



Epping Forest & Commons Committee

Date: MONDAY, 10 SEPTEMBER 2018

Time: 11.30 am

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

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

For consideration of Business Relating to Epping Forest Only

Verderer Michael Chapman DL
Verderer Dr. Joanna Thomas
Verderer Melissa Murphy
Vacancy

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

Lunch will be served in the Guildhall Club at 1pm

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. APOLOGIES

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

3. MINUTES

To agree the minutes of the previous meeting.

For Decision
(Pages 1 - 12)

Epping Forest

4. SUPERINTENDENT'S UPDATE

Report of the Superintendent of Epping Forest.

For Information
(Pages 13 - 32)

5. EPPING FOREST AND THE COMMONS RISK MANAGEMENT REPORT

Report of the Director of Open Spaces.

For Decision
(Pages 33 - 68)

6. APPLICATION FOR MAJOR EVENT ON WANSTEAD FLATS: CONSIDERATION OF PRE-APPLICATION OPTIONS

Report of the Director of Open Spaces.

For Decision
(Pages 69 - 104)

7. UPDATE ON THE INTERIM MITIGATION STRATEGY FOR EPPING FOREST SPECIAL AREA OF CONSERVATION

Report of the Director of Open Spaces.

For Information
(Pages 105 - 110)

Burnham Beeches & The Commons

8. SUPERINTENDENT'S UPDATE

Report of the Superintendent of Burnham Beeches & the Commons.

For Information
(Pages 111 - 116)

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

10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Part 2 - Non-Public Agenda

11. EXCLUSION OF THE PUBLIC

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

For Decision

12. NON-PUBLIC MINUTES

To agree the minutes of the previous meeting.

For Decision
(Pages 117 - 118)

13. LEARNING PROGRAMME LONG TERM FUNDING

Report of the Director of Open Spaces.

For Information
(Pages 119 - 144)

**14. BURNHAM BEECHES CAFÉ - FORFEITURE, PAYMENT OF ARREARS,
BUSINESS REVIEW AND OUTLINE TENDER PROCESS**

Report of the Director of Open Spaces.

For Information
(Pages 145 - 150)

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

**16. 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, 9 July 2018

Minutes of the meeting of the Epping Forest & Commons Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 9 July 2018 at 11.30am.

Present

Members:

Deputy Philip Woodhouse (Chairman)
Peter Bennett
Alderman Sir Roger Gifford
Gregory Lawrence
Sylvia Moys
Jeremy Simons
Verderer Michael Chapman DL
Verderer Dr. Joanna Thomas
Verderer Melissa Murphy

Officers:

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|---|--|
| Natasha Dogra | - Town Clerk's Department |
| Carl Locsin | - Town Clerk's Department |
| Colin Buttery | - Director of Open Spaces |
| Paul Thomson | - Superintendent, Epping Forest |
| Andy Barnard | - Superintendent, The Commons |
| Martin Newnham | - Head Forest Keeper, Epping Forest |
| Geoff Sinclair | - Head of Operations, Epping Forest |
| Gerry Kiefer | - Open Spaces Business Manager |
| Jo Hurst | - Epping Forest Business Manager |
| Alison Bunn – <i>need to check name</i> | - City Surveyor's Department |
| Alison Elam | - Group Accountant, Chamberlain's Department |

1. **APOLOGIES**

Apologies of absence had been received from Deputy Chairman Graeme Smith, Caroline Haines, Alderman Gregory Jones and Benjamin Murphy.

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

There were no declarations of interest from Committee Members.

3. **MINUTES**

The Committee were invited to consider the public minutes and non-public summary of the meeting held on 14th May 2018.

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

MATTERS ARISING:

Epping Forest Mitigation Strategy

A Member raised a query regarding the introduction to the Epping Forest Mitigation Strategy for recreational pressure provided by the Superintendent of Epping Forest at the last meeting. Members noted that the information did not refer to air quality, as further detailed data was required to consider that matter. To provide clarity, Members resolved to remove any reference to air pollution from the minutes of the previous meeting under this item.

4. OPEN SPACES BUSINESS PLAN

Members considered a report of the Director of the Open Spaces presenting performance against the Open Spaces Business Plan and noted that 2017/18 was a year of embedding change, with a new Director and new services joining the Department. Officers informed the Committee that services continued to perform well with high levels of customer satisfaction recorded and accreditations from organisations such as Green Flag, London in Bloom and Visit England.

In response to a query regarding two surplus properties referred to in the business plan, Members were informed that both Ossulton Way and Chevening Road properties had been operated by the Hampstead Heath, Highgate Wood and Queen's Park Committee. The properties were declared surplus as part of the Corporations Operational Property Review. The Director informed Members that he was working with colleagues in the Chamberlain's department to ensure this large contribution towards Corporate savings was recognised during future negotiations relating to efficiency savings and capital projects.

A Member highlighted the 'fleet and plant vehicle' plans which were a major achievement of the department. Officers said that the use of these vehicles provided a positive impact on air quality. Electric vehicles and dual fuel vehicles were also being tested. Members noted that the Superintendent of the Commons was leading the way in implementing solar panels and using eco-friendly hybrid vehicles. The Chairman of the Hampstead Heath, Highgate Wood and Queen's Park said that the City Corporation had an overarching policy in relation to use of electric vehicles; the City was currently trialling the UK's first electric dust cart around the Smithfield area.

The Committee requested that an objective to review vehicular pollution and tackle air quality be included within the business plan. Officers said that the department had been pushing for the Corporate Procurement Policy to review the quality of vehicles under the full Fleet Review. Members agreed that a section bringing together and highlighting the green friendly policies within the business plan would be useful in showcasing the work being done by the Department.

RESOLVED – that the report be received.

5. CYCLICAL WORKS PROGRAMME

The Committee noted the cyclical works programme and were informed that the total value of the approved projects for the 2018/19 programme for the Epping Forest and Commons Committee was £1.46m, which consisted of 164 projects.

In response to a query regarding Wanstead Park, the Superintendent informed Members that the wharfing at the park was needed to reinforce the bank between the River Roding and Ornamental Pond which was subject to periodic flooding. Members noted that the wharfing proposals at Highams Park was for work to replace failing wharfing on the lake's west bank and was unconnected to previous work undertaken at the dam.

Discussions ensued regarding refurbishment work carried out on the gravel-based Jubilee Pond. Members raised concerns over the costs of the work with estimates reaching close to £1m. The Superintendent agreed to re-circulate a report to Members detailing the work carried out at this site which included costings, the successful maintenance work on the pond and the lessons learnt for future preservation.

The Chairman informed Members that currently 14 lodges required refurbishment work to guttering and this would be a costly exercise. Members noted that the City Corporation negotiated service contracts with their suppliers and Officers would endeavour to keep the costs as low as possible.

RESOLVED – that the report be received.

6. APPOINTMENT OF A VERDERER OF EPPING FOREST JULY 18

Following the untimely death in service of Peter Adams MBE, who had served as a Verderer of Epping Forest since January 1997, the Committee noted the vacancy for one southern Forest Parish Verderer.

The Committee agreed the appointment process but requested that the dates be reviewed to facilitate interviews to be arranged after 15th October 2018. The Superintendent and Town Clerk agreed to circulate proposed dates to all those Members involved in the process in due course.

RESOLVED – that Members supported:

1. the replacement of a Verderer of Epping Forest;
2. the commencement of an appointment process to select a southern 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. the composition of a Working Party to consider applications for the position of a Verderer of Epping Forest; and
4. the proposed timetable for the appointment process with interviews taking place after 15th October.

7. SUPERINTENDENT'S UPDATE FOR APRIL TO MAY 2018

Members noted a summary of the Epping Forest Division's activities across April to May 2018. Of particular note to the Committee was:

- an unwelcome return to increased fly tipping figures after a spring lull;
- a successful prosecution at Chelmsford Crown Court unusually involving a 2-day jury trial;
- the restoration of Open Riding on 5 May;

- the turnout of 29 cattle on Forest Land on 8 May;
- further reductions in Floating Pennywort numbers at Perch Pond, Wanstead;
- the review of current practice in relation to root nuisance insurance claims;
- the close of a successful football season on 29 April with 2209 games played; and
- a successful presentation to Epping Forest District Council's Local Plan Cabinet Committee on the proposed Epping Forest Recreational Pressure Special Area of Conservation Mitigation Strategy.

Members requested information regarding sites where deer had been involved in road traffic accidents and asked whether warning signs were erected at these sites. Officers indicated that, many Warning Triangle signs had already been erected beside highways within Forest. As part of the new Forest Transport Strategy there was an opportunity to work with Highways Authorities to consider positioning of solar-powered illuminated road signs which may draw additional attention to this issue.

In relation to dealing with criminal prosecutions and court proceedings, Members queried whether applications under the Proceeds of Crime Act 2002 were submitted by Officers. The Committee noted that although this was a time-consuming activity prosecutions could act as a deterrent to further criminal activity. Currently, much of the Proceeds of Crime were utilised by the Police Service to fund ongoing operations. Officers agreed that there was scope to expand these applications. Officers had recently been made aware of a Department for Environment, Food and Rural Affairs (DEFRA) scheme focussing on private landowners suffering from fly tipping; Members noted that applying to this new scheme may be less onerous and more successful.

In response to a query from Members in relation to prosecutions, Officers agreed to name the prosecuted criminals in the update reports going forward.

RESOLVED – that the report be received.

8. **EPPING FOREST OUTTURN REPORT**

Members noted that the Director of Open Spaces' Local Risk budget deficit variance of £71,000 (2.72%) was mainly due to a £55,000 worse than budget position at Epping Forest. This deficit budget position had been aggregated with budget variations on services overseen by other committees, which produced a City Cash overall deficit budget position of £42,000 across all Open Spaces.

In response to a query regarding the loss of a grant for grazing equipment, Officers informed the Committee that this important equipment had been due to be grant-funded, but due to a delivery date being agreed by Procurement beyond the grant condition deadline Natural England had not permitted the funding to be granted.

RESOLVED – that the report be received.

9. **WANSTEAD & MANOR FLATS SCRUB MANAGEMENT STRATEGY**

Members received the management strategy and noted that scrub formed an important part of the biodiversity heritage at Wanstead Flats. The strategy added to the considerable aesthetic appeal of the Flats for visitors. There were, however, several substantial problems associated with scrub facilitating an environment where various forms of anti-social behaviour could manifest.

A Member stated that education was key to illustrating the importance of the habitat to the public. The Committee agreed that public information about the site should be userfriendly for it to be appreciated by visitors and abbreviations should be explained suitably. Members were informed that there were some community groups who were very actively engaged and involved locally. Officers would seek to work with these groups to help disseminate the importance of the habitat more widely. Members noted that Officers were drafting a plan relating to the improved interpretation of the south of the Forest and agreed that education was vital.

To strike an important balance between both the biodiversity and landscape value of scrub, alongside the need to actively manage rough sleeping and persistent antisocial behaviour, a revised management regime for the scrub on Wanstead Flats was proposed to the Committee.

Members noted the review of the scrub management issues on the Flats and received the changed scrub management strategy for the important biodiversity resource.

RESOLVED – that the report be received.

10. **THE JUBILEE LONDON PLANE AVENUE, WOODFORD GREEN: FUTURE MANAGEMENT PROPOSALS**

Members noted that an in-depth discussion regarding the future management of Jubilee London Plane Avenue had taken place at the recent Epping Forest Consultative Committee meeting. The Committee agreed that it was important to ensure information was communicated to the public effectively.

Members noted the main findings of an arboricultural assessment of the 89 trees on the Jubilee Avenue comprising alternating Black Poplar and London Plane on Forest Land at Woodford Green. The pollarded Poplars were near the end of their lifespan, while the longer-lived London Plane had not established well and were of poor form - these would be increasingly susceptible to Massaria Disease in the future. Members agreed that a clear tree management plan should be implemented, and Officers informed the Committee that the management plan would translate into an operational live document, complete with specific details regarding future tree management.

The assessment by Officers made recommendations for the long-term management of the Jubilee Avenue, which would require Local Authority Conservation Area consent. The extent of the required arboricultural interventions on the existing avenue suggested that the most effective method

of maintaining this landscape feature would be the staged felling and replanting of the Avenue, at a cost of £20,000 over ten years.

The report recommended that public consultation should be undertaken on the naming of the Avenue and the form and species of replacement trees, together with a public sponsorship scheme to fund the replanting. Officers were confident that the correct choices regarding the replacement tree species had been made.

RESOLVED – that Members approved:

- Public consultation on a staged approach to replacing the Jubilee Avenue to maintain as much visual continuity as possible;
- Public consultation on the choice of replacement species based on a shortlist of appropriate native hardwood species: English Oak, Hornbeam and Common Lime;
- Public consultation on whether the Jubilee Avenue should be formally renamed the Churchill Avenue given its clear association with the Churchill statue;
- The establishment of a sponsorship appeal to raise funds to meet the cost of replacement trees and their management.

11. **THE WOODFORD GREEN CHESTNUT AVENUE: FUTURE MANAGEMENT PROPOSALS**

Members noted an update on the deteriorating condition of the Woodford Green Horse Chestnut Avenue. The 191 Chestnut tree avenue first planted around 1900 by the Urban District Council - a forerunner to the London Borough of Redbridge - formed an important and much-loved townscape feature of Woodford Green and Woodford Wells and was a recognised component of both Conservation Areas.

Members queried whether the location and species of trees had been agreed. Officers said generally non-native trees were not planted in the Forest and the general commitment was to Beech Oak. Members queried whether there was a more flexibility to perhaps plant Japanese Cherry Blossom trees, which Officers said could be investigated.

Members noted that the Epping Forest Consultative Committee had voiced concerns regarding the boundaries for consultation. The Committee agreed consultation should encompass as many groups and members of the public as possible. All 84 local groups across the Forest would be consulted. Members also agreed that local press should be enlisted to assist with communicating the future management proposals and communicate the important message that immediate action was needed now to conserve the area. The Chairman suggested that links to the consultation also be communicated via social media.

RESOLVED – that Members approved:

- The joint commission with the London Borough of Redbridge of an Arboricultural Assessment of the Chestnut Avenue, considering options for the future management and possible replacement of the Avenue;
- Public consultation, alongside similar engagement on the Jubilee London

Plane Avenue, on preferred options for the future management of the Chestnut Avenue.

- The investigation of sustainable financing options for the long-term management of the Chestnut Avenue.

12. **EPPING FOREST PLAY POLICY**

Members received the Epping Forest Play Policy and noted that Epping Forest provided valued green spaces for a range of communities often replacing local authority open space provision. Consequently, requests for formal open space facilities such as play areas on Epping Forest land to service these local communities were frequent. Members considered the relevant statutory provisions and the Play Policy for Epping Forest which set out the position that the Conservators would adopt in relation to future requests of this nature.

In response to a query regarding maintenance, inspection and insurance requirements it was noted that licences with current partners addressed all these issues. Members noted that there was a relationship of trust rather than a financial bond with partner organisations with regard to any possible decommissioning of facilities.

In response to a query regarding the scope of the policy it was noted that although there were clear criteria that would need to be met by applicants this did not automatically mean that the play area would be approved. The policy was seeking to ensure that the criteria were applied and satisfied; however, clear communication about the process and meeting the consent regimes must be delivered. Members recognised that there was no part of the policy relating to the application of exceptional circumstances. A separate section regarding these circumstances would help the Committee apply the policy in an appropriately flexible manner.

Members noted that the 10-year rule stated in the policy related to the lifespan of the product considering the availability of resources to Local Authorities in the future, if the play areas could no longer be funded and needed to be dismantled.

The Superintendent summarised the discussion and informed the Committee that maintenance work agreements for the existing facilities in Epping Forest had been thoroughly investigated; Officers were satisfied that the agreements met the necessary requirements. In response to a comment regarding the Mayor of London's policy relating to outdoor play areas, the Superintendent said the policy was very relevant to Epping Forest, given that 36% of the Forest was in London boroughs.

RESOLVED – that Members approved the Play in Epping Forest Policy Statement.

13. **PROPOSAL FOR A PLAY AREA AT WANSTEAD PARK**

Members were presented with the exceptional case for the construction of a natural play area on Forest Land at Wanstead Park. The Local Authority play policy had previously identified a lack of play provision in the Ward, together

with a paucity of suitable Local Authority Public Open Space on which a play facility could be sited. The formal parkland setting of Wanstead Park was considered to be more appropriate to the setting of a children's play area.

The play area would be funded and maintained by the London Borough of Redbridge under a licence agreement. The area would complement proposals for an improved visitor offer around the Temple and meet long-standing community desires for a play area in the vicinity.

RESOLVED – that Members asked Officers and local stakeholders to prepare a detailed proposal for a play area at Wanstead Park for full consideration at a later stage.

14. **PROPOSAL FOR EXPERIMENTAL TRAFFIC REGULATION ORDER ON FAIRMEAD ROAD, HIGH BEACH IN PARTNERSHIP WITH ESSEX HIGHWAYS**

The Committee noted that the Epping Forest Transport Strategy (2009-2016) proposed the closure of selected minor roads within Epping Forest to reunite areas of Forest previously dissected by highways, making more of the Forest both tranquil and safely accessible to the public. The strategy proposal to close Fairmead Road was modified in September 2013 to leave 500m (42%) open to motor traffic to retain access to the Fairmead Oak Car Park. Over the past 5 years, the partial closure saw fly-tipping and anti-social behaviour previously experienced along the length of the road concentrated into the remaining 500 metres open to motor traffic.

Officers stated that antisocial behaviour at this site was proving to be very costly to the City Corporation. Therefore, Officers requested the introduction of an Experimental Traffic Regulation Order (ETRO) on the remaining section open to motor traffic to extend the benefits seen upon the 700m of highway closed to motor vehicles under a Traffic Regulation Order in 2012, to the entirety of the road length. This action would maintain access and improve the visitor experience, enhance protection of the SSSI (Site of Special Scientific Interest) and Special Area of Conservation, and increase safety for the Forest cattle.

Discussions ensued regarding the retention of use of Fairmead Road by members of the public with disabilities or limited mobility. Members noted that paths in the area would need to be upgraded to serve as a disability access route to Connaught Water, which is also served by dedicated parking and trails on Rangers Road. The dead-end road could be shut to vehicles but would still be accessible to horse riders, cyclists and walkers in the area. Members of the Committee queried whether there were other options which could be considered as an alternative to this suggestion. Officers stated that there were a number of alternative easy access trails that had been built and maintained to recommended standards. The access report stated that the paths located around this site did not meet the required standard for disabled access.

Members noted that the making of an ETRO was a matter for Essex County Council as the local highway authority, which must be determined in

accordance with the statutory criteria for making traffic orders, and in accordance with the statutory consultation and notification process. Officers proposed that the ETRO should be in place for a proposed 18-month period and would cost the City of London Corporation circa £2,000 for the drafting and advertising of the ETRO together with £3,000 for additional gate installation costs.

The Committee discussed the option of introducing a method for disabled members of the public and their carers to continue to access the road using a code or key fob. The Superintendent reminded the Committee that timed restrictions were not encouraged along a public highway. Members noted the costs of maintaining the route to a highway standard, but asked Officers to investigate other options which could be implemented. The Committee advised Officers to consult Essex County Council when investigating the implementation of a controlled access area.

The Head Forest Keeper informed the Committee that he had undertaken investigatory work with the local police force along Fairmead Road and a number of antisocial behaviour incidents had been encountered including rough sleeping, fly tipping, sexual activity and drug taking in the outdoors.

Members discussed a proposal by the Superintendent of The Commons to close the road during unsociable hours and allow disabled access by code or key fob during the day. The Committee considered allowing a six-month trial to close the road whilst an investigation took place into the proposal by the Superintendent of the Commons. Officers stated that a report would come back to the Committee outlining how disabled access could be maintained alongside a six-month ETRO.

RESOLVED – That Members approved:

- A request to the Highway Authority to prepare a 6-month Experimental Traffic Regulation Order (ETRO) for Fairmead Road in line with the aims of the Epping Forest Transport Strategy;
- Preparation of a report for the Committee on the ETRO in advance of the expiry of the ETRO to assess the impacts of the measure on the Forest and Forest visitors making recommendations for future action;
- Development of costed proposals, for the permanent closure of Fairmead Road as a highway for vehicular traffic, as part of the negotiated Mitigation Strategy for Epping Forest Special Area of Conservation; and
- That the ETRO should not proceed until the Committee had considered possible options available in relation to providing daytime controlled disabled access to the car park.

15. **SUPERINTENDENT'S UPDATE**

Members noted a general update on issues across the nine sites within the Commons' division. The Committee received a presentation in relation to the Kenley Revival Project and were informed that the vision for the project was "to preserve and protect the most intact fighter airfield from World War II." The area would serve as a museum without walls.

