. Charity Pool units relating to E.N. Buxton Knighton Wood were sold in 2016/17. It is anticipated this will be spent in 2017/18.

***5) Heritage Lottery Fund***

Epping Forest was awarded a £4.76m Stage 3 grant by Heritage Lottery Fund in March 2009, towards the £6.8m cost of the 'Branching Out' project. The fund is used to finance the costs of the project that are not met by the grant and are to be provided by Epping Forest. It is anticipated that the scheme will be completed in 2017/18 with any balance applied or returned to revenue.

***6) Capital fund***

The Epping Forest capital fund was established under the Epping Forest and Open Spaces Act 1878. The fund finances the purchase, construction, or repair of Forest buildings and can also be used to purchase further charitable land. The income of the fund is comprised of income from the sale of buildings and by any contribution the City of London Corporation may wish to make to the fund.

**EPHING FOREST**  
**Notes to the Financial Statements for the year ended 31 March 2017**

**14. Movement of funds during the year to 31 March 2017 (continued)**

**Notes to the funds (continued)**

*8) Green Arc Funding*

The Green Arc Partnership takes a strategic view of future 'green' infrastructure, principally the provision of further public open space in London's peri-urban fringe and metropolitan green belt. The City of London is the lead authority holds the funding and meets expenditure when required. A contribution of £2,000 was received from Essex County Council and expenditure amounted to £9,614 in 2016/17.

*9) Grazing Account*

The purpose of this fund is to provide for the future purchase of cattle. £10,617 was transferred into reserve as at 31 March 2017.

*10) Tangible Fixed assets*

Land and associated buildings acquired prior to 1 April 2009 are considered to be heritage assets. They are included as fixed assets at historic cost, less provision for depreciation and any impairment. The net book value of tangible fixed assets at 31 March 2017 was £6,546,812 and is represented by a designated income fund.

*11) Heritage assets*

Additions made to heritage land or buildings. The net book value of heritage assets to direct charitable purposes at 31 March 2017 was £383,715.

*12) Metropolitan Police Olympic Contribution*

The City of London Corporation received a payment of £195,000 as a fee-in-lieu-of-rent in compensation for the temporary use of part of Wanstead Flats for 90 days spanning the 2012 Olympic and Paralympic Games. No expenditure incurred during the accounting period.

The balance of £100,000 will be used for future projects at Wanstead Park and Wanstead Flats.

*13) Funding for Capital Projects*

As part of an Open Spaces wide Fleet Management project a disposal exercise of redundant fleet and equipment was undertaken in 2016/17. It was agreed to use the income raised to fund energy efficiency improvement works. £26,000 was transferred into reserve as at 31 March 2017 to install photovoltaic energy panels at Harrow Road Changing Rooms, Epping Forest.

***Restricted funds***

*14) City Bridge Trust*

Funding from City Bridge Trust towards an environmental learning programme designed to improve London's engagement and sense of wellbeing with respect to green spaces; as well as a sector – specific evaluation. A grant of £48,400 was given by the City Bridge Trust in 2016/17. 2016/17 was the first year of this three year grant.

# **EPHING FOREST**

## **Notes to the Financial Statements for the year ended 31 March 2017**

### **15. Related Party Transactions**

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Expenditure on charitable activities" and an explanation of these services is set out in Note 6 for support costs of £982,525 (2015/16: £1,065,417). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £4,563,491 (2015/16: £4,653,851) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts, and with the exception of the City Bridge Trust (charity number 1035628) and the West Wickham Common and Spring Park Wood Coulsdon and Other Commons (charity numbers 232988 and 232989), these trusts do not undertake transactions with Epping Forest. A full list of other charitable trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances. Investment income of £3,390 was earned during the year (2015/16: £3,548).

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct.
- A register of interests is maintained.
- Pecuniary and non-pecuniary interests are declared during meetings.
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests. In this way, as a matter of policy and procedure, the City Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

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<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest & Commons	15 01 2018
<b>Subject:</b> Participation in a <i>Trees Outside Woods</i> (TOWs) joint project bid to Heritage Lottery Fund (SEF 02/18)	<b>Public</b>
<b>Report of:</b> Director of Open Spaces & Heritage	<b>For Decision</b>
<b>Report Author:</b> Jeremy Dagley – Head of Conservation, Epping Forest	

## Summary

The national trees and woodlands protection charity, the Woodland Trust (WT), is developing a *Trees Outside Woods* (TOWs) Project across England & Wales for a Stage 1 bid to the Heritage Lottery Fund (HLF) and other funders during 2018. For this ‘umbrella’ bid WT is currently seeking 10 to 15 local partnership schemes that it would incorporate into this overall project. These partnership schemes would help TOWs achieve the aims of increasing the canopy cover of trees outside woods, thereby enhancing the biodiversity and landscape of towns and countryside and providing greener accessible corridors for people across England & Wales. These aims match those of the Green Arc partnership, which the City of London Corporation (CoL) has strongly supported for 15 years, and would also fit the remit of the *OneEppingForest* Local Strategic Partnership (LSP) Green Taskforce workstrand of which the City Corporation is a board member.

An Expression of Interest has been made to WT by the Local Strategic Partnership, *OneEppingForest*, for a joint local scheme in the Epping Forest Green Arc area to be considered for inclusion as part of the larger TOWs project. This report, therefore, requests permission for your officers to work with partner organisations from *OneEppingForest* and Green Arc, with the aim of compiling a project proposal. The project details would need to be worked up during 2018 for submission under a WT’s TOWs Stage 1 bid (or bids) – provisionally targeted for the end of 2018. The project proposal would seek to enhance the natural environment of the Green Arc around Epping Forest. The details of the proposal would be reported to Grand Committee for scrutiny before the Stage 1 bid submission.

## Recommendation(s)

Members are asked to:

- approve the joint development, with *OneEppingForest* and other partners, of a *draft* project proposal under the *Trees Outside Woods* umbrella project, for inclusion in WT’s Stage 1 bid(s) to the Heritage Lottery Fund, subject to the *draft* proposal being submitted to Grand Committee for scrutiny prior to any final agreement on submission of a project bid.

## Background

1. The Woodland Trust (WT) is leading a partnership bid, or group of bids, for multi-million pound grants from the Heritage Lottery Fund (HLF) and/or other potential funders, to protect and restore trees outside woods. Trees outside woods are a threatened and currently diminishing component of our natural and cultural heritage. Trees outside woods matter because:
  - a) they represent 25% of the UK's tree canopy cover;
  - b) they support valuable biodiversity not found in woodlands, especially fungi, insects and birds, such as those species associated with wood-pastures, parklands and orchards;
  - c) they provide ecological connectivity across landscapes between patches of semi-natural habitats;
  - d) they currently have little legislative and policy protection;
  - e) the resource they represent is being eroded by lack of management, tree safety concerns, damage from developments, roads and intensive agricultural techniques;
  - f) tree pests and diseases are magnifying problems, with the nationwide loss of hedgerow elms now likely to be followed by extensive losses of ash;
  - g) there is a generation gap opening up, with succession not keeping pace with losses.
2. The aim of the Trees Outside Woods (TOWs) bid by the WT is to provide an effective response to the losses of such trees across a varied selection of landscapes nationwide. As well as the need to increase recording of the current TOWs, their aim will be to make a significant contribution to tree planting, particularly to replace ash losses. Another aim will be to celebrate these trees and the landscapes they help to create and to change attitudes and awareness, including those of planning authorities and private landowners.
3. The WT bid(s) would aim to comprise between 10 to 15 partner-run delivery projects in 'treescapes' across England and Wales which would be submitted under the TOWs 'banner' to HLF and/or other funders. These would be underpinned by a small number of strategic national projects covering, for example, data and evidence gathering and engagement of key audiences through a national communications and engagement strategy.
4. The WT 'umbrella' TOWs project has four themes and is likely to encompass partner-run projects such as ones:
  - enhancing green infrastructure at a landscape-scale, including replacing anticipated ash losses and increasing hedgerows.;
  - increasing tree cover in the urban environment;
  - increasing tree cover on farmland;
  - improving veteran and ancient tree management and providing successors.
5. *OneEppingForest* is the Local Strategic Partnership (LSP) founded over 15 years ago and is a voluntary partnership of public, private and voluntary sector agencies working together within the Epping Forest District to provide

coordinated services that improve the quality of life in the District. CoL, as the Conservators of Epping Forest, is a board member of this LSP.

6. The Green Arc is a visionary project founded by a number of partners including the City of London Corporation, Lee Valley Park Authority and the Forestry Commission in 2002. It has the ambition of realising Abercrombie's London Plan ambition of creating a corridor of accessible and wildlife rich public open space surrounding London, by creating new open spaces and routes that link existing outer London Open Spaces.
7. The Green Arc area, which began around the north-east arc of London, was split into quadrants. The north-east quadrant is the area with which the City Corporation are a partner. Centred close to Epping Forest this Green Arc NE area stretches across Hertfordshire to the west around Hatfield, north to Bishops Stortford and east around the M25 to the Thames. There have been five key zones of interest for the partners, three of which are centred on Epping Forest: one connecting north to Harlow, one bridging across to Hainault Forest and the other seeking green infrastructure connections with the Lea Valley.  
<http://www.greenarc.org/>
8. The partnership of organisations involved in the Green Arc NE quadrant has changed over the 15 years of its existence but the aim of "*bringing the big outdoors closer to everyone*" remains the same. Financial contributions to the NE quadrant partnership enabled a number of small projects to be achieved. The Director of Open Spaces has over the last 5 years helped to facilitate, coordinate and chair meetings of the partners and the City Corporation currently acts as the Green Arc NE Partnership's account holder and banker.