The Committee were informed that the two current challenges faced by Officers delivering the project were receiving planning consent for interpretation panels and approval of the design of signage. There were 22 signs on site subject to byelaws and existing heritage board. Members noted that the final proposal after discussions with planners was for 31 signs across the site and Officers awaited the planning decision.

Members noted that feedback was received by Officers in May 2018 that planners were concerned about the visual clutter the signage would have on the landscape and in conjunction with the proposed fence. Further feedback was received in June 2018 that the visual clutter was still apparent particularly at the RAF Kenley tribute, fuel dump and blast pen with original spine wall. It was recommended that three further signs were removed. Officers felt this request would be to the gross detriment of the stories of RAF Kenley and those who served there, which would negatively impact on visitors. Officers agreed to remove one small wing from the fuel dump area. The Committee noted that a visit to the airfield was scheduled to take place in November this year.

The Superintendent also explained the challenge facing the recently completed reconstruction and conservation works to the site's historic features i.e. blast pens and rifle range. The recently completed works have been affected by a very rare form of sulphate attack (Thaumacite) within the mortar that has had a varied but generally highly detrimental impact on the repaired/conserved elements of these structures (i.e. not the original features).

The Superintendent awaits a final recommendations report from BRE (British Research Establishment) as to the causes of this event and recommendations as to a satisfactory solution.

The Superintendent has informed the Heritage Lottery Fund of this matter and they are aware that it has not been caused by poor design, specification or workmanship. Officers must now consider how best to proceed and any need for a formal extension to the HLF funded project which was due to end in May 2019. Historic England are also aware of the issues. The City's Contract Team and City Surveyor are advising the Superintendent concerning related contract/defect issues.

RESOLVED – that the report be received.

16. THE COMMONS OUTTURN REPORT

The Committee received the outturn report for 2017/18.

RESOLVED – that the Outturn Report be received by Members.

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

There were no questions.

18. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Woodredon Estate Properties Update

The Committee considered a report regarding the Woodredon Estate properties. Officers informed Members that following the Corporate Asset Sub Committee approval in February 2018 to market Woodredon House, The Coach House and The Lodge for disposal, the properties had been marketed by the City's appointed property consultants Savills plc. Best offers were received on 3rd July 2018. Vacant possession of Laundry Cottage, approval to dispose of which had been obtained separately in September 2016, had only recently been achieved. This property would now be marketed by Savills with best offers to be received by end of July 2018.

Members were informed that the interest to date in relation to Woodredon House and The Coach House was from various parties either looking to convert both properties into residential apartments, retain as a single dwelling, or continued use as a care home. Interest to date for The Lodge was from the owner/occupier market, proposing to refurbish the premises for use as a single dwelling, as per the existing residential status. It was assumed that Laundry Cottage was likely to attract interest from this same market.

RESOLVED – that Members:

- Note the disposals would be subject to appropriate covenants, overage and contractual provisions as a result of the City Corporation's retention of adjoining property and Epping Forest, and these would be specified when the final disposal terms are reported for future approval.
- Note that, where access rights would be required over the City's retained property, appropriate use of any access would be granted with the ability for the City Corporation to recover relevant costs.

19. EXCLUSION OF THE PUBLIC

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

Item No.
20-21

Paragraph No.
3

20. NON-PUBLIC MINUTES

The Committee were invited to consider the non-public minutes of the meeting held on 14th May 2018.

RESOLVED – that the non-public minutes of the previous meeting be approved as an accurate record.

21. TERMS OF REFERENCE FOR AN EPPING FOREST AND BUFFER LAND DEER MANAGEMENT STRATEGY REVIEW

The Committee considered and approved a report of the Director of Open Spaces in relation to the terms of reference for an in-depth review of the deer management strategy.

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

There were no non-public questions from Members of the Committee.

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

There was no non-public business that the Chairman considered urgent.

The meeting ended at 1.25 pm

Chairman

Contact Officer: Natasha Dogra

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| Committee(s) | Dated: |
| Epping Forest and Commons | 10 09 2018 |
| Subject: Epping Forest - Superintendent's Update for June to July 2018 (SEF 34/18) | Public |
| Report of: Superintendent of Epping Forest | For Information |
| Report author: Paul Thomson – Epping Forest | |

Summary

This purpose of this report is to summarise the Epping Forest Division's activities across June to July 2018.

Of particular note was the extremely hot weather and lack of rainfall which has affected the Forest leading to falling lake and pond levels and 36 fires reaching a damaging burn of approximately 60 acres at Wanstead Flats; further rises in fly tipping and continued associated enforcement action and a significant rise in Oak Processionary Moth nests identified through survey work.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Staff and Volunteers

1. One Forest Keeper resigned and two temporary 17.5 FTE Investigating Officers roles were advertised during this reporting period.

Budgets

2. At 25% through the financial year the budget is at approximately 30%, although this figure is skewed by the delayed payment of grant income and corresponding carry forward of that debt from last year's accounts. The budget for 2018/19 as agreed by your Committee currently includes £80,000 of unidentified savings and work is underway to manage these.

Weather

3. According to the Met Office, the provisional UK mean temperature for June was 14.8 °C, which is 1.8 °C above the 1981-2010 long-term average, making it provisionally the third warmest June in a series from 1910. Rainfall was 48% of average, and most notably well below average over most of England and Wales with less than 10% of average in some southern counties: for England it was provisionally the third driest June in a series from 1910.
4. The provisional UK mean temperature for July was 17.3 °C, which is 2.2 °C above the 1981-2010 long-term average, making the month provisionally the joint second warmest July (alongside 1983, after 2006) in a series from 1910. Sunshine was 138% of average and it was provisionally the sixth sunniest July in a series since 1929, and sunniest relative to normal in England where it was provisionally the second sunniest July after 2006.
5. While in confirmation of the urban heat island effect where Epping Forest has remained up to 2 degrees Celsius below the surrounding urban temperature, the combination of sunny warm temperatures and low rainfall has had a significant impact on Epping Forest.

Sustainability

6. Solar panels at the Warren and Harrow Road are performing well in the long sunlight conditions.

Epping Forest Projects

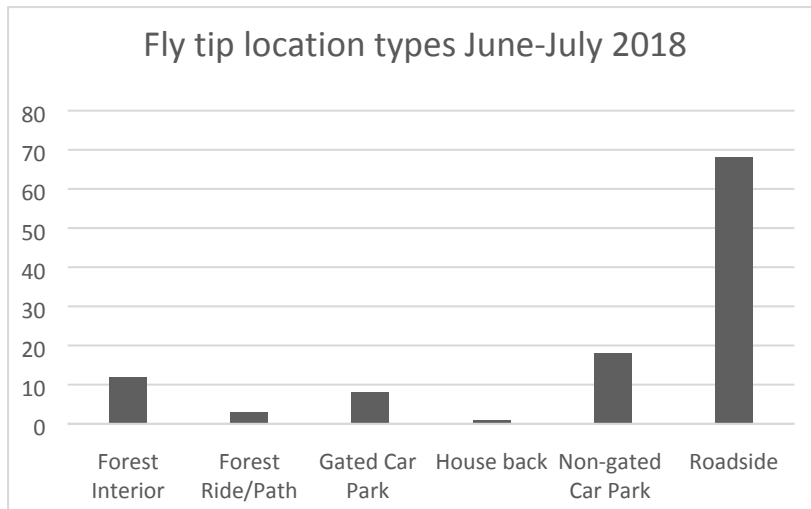
Parklife

7. The Football Foundation have awarded a grant of £34,719 (58.45%) for the feasibility study in to the construction of artificial grass pitches on Wanstead Flats.

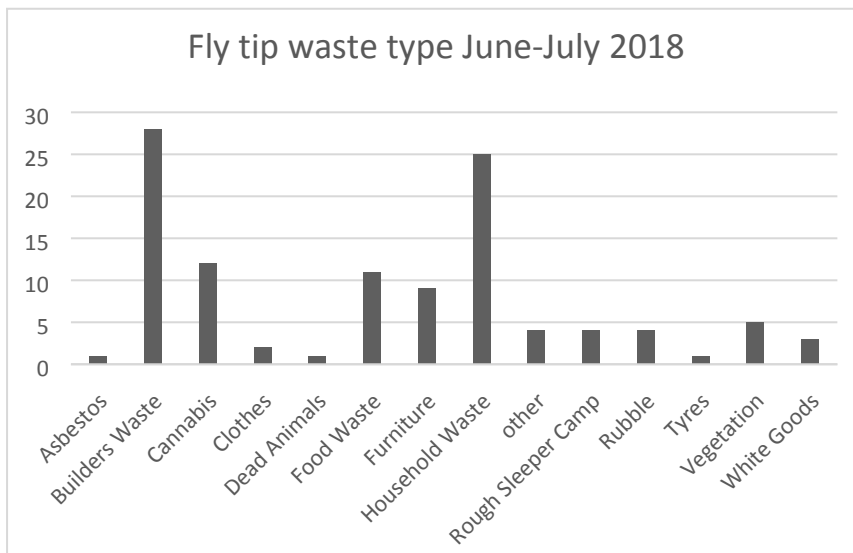
Forest Services

Fly tipping

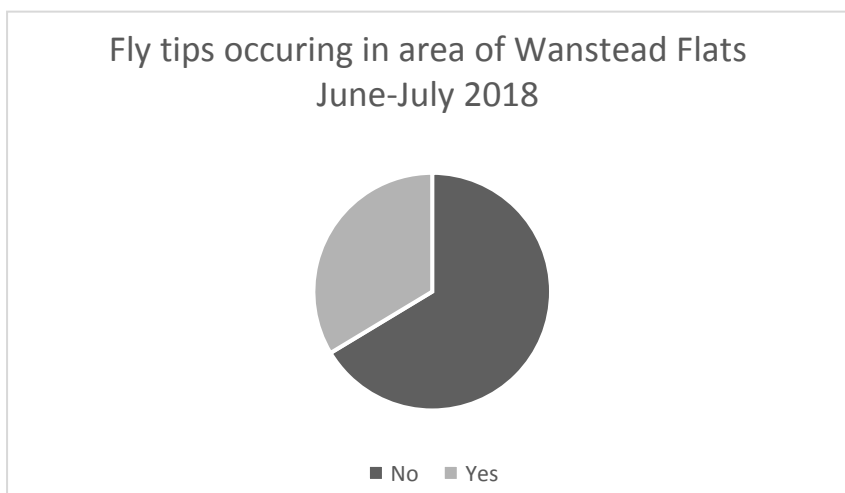
8. There were a total of 110 fly tips upon the Forest in June-July 2018, which is a significant increase 71% compared to the same period last year of 64.



9. Roadsides continue to be the most frequent and vulnerable sites used for fly tipping across the Forest and represent 74% of all fly tips. Fly tips within gated car parks consisted mostly of small household deposits.



10. Builders waste and Household waste continue to represent the highest number of fly tips at 30% & 27.5% respectively.



11. 37 of the fly tips recorded in this period occurred around Wanstead Flats, this represents nearly 33.6% for all Forest fly tips.

Enforcement Activity

12. No prosecutions were heard during the period under report.

13. The Superintendent and Head Forest Keeper issued two written warnings and five Conditional Cautions during the period under report.

| Date | Defendant Name | Offence Accepted 33:Deposit 34:Duty of Care | Court Name | Outcome | Costs Recovered |
|------------|-----------------------------|---|------------|------------------|-----------------|
| 07.06.2018 | John Crossey | Conditional Caution EPA 34 | The Warren | Admitted Offence | Costs £308 |
| 12.06.2018 | Rochele Davis | Conditional Caution EPA 33 | The Warren | Admitted Offence | Costs £506.32 |
| 14.06.2018 | June Bulent Sikirci | Conditional Caution EPA 34 | The Warren | Admitted Offence | Costs £328 |
| 20.06.2018 | Nasirahmed Ramzan Chakmakya | Conditional Caution EPA 33 | The Warren | Admitted Offence | Costs £228 |
| 09.07.2018 | Muhhamad Khan | Conditional Caution EPA 34 | The Warren | Admitted Offence | Costs £500 |

14. Extensive work has taken place with the Courts Service to recover full costs in each case. This has led to the first award from the Crown Court case for Shantikumar vs Epping Forest City of London Corporation with the Central Fund awarding £4,874.00. Total costs recovered in this case were £6,327.00, which settles the fine and costs owed. Officers are now reviewing other cost recovery opportunities on other recent cases.

Rough Sleepers

15. Seven camps were discovered in the reporting period in comparison to five camps during the same period 2017. All camps had been vacated following initial visits by Forest Keepers and rubbish was left on site. These figures have been included in the fly tip data as waste collected.

16. The slight increase of camps on the Forest was due to the hot weather when people sometimes prefer to sleep outside in the open rather than in a hostel.

Camps have been found in the following areas Waterworks, Leyton Flats and Wanstead Flats. Work is continuing with local authorities and other agencies to address rough sleeping on the Forest. Epping Forest is now represented on the City of London Rough Sleeper Steering Group and will review Epping Forest engagement procedures to comply with best practice.

Licences

17. A total of 57 licences for events were issued during the two months being reported, which yielded an income of £70,109.30 plus VAT (inclusive of two compounds fees of £28,770.00 and £11,508.00). 33 licences were issued during the same period in 2017 (income of £3,654.20).

Unauthorised Occupations

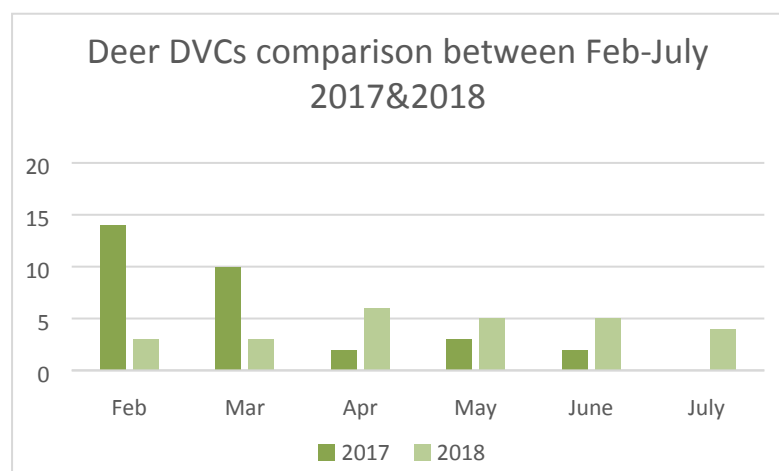
18. In the period of June/July we had one traveller incursion at Daws Hill, Bury Rd. The travellers were moved on with help of Essex Police. However, a female member of staff was verbally assaulted, and a fly tip had to be cleared once the travellers had vacated the site.

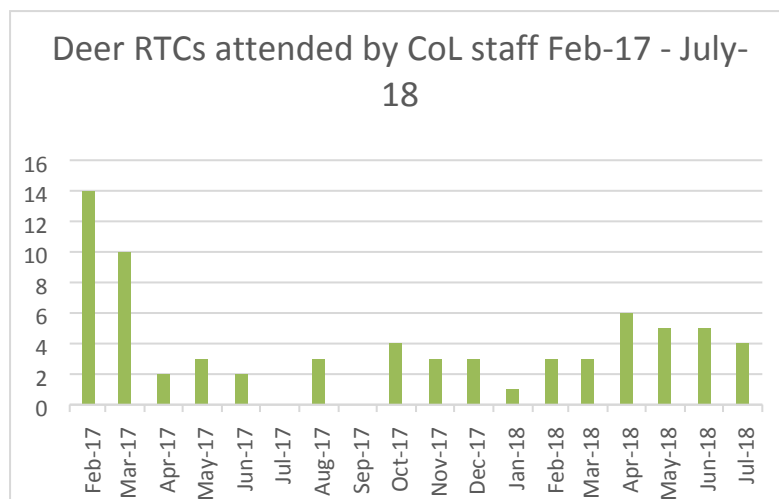
Dog Incidents

19. No incidents recorded during this reporting period.

Deer Vehicle Collisions

20. The number of reported Deer Vehicle Collisions (DVCs) fell by 16% from 31 (February – July 2017) to 26 (February – July 2018). The absence of consistent reporting means it is not possible to ascertain exactly how many deer were physically hit and where, which must be taken into account when using these statistics.
21. The month with the highest average DVCs in the last six months was February, this is largely due to the hours of darkness coinciding with rush hour/greater deer movement at night. This is 325% higher than July, the lowest month. October/November tends to be the worst month, due to the increase of animal movement during the rut occurring at the same time as the autumn equinox.





Fires

22. In addition to the major fire at Wanstead Flats which is covered in this report under major incidents, the London and Essex Fire Brigades have responded to 37 fires across Epping Forest during the June/July period. Many fires seem to have started from the careless use of disposable barbeques, cooking fires and discarded cigarettes, although arson is also suspected in a number of cases. Forest Keeper and Operations Team Vehicles have been provided temporarily with 1,000 litre Intermediate Bulk Containers to carry water to fires beyond the reach of hydrants.

Heritage; Landscape and Nature Conservation

Biodiversity

23. Red Kites have successfully bred (2 nesting pairs) on the Forest and Buffer Lands this year. This is the first time this species has been recorded nesting on City-owned land. One pair nested successfully at Copped Hall on the Buffer Lands, and raised one chick while the other nest was located within the Forest itself near Theydon. The species was persecuted almost to extinction in the UK by the end of the 18th century with only a remnant population in mid-Wales throughout most of the 20th Century. However, following a series of several successful re-introductions since the early 1990s, using birds from Spain and Scandinavia, the Red Kite population has expanded its range across England.
24. A number of rare invertebrates, flies and beetles, were recorded from the Forest during the early summer months. All were species associated with decaying wood habitats and two are very rare or vulnerable to extinction in the UK and Epping Forest is one of their key sites (these species are marked below with an asterisk*).
25. Of the flies, the Crane fly family was prominent in the areas of beech pollards, with three rarities seen at various sites: - *Ctenophora pectinicornis* (Cone Horned Crane fly), **Ctenophora flaveolata* and *Dolichopeza albipes* (White-footed Ghost Crane fly). Two of the outstanding beetle records were: **Ampedus cardinalis* (Cardinal Click Beetle) associated with ancient oaks and *Platyrhinus resinosus* (Cramp Ball Fungus Weevil) found with its host fungus on ash and beech.

26. Perhaps the rarest of all species recorded this summer is the Oak Polypore, for which Epping Forest is a stronghold. Fruiting bodies were recorded at Barn Hoppitt near Chingford in an ancient pollard. This fungus fruits relatively infrequently and irregularly but has been found across the central belt of ancient oaks in the Forest from Barn Hoppitt to Lords Bushes.
 27. Along with other bracket fungi species on oak, like chicken-in-the-woods and beefsteak fungus, this species is part of an internationally important decaying wood (saprotrophic) fungal community on oak trees. And it is not just on oak, as Epping Forest also supports an internationally-significant population of beech saprotrophic fungi. This international importance was confirmed by a recent publication.
 28. In July, Natural England's Chief Scientist and the Joint Nature Conservation Committee (JNCC) announced the publishing of a new chapter on fungi as part of the national *Selection Guidance for Sites of Special Scientific Interest (SSSIs)*. This new guidance is considered as a major step forward in the conservation of fungi. In fact, the Beech saprotrophic fungi index was tested here at Epping Forest, with our support, over 10 years ago. The guidelines now provide official recognition of the **international importance** of Epping Forest's beech and oak saprotrophic fungi assemblages. As the guidance states:
 29. *"Britain is considered to have international importance for several habitat-based fungal assemblages, either because their habitats are internationally restricted, e.g. ancient/veteran trees (Rackham 1990; Farjon 2017), ... or because there is evidence that British sites have some of the highest levels of species diversity recorded within such assemblages across Europe....."*
- 2.2. Accordingly, internationally important elements of our mycobiota are:
- *lignicolous saprotrophic fungi on beech (Ainsworth 2004b) and oak (Ainsworth 2017a) "*
30. Continuing the theme of ancient tree habitat conservation, the Ancient Tree Forum, funded by the City Bridge Trust, began the planning of self-guided ancient tree conservation trails at Epping Forest and other City of London open spaces. The self-guided trails will initially be aimed at the training of arboricultural professionals, foresters and conservationists. However, it is hoped that this national initiative may also provide trails which will contribute to a wider public appreciation of our special tree populations.

Agri-environment Schemes and conservation land management

31. The tender process for contract work to deliver part of the Higher Level Environmental Stewardship grant work in 2018 has been completed with two contractors appointed. Work started in July 2018 and will cover areas between Honey Lane Quarters and Lords Bushes.
32. Fieldwork has started to prepare for the Countryside Stewardship Application. The Conservation Section visited Forestry Commission and Natural England staff at Savernake Forest to find out about their Countryside Stewardship application and agreement.

Grazing

33. Grazing continues across the Forest and Buffer lands with grass starting to burn off in the hot conditions. On the Forest the sites benefit from good shade and also a wide variety of vegetation to both graze and browse and cattle remain in good condition. On the heathland sites the very high temperatures in June and July with the lack of rain increased pressure on labour resources to maintain water trough levels because there are no mains water supplies in these areas.
34. Despite the dry conditions, silage and haylage production has yielded 1,500 bales which will cover the expected winter feed requirements for the herd. The contingency supply may yet be needed to cover the late summer period if the current weather and low grass growth continues.
35. An evening “meet the cattle” event was undertaken in conjunction with the Horse Riders’ Forum. Nine horse-riders were given a short talk explaining the importance of cattle grazing in the Forest and how to better understand their behaviour and feel more comfortable around them on horse-back. There was good feedback from the riders who expressed their wish that a larger number of the Forum members had attended.

Heritage

36. Consultants reports are being finalised for the Conservation Statements at Paul's Nursery, Eagle Pond, and the Parkland Plan for Copped Hall.

Town & Country Planning

37. The Epping Forest District Council (EFDC) Local Plan continued as a key priority for work during the summer. On 25th July, under delegated authority the City Corporation’s proposals for mitigation projects to help protect Epping Forest Special Area of Conservation (SAC) from the pressures of increased recreation and urbanisation were presented to the Local Plan Oversight Group. This group, coordinated by EFDC, involves 11 local district/borough authorities as well as Essex County Council and Lee Valley Park Authority. Natural England officers were also in attendance from both its London and Eastern region teams.
38. The meeting involved detailed discussion about the sharing of responsibilities and costs between the different authorities, in order to protect Epping Forest SAC from the impacts of development. Following the meeting, the local authority representatives are consulting within their authorities to consider the proposals in more detail and examine how mitigation tariffs might be levied on future development. Responses are expected during August.

Land Registration

39. The first-tier Lands Tribunal hearing has yet to take place in the case of the land claim on Forest Land at Broomhill Road, Woodford Green. The initial statement of case from the contestant claiming the land was not accepted by the Tribunal and a re-submission was requested. This re-submission has now been made and the date for the hearing is still awaited.

Operations

Habitat Works

- 40. Grass cutting: A new three-year grass cutting contract has been tendered and agreed with work starting in July largely in the south of the Forest on fire susceptible sites.
- 41. Wanstead Park, floating pennywort control - Monthly checks with a specialist contractor are being continued to monitor for and respond to floating pennywort.

Risk Management Works

- 42. Tree Safety – Arborist teams continue to focus on tree safety works arising from the annual assessment. Notable works have been the re-pollarding of the poplars on boundary with North Farm. These are large trees close to properties which have had a significant reworking to remove very top-heavy crowns. We also had two days of traffic management to allow safe working of a road-side tree we could not access in any other way.
- 43. Fire Safety: Fire belts have been recut and widened across Southern sites as a part of the response to the recent fires. Conservation grass cutting also commenced across the Forest with sites identified as most prone to fire being prioritised.
- 44. Highways Vegetation. Work on selected road verges commenced in July. The majority of road verge cutting is scheduled for Aug/Sept.
- 45. Oak Processionary Moth (OPM): This has been a very busy period for work to survey and manage for OPM. In comparison to 2017 where 4 nests were found the numbers of nests found so far this year as part of the COL organised surveys is 68 and further nests are expected to be identified from surveys being undertaken by the Forestry Commission. It is very evident that OPM is now established across the Forest and we will need to re-evaluate our response given this development.
- 46. Contractors are being identified to manually remove the OPM nests avoiding the need for pesticide spraying.

Access Works

- 47. Path verge cutting has commenced across the Forest. This is primarily to control collapsing vegetation reducing the path width and focuses on the surfaced path network. Work continues on developing the long-term path management plans to ensure more paths are maintained more regularly.
- 48. With the support of the Essex Bridleway Association the City Corporation was able to engage contractor to excavate a long derelict ditch line that has helped to drain a wet section of bridleway along Bury Road near to the entrance with Gilwell Park.
- 49. Paths across Wanstead Park have been cut. These are included in the highways vegetation management contract to help balance staff workloads at a particularly busy time.

50. New Dragons teeth have been installed at Snaresbrook Road car park allowing it to be reopened. We have opted for a slightly different style of dragon's teeth with the replacement system offering a more cost-effective solution which is easier to maintain. Work on replacing dragon's teeth at Alexandra Lake CP has begun following a couple of significant fly-tipping incidents requiring us to improve security.
51. The Original Tea Hut at Hill Wood was resurfaced around the seating area. In association with our Tenant. The tenant installed a larger concrete pad in the vending area and we laid a finer wearing course onto the original MOT Type-One surface.

Water levels

52. The hot weather and lack of rainfall has seen overall water levels fall at a number of the Forest's key waterbodies. Monitoring suggests the average reduction is in the order of 250% of recorded seasonal levels. Birch Hall Park Pond has fallen from a gauge board level of 0 to 260mm; while Highams Parks Lake has seen gauge board water levels fall by 250mm or 250% to -35cm compared to -10cm at the same time last year. Forest Keepers have been responding with temporary oxygenating pumps to low oxygen events in water bodies, largely caused by the death of oxygenating plants shaded by surface windrows of the aptly-named blanketweed (*Spirogyra spp*).
53. Direct comparison of the water levels for the Wanstead Park cascade of Shoulder of Mutton; Heronry Pond; Perch Pond and The Ornamental Water are difficult because of refilling pumping over the last few years in response to dam repair works, floating pennywort control and the recent failure of the borehole pump. Comparisons with the previous year at the end of July show that Heronry Pond has fallen from -48 to -70 this year; Perch Pond has improved with 0 this year in comparison to -24 last year and The Ornamental Water is -100mm compared to -123mm last year. The City Corporation continues to pump 345,600 litres of water per day to help maintain water levels in the lake system.

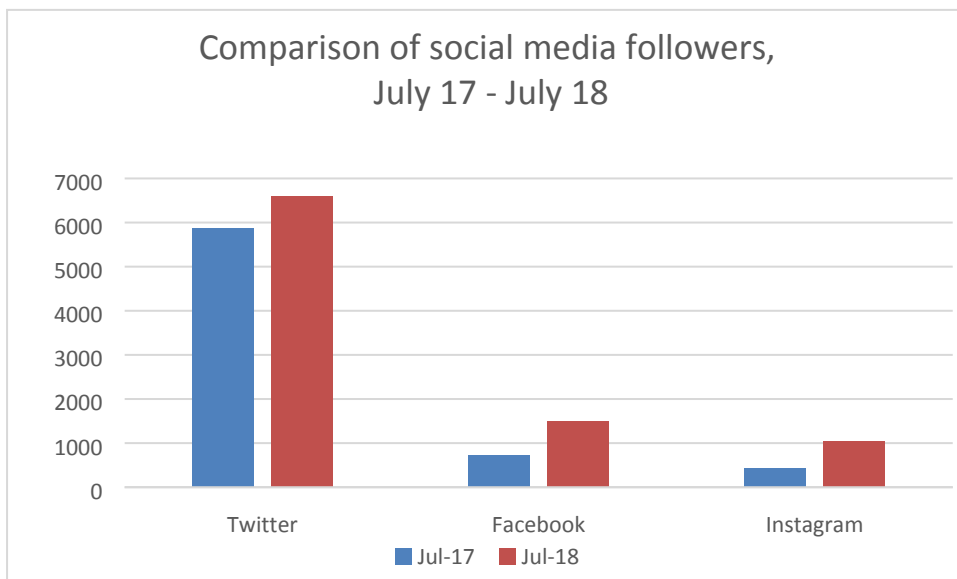
Visitor Services

Communication and Information

54. As at 25 July 2018 our following on social media is as follows:

- Twitter followers: 6,604 (12.7% year on increase)
- Facebook likes: 1,503 (110% increase)
- Instagram followers: 1,036 (141% increase)

- The chart shows a comparison of our figures at the same point in 2017



55. Forest Focus summer edition was a success. The City of London Corporation increased the print run from 6,000/7,000, depending on content, to 10,000, an increase due to demand. The increased costs were managed by a slightly reduced internal page paper quality. Officers have not received any complaints with regards to the paper quality and have been able to greatly increase the distribution and circulation of the publication.

56. The June and July 2018 editions of the local 'Life' publications featured a free, full page article on Epping Forest, with June's promoting the Open-Air Theatre season and July's promoting the 'Top Ten Awards Survey' we are running, as well as promoting the events taking place in July.

Chingford Golf Course

57. The continued hot and dry weather has seen the golf course start to struggle with maintaining conditions as best as possible for this time of year. The Head Green Keeper and his team are continuing to water daily to keep the greens playable and the height of the cut has been kept slightly higher than usual which makes the green's speed slightly slower. More repair work to the irrigation system has been carried out to reduce leakages. Vehicle maintenance was needed on the sprayer which was out of action for a week, stopping the regular spraying for the soil biology programme. Work was carried out to the John Deere machine changing the blades and height to give a better cut and finish to the tees.

58. The Royal Epping Forest Golf Club (REFGC) charity golf day was well received at the end of June with a total of 50 playing. Both REFGC and Chingford Men's Golf Club Captain's day events were also popular considering the dry conditions and heatwave with a combined total of 120+ visitors.

59. Horse riding licences sales have transferred to the Caddie House. Riders appreciate the longer opening hours and improved car parking facilities at the revised sales location. At present we have sold 196 yearly licences, compared to 235 last year.

60. Total revenue from online sales this period is £8,539.50, total revenue from reception was £70,180.93 broken down into:

| Breakdown of figures from Reception | | | |
|--|----------------|----------------|-------------------------|
| | 2018/19 | 2017/18 | Difference (+/-) |
| Green fees: | £56,126.40 | £66,201.81 | -£10,075.41 |
| Drinks: | £1,714.40 | £2,119.70 | -£405.30 |
| Hire Equipment: | £7,399.50 | £6,191.55 | +£1,207.97 |
| Shop Sales: | £3,779.25 | £1,492.35 | +£2,286.90 |
| Wanstead: | £120 | £0 | +£120 |
| Horse Riding: | £1,041.38 | NA | +£1,041.38 |

61. Compared to last year the total difference in revenue equates to being £1,507 down. This is largely accounted for by the new payment system.

62. Online bookings for the same period last year was £4,202 compared to £8,539 this year, making an increase of £4,337.

63. Total revenue from reception last year was £76,005 compared to £70,181 in the current year, a reduction amounting to £5,824. £1,041.18 of this year's takings is however from horse riding licences this year, which we did not administrate from here last year.

64. The first staff change over between the grounds teams happened end of June seeing one member of ground staff move from the golf course down to Wanstead and vice versa for 3 months. A new casual member of staff was set up allowing more reception cover for the busy summer period.

Wanstead Flats Football

65. Booking forms have been sent out for next season. These have been revised to allow greater control over which pitches are used and when. The improved rotation and resting of pitches will facilitate a more effective restoration of pitches, particularly after the very hot summer weather.

66. There have been eighteen School Sports Days, with pupils from 8 schools, held on the Flats in this period. The 8 schools were; Avenue Primary, Davis Lane, Buxton, George Thomlinson, Salisbury, Downsell Primary, Woodgrange and Azhar Academy.

67. Parkrun attracted 1,875 runners during the period June - July 2018. Parkrun is led by Epping Forest volunteers and is a free activity for participants to encourage active lifestyles.

68. The annual deep clean of the 3 changing facilities was undertaken in the last week June and first week in August in readiness for the next season.

69. On the 1 July, the first staff changeover was implemented for the Greens/Grounds Keepers. The team of 4 FTE Grounds and Greens Keepers was created to cover Chingford Golf Course and Wanstead Flats allowing resources to be concentrated at each site in response to season demands. Two of the team have now swapped to their opposite operational site to learn the site-specific needs and share their own knowledge/experience of turf maintenance. The next swap is scheduled for early October.

Visitor Numbers

70. Visitor numbers continue to be lower than previous years due to the continued closure of The Temple and several ad hoc closures of QEHL for refurbishment.

| Visitor Numbers | QEHL 2018 | 2017 | View | 2017 | Temple | 2017 | High Beach | 2017 | Total | Total 2017 |
|-----------------|-----------|------|--------|------|-----------|------|------------|------|-------|------------|
| June | 1526↓ | 2861 | 3069 ↓ | 4018 | 0 closed↓ | 513 | 1924....↑ | 1790 | 6519 | 9182 |
| July | 2006↓ | 2599 | 3299↓ | 3942 | 0 closed↓ | 473 | 1837....↓ | 2103 | 7142 | 9117 |

Visitor Services Events

71. Taster Craft Sessions in partnership with London Borough of Waltham Forest Adult Learning Services continued with two sessions: 7 June, 'Nature's Flowers' and 13 July, 'Make a Vintage inspired headband', both inspired by the natural beauty of the Forest. Nature's Flowers invited participants to bring in garden flowers to combine with fallen twigs and leaves from the Forest. The millinery event was a high-level craft afternoon teaching traditional cockade-making to create rosettes and leaf shapes. Both were fully attended to room capacity at The View Community Room.
72. A talk was given at Vestry House in Walthamstow by the Museum and Heritage Manager as part of the Epping Forest 1878 event season. The evening lecture, and handling table of museum objects attracted an audience of around 25 people and supported Vestry House's Forest-related summer art exhibition by artist Rachel Lillie. An article about the exhibition and the talk appeared in the Summer Forest Focus.
73. An exhibition to celebrate 130 years of golf on the Chingford Golf Course was researched and created in partnership with the Royal Epping Forest Golf Club and showcased documents and photographs from their archive. The exhibition encouraged visitor participation by offering the opportunity to add endorsement and comment about the course to the display, as well as a colouring activity for children. The exhibition ran from 16 June to 15 July.
74. A summer exhibition to mark the 140-year anniversary of the passing of the Epping Forest Act of 1878 opened on 21 July. It tells the story of how the Forest was already seen as a place for recreation as well as resources in the early 19th century and explains the years of campaign, protest, court case and City of London action in the 1860s and 1870s. It includes 1874/75 photographs of the Forest. The exhibition is supported by summer holiday children's activities: Victorian replica hats, sketching, hoop-trundling and twig-tower

making and invites members of the public to bring in 'Then and Now' photographs to complement the Victorian forest scenes.

75. Renowned touring theatre company, Illyria, returned to The Temple Enclosure in Wanstead Park on 18 July, for an evening performance of The Pirates of Penzance. Approximately 260 people enjoyed the event with very good feedback received throughout the evening.
76. Successful weddings at Queen Elizabeth's Hunting Lodge were held across the months of June and July, with two taking place in June, on 9th and 23rd of the month, and two in July, on 21st and 26th.

Major incidents

77. Grass and Heathland Fires – The joint multi-agency work at Wanstead Flats was very successful and the Chairman has written to praise the work of the London Fire Brigade, Metropolitan Police, Transport for London, Local Authority Liaison Officers and Open Spaces staff for all their exceptional work in helping to successfully conclude 4 very challenging days.
 - At the height of the fire there were 50 fire tenders (25% of all London's fire tenders) in attendance.
 - Approx. 60 to 70 acres were affected (total area of Wanstead Flats 430 acres) with 40 acres of the Site of Special Scientific Interest damaged.
 - Work has already started on mapping the fire sites with a view to undertaking tree safety works and developing a heathland restoration plan.
 - The skylark nesting site was unaffected but there is damage to their surrounding habitats.
 - There has been a good 'post event' meeting with the Police and Fire brigade and a number of 'learning points' identified which have been shared with the Departments Health and Safety Group and noted as part of the Corporate Risk Register review.

Appendices

- Appendix 1 – Deer RTA 3 x Map Locations

Paul Thomson

Superintendent of Epping Forest

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Recorded Deer RTCs Feb 2017-July2018

- Buffer Land
- Forest Land

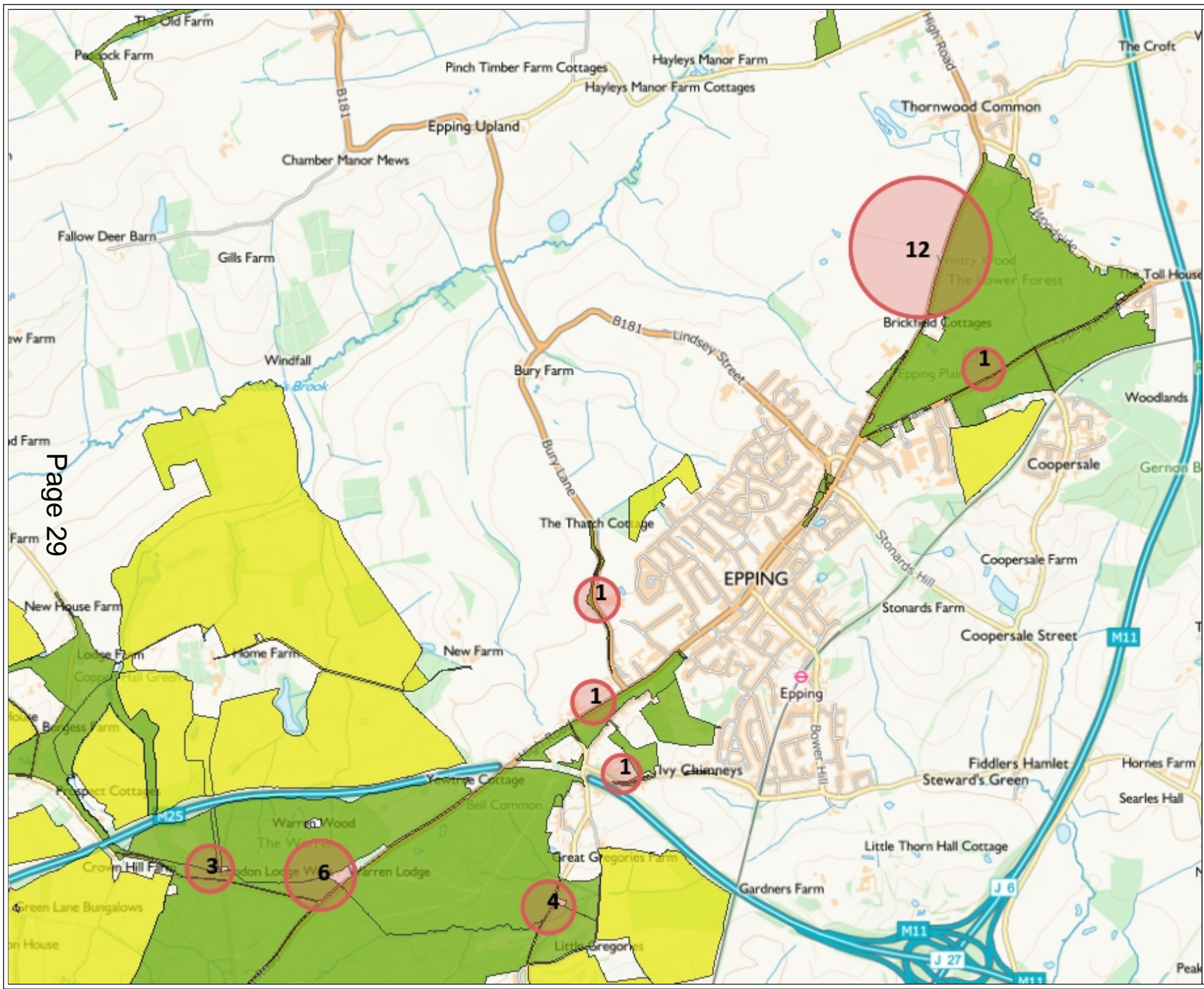
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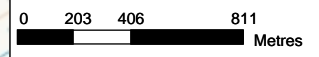