## Proposal

9. It is proposed that this local TOWs project could fulfil several key aims of both the *OneEppingForest* Local Strategic Partnership (LSP) Green Taskforce workstrand and the Green Arc partnerships, strengthening green corridors and other infrastructure and 'treescapes' between Epping Forest and other areas and within the Epping Forest Buffer Lands, which themselves have important ancient trees and historic parkland heritage. These would include the Green Arc (North East) zones of interest listed above providing green infrastructure to the Lea Valley/Hertfordshire woods, Hainault Forest and the Green Lanes around Harlow.
10. Specifically, a local TOWs project proposal would concentrate on two strands. Firstly, completing maps and checking the condition of ancient trees in the hedgerows and green lanes of the District around the Forest, Secondly, involving local communities and land-owners in helping to protect those trees and plant successor generations of trees in the countryside around the Forest. This second strand would also be aimed at schoolchildren and celebratory events, including a festival.
11. Both strands are aimed at enhancing the 'treescape' and connectivity across Epping Forest District. In particular, areas around the Forest and through Warlies

Park, the Cobbins Brook Valley to Lea Valley and to the east of Epping town from Copped Hall north towards Epping Forest's historic green lanes and The Lower Forest.

12. Other bodies have expressed interest in a local TOWs project and *OneEppingForest*, the LSP, is coordinating the work. The concepts described in paragraphs 9 to 11 above, therefore, have been proposed to the WT, which will consider these ideas and others at its review of TOWs in mid-January 2018. Should WT accept these as fitting with its TOWs bid, it is proposed that a joint project within the Green Arc NE is developed, facilitated by *OneEppingForest*, along with contributions from interested Green Arc partners and other organisations.

### **Expression of Interest (Eoi)**

13. At this stage the the Woodland Trust TOWs HLF Project Development Group is short-listing expressions of interest and project outlines on 18<sup>th</sup> January 2018.

14. The Expression of Interest put forward by *OneEppingForest* has outlined:

- The range of *OneEppingForest* partners, including City Corporation and The Tree Council and including local Woodland Trust officers, from whom support would be sought if the proposal is accepted to be part of a joint Stage 1 bid in 2018;
- the main project purposes, which include recording trees on accessible internet mapping, celebrating treescapes, education about conserving existing ancient trees in the countryside (see also paragraphs 9 to 11 above);
- timeframes, which would fit to those of TOWs – across 5 years from 2019 – 2024 currently proposed;
- outline resource requirements, seeking full cost recovery, including staffing;
- outcomes for heritage and people which align with those of the Green Arc to improve access, to protect the ancient tree (especially oak) heritage and to provide a successor generation of trees both protected and monitored.

### **Corporate & Strategic Implications**

15. The proposed letting accords with the Open Spaces Department Strategic Aims, by assisting the provision of a World Class City which protects, promotes and enhances our environment.

### **Implications**

16. **Financial:** Individual projects submitted should be for a minimum of £200,000 and a maximum of £2,000,000. Grants from HLF can cover both capital and revenue costs, including staff. HLF may fund up to 90% of the total project costs with a minimum of 10% matching cash funding. Most HLF grants are between 50 – 80%. Other funders would also be approached by the Woodland Trust



because of the limit that HLF has imposed of no single bids greater than £5M to be considered over the next 18 months.

17. 'In-kind' contributions in the form of partner staff-time, equipment or office space and also volunteer time are all eligible as match funding contributions under HLF grants and could be drawn from a number of organisations in the *OneEppingForest* and Green Arc partnerships.
18. If the WT's TOWs HLF Project Development Group accepts the joint EoI and outline project proposal the next stage would be to work up the project details with partners for inclusion as part of the WT Stage 1 bid to the HLF. If successful, there would then be a development phase to reach a detailed Stage 2 bid with the aim of beginning a funded project by January 2021.
19. A small amount of funding may be available from WT to assist any partnership develop its project during 2018 to be ready for Stage 1. If Green Arc partners agreed to fully participate some of the remaining Green Arc funds (currently several thousand pounds) may also be able to assist with the development of this Stage 1 bid. It is hoped to convene a meeting of these partners early in 2018.
20. Should a Woodland Trust 'umbrella' TOWs Stage 1 bid be accepted by HLF, from 2019 onwards the project would be further developed by the partnership to a Stage 2 bid to HLF. Other funders may also need to be sought but this would be the responsibility of the Woodland Trust under the 'umbrella' project. Funding for this second development phase may be granted by HLF itself. This would allow development of project ideas and stakeholder (including landowner) engagement.
21. **Legal** – should WT accept the Expression of Interest in January, the project proposal would be drawn up during 2018 and should the need arise the City Corporation could withdraw from the partnership during this time and before submission of any Stage 1 bid at the end of the year.
22. This joint project proposal would be developed with further Grand Committee scrutiny in 2018, before allowing the proposal to be submitted with CoL as a partner.
23. Beyond this and further Committee scrutiny, any successful bid would come under the Woodland Trust (WT) 'umbrella' bid to HLF and, therefore, the Woodland Trust would be the 'accountable body' under the terms of any HLF grant. WT would, therefore, take on the project's cash-flow risk during both Stage 1 and, if successful, beyond Stage 2 also. The WT, not the proposed project partnership, would be accountable to HLF for local project delivery as part of the wider TOWs project.

## Conclusions

24. Should the Woodland Trust (WT) accept an Expression of Interest from *OneEppingForest* partners for the Green Arc North East area, Members are asked to approve involvement by City of London officers in the development of a draft project proposal with the aim of submitting it under the 'umbrella' of the *Trees Outside Woods* (TOWs) project which WT propose to submit to the Heritage Lottery Fund (HLF) and possibly other funders during or soon after 2018. The proposal is likely to be based around two strands concerning connections: – of trees within the landscape and of people to these trees and the treescape formed by them. Such a project would help fulfil the long-standing aims of the Green Arc partnership, of which the City was a co-founder, including strengthening green links and enhancing the 'treescape' within the Forest's Buffer Lands, between the Lea Valley and the Forest's green lanes and between the Forest and Hainault Forest.
25. The project development, and its scope, would be reviewed by Grand Committee during 2018. The further involvement of City of London officers in the project beyond this proposal stage would also be reviewed before any submission as part of the Woodland Trust's larger bid to funders, including HLF.

## Appendices

- None

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<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons	15 01 2018
<b>Subject:</b> Countryside Stewardship grant scheme application (SEF 03/18)	<b>Public</b>
<b>Report of:</b> Director of Open Spaces and Heritage	<b>For Decision</b>
<b>Report author:</b> Dr Sally Gadsdon – Environmental Stewardship Officer, Epping Forest	

## Summary

Since 2008 funding has been received as grants from the government's Entry and Higher Levels within the Environmental Stewardship Scheme (ESS). Over the life of this ESS (2008-2018) these grant monies will have brought in a total of over £1.77 million in revenue, providing vital support for approved habitat conservation work under the Epping Forest Management Plan (EF Plan). This funding has been used to support EF Plan prescriptions for undertaking essential maintenance and restoration of the internationally and nationally-important habitats throughout Epping Forest.

The agreement with Natural England under ESS terminates in October 2018. The successor scheme to ESS is the Countryside Stewardship Scheme (CSS), which is aimed at continuing to provide similar focused support for essential biodiversity conservation in England.

Epping Forest remains a priority site for Natural England and it is proposed to apply to this grant scheme to ensure the continuity of the conservation programme.

The preparation of the application would be undertaken until mid-summer 2018, during which period the Management Plan Steering Group would be consulted on the application, for approval by Grand Committee in July 2018. If approved the application would be submitted to Natural England and if accepted the CSS agreement would commence on 1<sup>st</sup> January 2019.

## Recommendation(s)

Members are asked to:

- note the application preparation process ('Proposals' section).
- give approval for officers to make a formal request to enter the CS Scheme's application process to Natural England by mid-spring 2018.
- approve the consideration of the CSS application by the Management Plan Steering Group during spring/summer 2018 prior to seeking approval from Grand Committee for its submission to Natural England.

## Main Report

## Background

1. **Protecting Biodiversity:** Epping Forest is 2,476 hectares (over 6,000 acres) in extent and 1,728 hectares (over 4,250 acres) of this area is notified as a Site of Special Scientific Interest (SSSI). There are a range of native species and natural habitats recognised for protection under this designation, amongst which wood-pasture is the most significant. The SSSI citation states that Epping Forest 'is one of only a few remaining large-scale examples of ancient wood-pasture in lowland Britain' and is 'one of the largest coherent blocks in the country'. The citation explains that the three types of wood-pasture found in Britain are all found within Epping Forest. The veteran pollards, that form the framework of wood-pasture, are associated with invertebrate fauna of 'outstanding national significance'.
2. Wood-pasture is a complex mixture of trees and shrubs, grasslands and heath. It is this mixture, or mosaic, coupled with the presence of open-grown and hollowing veteran trees and low-intensity grazing by both wild and domestic herbivores, that makes wood-pastures amongst the most biodiverse habitats in the UK and mainland Europe.
3. These wood-pasture habitats are listed as priority habitats of 'Principal Importance' under Section 41 of the Natural Environment & Rural Communities Act 2006 (NERC Act 2006) and, as such, are a national priority for conservation. In addition, the Beech wood-pasture at Epping Forest is of international importance and is designated as part of a 1,604.95 hectare (3,965 acre) Special Area of Conservation (SAC), protected under the EU Habitats Directive 1992 and the Bern Convention 1979.
4. Active management is key to maintain the wildlife richness of the site and, more specifically, in order to achieve or maintain the Favourable Conservation status of the SAC, and Favourable Condition targets for the SSSI, habitat conservation work is required.
5. **Ensuring continuity of current management:**
6. A variety of grant schemes have been supporting management across the Forest and the Buffer Lands since the 1980s including set-aside payments, Woodland Grant Scheme, Farm Woodland Premium Scheme, the original Countryside Stewardship scheme and the Environmental Stewardship Scheme.
7. Since 2008 funding has been received from the Entry and Higher Levels (ELS & HLS) of the Environmental Stewardship Scheme (ESS) in support of this priority habitat conservation work, prescribed by the approved Epping Forest Management Plan (EF Plan). The ESS is an agri-environmental grant administered by Natural England on behalf of the UK Government department, Defra, to encourage farmers and land owners to manage their sites for environmental benefits and to help the Government meet its international biodiversity obligations. When the ELS-HLS agreement for Epping Forest finishes in October 2018 it will have brought in just over £1.77 million in revenue funding.