**Recorded Deer
RTCs Feb
2017-July2018**

- Buffer Land
- Forest Land

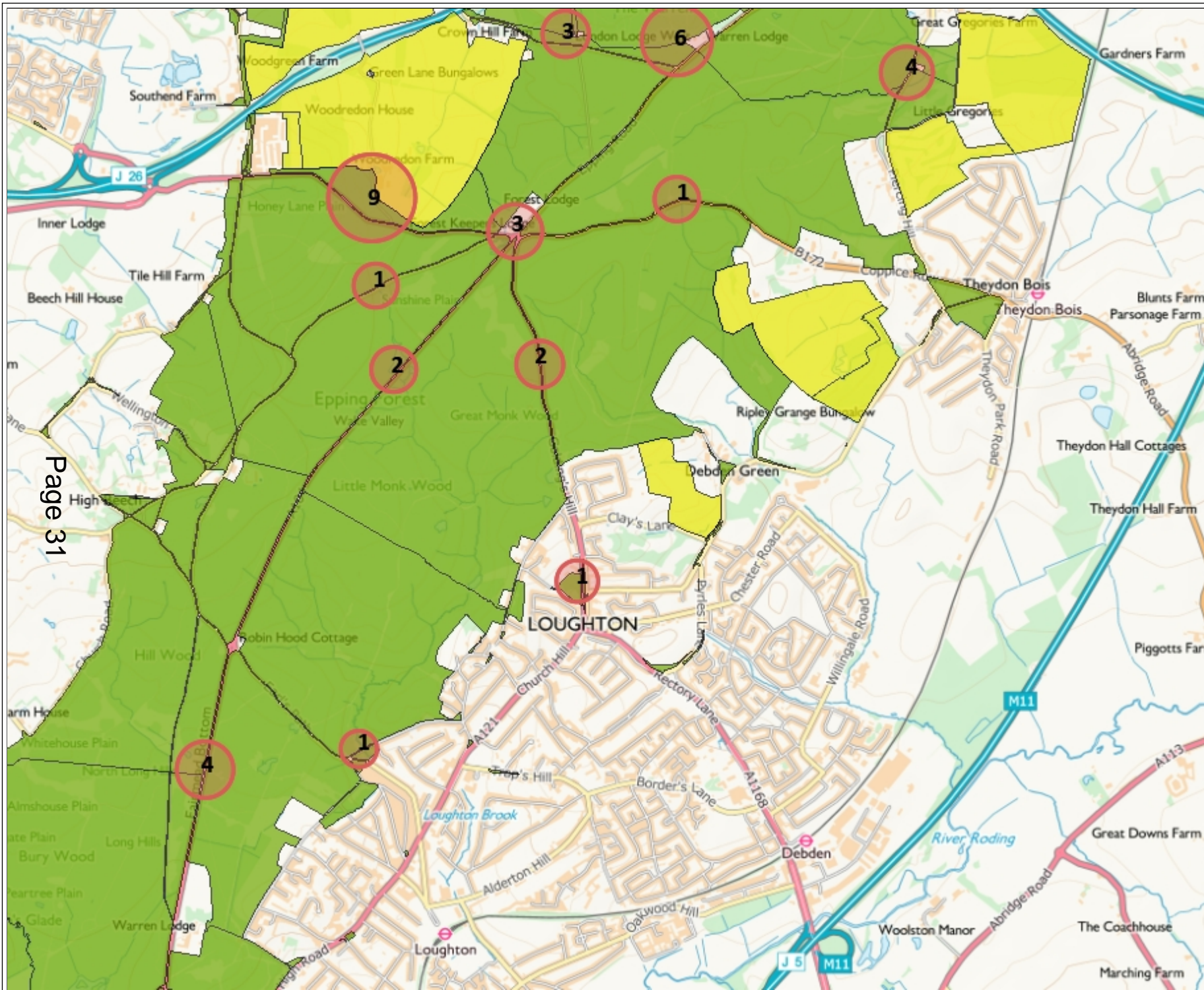
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Recorded Deer RTCs Feb 2017-July2018

- Buffer Land
- Forest Land

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| | |
|---|---------------------|
| Committee: | Date: |
| Epping Forest and Commons Committee | 10 September 2018 |
| Subject: Epping Forest and The Commons Risk Management Report | Public |
| Report of: Director Open Spaces | For Decision |
| Report Author: Gerry Kiefer, Business Manager | |

Summary

This report provides the Epping Forest and Commons Committee with an update on the management of risks undertaken by the Open Spaces Department and the Epping Forest and the Commons Divisions. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department. It is also reviewed regularly by the Management teams at Epping Forest and The Commons.

The Department has previously reported on seven Departmental risks. On 16 July 2018 The Open Spaces and City Gardens Committee received and agreed the Departmental Risk Management report which identified nine Departmental Risks.

Your Committee is responsible for five Registered Charities: Epping Forest (charity number 232990), Ashted Common (charity number 1051510), Burnham Beeches (charity number 232987), Coulsdon & Other Commons (charity number 232989) and West Wickham & Spring Park (charity number 232988). In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. Using the corporate risk register guidance, the management of these risks meets the requirements of the Charity Commission.

There are fourteen risks managed by the Superintendent of Epping Forest. Seven of these risks are currently reported red and seven are reported amber.

There are nine risks managed by the Superintendent of The Commons. Two of these risks are currently reported red, four amber and three green.

Recommendation

Members are asked to:

- Approve the Epping Forest Risk Register included at Appendix 2.
- Approve The Commons Risk Register included at Appendix 3.
- Agree the removal of one of The Commons 'green' risks from future risk reports to this Committee as proposed in paragraph 15.

- Note the Corporate Risk Matrix at Appendix 1 and the Current and Target Risk Score Grids for Epping Forest and The Commons at Appendices 4 and 5.

Main Report

Background

1. The Open Spaces Department's Risk Registers conform to the City's corporate standards as guided by the Risk Management Strategy 2014, and all of our Departmental and Divisional Risks are registered on the Pentana Risk Management System.
2. The Open Spaces Department manages risk through a number of processes including: Departmental and Divisional Risk Registers, the Departmental Health and Safety Improvement Group, Divisional Health and Safety Groups and Risk Assessments. Departmental Risks are reviewed by the Department's Senior Leadership Team (SLT) on a regular basis and Divisional Risks by Divisional Management Teams.
3. The Charity Commission requires Trustees to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually. Each Open Spaces Service Committee is presented with relevant risk registers to fulfil this requirement.

Current Position

4. At 16 July 2018 the Open Spaces and City Gardens Committee received and agreed the Departmental risk register which identified nine Departmental risks:
 - OSD 001 - Health and Safety (amber, score 6)
 - OSD 002 - Extreme Weather (amber, score 6)
 - OSD 004 - Poor repair and maintenance of buildings (amber, score 12)
 - OSD 005 - Pests and Diseases (amber, score 12)
 - OSD 006 - Impact of development (red, score 16)
 - OSD 007 - Maintaining the City's water bodies (red, score 16)
 - OSD TBM 001 - The effect of terrorism on the tourism business at Tower Bridge and Monument (amber, score 12)
 - OSD 008 - IT System Failure (amber, score 8)
 - OSD 009 - Reputational Risk associated with efficiency improvements arising out of the Open Spaces Act (amber, score 6)

Epping Forest

5. There are fourteen risks identified across Epping Forest. These are:
 - EF 001 Increase in Health and Safety Incidents/Catastrophic Health & Safety failure (amber, score 8)
 - EF 002 Decline in Assets Condition (red, score 24)

- EF 003 Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition (amber, score 12)
- EF 004 Raised Reservoirs (red, score 24)
- EF 007 Pathogens (red, score 16)
- EF 008 Invasive Non-Native Species (INNS) (red, score 16)
- EF 009 Severe Weather Events (amber, score 6)
- EF 010 Development Consents close to Forest Land (red, score 16)
- EF 011 Wanstead Park – Heritage at Risk Register (amber, score 8)
- EF 012 Loss of Forest Land and/or Concession of Prescriptive Rights (red, score 16)
- EF 013 Loss of Knowledge in Skilled Staff/Difficulties in Recruitment (amber, score 6)
- EF 014 Major Incident Resulting in Prolonged ‘Access Denial’ (amber, score 8)
- EF 015 Public Behaviour (amber, score 8)
- EF 016 Financial Management and Loss of Income (red, score 16)

6. There are currently seven red risks and seven amber risks. There are currently no green risks.
7. None of the current risks scores have increased. One current risk score has decreased: EF 013 which has moved from an eight to a six but remains amber.
8. The target score for eight risks remain amber and the other six remain green.
9. The detail of the individual Epping Forest risks is shown in Appendix 2. This also shows the actions that are being undertaken to reduce the current risk score to the target risk score.

The Commons

10. There are nine risks identified across the Commons. These are:
 - TC 001 Health and Safety Failure (amber, score 6)
 - TC 002 Local Planning Issues (amber, score 12)
 - TC 003 Finance - SBR Roadmap (green, score 4)
 - TC 004 Tree Diseases and Other Pests (red, score 16)
 - TC 005 Climate and Weather (amber, score 8)
 - TC 006 Pond Embankments, Burnham Beeches (green, score 4)
 - TC 007 Rural Payment Agency Grants (red, score 16)
 - TC 008 Kenley Revival Project (green, score 1)
 - TC 009 Glider Operations – Kenley Airfield (amber, score 6)
11. There are currently two red risks, four amber risks and three green risks. No current risks scores have increased.
12. Two current risks scores have decreased: TC 002 reducing from 16 (red) to 12 (amber) and TC 005, reducing from 12 to 8 (both amber).
13. The target for five of the risks remains amber and the other four remain green.

14. The detail of the individual risks for the Commons is shown in Appendix 3. This also shows the actions that are being undertaken to reduce the current risk score to the target risk score.

Proposal

15. It is proposed that the following risk: TC 003 Finance – SBR Roadmap is removed from future Committee reports and ‘closed down’. The current risk score is ‘one and green’. Risk TC003 is specifically in relation to delivering a range of projects and programmes that would achieve the SBR savings over the period 2015/16 to 2017/18. Most of these projects have been completed and all the SBR savings at the Commons were achieved during the three-year period. The majority of Programme Boards that were overseeing the SBR Roadmap projects are being ‘closed down’. Some Programme Boards will continue to ensure ongoing co-ordinated delivery across the Department and to tie in with Corporate Programmes e.g. Fleet and Energy efficiency, but there are no risks associated with these in relation to the SBR roadmap.

| Risk | Reason for removal from Departmental risk register |
|---|--|
| OSD TC 003 Finance – SBR Roadmap | Current risk is green (1). Target risk score is green (1) Savings identified through the SBR process have been made. Where appropriate, project and programmes Boards have been, or are in the process of being closed down as their purpose has been achieved. |

Corporate & Strategic Implications

16. The Departmental and Divisional Risk Registers will help us achieve the Corporate Plan 2018 – 2023 aim to:
- Shape outstanding environments

Within which they will help deliver the outcomes:

- We have clean air, land and water and a thriving and sustainable natural environment.
- Open spaces are secure, resilient and well-maintained.

17. The Departmental risk register reflects the risks associated with delivering the Open Spaces Department’s Business top line objectives and associated outcomes:

- A. Open spaces and historic sites are thriving and accessible.
- B. Spaces enrich people’s lives.
- C. Business practices are responsible and sustainable.

Conclusion

18. The need to systematically manage risk across the Department and at a Divisional level for Epping Forest and The Commons is addressed by the production of these

Risk registers, as too are the requirements of the Charity Commission. This document will inform the collective risk across the Department's business activities.

Appendices

- Appendix 1 – Corporate Risk Scoring grid
- Appendix 2 – Epping Forest Divisional Risk Register
- Appendix 3 – The Commons Divisional Risk Register
- Appendix 4 – Matrix to show Epping Forests current and target risks on the Corporate risk scoring grid
- Appendix 5 - Matrix to show The Commons current and target risks on the Corporate risk scoring grid

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Appendix 1:

City of London Corporation Risk Matrix

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

Likelihood criteria

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

Impact Criteria

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

Risk Scoring Grid

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

Risk Definitions

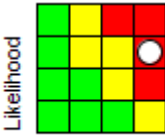
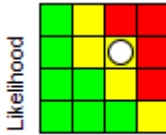

| | |
|--------------|--|
| RED | Urgent action required to reduce rating |
| AMBER | Action required to maintain or reduce rating |
| GREEN | Action required to maintain rating |

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

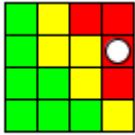
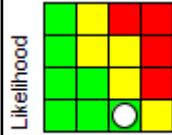

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Appendix 2 - OSD EF Detailed Risk Report

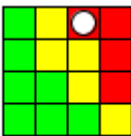
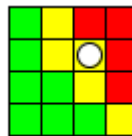

Rows are sorted by Risk Score

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|--|---|----|--|---|---------------|------------------|---|
| OSD EF 002 Decline in Assets condition 19-Aug-2015 Paul Thomson | Causes: Poor maintenance, failure to implement recommendations. Event: Failure to meet statutory regulations and checks. Buildings deteriorate to unusable/unsafe condition. Impact: Poor condition of Assets, loss of value, cost of repair. Fines from Local Authority, and other statutory bodies. |  Likelihood Impact | 24 | No significant change to asset maintenance arrangements or condition means it remains at the same level. 15 Aug 2018 |  Likelihood Impact | 12 | June 2019 |  Constant |
| Action no | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| OSD EF 002 d | Schedule of statutory checks and visits held and carried out by CS or delegated to site | Asbestos management plan updated, and details have now been made available through MiCAD. New corporate legionella management policy introduced. Maintenance contract now Skanska rather than Mitie and full asset verification underway to ensure better management of inspection and testing as well as other maintenance processes. Asset verification complete and being uploaded. | | | | Jo Hurst | 13 Aug 2018 | 30-Nov-2018 |
| OSD EF 002 e | Joint inspection of all buildings including residential by site and CS to capture maintenance needs. Required annually | Inspections 100% complete | | | | Jo Hurst | 13 Aug 2018 | 30-Apr-2019 |
| OSD EF 002 g | Put actions and processes in place that ensures the upkeep and development of the site. Need to register the new building under the corporate insurance and create a maintenance budget for the upkeep if the building. | Terram and hard-core surfaces have gone in in front of the new building as planned and levels have been raised to await new building as resources allow. New entrance to Police Barn was completed in October 2017 ensuring separation of people, cattle and vehicles. Final snagging work on sump was completed. In addition, concrete was laid by in-house team around Pen 1 to allow more efficient feeding of cattle. Handling facilities planned and procured - awaiting installation in spring 2018. Improvement to staff welfare and drying facilities made in spring 2018. An additional CCTV camera was added for security of the Police Barn and east gate area. Handling facilities installation was delayed but will now be completed in September 2018. Great Gregories infrastructure will continue to be reviewed annually in May against a regularly updated action plan. The action plan for the next 9 months includes: | | | | Jeremy Dagley | 14-08-2018 | 31-May-2019 |

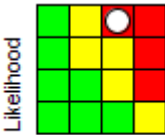
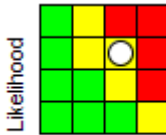

| | | | | | |
|--|--|--|--|--|--|
| | | <ul style="list-style-type: none"> improving the drainage or removal of slurry from Pen 1 urgently to prevent flooding this 2018/19 winter Installation of permanent lighting into the main shed Full fire plan is to be reviewed and upgraded following H&S self-assessment Longer-term gate replacement will be considered by 2020/21 as budget allows | | | |
|--|--|--|--|--|--|

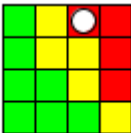
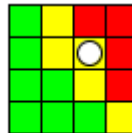

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|--|--|----|--|---|--------------------------------|------------------|---|
| OSD EF 004 Raised Reservoirs 19-Aug-2015 Paul Thomson | Causes: Inadequate design, insufficient prescribed maintenance, leaks compromising dam integrity, failure to implement Panel Engineer's Recommendations, failure to keep dams clear of vegetation; failure to maintain Blue Books, failure to evaluate large water body capacities; disputed ownership/responsibility for one LRR Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion of dam and potential collapse Impact: Loss of life. Damage to downstream land/property. Litigation. Risk of prosecution. Reputational harm. Damage to/loss of habitat and associated rare species. Fines from EA | Likelihood  Impact | 24 | No change to current risk score. Target date has moved back to 2022 from August 2017, recognising the position at Wanstead. Aug 2018 | Likelihood  Impact | 4 | 31-March-2022 |  Constant |
| Action no | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| OSD EF 004 a | Statutory inspection visits by engineer - 6 monthly in May and October | Inspection completed June 2018. Next set of updates expected November 2018 after recommendations have been agreed. | | | | Martin Newnham; Geoff Sinclair | 13-Aug-2018 | 30-Apr-2020 |
| OSD EF 004 b | Complete works on the Eagle ponds and obtain approval for distribution of responsibilities. Survey the outward toe of the dam pending decision on shared responsibility with London Borough of Redbridge | Conservation statement complete. No actions pending | | | | Geoff Sinclair | Aug-2018 | 31-Dec-2018 |
| OSD EF 004 c | Weekly inspection of reservoirs / dam. Review the use of penstock gates | Ongoing action. | | | | Martin Newnham | Aug-2018 | 08-Apr-2020 |
| OSD EF 004 e | Undertake scoping evaluations for Baldwins Pond and Birch Hall Park Pond | Ongoing action. Still awaiting further work by DBE. | | | | Geoff Sinclair | Aug-2018 | 31-Dec-2018 |

| | | | | | |
|--------------|---|---|----------------|-------------|-------------|
| OSD EF 004 f | Copped Hall: DBE have carried out assessment works of the in-place dam structure and LiDAR mapping. | DBE to fund and plan maintenance works. This will be linked to Copped Hall CMP which has been drafted. | Geoff Sinclair | 30-Aug-2018 | 31-Dec-2018 |
| OSDEF 004 j | Wanstead Park: Action post EA report | Undertake follow up actions arising from the Panel Engineers report in DBE which is the lead Department | Geoff Sinclair | 13 Aug 2018 | March 2020 |

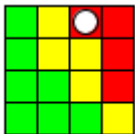
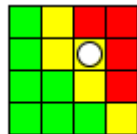

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|--|--|----|--|---|------------------------------|--------------------------|---|
| OSD EF 007 Pathogens 19-Aug-2015 Paul Thomson | Causes: Lack of adequate controls on international trade encourages transmission of pathogens; inadequate site biosecurity; and spread of novel pathogens responding to changes in climate presence of suitable hosts. Event: Sites become infected by pathogens causing diseases which lead to the decline or loss of key species Impact: loss or decline of key species; temporary site closures; increased costs for biosecurity, monitoring and reactive maintenance. Threat to existing conservation status of sites, particularly those with woodland habitats. | Likelihood  Impact | 16 | Current risk score remains high as OPM and other pathogens have not decreased, but are being managed as per direction by Forestry Commission. 14th Aug 2018 | Likelihood  Impact | 12 | 30 June 2019 |  Constant |
| Action no | Description | Latest Note | | | Action owner | Latest Note Date | Due Date | |
| OSD EF 007 a | Implement actions arising from Massaria survey. Survey to be undertaken twice yearly | Ongoing action. | | | Geoff Sinclair | Aug 2018 | 08-Apr-2020 | |
| OSD EF 007 d | Yearly inspection of all Rhododendron and Larch. Tender of Larch removal. To be done yearly | All survey work complete and SOD rhododendrons removed from St Thomas's Qtrs. Sweet Chestnut found with SOD infection in The Warren Plantation - but has died so no risk of spores arising from this tree. However, Sweet Chestnuts need monitoring as well as remaining Rhododendron sites. Monitoring completed and have also taken samples from several Larch trees and await the results for these. If all clear of disease the Larch will be felled under contract in autumn 2018 – contract has already been procured. | | | Jeremy Dagley | 14 th August 2018 | 30-06-2019 | |
| OSD EF 007 e | Need to develop a biosecurity policy and then implement. | No further progress on this since October 2017 but linked closely with INNS work including OPM. An OPM plan was enacted this summer 2018 Surveys of 11 key high-use sites were carried out by specially-trained contract surveyors (used by FC elsewhere in UK). and 60 nests were found and removed subsequently – with those in higher risk areas like Wanstead Park and near refreshment facilities removed within 7 days of discovery. On OPM we have negotiated bespoke Statutory Plant health Notices with Forestry Commission which gave us some discretion in our choice of control options for this new pest. As a result we were able to | | | Jeremy Dagley | 14 th August 2018 | 31-Oct-2019 and annually | |

| | | | | | |
|--|--|--|--|--|--|
| | | avoid any chemical spraying in 2018 and instead dealt with all OPM nests by hand removal using contractors. Nest removal will be completed during August 2018 as the FC statutory notices require of us. In addition, we are currently trapping adult moths through until Sept 2018 and have caught nearly 700 compared to less than 70 last year. A letter for all tenants and stakeholders is to be prepared for next spring prior to our annual survey. We will be reviewing actions with FC for the future. | | | |
|--|--|--|--|--|--|

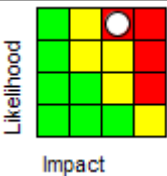
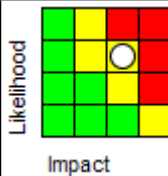

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|---|---|--|----|---|---|---------------|------------------------------|---|
| OSD EF 008 Invasive Non Native Species (INNS) 19-Aug-2015 Paul Thomson | Causes: Lack of adequate controls on international trade encourages transmission of invasive non-native species; inadequate site biosecurity often through conscious public release of INNS within Forest Event: Sites become occupied by INNS which can lead to the decline, hybridisation or loss of key native species due to out-competition/disease transmission. Some INNs have health protection issues particularly moths producing urticating hairs and terrapins carrying <i>Salmonella</i> (DT 191a) Impact: loss or decline of key species; temporary site closures; increased costs of monitoring and control. Threat to existing conservation status of sites. |  Likelihood | 16 | Risk remains the same as policy is still to be completed. 14 Aug 2018 |  Likelihood | 12 | 01-Jul-2020 |  Constant |
| Action no | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| OSD EF 008 c | Develop an INNS policy | JRD attended webinar for CIEEM members. INNS Policy will now be completed as part of the 2 year development of the full Management Plan. Ramorum and OPM strategies are in place, as are more long-standing INN species control management like the egg treatment at Canada Geese nest sites which was completed this year as it has been for last 25 years. The Policy will take an overview of the resources required to deal with the additional species and also examine the risks of different courses of action and provide a matrix to assess the priorities. | | | | Jeremy Dagley | 14 th August 2018 | 01-Jul-2020 |