8. This funding has enabled management and restoration of these nationally and internationally-important habitats in Epping Forest. This work is a core responsibility of The Conservators of Epping Forest with its duties under the Epping Forest Act 1878 and the enhanced duty-of-care required since the re-notification of Epping Forest SSSI (under the Wildlife & Countryside Act 1981).
9. After this re-notification a Management Strategy for the Forest was agreed between the Conservators and the then Nature Conservancy Council (now Natural England) in early 1990. This Strategy has subsequently been translated into specific habitat conservation prescriptions under the subsequent approved Epping Forest Management Plans. The targeted conservation works, therefore, have been carried out over more than a quarter of a century and these ELS-HLS grant monies have latterly provided financial support by the UK Government for this work.
10. The majority of the funding has been for wood pasture restoration and the management of the Forest's and the Buffer Lands' grasslands. Some of these grant monies were in the form of capital payments towards items such as setting up the invisible fencing system (90% support), installing new cattle handling facilities (60% support), controlling bracken and preparing conservation management plans for the sites such as the Iron Age hill forts. The total of capital grants over the ten years of the ESS agreement amount to just over £104,000 (included in the £1.77 million figure above).
11. **New agri-environment scheme (CSS):** In 2015 the Countryside Stewardship Scheme (CSS) was introduced as the successor scheme to the ESS. The scheme has many similarities to the ESS scheme, including its broad aims, support for priority sites like Epping Forest and a menu of options for funding. However there are also some significant differences. There are significant changes in the payment rates for different types of work (the 'options'). These include, notably, a 35% increase in the payment rate for the wood pasture restoration option, in recognition of the importance of this UK 'habitat of principal importance'.
12. A further key difference is that the vast majority of CSS options run for 5 years only, whereas the HLS element of the current ESS agreement spans 10 years, which has ensured ELS funding for this full period as well. However, one of the few CSS options to run for 10 years is the wood-pasture restoration option.

## Current Position

13. **Transition between schemes.** The Epping Forest ESS agreement finishes on 31st October 2018. The different grant options within the CSS are currently being appraised by Epping Forest Officers to identify funding that will support the continuity of the long-term conservation goals at Epping Forest. The intention, subject to your Committee's approval, is to apply for appropriate CSS options in summer 2018 to enable an agreement to commence in January 2019, thereby ensuring the minimum gap between funding streams.

14. **Potential elements of the new grant scheme.** By October 2018, the first phases of wood-pasture restoration will have been undertaken across 390 hectares under the ESS grant. Wood-pasture is a habitat of principal importance in the UK and the work at Epping Forest will be a significant contribution to the national target for restoration of this priority habitat, aims of both the government's Biodiversity 2020 Strategy and the NERC Act 2006. This is a major achievement for the Conservators which originally set this target as part of the approved Management Plan in 2004.
15. One of the anticipated main elements of a CSS application is likely to be a continuation of the restoration work in the wood-pasture areas that have already been worked since 1990, which will include the wood-pasture management elements of grazing and re-pollarding work on the opened up pollards.
16. It is also likely that some of the other habitat management that has been undertaken under the ESS agreement would continue including work to maintain or continue to restore heathland, grassland and scrub habitats.
17. Other options available in the CSS will be considered. The types of work they could fund might include: management of the Keystone Trees; protection of Epping Forest's only Red Data Book (a category of rarity) plant species, the moss *Zygodon forsteri*, of which Epping holds a third of the national population; managing elements of the historic landscape at Copped Hall; management of our ride-sides; removal of Rhododendrons to protect against spread of Ramorum disease.

## Options

18. There are three options available to your Committee:
19. **Option 1.** Prepare and submit an application in 2018 for the CSS, for submission in August 2018 with your Committee's approval. The main cost associated with this option will be staff time in exploring potential options and preparing the application. Other minor costs may be some small value consultancy contracts to obtain specialist information; the cost of some of these may be covered by other CSS funding for preparing an application. For example, we have already received CSS funding to cover 80% of costs for a Copped Hall Park conservation management plan. The potential benefit could be an annual grant, if successful, of approximately £150,000-200,000 (this is a conservative estimate). It will enable management of the Forest and restoration of internationally-important habitats to continue. **This option is recommended.**
20. **Option 2.** Prepare an application over 2018 and 2019 for submission in August 2019, with your Committee's approval, in order to give for more time to explore and consider options. As with option 1 the main cost will be staff costs with some small amounts of consultancy. It is very unlikely that taking an extra year to prepare to enter the scheme will result in a larger grant being awarded, and, in fact, there would be one year (2019) where no funding would be received. This option would present a significant risk, given other current

funding constraints, with the potential for a deficit of at least £150,000 to the Epping Forest local risk budget. **This option is not recommended.**

21. **Option 3.** No application is made to the CSS. This would have no cost implications, but it would be likely to lead to an annual deficit of at least £150,000 to the Epping Forest budget, given current expected income sources. This option would put at risk all preceding restoration and management work and it is likely that there would be a decline of the condition of the SSSI to unfavourable categories, which would be a considerable reputational risk for the City of London Corporation. For example, a National Audit Office Report in 2008 highlighted Epping Forest as a SSSI in unfavourable condition at the time, leading to questions at the Parliamentary Public Accounts Committee. **This option is not recommended.**

## **Proposals**

### **22. Application process:**

- a. Officers will work internally and with Natural England to identify potential CSS options and capital items and therefore the anticipated potential grant funding.
- b. A formal request to enter the CSS's application process needs to be made to Natural England by February 2018.
- c. The potential options to form the grant application will be presented to the Epping Forest and Commons Committee Management Plan Steering Group for feedback throughout spring and early summer 2018.
- d. The proposed options and potential grant amount will be presented to the Epping Forest and Commons Committee in July 2018 for formal approval to make an application for the CSS grant to Natural England.
- e. The agreed options and capital items will be presented to the Natural England CSS Officer assigned for the Epping Forest application and there will be negotiations around what Natural England will fund. It is likely Natural England will not fund everything that is applied for, so some items may be taken out of the application. The finalised list of options and capital items constitutes the formal application to Natural England for funding and this would be signed by the Town Clerk or Director of Open Spaces in late August 2018.
- f. In September 2018 Natural England will request that the City of London signs a finalised list, and in late autumn an agreement offer is issued by Natural England for signing by the City of London. The agreement would start on 1st January 2019.

## **Corporate & Strategic Implications**

23. **City of London Corporate Plan 2015-19:** The delivery essential maintenance and restoration of the internationally and nationally-important habitats throughout Epping Forest meets one of the strategic aims of the Plan

‘To provide valued services, such as ... culture and leisure, to London and the nation.’

24. **Open Spaces Department Business Plan 2016-19:** Strategic Vision of this plan is to ‘Preserve and protect our world class green spaces for the benefit of our local communities and the environment.’ and one of the Department Objectives is to ‘Protect and conserve the ecology, biodiversity and heritage of our sites.’ The types of works that would be funded through the CSS will fulfil these aims.
25. **Epping Forest Management Plan, Strategy and Business Plan:** The preparation of the CS Scheme application would tie in with the priorities for work being identified through the preparation of these documents. Funding will be sought for works that are already happening or works that need or are planned to be undertaken in the short term. Some of the work proposed for the CS Scheme will be continuing with the legacy, not only from the ELS-HLS agreement, but also from the HLF Branching Out Project under which work on the Keystone Trees started and the Grazing Project developed.

## Implications

26. **Financial:** Both the ESS and CSS agri-environment grants are incentivising schemes, and are not aimed at covering 100% of the costs of the management operations. This is typical of the majority of grants in this sector, which expect the applying organisation to match-fund the remaining costs. However, this remains crucial income for the Epping Forest local risk budget as it will be funding work required to ensure the restoration and maintenance of the favourable condition of the Forest’s habitats. Without such focused funding, other sources of income, as yet unidentified, would be required.
27. Unlike the ESS grant, which guaranteed funding over 10 years, funding for most of the CSS options would only be guaranteed for 5 years, although there would be 10 years of funding guaranteed for wood pasture restoration. If a CSS grant was started in January 2019, it would be prior to the current timetabled exit of the UK from the European Union (March 2019). As the ESS and CSS are funded by the EU CAP budget, this has implications for future funding after the end of the 5 year options in December 2023. It is not yet clear as to whether there will be a successor grant scheme or the priorities that it would promote in its funding.
28. Some of the options and capital items to be considered during the preparation of the application will require external expert guidance. Some of this preparatory work may be partly-funded through the CSS as there are grants available for implementation plans and feasibility studies. The remainder of these costs will be covered by the Epping Forest local risk budget.
29. An analysis of the potential grant income, costs of work and impact on long-term Operations Team maintenance programmes will be undertaken in the next few months. These details will include the cost of maintenance, and these will be discussed at the Management Plan Steering Group before being presented to your Committee in summer 2018.