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|--|---|----|---|---|---------------|------------------|---|
| OSD EF 010 Development Consents close to Forest Land 19-Aug-2015 Paul Thomson | Causes: Lack of suitable protections in EF Acts; Planning Authorities obligations to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of resources to employ specialist support or carry out necessary monitoring/research Event: Large housing; transport infrastructure or other developments on land affecting Epping Forest. Impact: Change in character to the context and setting of Forest Land. Potential increase in visitor numbers and recreational pressure. Increased in air, light and noise pollution and consequent potential decline in biodiversity and tranquillity. Further increases in traffic volumes on local road network. | Likelihood  Impact | 16 | Until a full mitigation strategy with SANGs and SAMMs tariffs is in place the current risk score remains high. 14th August 2018 | Likelihood  Impact | 12 | 30-Apr-2020 |  Constant |
| Action no | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| Page 45 OSD EF 010 a | Epping Forest DC local plan - Attend meetings and respond to consultation on the local plan so that can influence the content of the plan and the Memorandum of Understanding between EFDC and Natural England LB Redbridge core strategy and other LA actions plans - respond to any further consultation. | Mitigation proposals have been tabled from us and we are awaiting the tariff decisions by local authorities. Negotiations and dialogue continues with EFDC and also with the London Boroughs of Redbridge and Waltham Forest local planning authorities – lpas). A key issue remains unresolved on Air Quality and the lpas have still not gathered sufficient evidence for an avoidance and mitigation strategy. Current highways proposals include the loss of Forest Land and so remain an existential threat to the Forest SAC. A number of planning applications have been objected to in each of these authorities and some progress has been made on this with EFDC. We are working with Natural England and seeking meetings with the two London Boroughs - which have yet to respond to our joint requests. The Visitor Survey evidence has now provided us with a 6.2km Zone of Influence which has been accepted by the 5 authorities that contributed financially to the Survey. Other authorities were appraised of this at a meeting of the SAC Mitigation Oversight Group on 25 th July 2018. We (The Conservators) have tabled a full list of costed mitigation proposals amounting to a total of over £2.5M over 15 years. The local authorities are now considering how to set a tariff on developers in their districts/boroughs. We are also pressing for a SANGs tariff to be set as soon as possible. Currently Natural England's intervention and our objections to the Habitats Regulations Assessments for the Local Plans has resulted in a moratorium/non-determination of over 60 planning applications in the EFDC area and other authorities are following suit so as not to breach the Habitats Regulations 2017. | | | | Jeremy Dagley | 14 Aug 2018 | 30-Apr-2020 |

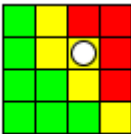
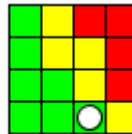

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|--------------|--|---|---------------|-------------|-------------|
| OSd EF 010 c | Negotiate renewal with Essex County Council and extend to cover London Borough's | Still on Essex radar with traffic modelling works undertaken. Agree a forest transport strategy to agree mitigation strategy. The Forest Transport Strategy has been accepted as vital vehicle for any air quality (AQ) mitigation. However, the Habs Regs Assessment for the EFDC Local Plan is still being re-written as it was not adequate on AQ and the traffic modelling and highways proposals have been delayed further (having been promised in June 2018). Currently this key part of the Local Plan is 'unsound' in our view and we may have to object at the future Local Plan Examination in Public. An ongoing issue | Jeremy Dagley | 14 Aug 2018 | 30-Apr-2020 |
|--------------|--|---|---------------|-------------|-------------|

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|---|---|--|----|--|---|------------------------------|---------------------------|---|
| OSD EF 012 Loss of Forest Land and/or Concession of prescriptive rights 19-Aug-2015 Paul Thomson | Causes: Lack of single definitive reference point for Epping Forest boundaries and accesses. Event: Failure to recognise encroachments or legal limitation by the failure to act within a reasonable period of time. Impact: compromising statutory responsibility through loss of Forest Land to encroachment; concession of prescriptive rights and loss of potential income; significant costs and jeopardy of litigation in recovering rights; harm to City of London's reputation as Conservators |  Likelihood Impact | 16 | No change to current score although Wayleaves Officer funding secured and progress on the access audit. However, encroachments continue to be discovered.. 14 – August - 2018 |  Likelihood Impact | 12 | 31-Mar-2021 |  Constant |
| Action no | Description | Latest Note | | | Action owner | Latest Note Date | Due Date | |
| OSD EF 012 b | Establish timetable to undertake sequence of audits | Part-time Wayleaves Officer appointed (12mnths contract) – working closely with the Keeper team to catalogue, update & investigate the thousands of Wayleaves across more than 200km of Forest boundaries. Designated Forest keeper appointed in the first instance – Compartment 1 out of 38 currently being worked on. Funds for this post have now been secured for 3 years (until Feb 2021) following a successful PiP bid and, in addition, monies for specialist land agency advice have also been provided for 2 years. The Access Audit for Compartment 1 has been completed and results from Compartment 2 are expected in September. | | | Jeremy Dagley; Sue Rigley | 14 th August 2018 | 28 th Feb 2021 | |
| OSD EF 012 c | Keeper team to undertake audits. this will be cyclical and ongoing | Work has started on initial inspections. Ongoing works. Keepers have been appointed and Access Audit is now underway | | | Martin Newnham | 13-Aug-2018 | 30-Apr-2019 | |

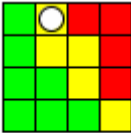
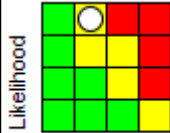

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|--------------|---|--|------------|------------------------------|------------|
| OSD EF 012 d | Work with City Surveyors and Comptrollers and Solicitors department to consider if legal action is required to settle disputes. Ongoing | Broomhill Road dispute referred to First-tier Tribunal as dispute so far unresolved following meeting with QC, C&CS & other party. Meetings were held with third party and his solicitor in May. They did not remove his claim and Statements of Case have been made. The third party's first Statement was rejected but has now been re-submitted and accepted by the Lands Tribunal. A date is awaited for a hearing at the Tribunal. Further action for second QC opinion on generic cases. Several new cases are being contested now since the last updated in spring 2018 so this is an ongoing issue | Sue Rigley | 14 th August 2018 | April 2019 |
|--------------|---|--|------------|------------------------------|------------|

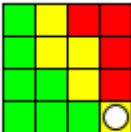


| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|---|---|----|---|---|---------------------------|-------------------------|---|
| OSD EF 016 Financial management and loss of income 18-May-2016 Paul Thomson | Causes: COL facing austerity efficiencies: revisions to EU common agricultural policy (CAP) regulation, transition to Basic Payment Scheme (BPS) and UK interpretation and tightening of qualifying eligibility criteria. Failure to deliver to spend profile may result in loss of budget; lack of skills/capacity to deliver income generation projects; unrealistic initial targets and deadlines. Possible impact of Brexit. Event: Reduction deficit funding from the COL; reductions in direct grant available from the Environment Agency or Rural Payments Agency (RPA) to deliver agricultural/conservation activity; especially conservation grazing. Division is unable to deliver spend to profile or income generation programmes to agreed targets and timescales. Adverse workload impact on service delivery. Impact: Reduction in income. Reduction or cessation of agricultural/conservation activity, including negative impact on grazing partnership. Reduction / loss of biodiversity. |  Likelihood Impact | 16 | Although new powers gained in City of London (Open Spaces) Act now give greater freedom to improve income, these may take time and investment to realise, so status unchanged at present 14-August 2018 |  Likelihood Impact | 12 | March 2020 |  Constant |
| Action no | Description | Latest Note | | | Action owner | Latest Note Date | Due Date | |
| OSD EF 016 a | Apply for funding from the RPA - annual process | Yearly application process for Basic Payment Scheme (BPS) and application made on time in May 2018. This will be an annual claim for at least another 2 years when BPS may be replaced following any Brexit deal. Potential for fines if do not respect the funding brief. | | | Jeremy Dagley | 14 th Aug 2018 | 02-Sep-2019 and ongoing | |

| | | | | | |
|--------------|--|---|----------|-------------|----------------------|
| | | Risk inherent in this European funding if changes to country's position within Europe Reductions of grant in order of 10 - 12% has been made which has been offset by claims from other areas Further regulations and inspections are likely to further constrain the ability to claim on commons available for grazing. Excess entitlements may be sold or transferred | | | until September 2020 |
| OSD EF 016 d | Income and expenditure targets across project streams with monthly monitoring and review | 2018-19 budgets to be reviewed by business manager and superintendent before discussion with rest of DMT. Review underway preparing for revised estimates. Oct 2018. | Jo Hurst | Aug-2018 | 31-Dec-2018 |
| OSD EF 016 e | Working to 2% + inflation budget reduction targets for next 3 years. | Ongoing increased expenditure necessary to achieve improved income in the longer term. Application to be submitted for Priority Investment Pot funding. Awaiting clarification of long term budgets from 2019/20 and amount of savings required to be made. | Jo Hurst | August 2018 | September 2019 |

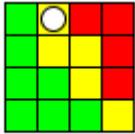
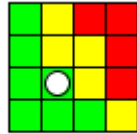

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|---|---|--|----|---|---|---------------------------|-------------|---|
| OSD EF 003 Defining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition 19-Aug-2015 Paul Thomson | Causes: Lack of appropriate habitat & tree management (pollarding) and lack of grazing pressure; Invasive Non Native Species (INNS); anthropogenic nitrogen deposition; atmospheric pollution; and climate change. Event: Unfavourable assessment by Natural England. Impact: Decrease in % SSSI area in favourable condition (currently 35.42%); decrease in %SSSI area in unfavourable recovering (currently 48.24%); loss of current (HLS) and future grant (e.g. CSS) funding; harm to City's reputation. Fines from Natural England and Defra | Likelihood  | 12 | Although we have achieved most of our programme of wood-pasture restoration work within the SSSI in the first 10-year programme the future funding of this work is not yet secure under the new Countryside Stewardship Scheme. Habitat management could be compromised or reduced by reduced funding. 14 th Aug 2018 | Likelihood  | 4 | 31 Dec 2019 |  Constant |
| Action no | Description | Latest Note | | | Action owner | Latest Note Date | Due Date | |
| OSD EF 003 a | Make CSS grant application to avoid loss of this vital income stream whilst ensuring habitat management targets | Meeting held with FC officer 10th Oct2017 to clarify CSS in relation to Buffer Land woodlands. Held second meeting with NE (follow up from May) 18th Oct to examine scope of | | | Jeremy Dagley | 14 th Aug 2018 | 31 Dec 2019 | |

| | | | | | |
|--------------|---|--|---------------|---------------------------|---------------------------------|
| | sustainable across 10-year agreement period | <p>proposed application. Project timetable (incl Committees) and project packages completed ready for delegating to EF officers</p> <p>The original timetable for the CSS application process had to be revised and postponed by a year – applications are only allowed once per year in August. The target date now is August 2019 with a final report and recommendation to Committee in July 2019. The due date though is set by when the Natural England decision would be made on funding – which would be by the end of December 2019 ready for grant aid to start in Jan 2020. However, the application process is highly demanding for a large site like Epping Forest with large amounts of evidence-gathering required. Also, NE officers are now operating with reduced time for our application as they have suffered a 20% reduction in staffing this summer.</p> | | | |
| OSD EF 003 b | Create plan of action for 5 compartments within existing resources to ensure consideration of priorities for CSS application | the 5 compartment plans have been discussed with NE officer and prescriptions will be incorporated into CSS grant application for Aug 2018. This grant application will now be August 2019 (as above) and we are concerned that there may not be sufficient funding to cover the work required for these 5 compartments and so negotiations will be required with NE this autumn. | Jeremy Dagley | 14 th Aug 2018 | 20 th September 2019 |
| OSD EF 003 c | Remodel GEP as in-house operation to meet conservation objectives of approved Grazing Strategy building up number of livestock to optimise income and environmental benefits. | <p>Grazing in 2018 summer season has again been successful and expanded over a larger area of the Forest with Invisible fencing area increased by 50% from 2017. However, no statistics yet available as the season is not complete and cattle are still on the Forest and Buffer Lands. Haylage is all harvested and stored and there is enough for the whole winter from the Buffer Lands crop.</p> <p>The Grazing Audit will take place this September 2018. It is proposed that this will be the last audit and this part of the Grazing Project would be completed by a report to November 2019 Committee.</p> | Jeremy Dagley | 14 th Aug 2018 | 31-Jan-2020 and ongoing |

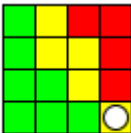
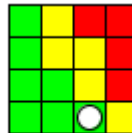

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|---|--|---|--|---|----------------|------------------|---|
| OSD EF 011 Wanstead Park – Heritage at Risk Register 19-Aug-2015 Paul Thomson | Causes: Grade II* Registered Park and Garden Wanstead Park has been on the “Heritage at Risk” register since 2009, listed as in declining condition. Further restoration by four landowners is required to halt deterioration in condition and secure continued abstraction licence. Event: Failure to complete Impact: Continuing deterioration of at risk heritage features; education and interpretation opportunities missed; deteriorating state impacts negatively on the City’s reputation Fines from English Heritage in respect of listed buildings |  Likelihood | 8 | No change to risk level. 14 Aug 2018 |  Likelihood | 8 | 01-Jan-2019 |  Constant |
| Action no | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| OSD EF 011 a | Develop, consult and obtain committee approval for conceptual option plan | Redrafted plan has been sent out for stakeholder consultation. Comments pending from HE and the WSG. Additional scoping plans for the Temple have been prepared. In progress but delayed | | | | Geoff Sinclair | 29-July-2018 | 30- Dec-2018 |
| OSD EF 011 b | Identify potential funding / partners and submit bid. Funders may include HLF | G1 to be submitted towards end 2018 to project board and priorities board. Draft Plan Development still in progress | | | | Paul Thomson | 29-July-2018 | 30- Dec-2018 |

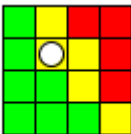
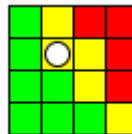

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|---|--|--|---|---|---|---|-------------|---|
| OSD EF 015 Public behaviour 19-Aug-2015 Paul Thomson | Causes: Crime, irresponsible dog owners, rough sleepers, User conflict, trespass, alcohol, unlicensed activity. Event: Fly tipping, litter, dog fouling, dog attacks, abandoned/burnt out vehicles, traveller incursions, anti-social behaviour Impact: Bad PR, injury to visitors, insurance claims, police exclusion zones, rise in crime rates, illegal occupancy of Forest land. Increase in costs of managing public behaviour |  Likelihood | 8 | Risk score not expected to change, but active monitoring and work from the Keeper team prevents it from escalating. 14 Aug 2018 |  Likelihood | 8 | 31-Dec-2019 |  Constant |

| Action no | Description | Latest Note | Action owner | Latest Note Date | Due Date |
|--------------|--|--|----------------|------------------|-------------|
| OSD EF 015 b | PSPO's ideally required for all Boroughs. Currently in place for EFDC and LBWF Ongoing until Borough's make submissions for PSPO's / DCO's | Now delegated from LBWF, LBR, LBN and EFDC. This is ongoing and related to OS Act works. | Martin Newnham | 13-Aug-2018 | 30-Dec-2018 |
| OSD EF 015 c | Multi disciplinary approach with enforcement and outreach team. Protocol in place. | Joint working continues to improve and strengthen, and new operational approaches implemented, but they are subject to operational factors - ongoing. | Martin Newnham | 13-Aug-2018 | 30-Dec-2018 |
| OSD EF 015 d | Multi disciplinary approach with enforcement team ISA and sharing enforcement action CIWM training taking place to ensure EPA prosecution compliance | The ISA and MOJ are working to allow joint investigations with local authorities and MPS / Essex Policy. We have recruited new members of staff to support this and look at improving capacity. | Martin Newnham | 13-Aug-2018 | 30-Dec-2018 |
| OSD EF 015 e | Multi disciplinary approach required CPN and CPW being explored | Ongoing work with local authorities continues. | Martin Newnham | 13-Aug-2018 | 30-Dec-2019 |
| OSD EF 015 f | Develop stronger links and become a trusted partner with EFDC, LBWF, LBR and LBN. New relationships with officers in local authorities need creating/developing following staff changes Ongoing action | We are now represented on all CSP meetings / strategies, and relationships and ISA in place. This has proved successful in tackling wider antisocial behaviour. | Martin Newnham | 13-Aug-2018 | 30-Dec-2018 |
| OSD EF 015 g | Cycling / horse-riding / walking endangering others with anti-social activity. | Ongoing actions - to be reviewed in the new year. | Martin Newnham | 13-Aug-2018 | 30-Apr-2019 |
| OSD EF 015 h | Events are not sufficiently monitored for H&S resulting in our liability. Unlicensed activity / potential to endanger participants eg unqualified trainers. | All licenses are now submitted to SAG for local authority for all public events and public liability insurance & risk assessments / SSAW are live. We venture to work jointly with local authority trading standards or through CSP and SAG. | Martin Newnham | 13-Aug-2018 | 31-Dec-2019 |

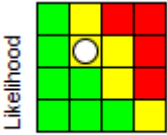
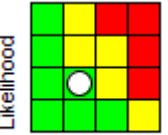
| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|---|---|--|---|--|---|---|-------------|---|
| OSD EF 001 Increase in Health and Safety incidents/Catastrophic Health | Causes: Poor understanding and/or delivery of Health and Safety policies and procedures; Failure to link work activity with adequate procedures; risk assessments and safe systems of work not undertaken or completed incorrectly; inadequate appropriate training; failure to implement the results of audits. |  Likelihood | 8 | Significant work on H&S including focus on Fire risk and gap analysis of documentation and training, assessment remains at same level. |  Likelihood | 4 | 31-Jul-2019 |  |

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| & Safety failure 19-Aug-2015 Paul Thomson | Event: Staff, volunteers contractors or licensees undertake unsafe working practices Impact: Injury or death of staff, volunteer(s), contractor(s) or licensee(s), volunteer or member of the public. Prosecution by HSE and/or Police; increased insurance premiums; harm to City's reputation. Fine from HSE | | | 14 Aug 2018 | | | | Constant |
| | Action no | Description | Latest Note | | | Action owner | Latest Note Date | Due Date |
| | OSD EF 001 c | Staff roles linked to essential and desirable training needs. Continual and annual review | Training programme now updated following gaps left by previous Safety and Assets Manager vacancy. Plan in place for next 12 months and catching up with gaps. | | | Jo Hurst | Aug-2018 | 30-Apr-2019 |
| | OSD EF 001 e | Clear role and responsibilities set out in documentation and reinforced by training. Structure of local H&S meeting arrangements cascading down decisions, issues, responsibilities and communications. Ongoing action | Reinforcement from the superintendent that all members of the Health and safety committee have a duty to attend the meeting and cascade the outcome of discussions. Also if they cannot attend they have to nominate a replacement and brief them accordingly prior to the meeting. Actioned and ONGOING activity | | | Paul Thomson | Aug-2018 | 30-Apr-2019 & Ongoing |
| | OSD EF 001 f | H&S checks undertaken annually for all refreshments and food outlets under licence in the forest, excluding ice cream vans | 2 of the licensees are failing to provide documentation, continuing to chase. Investigating further action. Staff changes / vacancies have caused some delay in checking licences. To be prioritised. | | | Jo Hurst | Aug-2018 | 31-Dec-2018 |
| Page 52 | OSD EF 001 g | Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used. Much of the above will be captured through the implementation of a locally adapted version of the Epping piloted Contractor Protocol. | With the mandatory implementation of the breaking ground permit with have limited to the maximum of our knowledge the risk to staff and contractors. Breaking ground has been captured through the implementation of the Epping Contractor Protocol and permitting is now BAU. | | | Jo Hurst | Aug-2018 | 1 June 2019 |