30. **HR Implications.** The preparatory work will become a main part of the Environmental Stewardship and Biodiversity Officer's roles until July 2018. In addition, there will be significant inputs from the Head of Conservation, the Grazing and Landscape Projects Officer, the Head of Operation, and the Senior Conservation Officers.
31. **Legal and organisational reputation:** Much of the work that has been carried out under the ELS-HLS agreement has occurred within the Site of Special Scientific Interest (SSSI) for Epping Forest. The Forest is broken down into 41 SSSI units and their conditions are assessed by Natural England on a 6 year cycle. The government's Biodiversity 2020 Strategy aims to get 95% of national SSSIs into Favourable or Unfavourable Recovering condition. The work undertaken as part of ELS-HLS has helped to maintain or improve the condition of various SSSI units. Continuing this work is crucial to avoid a decline in condition of SSSI units which reflects on the reputation of the City of London Corporation. The Natural England SSSI Officer for Epping Forest is fully supportive of an application to the CS Scheme and will assist in the preparations for the application.

## **Conclusion**

32. The ESS grant has provided vital funding for the management of Epping Forest since 2008 (over £1.77 million) and enabled restoration of internationally-and nationally important habitats that are the most important ecological features of the Forest. The CSS grant offers an opportunity for continuity of revenue income to support these long-term conservation priorities at Epping Forest.

## **Appendices**

- None

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<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest & Commons	15 01 2018
<b>Subject:</b> Cow Pond restoration by <i>Froglife</i> through bid to HLF (SEF 04/18)	<b>Public</b>
<b>Report of:</b> Director of Open Spaces & Heritage	<b>For Decision</b>
<b>Report Author:</b> Jeremy Dagley – Head of Conservation, Epping Forest	

## Summary

The charity *Froglife* is proposing a bid the Heritage Lottery Fund for funds to enhance toad and other amphibian habitats around London. In addition to restoring habitats, *Froglife* aims to inform and involve local community and volunteer groups through its project. Working with your officers at Epping Forest, *Froglife* would like to put forward Cow Pond, Leyton Flats, as one of the seven ponds that it is looking to restore as part of its project.

Should the bid be successful this would see a £30,000 contract being awarded for the restoration of **Cow Pond**, involving its re-excavation and re-shaping within its current area. The funding would ensure that no costs would be incurred by the Epping Forest local risk budgets for achieving this restoration. This would represent a significant enhancement of the Forest ponds network in line with the existing Forest Management Plan vision. This would also help to enhance the favourable condition of the Site of Special Scientific Interest in the Leyton Flats area as well as maintaining an historic pond location.

## Recommendation(s)

Members are asked to:

- approve and support the bid to the Heritage Lottery Fund by *Froglife* for funds for the restoration of Cow Pond, Leyton Flats for amphibians and other pond wildlife;
- Instruct City Solicitors to assist in drawing up or overseeing agreements with *Froglife* in relation to the proposed works and monitoring on Forest Land.

## Background

1. *Froglife* is a national charity (Registered Charity no. 1093372) concerned with the conservation of the UK's reptiles and amphibians and their habitats. Through liaison with your officers the charity has already carried out habitat enhancement

work and education at the Wanstead Park exchange lands over the last few years.

2. *Froglife* is currently making a bid to the Heritage Lottery Fund (HLF) for a project to restore ponds around London and the south-east for toads, involving local communities and volunteers. The charity approached your officers earlier in 2017 about suitable toad ponds in the Forest that might benefit from habitat restoration work.
3. Epping Forest is an important site for amphibians, with 5 of the native species breeding here. The extensive populations across many ponds are recognised as “*an outstanding assemblage of amphibians*” under the Site of Special Scientific Interest (SSSI) notification.
4. Despite the protection afforded by the Forest ponds, amphibians are under pressure here as in other UK sites. Many Epping Forest ponds are artificial and transitory in nature and risk being lost by natural succession to Carr (wet woodland) and eventual reclamation by the Forest. This is particularly pertinent at Cow Pond where previous Commoner’s grazing may have maintained the openness of the pond. Amphibians also face new threats including diseases, pollution, invasive non-native species of plants and animals and climate change-induced dry springs and summers fluctuating beyond normal variation.
5. Following an examination of our survey records and a series of site visits, Cow Pond near Leyton Flats was selected as a suitable site in need of enhancement for breeding toads. There have been toads observed using Hollow Ponds, although much of that habitat there is not ideal. Cow Pond should provide a better and less disturbed site for amphibians.
6. Cow Pond is an historic pond on the Forest which has held water across most summers in the last three decades, but which nonetheless has contracted in surface area due to silting up and natural vegetative succession. Successive dry summers have allowed Cow Pond to dry out for longer periods and this extensive but shallow site has been encroached by willows and reed sweet-grass (see **Appendix 1**). Re-excavating part of the pond would ensure continued open water habitat to which a sizeable toad population could be attracted.

## Proposal

7. *Froglife* is making a bid to the HLF for the restoration of seven chosen ponds across London, of which **Cow Pond** is one. The bid is being submitted to HLF by the end of February 2018.
8. *Froglife*, in discussion with your Biodiversity Officer, as put forward a habitat action plan for Cow Pond (see **Appendix 1**). This involves re-excavation of the pond over an area of 3750m<sup>2</sup> within the footprint of the existing pond area, which is 6900m<sup>2</sup>. Prior to the bid *Froglife* will also be take soil profile samples from around Cow Pond to inform the exact shape of the excavation.

9. The re-excavation and re-profiling across this smaller surface area, with the excavated silt bundled along the northern edge of the pond, should ensure open water is retained for longer and its new depth should prevent the incursion of sweet-grass or reed-mace.
10. The costs of the work is estimated to be £30,000 form part of *Froglife*'s bid to HLF and the costs of the project would be borne by *Froglife* should its bid be successful. HLF requires a ten-year monitoring follow-up on the works and this will be carried out by *Froglife* and volunteers organised by *Froglife*, in liaison with your officers. As well as the excavation and habitat restoration, *Froglife* would use this project as an opportunity to involve local volunteers and to provide an exemplar site for educating and involving others in promoting amphibian conservation as well as the protection of the Forest's native fauna.

## Options

11. **Option 1:** Supporting this proposed enhancement of Cow Pond would meet the objectives of the Epping Forest Management Plan: "*To maintain and enhance the network of ponds and bogs, steam, ditches and their banks for wildlife and amenity*". The full costs of the work and follow-up monitoring would be borne by *Froglife* and so the enhancement would be achieved without an impact on the Epping Forest local risk budget. **This option is recommended.**
12. **Option 2:** The Conservators could choose not to support this bid to HLF by *Froglife* and leave Cow Pond as it is. The pond would continue to dry out and become a marshy area with little or no open water and reduced habitat for amphibian breeding. **This option is not recommended.**

## Corporate & Strategic Implications

13. The proposed letting accords with the Open Spaces Department Strategic Aims, by assisting the provision of a World Class City which protects, promotes and enhances our environment.

## Implications

14. **Financial:** the funding for the works would come from the HLF and *Froglife* should the bid to HLF in 2018 be successful. Follow-up monitoring work over a ten-year period will be carried out by *Froglife* officers and its volunteers.
15. There is the minor risk that some further silt removal works will be needed during the ten-year period as well as management and cutting back of re-growing vegetation. The scale of this work during this period should fall well within the remit of volunteers, and would be similar to the scale of works undertaken periodically by volunteer groups at other ponds across the Forest.
16. As with other ponds in the Forest, there is a risk of alien plant species being introduced, but the site is not heavily visited and is not directly accessible from a

car park. Any such species would be dealt with as part of the wider alien species strategy that would be agreed as part of the future management planning.

17. **Legal** – should the HLF provide funding for the project it would be given to *Froglife*, which would manage all liabilities and contractual responsibilities in relation to the excavation works and the follow-up monitoring. *Froglife* would operate on Forest Land under a licence from the City and its contractor would be required to meet all Health and Safety standards, including the breaking ground protocol, required of contractors operating on the Forest.

## Conclusions

18. This report recommends that support be given to *Froglife*'s bid for funds from the HLF for the restoration of Cow Pond at Leyton Flats. The proposed works, if enacted, would see the pond restored to an area of open water of 3750m<sup>2</sup> within the current footprint of the pond of 6900m<sup>2</sup>. The re-excavated and deeper profile should allow open water to be retained and an important enhancement to amphibian habitats in the Forest to be achieved.

## Appendices

- **Appendix 1:** Proposed habitat action plan for Cow Pond – *Froglife* (with input from Epping Forest Conservation team).

## Background Papers

- Citation (March 1990) for Epping Forest Site of Special Scientific Interest
- Epping Forest Management Plan: A Summary (City of London 2007)

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## Epping Forest (Site 1)

### Overview of site works:

- Pond restoration
- Tree works
- Hibernacula creation

### Site Background:

Epping Forest is London's largest open space and a registered charity managed by the City of London. Located in the north of the city, straddling the border between Greater London and Essex, the Forest covers approximately 2,400 hectares with a variety of habitats including woodland, grassland and open water. It is of national and international conservation importance with over 50,000 ancient pollard trees and 100 lakes and ponds. Two thirds of the forest has been designated a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC). Epping Forest is accessible to the public and there are a number of visitor centres. It is frequently used for walking, dog walking and cycling, among other activities. The London T.O.A.D. project will focus on the Leyton Flats area, which is easily accessible and offers car parking and a café.

The water bodies currently present within the Leyton Flats area consist of: Hollow Pond, a large water body used for fishing which has minimal marginal or aquatic vegetation present; Eagle Pond, which does not allow fishing but does support swans and other waterfowl; Dog Pond, which has become significantly overgrown with *Typha* leaving virtually no open water and also contains *Crassula helmsii*, a fast-spreading non-native invasive species; and Cow Pond, which at the time of site visit in September was completely dry and significantly overgrown with vegetation. These waterbodies are shown on the map below (Fig. 1).



**Fig. 1:** Google Maps image showing current waterbodies on site

Epping Forest is known to support populations of Common Toad (*Bufo bufo*), although due to the previously 'common' status of the species it has never been surveyed in sufficient detail to establish

exact population sizes. Amphibian survey data for the Leyton Flats area is limited. Surveys of Cow Pond in 1999 and 2013 recorded Smooth Newt (*Lissotriton vulgaris*) but no other amphibian species. Toad records are present for Hollow Pond, with a single adult male recorded in 1999 and five adults recorded in 2013.

There is currently no management plan for the Leyton Flats area as a whole. Parts of the site to the East of Hollow Pond are under HLS management for acid grassland (restoration of grassland for target features) and scrub management (HC16 – restoration of successional areas of scrub), with the majority of the work for scrub management already completed and funding coming to an end in October 2018.

There are two existing volunteer groups active at the site: Epping Forest Conservation Volunteers (EFCV) and WREN group. The EFCV attend the site weekly and have been carrying out habitat management tasks within the Forest for the past 40 years. The WREN group are based in Wanstead and undertake occasional tasks in the area. These groups will benefit from our Toad focused volunteer training programme which will enable them to manage the restored pond and carry out monitoring surveys in the future.

#### **Site proposals:**

Common Toad have been recorded on site and breeding populations of the species are known to be present within the wider Epping Forest area, however the Leyton Flats area does not currently offer any ideal breeding habitat for this species. The Common Toad prefers to breed in large, deep ponds which do not dry up. Toads will coexist with fish much better than some other amphibian species, however the current usage of Hollow Pond for fishing and other recreational activities means that there is significant pressure put on the waterbody. It is also a popular site for dog walking and likely that dogs enter the pond at various points which will cause disturbance and reduce the ability of aquatic plant species to establish. The presence of waterfowl, which can predate the Common Toad and other amphibians, on Eagle Pond reduces its suitability for breeding, Dog Pond does not currently have the necessary depth of water and open areas required for a suitable breeding pond and Cow Pond is dry.

Cow Pond was originally 6900sqm in size, however during a site visit in September 2017 it was found to be completely dry and overgrown. Figures 2 – 4 below show aerial views of Cow Pond in 1992, 2003 and 2006 respectively (images belong to City of London, provided to Froglife by Andy Froud). Over the course of many years succession has occurred and this has caused the pond to dry up, no longer providing suitable breeding habitat for the Common Toad or other amphibian species.





**Fig. 2:** Aerial photo of Cow Pond, 1992



**Fig. 3:** Aerial photo of Cow Pond, 2003





**Fig. 4:** Aerial photo of Cow Pond 2006

The photos below show Cow Pond as it was during a site visit in September 2017:



**Fig. 5:** Cow Pond, showing current state of overgrown vegetation





**Fig. 6:** Cow Pond, completely dry in Sept 2017

**Fig. 7:** Overhanging trees around Cow Pond

Restoration of Cow Pond will be achieved as follows:

- Hand felling and removal of selected scrub and trees surrounding the pond – largely Willow (*Salix spp.*) – to increase light, reduce leaf fall into the pond and halt succession
- The resulting brash will be piled to create hibernacula, offering additional hibernation habitat
- Prior to any excavation works existing vegetation within the pond area will be cut to a height of 10cm to reduce its suitability for amphibian species
- An experienced contractor will use a mechanical excavator to restore the pond basin to a new size of 50m x 75m with a maximum depth of 2.5m
- All spoil will remain on site, being used to create a basking bank and cover brash piles to provide hibernacula
- Once these works are completed the pond will be left to fill naturally with water and colonise with plant species already present in the seed bed

#### **Strategy:**

Froglife will coordinate the project, in full consultation with Epping Forest site staff, and all works will be supervised by the Froglife Ecologist. Prior to commencement of any works a torchlight survey of all waterbodies within Leyton Flats will be carried out, including a walkover of the area which previously formed Cow Pond. This will provide up-to-date baseline data for the site. Following completion of the works Froglife staff will revisit the site in year 1, 3, 5 and 10 to carry out monitoring surveys and assess management requirements. The site staff and volunteers will be provided with training on managing the restored habitats and on amphibian survey techniques to enable them to manage and monitor the site in the future. Further details of the training programme can be found in [Appendix 8](#).

#### **Budget:**

The total cost of the restoration and habitat improvement works at Epping Forest will be £30,050 + VAT

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons	15 01 2018
<b>Subject:</b> Request for Highway Dedication on Forest land at Gilbert's Slade, Woodford New Road (SEF 05/18)	<b>Public</b>
<b>Report of:</b> Superintendent of Epping Forest	<b>For Decision</b>
<b>Report author:</b> Sue Rigley – Epping Forest	

## Summary

This Committee, on 20 November 2017, considered a request from the London Borough of Waltham Forest (LBWF) for the dedication for highway purposes of approximately 66m<sup>2</sup> of Forest Land. This report is necessary as your Committee refused the request and asked for additional information which is contained within this Report.

The dedication would enable the relocation of an existing bus-stop on Forest Land at Woodford New Road and the provision of a footway from the bus-stop to connect to a new signalised pedestrian and cyclist crossing.

The relocation of the bus-stop allows for the reinstatement of 32m<sup>2</sup> as Forest Land. The resultant net loss from dedication would therefore be 34m<sup>2</sup> prior to completion of negotiations regarding suitable compensatory land from LBWF which would seek 660m<sup>2</sup> of land to compensate for this total loss.

The LBWF has emphasized that there is a strong road safety case for the construction of a signalised crossing based upon the accident record, traffic volume and the pedestrian / traffic ratio at this location.

## Recommendation(s)

### Members are asked to:

- Approve the dedication to public highway of approximately 66m<sup>2</sup> of Forest land at Woodford New Road, of which 32m<sup>2</sup> is already in highway use, in favour of the London Borough of Waltham Forest upon appropriate terms, including the provision of suitable compensatory land, and as further agreed by the Superintendent.
- 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 32m<sup>2</sup> of 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 approved the Forest Transport Strategy (FTS) as policy in May 2009 (SEF 13/09) to manage the impact of public highways on the Forest. The FTS proposals fall into 5 guiding principles which includes:
  - Site Accessibility and Road Safety – Crossing Islands – proposed at key locations, including the A104, to assist walkers, cyclists and horse-riders crossing the roads; to reunite sections of the Forest dissected by roads; and to slow traffic speeds at this point.

### **Traffic Movements**

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. Traffic data collected in June 2017 shows 118,323 vehicle movements travelling south towards Whipps Cross in one 24 hour period, and 119,437 vehicle movements travelling north towards the Waterworks roundabout in one 24 hour period.
7. LBWF do not foresee any change in traffic volume following the Mini Holland improvements at Whipps Cross Roundabout. The roundabout is to be replaced with a signalised junction; it should not change peoples' routes.

### **Existing bus-stop**

8. This request bus-stop serves the No. 20 bus only. According to the timetable, the potential number of buses stopping at this bus-stop is:

Monday – Friday	65
Saturday	60
Sunday	33

9. Vehicle flows are such that pedestrians have difficulty in asserting precedence. Currently, the bus-stop is neither accessible for disabled people nor connected to the existing uncontrolled crossing by a proper footway.
10. The bus-stop has been serving residents on Forest Rise and Upper Walthamstow Road area. See Appendix 1.

## **Safety**

11. 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.
12. The next nearest pedestrian crossing point on the Woodford New Road is a zebra crossing sited approximately 235 metres south of the proposed crossing.
13. There have been two accidents at this location between 1 January 2013 and 31 December 2016, one of which was fatal.
14. A count of pedestrians crossing this road taken at this location on a March weekend in 2016 shows the following:

Saturday 09:00 – 17:00		Sunday 09:00 – 17:00	
eastbound	westbound	eastbound	westbound
45	38	86	48

15. The current PV<sup>2</sup> values, where the degree of conflict between vehicles and pedestrians is measured over a 100m section, meet the Transport for London's minimum requirement for the installation of a Toucan crossing. With the provision of the proposed crossing, LBWF expect a higher volume of pedestrians using it to access the bus-stop and the Forest.
16. The Gilbert Slade area was included in the 2013 Visitor Survey, and 'heat maps' produced from the results of the survey demonstrate a higher density of visitors to the west of the Woodford New Road than to the east of Woodford New Road; possibly confirming how difficult it is to cross this road throughout the day.

## **Current Position**

17. 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.
18. The scheme and petition were also reported in an edition of the Waltham Forest Echo newspaper. See Appendix 2.
19. 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.

20. 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 66m<sup>2</sup> of Forest land to be dedicated for highway purposes.
21. The Forest land where this bus-stop is currently located measures approximately 32m<sup>2</sup> and this land will be reinstated as Forest land. There will be a net loss of 34m<sup>2</sup> of Forest land.
22. 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.
23. 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.
24. Your Committee of November 2017 approved a policy approach in relation to further highway dedication requests and Officers are seeking compensatory land on a 1:10 gearing ratio from the Highway Authority in relation to each dedication.