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|--|---|---|--|---|----------------|------------------|---|
| OSD EF 014 Major Incident resulting in prolonged 'Access Denial' 19-Aug-2015 Paul Thomson | Causes: Pandemic; Human error, mechanical failure or deliberate act of terrorism. Event: Major incident, terrorism,; evacuation of East London; aircraft crash; failure of underground services; major pollution incident from M25 Impact: damage to and loss of Forest habitat; threat to existing conservation status of sites; reduced income from licensees unable to trade; costs of remediation and staff engagement. Fines from EA for pollution incidents |  Likelihood Impact | 8 | No change to overall risk score. 14 Aug 2018 |  Likelihood Impact | 4 | 30-Dec-2018 |  Constant |
| Action no | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| OSD EF 014 a | Review and update emergency plan | Currently working with emergency services post Wanstead Flats fires and updating our JESIP principles. Annual review in December. | | | | Martin Newnham | 13-Aug-2018 | 30-Dec-2018 |

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|---|--|---|---|---|---|-------------|---|
| OSD EF 009 Severe Weather Events 19-Aug-2015 Paul Thomson | Causes: Severe gale and storm events, prolonged precipitation/increased precipitation events or restricted precipitation increasing Fire Severity. Event: Severe weather events including periods of drought; flooding; gales; and increased Fires Severity. Impact: Risk of injury or death to staff, visitors, contractors and volunteers. Loss of habitat/public access and intensification of visitor pressure on other areas of Forest; Damage/loss of rare/fragile habitats and species; Incidents increase demand for staff resources to respond to maintain public and site safety; loss of species, temporary site closures; increased costs for reactive management. |  Likelihood Impact | 6 | Risk remains at constant level. 14 Aug 2018 |  Likelihood Impact | 6 | 01-Apr-2019 |  Constant |

| Action no | Description | Latest Note | Action owner | Latest Note Date | Due Date |
|--------------|---|---|----------------|------------------|-------------|
| OSD EF 009 a | Review and update plan | Ongoing review of central plan has been tested and needs to be cross referenced with emergency plan. | Martin Newnham | 13-Aug-2018 | 01-Apr-2019 |
| OSD EF 009 g | Tree failures and collapses due to extreme weather events | Annual tree Safety survey completed. Identified High Risk trees all worked and lower risk trees will be worked through the year. Tree Safety zone review completed for the Forest and Buffer lands. | Geoff Sinclair | 13-Aug-2018 | 31-Dec-2019 |
| OSD EF 009 h | Grass and heathland fire | Recent large grass fires in heatwave event showed good communication and processes in place to work with multi agency partners. Additional equipment (Fire fogger) purchased and awaiting trials | Jo Hurst | 13-Aug-2018 | 13-Aug-2019 |

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|---|--|--|---|--|---|---|--------------|-------------------------------------|
| OSD EF 013 Loss of knowledge in skilled staff/Difficulties in recruitment 19-Aug-2015 Paul Thomson | Cause: Previous reliance on memory-based rather than documentary records; Retirements amongst ageing workforce; Remuneration and benefits package increasing uncompetitive for market sector Event: Loss of knowledge and skills. Impact: Extra training needs, difficulty in recruitment or induction of new staff |  Likelihood Impact | 6 | Current risk score has reduced from 8 to 6 and target risk score remains at four but the likelihood has increased but the impact reduced Key roles identified, restructures at planning / consideration stage 15 Aug 2018 |  Likelihood Impact | 4 | 31- Dec-2019 | ↓ Decreasing |

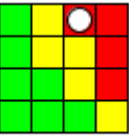
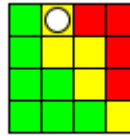

| Action no | Description | Latest Note | Action owner | Latest Note Date | Due Date |
|--------------|--|--|--------------|------------------|-------------|
| OSD EF 013 a | Identify key roles where officers are nearing retirement or expressing development needs or desire to leave COL/Open Spaces Review this data annually via PDR's and one to one's Succession plan drawn up by DMT and agreed by Superintendent/HR support for Key roles | Land Agent role currently awaiting recruitment, previous incumbent retained on reduced role, so knowledge/experience available for handover. No other roles currently identified | Jo Hurst | 21-July-2018 | 31-Dec-2018 |
| OSD EF 013 b | Increase documentation of memory based knowledge | Change of personnel and structures has impacted on this. | Jo Hurst; | 21-July- | 31-Mar- |

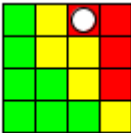
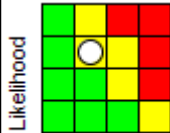

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|--------------|--|--|----------------|----------|-------------|
| | Ensure that information needed for emergency situations and out of hours is written down forming part of a pack Move collected data onto the GIS system | Awaiting delivery of CRM system | Martin Newnham | 2018 | 2019 |
| OSD EF 013 c | Ability to recruit overlapping positions to allow transfer of knowledge. Budgetary consideration and proactive support from HR | No change to status, funding constraints rarely allow for overlap, although occasionally possible, especially in cases of retirement. Review of structures and resources across all teams - ongoing | Jo Hurst | Aug 2018 | 31-Dec-2019 |

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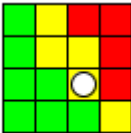
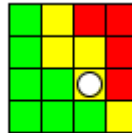

Appendix 3 - OSD The Commons Detailed Risk Register

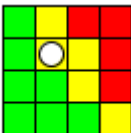
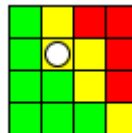

Rows are sorted by Risk Score

| Risk no, Title, Creation date, Owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|---|--|----|--|---|--------------|------------------|---|
| OSD TC 007 Rural Payment Agency Grants Jun-2015 Hadyn Barnard | Causes: Amendments to EU 'Common Agriculture Policy' legislation/UK interpretation. Event: Reduction in direct grant available from the Rural Payments Agency (RPA) to deliver agricultural/conservation related services across the Division. Impact: Reduction or cessation of agricultural/conservation services. Reduction of income direct and indirect. Reduction/loss of biodiversity (legal implications); reductions in recreational access due to reduction/cessation of grazing activities. |  Likelihood Impact | 16 | Current score remains unchanged as funding gap has been identified for Burnham beeches. Where possible this will be met by a Departmental saving or will be identified early to Chamberlains Dept that there will be a Departmental overspend due to grant reduction 17 August 2018 |  Likelihood Impact | 8 | June 2019 |  Constant |
| Action no, Title, | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| OSD TC 007 a Monitoring | Seek clarity/advice from RPA on the above Monitor review of latest RPA advice and procedures | Funding gap identified for Burnham beeches | | | | Hadyn Robson | 17 August 2018 | 31-March - 2019 |
| OSD TC 007 b Submissions | Submit forms according to RPA guidance | Forms for latest grant funding for Burnham Beeches & stoke Common to be submitted | | | | Hadyn Robson | 17 August 2018 | June 2019 |


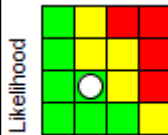

| Risk no, Title, Creation date, Owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|--|--|----|---|---|--------------|------------------|---|
| OSD TC 004 Tree Diseases and Other Pests 10-Jun-2015 Andy Barnard | Causes: Inadequate biosecurity, purchase or transfer of infected, plants, soil and animals. 'Natural' spread of pests and diseases from neighbouring areas e.g. Oak Processionary Moth and Foot and Mouth Event: Sites become infected by animal, plant or tree diseases Impact: Service capability disrupted, ineffective use of staff resources, damage to corporate reputation, loss of species, site closures (temp) and associated access, increased costs for reactive maintenance. Threat to existing conservation status of sites, particularly those with woodland habitats. |  Likelihood Impact | 16 | Current score remains the same as OPM continues to be evident on Ashted Common and a programme of nest removal is under way 17 August 2018 |  Likelihood Impact | 6 | June 2019 |  Constant |
| Action no, Title, | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| OSD TC 004 a Staff training | Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/prevention. | Ongoing. | | | | Hadyn Robson | 13-Aug-2018 | 31-Mar-2022 |
| OSD TC 004 b Inspections | Annual tree inspections undertaken through qualified personnel | Ongoing. | | | | Head Rangers | 13-Aug-2018 | 31-Mar-2022 |
| OSD TC 004 c Partnerships | Active involvement with leading partners such as Forestry Commission and Natural England | Ongoing. | | | | Hadyn Robson | 13-Aug-2018 | 31-Mar-2022 |
| OSD TC 004 d Biosecurity | Measures in place for staff, volunteers and contractors including public messages | Ongoing. | | | | Hadyn Robson | 13-Aug-2018 | 31-Mar-2022 |

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|--|--|---|----|---|----------------------------|--------------|------------------|-------------------------------------|
| OSD TC 002 Local Planning Issues 09-Jun-2015 Andy Barnard | Causes: Pressure on Planning Authorities to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of partnership working with Planning Authorities inclusion in Local Development Plans. Lack of resources to employ specialist support or carry out necessary monitoring/research Event: Large housing or other developments on land affecting the Open Spaces. Impact: Increase in visitor numbers and general recreation pressure. Potential decline in biodiversity due to disturbance and habitat quality. Increased in air, light and noise pollution. Decrease in water availability. Increased hydrological pollution risk. Increased traffic on local road network. | Likelihood Impact | 12 | Local plans continue to be developed, and are scrutinised and commented on by officers from the Commons, when required. Staffing capacity is currently able to manage the volume of work associated with commenting on local plans, hence the current score has reduced from 16 to 12. In the future this risk may increase again as volume increases / capacity reduces. 17 August 2018 | Likelihood Impact | 12 | June 2019 | Declining |
| Action no, Title, | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| OSD TC 002 a Local authorities/Countries Local Plans and Core Strategies | Inclusion in core strategy planning documents - where applicable Close partnership working with local planning authorities Active monitoring of planning applications with responses as appropriate All ongoing and/or as and when | Monitoring activity continues - ongoing action. | | | | Hadyn Robson | 28-July-2018 | 31-Mar-2020 |
| OSD TC 002 b Monitoring of impacts | Active monitoring of pollution where possible Active monitoring of environmental impacts - where possible Undertake research - where appropriate and where resources allow Ongoing | Ongoing action - monitoring of impact of visitors and other possible stressors continues. | | | | Hadyn Robson | 28-July-2018 | 31-Mar-2020 |


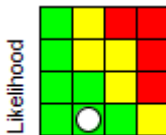

| Risk no, Title, Creation date, Owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|---|--|---|--|---|--------------|------------------|--|
| OSD TC 005 Climate and Weather 10-Jun-2015 Andy Barnard | Causes: Severe wind events, prolonged precipitation or restricted precipitation. May be Climate change influenced Event: Severe weather/climate impacts at one or more sites Impact: Service capability disrupted; fire, flood and storm events (potentially increasing in frequency); increased demand for staff resources to respond to incidents and maintain site safety; loss of species, temporary site closures and associated access; increased costs for reactive management. Injury or death to staff, visitors, contractors and volunteers. Damage/loss of rare/fragile habitats and species. |  Likelihood Impact | 8 | Monitoring of Met office weather warnings, the recent wetter, cooler weather and the addition of fire breaks and on site water supply has reduced the risk slightly from 12 to 8. 17 Aug 2018 |  Likelihood Impact | 8 | June 2019 |  Declining |
| Action no, Title, | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| OSD TC 005 a Fire management | Review and update plan Fire management and monitoring policies and plans in place and link to staff training and local emergency services | This action is ongoing Site information/resources shared with emergency services. Plan reviewed annually and last review was March 2018. . | | | | Hadyn Robson | 17 Aug 2018 | 29 May 2019 |
| OSD TC 005 b Storms | Storm monitoring & management and closure policies across all sites linked to high staff awareness and training | The site continues to monitor and respond to warnings of extreme weather | | | | Hadyn Robson | 17 Aug 2018 | 29 May 2019 |
| OSD TC 005 c Climate change | Understanding of the potential impacts of climate change on the open spaces Engagement in climate change research and debate | Ongoing research and dialogue continues | | | | Hadyn Robson | 17 Aug 2018 | 29 May 2019 |

| Risk no, Title, Creation date, Owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|---|---|--|---|---|---|---|-------------|---|
| OSD TC 009 Glider operations – Kenley Airfield | Causes: Inadequate security measures, 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 Event: Public incursion on to active airfield |  Likelihood Impact | 6 | Current target score remains the same. Surrey Gliding Club monitoring airfield incursions and reporting to RAF |  Likelihood Impact | 6 | June 2019 |  |

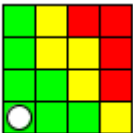


| 18-Nov-2016 | Impact: Death, injury, damage to corporate reputation, site closure, potential loss of HLF funding. | | | 17 August 2018 | | | | Constant |
|---|--|--|--|----------------|--|---------------|------------------|-------------|
| Action no, Title, | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| OSD TC 009 a H&S related issues | Actions agreed between RAF, SHGC and CoL | Incursions monitored by Surrey Gliding Club and reported to MOD and City of London. Planning application submitted by MOD for airfield perimeter fencing has been granted | | | | Allan Cameron | 17 August 2018 | 29 May 2019 |
| OSD TC 009 b Staff to note if safe operating procedures are in place and are being observed. | | Ongoing. | | | | Allan Cameron | 29 July 2018 | 29 May 2019 |
| OSD TC 009 c Report any breaches or non-compliance of safe systems of work | | As of implementation of SOP. | | | | Allan Cameron | 29 July 2018 | 29 May 2019 |

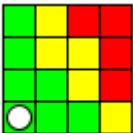
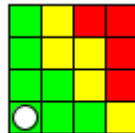

| Risk no, Title, Creation date, Owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|--|--|---|---|---|--------|-------------|---|
| OSD TC 001 Health and Safety Failure 09-Jun-2015 Andy Barnard | Causes: Poor understanding and/or delivery of Health and Safety policies, procedures and safe systems of work: inadequate training, failure to implement the results of audits, dynamic risk assessments not undertaken Event: Staff, volunteers or contractors undertake unsafe working practices Impact: Injury or death of staff, contractor , volunteer or member of the public |  Likelihood | 6 | Review of H & S Action Plan at monthly SMT meetings and Quarterly Divisional H & S meetings 17 August 2018 |  Likelihood | 4 | June 2019 |  Constant |
| Action no, | Description | Latest Note | | | | Action | Latest Note | Due Date |

| Title, | | | owner | Date | |
|---|---|--|--------------------------------|----------|-------------|
| OSD TC 001 a Appropriate resourcing | Adequate and appropriate training for staff and volunteers - link to PDR's (all line managers) Links to other departmental service providers in OSD Clear and appropriate communication Ongoing | This is an ongoing action Review of H & S Action Plan at monthly SMT meetings and Quarterly Divisional H & S meetings | Hadyn Robson; Andy Thwaites | 29/07/18 | 31-Mar-2019 |
| OSD TC 001 b Breaking ground | Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used. Much of the above will be captured through the implementation of a locally adapted version of the Epping piloted Contractor Protocol. | Ongoing item CHLAN document updated for contractor information and use | Hadyn Robson | 29/07/18 | 31-Mar-2019 |
| OSD TC 001 c H&S processes | Undertake quarterly reviews of the regular health and safety audits Ensure risk assessments and safe systems of work are up to date. Ongoing | Ongoing item | Hadyn Robson | 29/07/18 | 31-Mar-2019 |

| Risk no, Title, Creation date, Owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|---|---|--|---|--|---|---|-------------|---|
| OSD TC 006 Pond Embankments, Burnham Beeches 10-Jun-2015 | Causes: Erosion, inadequate design quality, lack of maintenance, leaks Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion and potential collapse Impact: Loss of life. Damage to downstream land/property. Litigation. Damage to/loss of habitat and associated rare species. Reputational harm. |  | 4 | Project identified as still viable but funding still an issue as capital programme funding limited 17 August 2018 |  | 2 | August 2019 |  Constant |

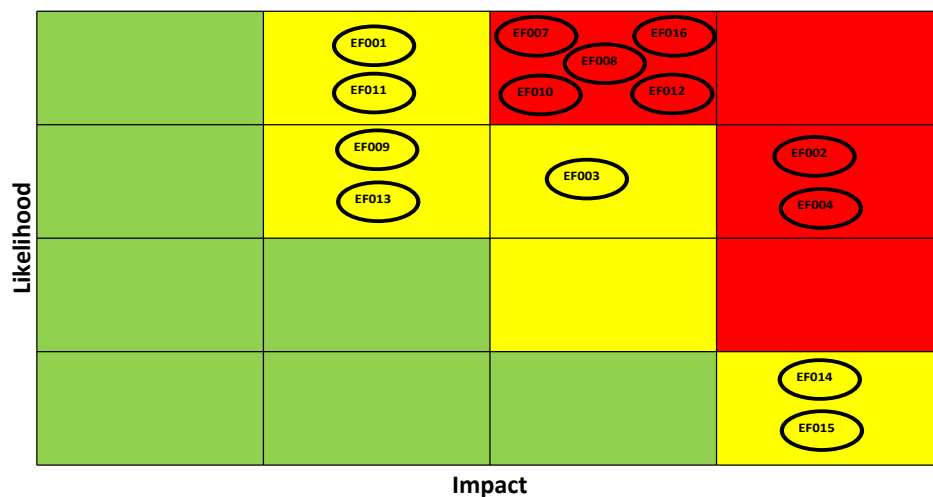
| Andy Barnard | | | | | | |
|-------------------------------------|---|--|--|--|--------------|------------------|
| Action no, Title, | Description | Latest Note | | | Action owner | Latest Note Date |
| OSD TC 006 a Project development | Condition assessments carried out and options provided for approval Options costed Gateway 4 report drafted - Sept 16 | Project at The Commons remains a goal for the future. Ongoing action to mitigate risk, to be updated as project moves forward. | | | Hadyn Robson | 17-Aug-2018 |
| OSD TC 006 b Monitoring | Inspections / monitoring of outflow condition Ongoing | All water bodies are actively monitored by relevant authorities within the City to ensure they comply with legislation. | | | Hadyn Robson | 17-Aug-2018 |

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

| Risk no, Title, Creation date, Owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date | Current Risk score change indicator |
|--|--|---|---|---|--|--------------|------------------|---|
| OSD TC 003 Finance - SBR Roadmap 10-Jun-2015 Andy Barnard | Causes: Lack of skills to deliver projects. Unrealistic scoping targets and deadlines. Conflicting priorities between corporate/departmental change programme and Divisional merger issues Event: Division is unable to deliver its roadmap programmes to agreed targets and timescales. Adverse workload impact on service delivery Impact: Divisional failure - Alternative savings required that may not best suite culture change nor properly support core activities. Departmental failure – Transfer of financial pressures from one area of the Department to another on a reactive basis. Ability to deliver ‘existing level of services’ declines. | <div> <div>Likelihood</div>  <div>Impact</div> </div> | 1 | Current score has reduced to one as the savings have been achieved. Some projects and programmes are being closed down. 17 August 2018 | <div> <div>Likelihood</div>  <div>Impact</div> </div> | 1 | 31-Mar-2018 |  Constant |
| Action no, Title | Description | Latest Note | | | | Action owner | Latest Note Date | Due Date |
| OSD TC 003 a Appropriate programme management | Training and support for staff involved in cross departmental projects - link to PDR's Programme and project templates used. Plan and associated timetable to resolve conflicting priorities - approval systems in place with departmental and divisional roadmaps OSPSU review of highlight reports Ongoing | SLT review highlight report and red and amber programme status discussed. Change controls used. SBR savings completed in 2017/18 and most projects Boards being closed down. | | | | Hadyn Robson | 21-July-2018 | 31-Mar-2018 |

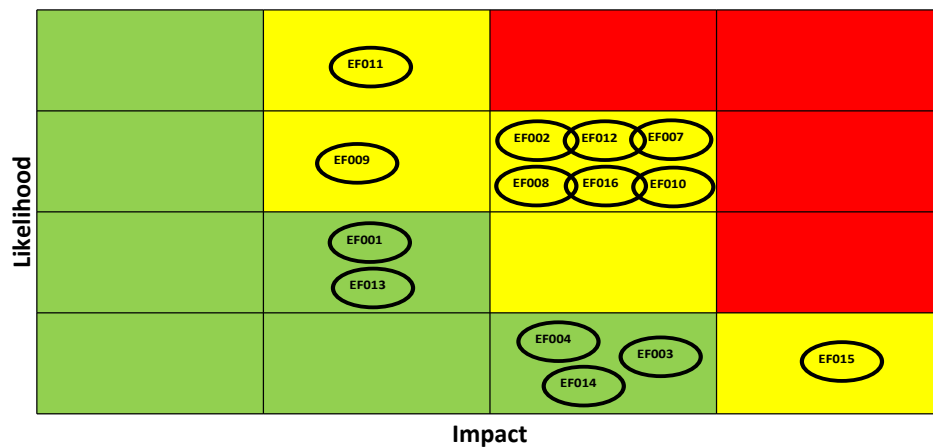
Appendix 4 - Matrix to Show Epping Forest's Current and Target Risk Scores on the Corporate Risk Scoring Grid

Epping Forest Current Risk Scores



- OSD EF 001 Increase in Health and Safety incidents/Catastrophic Health & Safety failure
- OSD EF 002 Decline in Assets condition
- OSD EF 003 Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SA C) Condition
- OSD EF 004 Raised Reservoirs
- OSD EF 007 Pathogens
- OSD EF 008 Invasive Non-Native Species (INNS)
- OSD EF 009 Severe Weather Events
- OSD EF 010 Development Consents close to Forest Land
- OSD EF 011 Wanstead Park – Heritage at Risk Register
- OSD EF 012 Loss of Forest Land and/or concession of prescriptive rights
- OSD EF 013 Loss of knowledge in skilled staff/Difficulties in recruitment
- OSD EF 014 Major Incident resulting in prolonged 'Access Denial'
- OSD EF 015 Public behaviour
- OSD EF 016 Financial management and loss of income

Epping Forest Target Risk Scores



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Appendix 5 - Matrix to Show The Commons Current and Target Risk Scores on the Corporate Risk Scoring Grid

The Commons Current Risk Scores

| | | | | |
|------------|------------------|------------------|------------------|--|
| Likelihood | | | TC 004 TC 007 | |
| | | TC 001 TC 009 | TC 002 | |
| | | TC 006 | TC 005 | |
| | TC 003 TC 008 | | | |
| Impact | | | | |

- OSD TC 001 Health and Safety Failure
- OSD TC 002 Local Planning Issues
- OSD TC 003 Finance - SBR Roadmap
- OSD TC 004 Tree Diseases and Other Pests
- OSD TC 005 Climate and Weather
- OSD TC 006 Pond Embankments, Burnham Beeches
- OSD TC 007 Rural Payment Agency Grants
- OSD TC 008 Kenley Revival Project
- OSD TC 009 Glider operations – Kenley Airfield

The Commons Target Risk Scores

| | | | | |
|------------|------------------|------------------|--------|--|
| Likelihood | | TC 007 | | |
| | | TC 004 TC 009 | TC 002 | |
| | | TC 001 | TC 005 | |
| | TC 003 TC 008 | TC 006 | | |
| Impact | | | | |

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| | |
|---|---------------------|
| Committee(s) | Dated: |
| Epping Forest and Commons | 10 09 18 |
| Subject: Application for major event on Wanstead Flats: consideration of pre-application options (SEF 35/18) | Public |
| Report of: Colin Buttery – Director of Open Spaces | For Decision |
| Report author: Jacqueline Eggleston - Epping Forest | |

Summary

Major event organisers MAMA & Company are proposing a series of large scale music concerts to take place on Wanstead Flats during the summer of 2019. The proposals are in accordance with the recently approved Open Spaces Events Policy Parts 1 and 2 and the City of London (Open Spaces) Act 2018.