### Options

25. There are two options available to your Committee:
26. **Option 1** – Recognising the strong safety argument made by the Highway Authority, agree to the request for the dedication of approximately 66m<sup>2</sup> 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.**
27. **Option 2** – Continue to 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.**



## Proposal

28. It is proposed to dedicate to public highway approximately 66m<sup>2</sup> of Forest land at Woodford New Road in favour of the London Borough of Waltham Forest, of which 32m<sup>2</sup> are already provided as a Wayleave, upon appropriate terms, including the provision of suitable compensatory land, and as further agreed by the Superintendent.

## Corporate & Strategic Implications

29. **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.
30. **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.
31. **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

32. **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.
33. **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.
34. **Property:** LB Waltham Forest is seeking a dedication of 66m<sup>2</sup> Forest land to use for highway purposes and is suggesting that it repositions an adjacent bus stop and surrender 32m<sup>2</sup> 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 66m<sup>2</sup> may also be considered together with the Superintendent's land bank proposals that are being submitted for consideration.
35. **Public Relations:** The proposal has been reported in the local newspaper and the petition mentioned in para.18 now has 314 signatures. Continued refusal by the City Corporation for such a high profile scheme which would improve safety

and access for the local community and Forest users could cause reputational damage for the City of London Corporation if deemed to be unreasonable.

## **Conclusion**

36. 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

## **Background Papers**

**SEF 29/17** Request for Highway Dedication on Forest land at Gilbert's Slade, Woodford New Road

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# **Appendix 1 - Location Highway Dedication on Forest Land**

■ Forest Land

Created By:  
Sue Rigley

Date Created  
4 Dec 2017

0 54 108 217  
Metres

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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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<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons	15 01 2018
<b>Subject:</b> 'Glamping' Proposal for Epping Forest (SEF 06/18)	<b>Non Public</b>
<b>Report of:</b> Director of Open Spaces and Heritage	<b>For Decision</b>
<b>Report Author:</b> Jacqueline Eggleston - Head of Visitor Services	

## Summary

To help address future continuing efficiency savings requirements, this report proposes a feasibility study to consider the introduction of holiday accommodation on Epping Forest 'Buffer Land', in the form of tents, shepherds huts and/or demountable buildings. While the accommodation will be of a temporary nature, supporting infrastructure will need to be installed both below ground such as mains water and sewerage and to provide pedestrian and vehicle access.

A detailed business plan will need to be presented through the Gateway process and a tender process will be necessary. An initial forecast based on the market knowledge of one of the leading 'glamping' operator shows a return on investment within the second year of operation with the potential to produce a surplus for reinvestment in to the management of the Forest estimated as £67,000 net per annum.

## Recommendation(s)

Members are asked to:

- Agree to the proposals to further explore the introduction of holiday accommodation on Epping Forest buffer land through the City of London Gateway process and to bid for an allocation from the City Cash 2018/19 provision for new schemes, which is subject to the approval of the Resource Allocation Sub and Policy and Resources Committee.
- Agree to potentially apply for match funding of 40% from the Rural Development Programme for England (RDPE) Eastern Plateau European fund to contribute to the purchase costs of the accommodation and its installation.

## **Main Report**

### **Background**

1. Glamping is a term now in common usage to refer to luxury camping. Often in yurts or large canvas tents glamping also offers creature comforts such as ensuite bathroom facilities, a kitchen area and proper bed and often further luxuries such as a hot tub.
2. Over 17 million camping holidays were taken in the UK last year. Glamping has seen exponential growth over the last 8 years and is popular with those for whom traditional camping has not appealed. Key elements that appeal to these visitors is the affordability, short travel times and 'green' credentials such as low carbon footprint and provenance of food.<sup>i</sup>
3. South west Essex is recognised in by Visit England and the Epping Forest Local Plan as being deficient in overnight accommodation. There are also very few glamping sites within close proximity to London. The nearest site (Lee Valley) is fully booked in high season.
4. The Epping Forest Act 1878 provides for deer 'to be preserved as objects of ornament to the Forest.' In an extension of this duty a deer sanctuary was established at Birch Hall Park, Theydon Bois 'Buffer Land' for Epping Forest and to support the preservation of the melanistic or dark strain of fallow deer thought to be unique to Epping Forest. This initial acquisition by the City of London Corporation in 1959 laid the foundation for the development of the Epping Forest Buffer Land concept.
5. This decision to create a deer sanctuary was made at a time when it was feared that increased urban development and levels of road traffic would lead to the terminal decline of deer populations. This prediction has not been realised and deer numbers in the Forest are now at record levels.
6. The deer sanctuary has no public access or clear viewing area, apart from occasional tours led by Forest Keepers. These walks are very popular and oversubscribed. The sanctuary offers the potential to provide considerable visitor attraction in its own right.

### **Current Position**

7. The Corporation of London owns 734 hectares of 'buffer land' which is not subject to the obligations of the Epping Forest Acts 1878 & 1880.
8. Reflecting the fenced character of much of the farmed estate and the limited public access, the Epping Forest Buffer Land offers the potential to set aside an area dedicated to glamping.
9. 2018/19 represents the final year of the Service Based Review (SBR) Local Risk efficiency savings totalling 10%, which followed an earlier round of 12.5% savings made between 2011/12 and 2013/14. A further efficiency savings requirement of 2% for future years starting in 2018/19 will oblige your Committee to make potentially difficult decisions regarding future areas of expenditure. The ongoing cost of maintenance of the deer sanctuary will



need to be challenged alongside other areas of expenditure, or increased income to offset the cost will need to be raised.

10. To help address future continuing efficiency savings requirements, a feasibility study is proposed to consider the introduction of holiday accommodation on Buffer Land' either in the form of tents, shepherd huts and/or demountable buildings. While the accommodation will be of a temporary nature supporting infrastructure will need to be installed both below ground such as mains water and sewerage and to provide pedestrian and vehicle access.

## Options

11. Your Committee can consider three broad options:

- 11.1 Option 1 – To provide further business planning for a glamping site either directly provided or through a third party operator through the Corporation of London Gateway process. To also bid for an allocation from the City Cash 2018/19 provision for new schemes, which are subject to the approval of the Resource Allocation Sub and Policy and Resources Committee. **This is recommended**
- 11.2 Option 2 – Only to pursue options where a third party in effect 'rents' a space within the buffer land to provide glamping. This option would be tendered and selected on a basis of quality of product, suitability and financial offer. There are a limited number of companies who operate in this way and initial financial offers received are not sufficient to warrant the investment. **This is not recommended**
- 11.3 Option 3 - Not to pursue glamping within the buffer lands either as an in house operation or via a third party. The projected surplus of £67,000 per year raised through glamping will not be achieved. **This is not recommended**

## Proposals

### Delivery

12. A leading provider of 'glamping' in the UK with 34 sites and ten years' experience has provided free consultancy advice on the potential for glamping at Epping Forest. The operator assessed a number of potential locations for glamping in the buffer land and drawing on their extensive European-wide knowledge of the market, recommended the deer sanctuary as the most appropriate and attractive site and therefore potentially most profitable.
13. The business models offered by most major operators will offer three options for delivery;
  - 13.1 A partnership arrangement: based on the operator investing in five tents, fixtures, fittings, repair and all marketing and booking. Epping Forest would pay for the infrastructure installation and additional sanitary facilities and undertake the day-to-day management in return for a

portion of the booking fees. This option results in a surplus of up to £13,000 each year to Epping Forest and would not see a return on investment until year 6 and so is not considered worthwhile.

- 13.2 A franchising offer based on the operator investing in 3 tents and Epping Forest in 2 cabins. Epping Forest would pay infrastructure installation costs and operating costs. This option results in a net income of £40,000 pa
- 13.3 A further franchising option where Epping Forest purchases two cabins and three tents with interior furnishing from Featherdown. Epping Forest pay for installation and running costs and Featherdown undertake marketing and booking for 30% of income. This option results in a net income of £67,000 pa.
- 14. There are a number of smaller glamping franchise options, offering a similar suite of partnership arrangements at a similar rate. There is the option to purchase less expensive tents and reduce the initial outlay. All of these options can be tested further as part of the project development.
- 15. A further option would be for Epping Forest to purchase all equipment independently and employ a holiday booking company to undertake booking and marketing of the site. Products vary and more upfront costs would be necessary to undertake market research. An independent marketing and booking company for holiday accommodation would need to be engaged. Most booking companies charge 25 % commission on bookings taken.

## Location

- 16. Gaunt's Wood which abuts the deer sanctuary in Theydon Bois offers an ideal location for glamping. It has excellent transport connections and a tranquil landscape to look out on. The deer herd provides a 'safari' style holiday option which is popular with this type of holiday offer. Deer are held in similar parks with public access and quickly become habituated to the presence of people.
- 17. Although electricity and sewerage can be provided with septic tank and generators it is usual for glamping sites to have running water. A car park away from the tents is also required. Installation costs for the water and provision of a new gate off Loughton Lane and car park area for 5 cars next to the gate has been costed in to the proposals outlined in section 13.
- 18. Gaunt's Wood was planted through a Forestry Commission Woodland Grant Scheme. The terms of this grant are being investigated to ensure the proposals can be accommodated. Should the terms prevent any clearing works at present, an alternative location for glamping would be further explored elsewhere on buffer land.
- 19. Many areas of the buffer land are however, subject to high road noise from the M25 or are at too great a distance from the main road to be feasible options. There would also be a desire to fence in a glamping site for additional

security. This is already undertaken in areas for the benefit of cattle grazing and does not raise too much adverse publicity.

20. A further ideal location that could be explored would be in the Warren House grounds which has the advantage of all the infrastructure already installed. In this case a much lower initial outlay would be required and could be met within local risk budget. For example a bell tent and equipment would cost around £4000.
21. The location and provision can be further explored in detail and presented through the Gateway process where the threshold applies.

#### **Investment**

22. Initial investment required for a Featherdown Farm option at Gaunt's Wood would require an upfront investment in the region of £150,000. This could be met in part by 40% match funding from European 'Eastern Plateau' funding but the remainder would be sought from City's Cash on a spend-to-save initiative.
23. The return on investment from this projected over 5 years is 451%
24. A much lower cost investment in simpler bell tents on a site with existing infrastructure could be around £25,000.

### **Corporate & Strategic Implications**

#### **Financial**

25. The procurement of infrastructure and services will be subject to City of London procurement guidance.
26. Match funding of a minimum of 40% for the capital investment may be available through the Rural Development Programme for England (RDPE) 'Eastern Plateau' European funding scheme.

#### **Planning**

27. The scheme will be subject to planning permission from Epping Forest District Council but is in accordance with the draft local plan. Any scheme involving the Sanctuary's woodland will need to address the National Planning Policy Framework guidance on the protection of ancient woodland.

#### **Legal**

28. The conveyance for Birch Hall Park is subject to a restrictive covenant regarding buildings which is designed to prevent permanent development of the site. Advice will need to be sought on the precise terms of the covenant and the view of the previous owners on enforcement for temporary buildings.

## **Environmental**

29. Natural England and the Forestry Commission provide guidance known as 'standing advice' on planning applications that involve ancient woodland and veteran trees.
30. The Deer Sanctuary is currently subject to grant support through the Countryside Stewardship programme. The scheme would need to be varied to accommodate any accommodation requirements.

## **Reputational**

31. The proposed infrastructure works at Gaunt's Wood may attract negative media coverage.

## **Conclusion**

32. The City Corporation Epping Forest is seeking ways to find additional income to be reinvested in to the maintenance of the Forest to improve services. The high-quality camping proposals potentially offer a good return on investment, make no long-term material impact on the land, encourage a high quality public relations message and an improved visitor offer.

## **Jacqueline Eggleston**

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<sup>i</sup> Pragma Consulting Ltd

<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons	15 01 2018
<b>Subject:</b> Cripsey Brook – Thornwood Flood Alleviation Scheme (SEF 07/18)	<b>Public</b>
<b>Report of:</b> Director of Open Spaces and Heritage	<b>For Decision</b>
<b>Report author:</b> Sue Rigley – Epping Forest	

## Summary

The Cripsey Brook Flood Storage Area includes a Small Raised Reservoir maintained by the Environment Agency using Forest Land at Thornwood Common, within Lower Forest, to site the reservoir embankment, under a licence granted by the City Corporation in March 2000 to the Environment Agency and Epping Forest District Council.

The reservoir embankment dams a natural basin to prevent severe flooding in Thornwood hamlet which previously occurred in 1987 following intense thunderstorms.

The crest of the embankment is presently 75cm wide and is used as a footpath with grass slopes on either side. The reservoir is less than 25,000 m<sup>3</sup> and therefore is not currently governed by the requirements of the Reservoirs Act 1975.

The Environment Agency, in this case responsible for the Cripsey Brook dam, is also the enforcement agency and it has determined on a Risk Assessment basis that all of its non-statutory reservoirs be brought up to statutory standards.

Earth embankments can withstand limited overtopping if the downstream face is not too steep. A recent safety inspection has noted that the embankment is narrow with steep slopes and has poor vegetation, which the inspecting engineer concludes could reduce the length of the overspill path potentially resulting early failure and has recommended increase in the width of the crest. This would also make the slopes shallower, reducing overtopping velocity and overall improve its resistance.

The Environment Agency is therefore requesting permission to increase the width of the crest to 1.5m to bring the flood defence up to the statutory standard.

## Recommendation(s)

### Members are asked to:

- Approve the review of the terms of the licence dated the 20 March 2000 that was granted to the Environment Agency and Epping Forest District Council to enable them to carry out works within the original licenced area to widen the

crest of the Cripsey Brook dam to 1.5m but otherwise to retain all other remaining licence terms.

- Note that the Environment Agency is to contribute up to £2,000 towards legal costs.
- Instruct the Comptroller & City Solicitor to undertake any necessary documentation.

## **Main Report**

### **Background**

1. Following a much localised and extremely intense thunderstorm in 1987 which caused severe flooding in the Thornwood hamlet area, the Environment Agency (EA) and the District Council agreed the need for future flood relief measures.
2. Proposals were developed to create a Flood Storage Area (FSA) on the Cripsey Brook where the Brook flows north through a wooded area of Forest Land at the Lower Forest before passing through the developed area of Thornwood.
3. The EA and Epping Forest District Council (EFDC) were granted a licence by the City Corporation in 2000 for flood prevention works on Forest Land at Cripsey Brook - for the maintenance of the works and the site as a wildlife resource for the enjoyment of the public using Epping Forest.
4. The Reservoirs Act 1975 requires all Large Raised Reservoirs (LRR) – i.e. reservoirs that can hold more than 25,000 m<sup>3</sup> of water above ground level - to be regularly inspected and to meet safety criteria defined by independent Reservoir Engineers.
5. Reservoirs below the 25,000 m<sup>3</sup> capacity threshold are known as ‘Small Raised Reservoirs’. There is no requirement under the Reservoirs Act to inspect the latter under the Act, and these reservoirs are obliged to be inspected under more general Health and Safety legislation.
6. Under the Flood and Water Management Act 2010 provision has been made to reduce the 25,000 m<sup>3</sup> de minimus capacity to 10,000 m<sup>3</sup> (or some other figure to be determined) , and indeed this measure has already been enacted in Scotland and Wales. A DEFRA working party is currently considered the introduction of suitable regulation in England.
7. The EA is the ‘Enforcement Authority’ under the Reservoirs Act, by which it has the role of enforcing the legal requirements of regular inspections and works required in the interests of safety on all statutory reservoirs in England.
8. Reflecting the risk-based approach enshrined in the Pitt Review of the 2007 national floods and subsequent legislation the Agency has decided that it is good practice to ensure that its small raised reservoirs be brought up to the standard that would be required of a Large Raised Reservoir, regardless of any change in the de minimis capacity for registration as a statutory reservoir.

### **Current Position**

9. The EA watercourse inspector visits the site twice a year to monitor the site against a national checklist of items relating to maintenance and safety.
10. An earth embankment, 215m long and up to 2.0m high, forms the dam of the flood storage area at the downstream end of the woodland. The crest level is defined by concrete kerbs set into the upstream end of the crest. Where the narrow crest is used as an informal footpath, the crest has very poor grass cover.
11. At Cripsey Brook FSA western arm of the embankment, a gravel bridleway has been constructed between the toe of the downstream slope and the adjacent tall scrub. The inspector is concerned that as the scrub encroaches on the bridleway it will force horses to walk on the toe of the embankment. The Inspector has recommended a programme of on-going maintenance to the EA to improve grass cover on the embankment and to ensure vegetation is kept clear of the bridleway and all toes of the embankment.
12. The eastern part of the embankment is considered to be narrow with steep slopes and poor vegetation, and with an informal footpath along the narrow crest.
13. The relatively narrow embankment also reduces the length of any potential flow path through the embankment, and although visual inspections are carried out it is sometimes not until a reservoir fills that a leak is discovered.
14. The Inspector's recommendation to widen the crest to 1.5m increases the resistance to failure of the embankment, and means that even with an informal footpath there will be sufficient grass on the crest to resist erosion. At this width the crest can also be easily mown.
15. Flattening the slope to 1 on 3 also increases the opportunity of improving grass growth (and hence resistance to erosion), and reduces overtopping flow velocities.
16. The combination of increased crest width and flatter slopes therefore provides a significantly longer flow path for any potential leaks, and a greater volume of embankment fill to reduce the risk of a breach in the event of overtopping.
17. Should the FSA be subsequently registered as LRR reservoir the Inspector is confident that with these proposed changes there will be no measures required in the interests of safety when the reservoir receives its first statutory inspection,.

### **Proposals**

18. It is proposed to allow the EA to increase the width of the crest of the embankment to 1.5 meters width at the eastern part. This increase in width will have no visual impact on the Forest. The land is within the area originally licenced to the EA, but the City & Comptroller Solicitor has advised that a new licence with new plans is now required. The EA has agreed to meet the City's reasonable legal costs.

## **Implications**

19. **Financial** – there are no financial implications to the City Corporation.
20. **Legal** – Section S.33(v) of the Epping Forest Act 1878 provides the Conservators with the power to maintain watercourses. Under the Water Resources Act 1991 the EA has powers to compulsorily purchase any land which is required for the exercise of its functions.
21. **Property** – The proposed widening of the crest of the dam follows inspection and safety recommendations made to the EA. The works will improve public access over the crest and intend to make the dam slopes shallower, allowing for easier maintenance and possibly making public access on these areas easier. It appears that the works would not cause detriment to public access or the general character of the area, therefore it would be prudent to permit the works which are intended for safety reasons.
22. **Environmental** – There will be no additional visual intrusion associated with the widening, indeed the completed structure is likely to look more natural than the current steep profile. The site lies within the Epping Forest Site of Special Scientific Interest (SSSI) and the consent of Natural England will also be required.

## **Conclusion**

23. The Cripsey Brook Flood Storage Area is currently a Small Raised Reservoir. Should regulatory change be enacted under the Flood and Water Management Act 2010, it will become a statutory reservoir and the EA has decided that it is good practice to ensure that its non-statutory reservoirs are brought up to the standard that would be required of a statutory reservoir.
24. The EA has recommended that the crest at the eastern part of the embankment be widened to 1.5 metres within the original licenced area. Natural England has not yet been consulted by the Environment Agency and their approval will also be required as this site lies within the SSSI.