Members are asked to give consideration to the proposals and provide guidance as to the number of events that might be accommodated, with reference to the policy position provided in the Open Spaces Events Policy Part 2.

Recommendation

Members are asked to:

- approve one of the three options proposed (in paragraphs 14,16 and 17 below) for further development, so that an event application can be worked up in more detail and brought back to this Committee in November for final decision.

Main Report

Background

1. At your Committee of 14 May 2018, a site-specific events policy (Part 2), relating only to Epping Forest, was approved, subject to the approval of an over-arching Policy (Part 1) being subsequently approved at Open Spaces Committee. On 16 July 2018 the Open Spaces Departmental Events Policy (Part 1) by Open Spaces Committee and the Epping Forest sites policy became active. The policy (Part 2) sets a framework for making decisions in relation to external hirer's use of Forest Land. It also identified the process for approving events for those events above a threshold of 5,000 participants and/or of 3 or more days duration, which would require separate approval to be sought from the relevant Committee.

2. The agreed Policy determines the following parameters for timing and frequency of events:
 - No more than one large event will normally be approved to take place on the same day;
 - Events will not normally be approved on consecutive weekends over the period from May to September in each locality;
 - The overall number of events approved will be restricted to maintain the balance of public enjoyment and unfettered access of the normal character and environment of the Forest;
 - Large events will be limited to three per year throughout the Forest and will have restrictions on noise, scale and impact
3. The largest events held on Forest Land in the past have been the Newham Fireworks Display, held annually on Wanstead Flats with an average attendance of 20-30,000, and the in-house 'Forest Festival' held on Chingford Plain with an attendance of approximately 10,000 over the course of the event. The London Borough of Newham also held a MELO on Wanstead Flats on a number of occasions in the 1990s when the attendance was around 30,000 across the day.
4. When considering efficiency savings, the Service Based Review and absorption of staff pay awards and incremental progression, the net local risk expenditure budget has decreased by 22% in the last five years. Epping Forest is likely to continue to face a decreasing budget settlement in the near future and in common with many other open spaces, therefore, needs to seek ways to generate additional funding, through 'added value' activities.

Current Position

5. Officers receive occasional enquiries for the use of Epping Forest for major events. In the past these have been rejected due to a lack of clarity about the powers under which such large-scale events may be held.
6. The City of London Corporation (Open Spaces) Act received royal assent on 15 March. The Act makes the explicit provision to temporarily use or permit others to use land forming part of the open space for the purposes of an event.
7. Budgets for 2018/19, approved by your Committee, include a total £80,000 of new savings, which remain to be identified. This is in addition to the Service Based Review (SBR) savings already applied, which now require £165,000 to be raised as new income from existing facilities. These facilities also need significant investment before any income can be fully realised and this investment has necessarily been delayed until the passing of the City of London Corporation (Open Spaces) Act, referred to above.
8. Further budget savings, including absorption of inflation and salary uplifts have yet to be quantified for 2019/20 onwards
9. With a new approved Events Policy framework and new legislation, Epping Forest officers are now in a position to bring forward for Committee approval well-

organised and larger-scale events, which would also be scrutinised and licenced by the local authority.

10. Large events introduce new audiences to the Forest and can have an economic benefit to a local area, in this case the area would include the boroughs of Newham, Redbridge and Waltham Forest. Benefits could include secondary spend, employment and trading opportunities and the wider visitor economy.
11. Large events can generate significant income to the landowner. The proposed events income will need to be negotiated on a case-by-case basis, according to the size and scale of each event and the scope of facilities offered. However, sums range from tens of thousands to hundreds of thousands of pounds for comparable events held elsewhere. As per the Events Policy, all CoL costs would be charged to the event organiser, a damage deposit would also be required to fund any remedial works and a hire fee negotiated in addition.
12. A significant income, therefore, could be generated for Epping Forest from a large event, which would be re-invested in to the management of the Forest.

Options

Your Committee is asked to agree to receiving a further, more detailed report at your meeting in November for one of the following options:

13. **Option 1: An option of two large-scale events** (Kayam and Steel Yard – for details on each of these see *Proposals* Section below and Appendices 2 & 3) on Wanstead Flats over the period 17 June to 15 September 2019. This will bring a maximum return in income for reinvestment into the Forest, will be held in one location and will therefore necessitate only one restoration period at the end. The area utilised is proposed to be contained by security fencing and would cover no more than 6 hectares, which represents 3.2% of the total area (187ha) of the Wanstead and Bush Wood Flats area. This will remain closed to the public throughout the period and may cause adverse reactions as a result.
14. The actual events will take place from 17 June – 4th July for Kayam including build and setting down and 25 August- 20 September including build and set down for Steel Yard. Each event will have a capacity audience of between 20,000 - 40,000. This will be a change for local residents from relatively few small events to a prolonged large event and may cause adverse publicity.
15. **Option 2: One event proposal only.** The promoter's preferred option, if only a single event, would be for Kayam, a music concert, which will take place over two consecutive weekends in June 2019, with an audience of 30,000. This event also has the potential to rouse adverse reaction from local residents who will not be accustomed to the scale of an event such as this, as well as its timing in mid-summer. However, it will also generate local employment opportunities, may appeal to many residents and will generate a substantial income for the Forest.
16. **Option 3: An alternative option for one event only**, called Steel Yard, would consist of a series of concerts held over a number of days in September 2019

each with a capacity of 20,000. A minimum of five concerts and maximum of 12 would be held on different days within the period 4-15 September. The promoters would prefer more nights if acceptable to your Committee. As a series of evening concerts this would be different from most “single events” envisaged by the Events Policy but would be similar to the circus events and other big-tent attractions which have been staged on the Forest for many decades.

17. As with the previous option, the event would be of a scale that local residents would not be accustomed to and there is likely to be a reaction against this change and the anticipated disruption. Counterbalancing this would be the substantial income that would be provided for the Forest and wider economic benefit that could be generated (see paragraph 20 below).

Proposals

18. MAMA & Company Festivals is a London based company, with 50 staff. They have a long track record of delivering successful large-scale events including Lovebox and Citadel (since 2003), Wilderness (since 2011) and The Great Escape (since 2006). MAMA & Company is now a wholly-owned subsidiary of Live Nation Entertainment, the world’s largest live events business.
19. MAMA & Company have considerable experience of working with local authorities, Safety Advisory Groups and the police to create safe and well-controlled events.
20. They also undertake community engagement plans for all their events, including public consultation meetings to build feedback into the planning; a dedicated community engagement website; dedicated residents’ phone line staffed throughout the event.
21. They give priority to local residents and businesses for employment and trading opportunities
22. They also offer free and discounted tickets to local residents and involve as many local groups as possible.
23. MAMA & Company have applied to hold either one or two events on Wanstead Flats in 2019. They have prioritised these and will be guided by your committee as to how many of their proposals they can work up into a full application.

The Kayam Project

24. The Kayam Project is a proposed new event to run across up to 6 days on two consecutive weekends in June. The ‘footprint’ area covered by the event would be 5.98 hectares. (See Appendix 2).
25. It is predominantly a main-stage show, more akin to a concert than a festival, supported by a high-quality food and drink offering.
26. The expected capacity is up to 30,000 per day. Weekends proposed are Friday 21 – Sunday 23 June and Friday 28 – Sunday 30 June. The build and ‘break

down' would be from Monday 17 June to Thursday 4 July during which time the public would be excluded from the concert area. There is no camping, it will be a concert only and the event will end at a specified time agreed under the licence.

27. The music offering will be along the lines of George Ezra/ Jess Glynne/Paulo Nutini/ Stereophonics.

Steel Yard

28. This would be a main stage concert series hosted in a 'steel yard' structure and supported by a high-quality food and drink offering (See Appendix 3).
29. Steel Yard is a modular venue structure that can accommodate up to 20,000 per day. The infrastructure and boundaries of this event area would cover 5.33 hectares.
30. This would take place on a number of dates (as many as possible) between 4-15 September.
31. The proposed music offering would be along the lines of Biffy Clyro, The Prodigy, Pendulum and Nine Inch Nails.
32. For all events MAMA & Company undertake comprehensive event planning all of which will be scrutinised by experts in the City of London but also the Metropolitan Police Services, London Fire Brigade and the local authority Licencing officers before the event can be licensed. Event plans include:
- Event Safety Management Plan
 - Noise Management Plan
 - Crowd Management Plan
 - Traffic and Travel Management Plan
 - Crime Management Plan
 - Waste and Sustainability Plan

Location (see maps at Appendices 1 - 3)

33. The proposed location will be on and between the football pitches at the Capel Road/ Aldersbrook Road end of Wanstead Flats. This area is easily accessed by bus and by rail. Access to either of the event sites would be from Aldersbrook Road and adjacent to the Alexandra Lake Car Park.
34. The area of occupation for either or both events that is proposed is over 750m away from the section of the Epping Forest Site of Special Scientific Interest (SSSI) at Wanstead Flats. However, the site is adjacent to the Aldersbrook Conservation Area (to the north) and does fall within the Green Belt (for any relevant planning considerations). The event site is also entirely within the boundaries of the Wanstead Flats Site of Importance for Nature Conservation (SINC), which encompasses the whole of Wanstead and Bush Wood Flats.
35. In relation to the Green Belt (GB), the issue that may be considered would be the visual intrusion into the openness of the GB. However, as each of the two events proposed and the associated infrastructure would be in place for a period of

fewer than 28 days, they would be classified as permitted development and be considered to have automatic planning permission.

36. The Wanstead Flats SINC is given the highest classification as an area of Metropolitan Importance because it includes one of the largest areas of acid grassland in London and is of exceptional importance for its insects and other invertebrates, including many rare species. As a result, the London Borough of Redbridge, as local planning authority, may wish to seek the views of the Greater London Authority, Environment Agency and/or Natural England in respect of this designation.
37. The proposed location for the event (see Appendices 1, 2 & 3), however, is sited on an area of the Flats that has been managed as football pitches for many decades. So although it is within the SINC it does not directly impact on the protected acid grassland habitat. Boundary fencing and a clear demarcation of the area would prevent access onto the grassland areas of nature conservation importance (see attached maps). Such protection of an area of the Flats has been achieved to the satisfaction of the local authority in the recent past in relation to the Metropolitan Police Muster Centre for the 2012 Olympics. This particular proposed event area is also on an area that has been used for events previously (such as the MELA – see *Background* above).
38. Any potential impacts of the event(s) that would need to be mitigated would be indirect, largely through disturbance and the visual scale of the structures to be erected. South of Alexandra Lake and to the east of the proposed site there is an area of grassland which has been regularly occupied by breeding Skylarks. Skylark, as a species, is considered by the most recent conservation review carried out in 2015 (entitled *Birds of Conservation to Concern 4*) to have red-listed status in the UK because of a serious decline in its breeding population (62%) across the country in the last 45 years. These birds may be affected by the size of the structure being erected as they require open vistas and are sensitive to vertical intrusions (like trees and buildings) into their favoured open landscapes. Disturbance may also be a factor with the potential for an increase or concentration in human activity in the vicinity of the event area.
39. The Skylark breeding season is between March to early September. Therefore, the June event(s) could have an impact on any breeding attempts but the September event is unlikely to have any impact on breeding. For the June event, in relation to the disturbance issue, there is already considerable summer activity at Alexandra Lake and a car park closure to general visitors during the event may offset this to some extent. On the issue of visual intrusion, there would need to be an assessment of the height of the structure and distance from the Skylark breeding site. If the vertical structure, although closer, can be in line with the backdrop of trees and other buildings this may be sufficient to mitigate any adverse visual impact on the birds. An assessment of this can be made as part of any environmental impact assessment for the event.
40. There would be an impact of the event on visitors, both casual and those participating in football. We would not expect the area utilised to be restored in time for the football season and so there would be a small reduction in available

pitches for use during the football season. However, such a reduction in area occupied by pitches is already being planned for future seasons with more efficient use of the dedicated pitch space.

41. The restoration of the land would be paid for through a proportion of the fee levied to MAMA & Company.

Corporate & Strategic Implications

42. Hosting major events will help deliver two of the aims of the Corporate Plan 2018 – 2023, to:

- Contribute to a flourishing society.
- To support a thriving economy
- Shape outstanding environments

In particular it will help achieve the Corporate Plan outcomes:

Contribute to a flourishing society.

- People enjoy good health and wellbeing
- Communities are cohesive and have the facilities they need

To support a thriving economy

- We are a global hub for innovation in finance and professional services, commerce and culture.

Shape outstanding environments

- We inspire enterprise, excellence, creativity and collaboration

43. It will also deliver the Open Spaces Departmental Business Plan top line objectives:

- A. Open spaces and historic sites are thriving and accessible.
- B. Spaces enrich people's lives.
- C. Business practices are responsible and sustainable.

Legal

44. The City of London (Open Spaces) Act 2018 makes the following provisions:

The Corporation may—

- (a) temporarily use or permit others to use land (including buildings) forming part of an open space for the purposes of an event;
- (b) provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event;
- (c) so far as appears to the Corporation to be necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area of land forming part of the open space; and

(d) charge for permission or provision given or made under paragraph (a) or (b) or charge or authorise others to charge for admission to an area to which access is so restricted.

45. The Corporation must exercise the powers in subsection (2) having regard to a policy concerning the exercise of the powers prepared by the Corporation in consultation with such persons or bodies as it thinks appropriate (which must include any committee or group established by statute for the purpose of consultation about the management of the open space).

The policy must, in particular, contain provision—

(a) requiring that—

(i) in deciding whether, and on what terms, to permit an event under subsection (2), the Corporation must have regard to the character and local environment of the open space (or the part of the open space in which the event is to take place);

(ii) such an event (whether individually or taken with other events) does not cause material injury to the amenity of the open space or significant impairment to the public enjoyment of the open space; and

(iii) the locations in the open space to which events are confined are specified, and, in relation to land to which the London Government Reorganisation (Hampstead Heath) Order 1989 applies, that any structure erected is not on a part of the land which is unbuilt on; and

(b) limiting the frequency and duration of events in the open space.

46. Under Section 36 of the Epping Forest Acts 1878 & 1880 the City Corporation can make provision for byelaws to regulate the assemblage of people. Bye-Law 3(21) licences the temporary erection of buildings. The Second Schedule of the Epping Forest bye-laws details regulations for the erection of Booths, Stands, etc. relating to Bye-Law 3(21).

47. The Court of Common Council's 'Scheme of Delegation to Officers' has agreed the principle that authority shall be delegated to the Superintendent of Epping Forest (under section 37) to grant licences for 'events and entertainments' (section 15{k}).

48. Consent for some events may be needed under Section 2(E) of the Wildlife & Countryside Act 1981 or assent under the Conservation of Habitats & Species Regulations 2017.

Reputational

49. The proposed events will be accompanied by a comprehensive community engagement plan to answer queries and build solutions to concerns in to the planning process. A detailed communications plan will also be drawn up between

the event organisers and the City of London to provide clear information and response to the public and media. The Events Policy and Licencing legislation provides a clear requirement for event managers to engage with the appropriate legislative and licensing regimes to ensure events are being run safely and professionally.

Property

50. If events are to be permitted on the Forest, they should be governed by suitable licence terms to ensure that COL is suitably indemnified and that consent to use represents best value according to the charitable operating requirements.

Equality

51. The Events Policy requires event organisers to provide an Equality Policy. An equalities impact assessment will be undertaken for the event and any areas for improvement addressed prior to the event.

Conclusion

52. MAMA & Company are a well-established and professional large-scale event organiser. They have made a number of proposals for events to take place on Wanstead Flats during the summer of 2019. Your committee is asked to provide guidance as to how many of these should be worked up in further detail in an application for approval at your November committee.

Appendices

- Appendix 1 Map of Location of Proposed site for 2019 events at Wanstead Flats
- Appendix 2 – Proposed site layout for Kayam event at Wanstead Flats
- Appendix 3 - Proposed site layout for Steel Yard event at Wanstead Flats
- Appendix 4 – Open Spaces Events Policy Part 2

Background Papers

Open Spaces Events Policy Part 1 – Open Spaces & City Gardens Committee, 16 July 2018.