## **Appendices**

- Appendices 1 & 2 – Showing location of proposed works

## **Background Papers**

SEF 28/92

'The Pitt Review; Lessons learned from the 2007 summer floods' Environment Agency (2011)

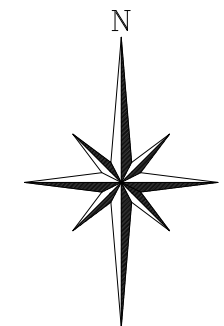
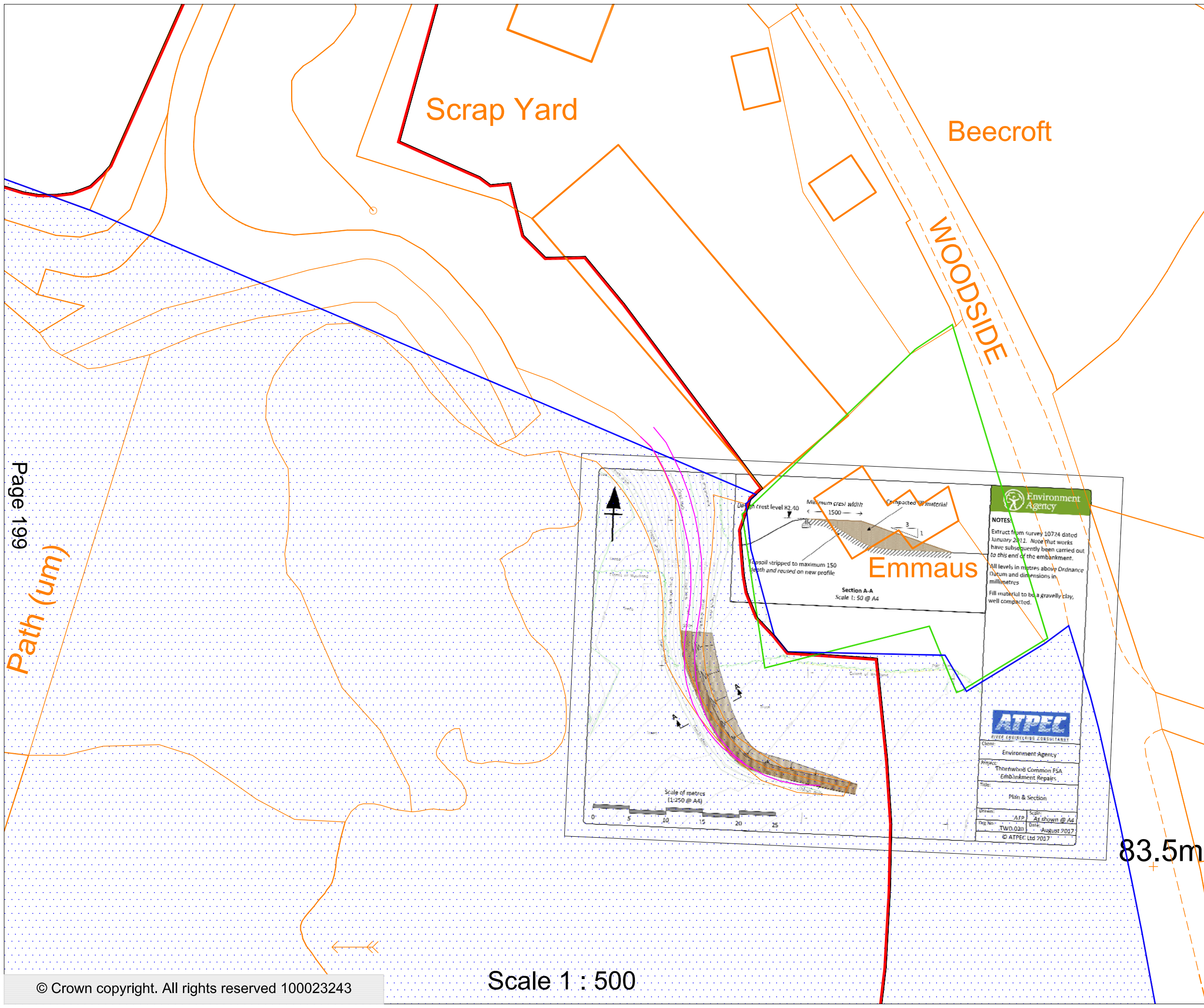
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- Part of City of London Land Certificate EX861299.
- Extent of EX78343 as plotted in drawing 3-C-0719. "Best fitted", along with 2000 OS data, to current OS Mastermap.
- Extent of Licence as agreed in the document dated 20th March 2000 "best fitted" to the current OS Mastermap.
- Part of the edged extent of the embankment as shown on plans 1997

The scanned image of drg. no. TWD 020 showing the Plan & Section for Embankment Repairs has been provided by Epping Forest . Dated Aug 2017.

Rev	Drawn	Date
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**P.G.Wilkinson BSc MSc MRICS**  
**City Surveyor**  
  
**CITY SURVEYOR'S DEPARTMENT**  
Corporate Property Group :  
Plans & Research Section

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Woodside,  
Thornwood Common,  
Epping, Essex,  
CM16 6LF.**

Title :  
  
**Environment Agency  
Embankment Repairs.**

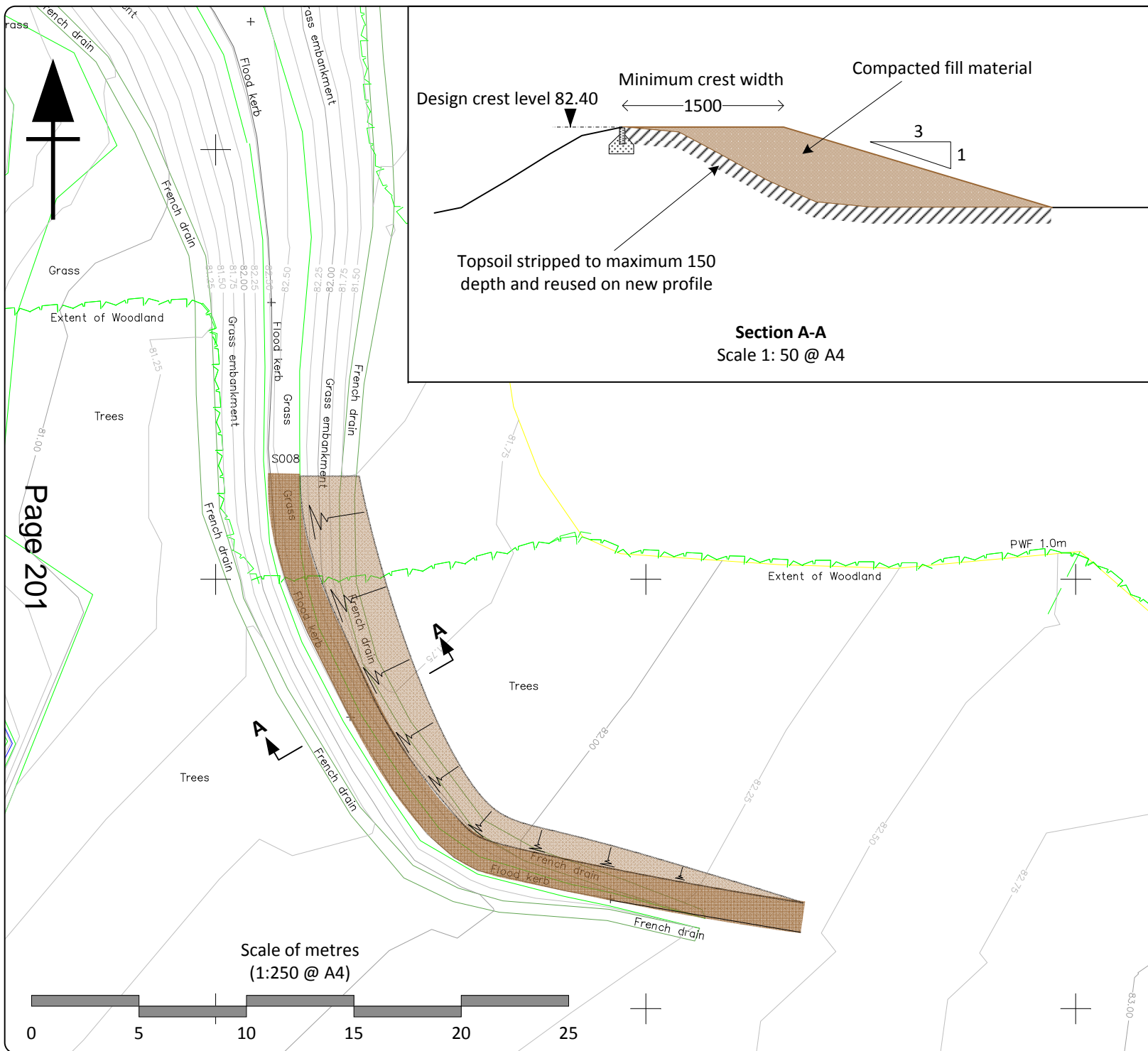
Print scale :	1:1 @ A3	Drawn by :	M.J.B.
Date :	Nov 2017	Pro code	UPRN
Drawing No :	<b>3-C-40298-03</b>		
Revision			

Path (um)

83.5m

Scale 1 : 500

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**NOTES:**

Extract from survey 10724 dated January 2011. Note that works have subsequently been carried out to this end of the embankment.

All levels in metres above Ordnance Datum and dimensions in millimetres

Fill material to be a gravelly clay, well compacted.



Client:		Environment Agency
Project:		Thornwood Common FSA Embankment Repairs
Title:		Plan & Section
Drawn:	ATP	Scale: As shown @ A4
Drg No:	TWD 020	Date: August 2017
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