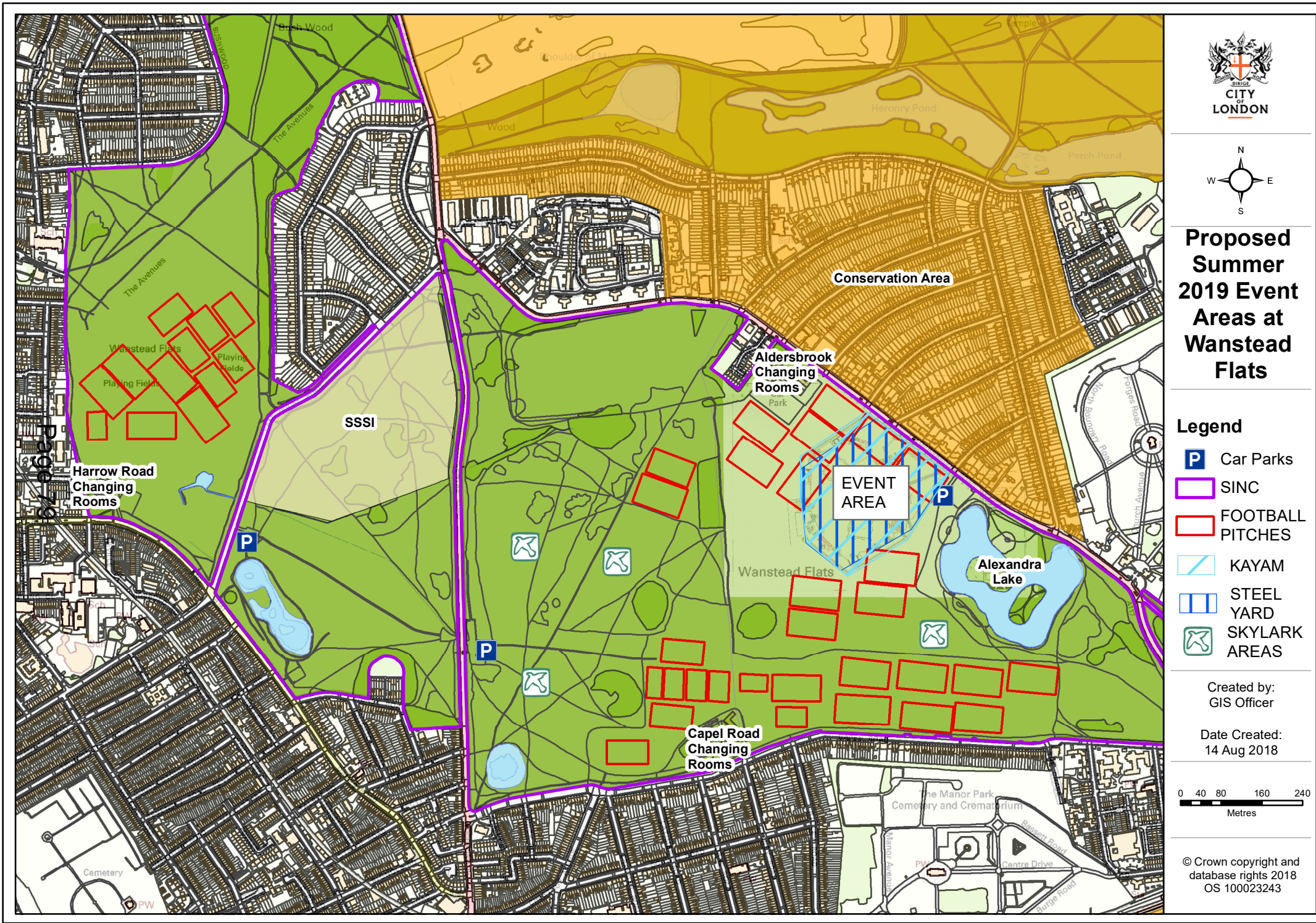
Jacqueline Eggleston

Head of Visitor Services

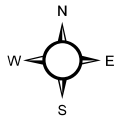
T: 020 8532 5315

E: jacqueline.eggleston@cityoflondon.gov.uk

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Kayam - Wanstead Flats

Legend

- Car Parks
- SINC
- FOOTBALL PITCHES
- SKYLARK AREAS

Created by:
GIS Officer

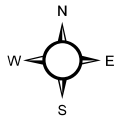
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Steel Yard - Wanstead Flats

Legend

-  Car Parks
-  SINC
-  FOOTBALL
PITCHES
-  SKYLARK
AREAS

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Open
Spaces

Registered Charity

Open Spaces Events Policy

PART TWO

| | |
|-------------|----------------------|
| Issue No. | Issue No 1 |
| Date | 31 August 2018 |
| Review date | |
| Author | Jacqueline Eggleston |
| Approved by | |

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| Telephone number - landline | 8 |
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| Email address | 8 |
| Event public enquiries number | 8 |
| Event Details | 9 |
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| If any of these details change once your application has been submitted, please inform us. No additional items may be included without the express consent of The City of London | 11 |
| Charges for the financial year 2017/2018 | 13 |
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| | |
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| Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):..... | 19 |
| Event communications | 19 |
| Transport (including parking) | 19 |
| Security & stewarding | 19 |
| Toilet & drinking water provisions | 19 |
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Policy Statement

This local policy should be read with Part One of the City of London Open Spaces Events Policy which applies to all the City's Open Spaces located outside the City of London.

This is the local policy and application form for requests to hold events in Epping Forest only.

Applications for filming, photography, regular activities and land hire for storage, skips etc. should be completed on the standard licence application form and sports activities on the sports licence application form. Please note that large sports events with more than 500 people or with a number of infrastructure items may be considered under the events licence.

Introduction

Epping Forest is London's largest open space and provides 6000 acres of ancient woodland and mixed habitats and is a vital green lung to the city. The Forest was protected for 'the recreation and enjoyment of the public' and there are a huge range of opportunities for recreation on offer including a number of unique locations for events. With around 4.5 million annual visits however, the Conservators have a crucial role in ensuring that visitors are safe, that conflict amongst users is minimised and that use of the Forest is sustainable to safeguard the future of the Forest for everyone.

Legislative background

Epping Forest was protected under the Epping Forest Act 1878 which appointed the City of London as Conservators of the Forest '..to preserve the Forest as an open space for the recreation and enjoyment of the public..'

The Act ensures that the Conservators '*.. shall at all times keep Epping Forest unenclosed and unbuilt on, ...*' and under Section 7(3): '*The Conservators shall at all times as far as possible preserve the natural aspect of the Forest,*'

Epping Forest is also protected under subsequent legislation over and above the protection provided by the 1878 Act. Under The Conservation of Habitats and Species Regulations 2017, 1605 hectares are protected within a Special Area of Conservation ((SAC) - EU Habitats Directive (92/43/EEC) and 1728 hectares are notified as a Site of Special Scientific Interest (SSSI) under the

Wildlife and Countryside Act 1981 (as amended). Wanstead Park and Copped Hall are both Grade II* Registered Parks & Gardens under the National Heritage Act 1983. In addition, Ambresbury Banks, Loughton Camp and The Temple at Warlies Park are Scheduled Monuments protected under the Ancient Monuments and Archaeological Areas Act 1979.

Event Locations

Throughout the Forest events will be judged on their potential impact on the sensitive nature of the landscape but also the intensity of regular use of the area and proximity of housing. A number of areas are restricted completely due to their sensitive nature and others may be restricted seasonally.

A number of suggested event locations is provided on the attached Events Location Schedule. These are spaces we have determined have some capacity to hold events; however, they will each be subject to some restriction due to access issues, seasonal concerns, proximity of neighbours and overall impact on conservation.

These suggested locations have been categorised in three broad zones but the individual characteristics of each event will be taken in to account.

If a location you wish to use is not listed we may still be able to consider it, provided your application is submitted with sufficient lead in time.

Zone A. Larger open areas with greater capacity for larger events. Type of event and access issues will need to be considered and there may be seasonal restrictions

Zone B Established Activity Areas including fairgrounds sites and village green/ town greens that can accommodate medium size events

Zone C Potential event areas for smaller events. These may not have been used in the past for events but are considered to have some potential for small public or private events.

Timing and Frequency

The following principles will be applied to the timing and frequency of events;

- No more than one large event will normally be approved to take place on the same day.
- Events will not normally be approved on consecutive weekends over the period from May to September in each locality

- The overall number of events approved will be restricted to maintain the balance of public enjoyment and unfettered access of the normal character and environment of the Forest.
- Large events will be limited to three per year throughout the Forest and will have restrictions on noise, scale and impact.

Local Authority Approvals

- A temporary event notice and other licences or consents may be required. Applicants should make their own enquiries to the following authorities as applicable:
- London Borough of Waltham Forest
- London Borough of Redbridge
- London Borough of Newham
- Epping Forest District Council

Local Officer Event Group

- The Head of Visitor Services, Head Keeper and other Epping Forest officers according to expertise needed per application, are represented on the Local Officer Event Group. This meets fortnightly to consider event applications and make recommendations to the Superintendent who holds delegated powers to approve events or to the Epping Forest and Commons Committee in appropriate circumstances.

How we make decisions

All applications will be reviewed on a two-weekly basis by the Local Officer Event Group in Epping Forest. Applications may be:

- recommended immediately for the approval of the Superintendent.
- recommended for rejection on the basis that it does not meet the requirements of the Open Spaces Event Policy
- deferred subject to receipt of further information
- referred to a wider meeting of officers for review, particularly in the case of large events. In some cases, such as when events are very large the application will be referred to the Epping Forest and Commons Committee, which will add 2-4 months before a decision is agreed

Applications timescale

Event applications must be received within the lead in time stipulated below. Should applications not be received within these lead in times event requests may be declined

| Scale | Total anticipated attendance | Application to be received | Application Deadline |
|--------|------------------------------|--|--------------------------------------|
| Minor | 1 – 50 | At least 3 weeks prior to event | None - rolling application process |
| Small | 50 – 499 | At least 8 weeks prior to event | None - rolling application process |
| Medium | 500 – 5000 | At least 3 months prior to event | None - rolling application process |
| Large | 5001 plus | At least 6 months (at least 12 months if over 10,000) prior to event | 1 September 1 December 1 March |

Epping Forest Events Application Form

| | |
|--|--|
| Name of event | |
| Proposed location (please describe, add plan or use grid reference to be as clear as possible) | |
| Event dates and times (excluding preparation/ dismantling days) | |
| Has the event been held previously? If yes provide details | |

Contact Details

| | |
|---|---|
| Name of organisation | |
| Nature of organisation | Registered Charity |
| | Not for profit constituted organisation |
| | Individual |
| | Commercial company |
| Company or Charity Registration Number | |
| Name of main contact | |
| Address | |
| Invoice address (if different from above) | |
| Telephone number - landline | |
| Telephone number - mobile | |
| Email address | |
| Event public enquiries number | |

Event Details

| | |
|--|--|
| Brief description of proposed event | |
| | |
| Admission price (s) (if applicable) | |
| Name of charity/fundraising project and full details of beneficiary of proceeds. Name all beneficiaries if more than one (For charity/fundraising event only) | |
| Will all income raised go to the charity/project named above? If no, please give details (proof may be required) | |
| Date and time to enter site for preparation | |
| Date and time the site will be vacated after the event (when all equipment has been removed) | |
| Maximum number of people expected to attend at peak time | |
| Overall expected attendance | |
| How is your event to be funded, particularly up-front costs? | |

Activities

| |
|---|
| Description of Activity Please include activities, stalls and other structures. It may be easier to attach a full programme of activities to this application. |
| Will there be any of the following activities? Several of these activities will require a licence or permit. Further charges may apply to some activities If yes, please give further details. We will then advise you on further permissions needed – many of which will need to be obtained from the relevant local authority |

| | | |
|---|--------------------------------------|---|
| Site Setup | Barriers/fencing | Yes/No |
| | Portable staging | Yes/No |
| | Portable generator | Yes/No |
| | Stewarding and security | Yes/No |
| | On site communication e.g. radios | Yes/No |
| Marquees | | Yes/No If yes, please give number and sizes |
| Domestic gazebos | | Yes/No If yes, please give numbers |
| Live Music or Entertainment | | Yes/No |
| PA System | | Yes/No |
| Recorded music/sound | | Yes/No |
| Dancing | | Yes/No |
| Performance of Plays | | Yes/No |
| Films | | Yes/No |
| Fireworks / Pyrotechnics | | Yes/No |
| Carnival / Procession | | Yes/No |
| Fairground equipment | | Yes/No |
| Bouncy Castle | | Yes/No |
| Animals – Horses, Donkeys, Birds or other animals | | Yes/No If yes, please give details |
| Alcohol | | Yes/No |
| Catering for public consumption | | Yes/No There are additional charges for Catering units that are not incorporated as part of an event package (e.g. running events) or are an excessive number for the event |
| Waste disposal | | Please describe the method to be used to keep the area free of litter and refuse. All waste must be removed by the end of the event. |
| Do you require power? | | Yes/No If yes, give details of how you intend to supply it / where you would like to source power from |
| Do you require water? | | Yes/No If yes, give details of how you intend to supply it / where you would like to source it from and drainage points/methods |
| First Aid | | What first aid cover will be provided and who will provide it? |
| Toilet Facilities | | Do you wish to use public toilet facilities? Please state which How many temporary toilets will you bring onto the site? |

| | |
|--|---|
| | You are required to ensure that toilet facilities are adequate. |
| How will you actively encourage people to travel sustainably? | Please give details |
| Will you require vehicle access at the event? | Yes/No If yes, please detail the number and type of vehicles |
| Event Parking | Approximately how many vehicles will be attending the event? |
| | Where will these vehicles park? |
| | How do you intend to manage the parking of these vehicles? Will you have signage and/or Parking Attendants? Your site plan will need to show your proposed car parking area. Note; there may be a fee for car parking. |
| Will the event be accessible and open to all? | Yes/No Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age. |
| Do you require on site advertising? If so please state where and how provided. | Yes/No Please note that flyposting within the Forest and surrounding local authority areas is not permitted. Your deposit may be forfeited if we have to remove unpermitted posters or banners. There may be additional charges for signs. |

Note:

If any of these details change once your application has been submitted, please inform us. No additional items may be included without the express consent of The City of London

Licenses

Your event may require a Premises Licence or Temporary Event Notice which is provided by the relevant local authority. We can advise which one it will be depending on your chosen site.

You are advised to allow a minimum of 10 weeks for a premises licence application and 4 weeks for a temporary event notice. Larger events may need to apply for a licence up to 6 months in advance. More information can be found here

<http://www.londoneventstoolkit.co.uk>

If you are using recorded or live music you will also need to obtain the appropriate

music licences. See <https://pplprs.co.uk/> for further details

Insurance

Hirers of public open space are required to hold a current policy of insurance in respect of public liability or third-party risks. The relevant limit of indemnity must be no less than £5million and the City of London reserves the right to require a higher limit if deemed necessary.

Hirers will be required to produce a copy of a valid schedule or certificate of public liability insurance together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised to appear at the event (see <http://www.londoneventstoolkit.co.uk>) This information needs to be provided at least one month prior to the event if a medium large or major event. Failure to produce this evidence will result in withdrawal of consent to use the land.

Insurance company: _____

Policy no.: _____

Amount of indemnity: _____ (a minimum of £5 million cover is **required**)

Expiry date of current certificate: _____

Event Planning

You may be required to provide a range of plans and documents relating to your event such as Traffic Management Plans, Emergency Plan and Risk Assessments. More details about these can be found here <http://www.londoneventstoolkit.co.uk>

Charges for the financial year 2018/2019

We will be able to calculate your event charge when we have received your event application form. The fees and charges shown below are typical of what you can expect to pay.

Outdoor Events

Events are charged based on the size, number of people attending and activities planned. Community / not for profit and charity fundraising events will receive a 50% reduction from the commercial event charges. Individual applicants will be treated as Commercial and subject to the same fees. 5% of ticket price is based on maximum numbers applied for.

| Commercial / Corporate Events | | |
|---|---|--|
| Item | Amount | When Payable |
| Application Fee | £50 | On application |
| Deposit (to reserve location and date) | 25% of basic hire fee | Invoiced when event has outline approval from The City of London subject to licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited. |
| Damage Deposit (refundable) | £500 or 20% of hire fee whichever is the lesser | Cleared funds to be received at least 3 weeks prior to the first day on site. |
| Basic Hire Fee - Minor event (less than 50) | £0- £500 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo) | A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL |
| Basic Hire Fee - Small event (50-499) | £650 plus 5% of ticket price | Cleared balance of funds to be received at least 3 weeks prior to the first day on site. |
| Basic Hire Fee - Medium event | £1950 plus 5% of ticket | Cleared balance of |

| | | |
|--|--------------------------|---|
| (500-4999) | price | funds to be received at least 1 month prior to the first day on site. |
| Basic Hire Fee - Large event (greater than 5000) | By negotiation | Cleared balance of funds to be received at least 2 months prior to the first day on site. |
| Non – event days (set up and dismantle) | 15% of basic fee per day | Payable in conjunction with the basic hire fee. |
| Private events (wedding receptions/ party) max 150 | £1000 | Cleared balance of funds to be received at least 1 month prior to the first day on site. |

| Charity / Not for Profit Events (see terms and conditions) | | |
|--|---|--|
| Item | Amount | When Payable |
| Application Fee | £25 | On application |
| Deposit (to reserve location and date) | 25% of basic hire fee | Invoiced when event has outline approval from The City of London subject to statutory licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited. |
| Damage Deposit (refundable) | £500 or 20% of hire fee whichever is the lesser | Cleared funds to be received at least 3 weeks prior to the first day on site. |
| Basic Hire Fee - Minor event (less than 50) | £0- £250 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo) | A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL |
| Basic Hire Fee - Small event (50-499) | £325 plus 5% of ticket price | Cleared balance of funds to be received at least 3 weeks prior to the first day on site. |
| Basic Hire Fee - Medium event (500-4999) | £975 plus 5% of ticket price | Cleared balance of funds to be received at least 1 month prior to the first day on site. |
| Basic Hire Fee - Large event (greater than 5000) | By negotiation | Cleared balance of funds to be received at least 2 months prior to the first day on site. |

Events requiring the use of specific facilities must pay these in addition to the above charges:

| | | |
|----------------------------|------------------------|--------------|
| Exclusive Hire of car park | Large (e.g. Bury Road) | £700 per day |
|----------------------------|------------------------|--------------|

| | | |
|--|---|---|
| | Medium (e.g. Fairmead Oak) Small (e.g. Earls Path) Compounds/ Storage | £423 per day £140 per day £0.57 per M2 per day. Min overall charge of £71 |
| Water | Use of building water supply or stand pipe (limited locations) | £50 per day or metred charge |
| Electricity | Use of The City of London supplies (limited locations) | £50 or metered charge |
| Specialist ground preparation (in addition to usual cutting regime e.g. ground marking) | | On application |
| Staffing. City of London will provide staff to the first 2 meetings free of charge. Further attendance at meetings and on site attendance may be charged, particularly if out of normal working hours. | Forest Keeper Senior Keeper Visitor Services assistants Visitor Operations Manager | From £27 per hour From £34 per hour From £25 per hour From £44 per hour Plus VAT at 20% |

Fairs and Circuses

Fairs and Circuses will be dealt with by separate negotiation. Discounts from operational days will be made for set up/ dismantling. A discount applies to longer stays.

Damage Deposit and Reinstatement Fees

We will inspect the site before you arrive and again after your departure. If reinstatement costs are greater than the damage deposit paid we will invoice you for the remaining balance.

Terms and Conditions of Hire

1. Hirers must not:
 - Fix items to trees, railings, fences or any other structures, including any form of advertising
 - Drive stakes into the ground
 - Cook or sell food or sell alcohol without separate licensing agreement or without obtaining an alcohol licence
 - Leave items or equipment unattended
 - Hand out literature at an event, unless special permission has been given
 - Solicit donations i.e. bucket collections or similar
 - Release balloons or sky lanterns
 - Stage pyrotechnic displays (unless by separate agreement)
 - Erect temporary structures (other than small gazebos) including bouncy castles, unless by specific agreement in specified locations
 - Climb, or allow others to climb on, statues, monuments or infrastructure
 - Move benches, fixtures and fittings
 - Advertising is not permitted on railings or within the Forest/ Park unless specifically permitted and with a separate charge
2. Applications for events will only be considered if submitted within the time frames and scope outlined
3. Applications will only be approved once adequate health, safety and emergency planning information has been agreed. No licensable event may proceed without the appropriate licence(s) from the local authority.
4. Events should not be advertised until final signed agreement for the event has been received from the City of London.
5. The Hirer hires the area indicated on the Hirer's site plan and agreed by The City of London. The Hirer does not hire the whole site for the Hirer's exclusive use, unless requested and agreed by The City of London
6. The Hirer's attention is drawn to the requirements of the *Health & Safety at Work Act 1974* and other health & safety legislation including *the Management of Health & Safety at Work Regulations 1999*, *Control of Substances Hazardous to Health Regulations 1999* and *Electricity at Work Regulations 1989*. It is the responsibility of the Hirer to comply with all relevant legislation.
<http://www.hse.gov.uk/event-safety>
7. The Hirer shall indemnify and keep indemnified The City of London from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the agreement hereby granted (other than action, claims, suits, costs, expenses, losses, injuries, damage and liability resulting from any negligent act of The City of London, its servants or agents). The Hirer shall effect a third party policy of insurance to a minimum of £5,000,000 per event and in such terms as may be approved by The City of London

8. The Hirer will be required to produce written documentary evidence of the existence of public liability insurance at such a level as required by The City of London in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorized to appear at the event.
9. The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24 hours after completion of the event and reinstatement of land within 48 hours after completion of the event. If the Hirer fails to perform these obligations, The City of London reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer. Specialist grounds works including re-seeding will be undertaken by The City of London and will also incur an additional cost to be borne by the Hirer.

10. CANCELLING AN EVENT

The City reserves the right to cancel forthwith the holding of any event in Epping Forest in the event of an emergency or on the advice from the police authority or any other appropriate authority or because of forecast poor and extreme weather or unsuitable ground conditions.

In the event of any event being cancelled under the provisions of this clause, the City shall not be held liable to the hirer for any fees costs or damages, loss nor any consequential loss sustained as a result of or in any way arising out of the cancellation of the function but shall repay to the hirer without interest all sums paid by the hirer on account of the hirer charge (with the exception of the administration fee which is non-refundable). It is therefore highly advised to take out separate event insurance.

The City of London Corporation reserves the right to require the hirer to alter the date of use if it should become necessary for any reason, provided reasonable notice is given of such alteration (except in the case of an emergency when the clause above will apply). In the event the hirer is unable to alter the date, the City of London will repay all monies paid by the hirer to the City within 10 working days but will accept no liability for any other fees, costs or damages or any consequential loss what so ever.

In the case of the hirer cancelling the event once agreed and deposit paid, for any reason and including failure to secure the appropriate licences, refunds will be given on the sliding scale shown below. In all circumstances the administration fee will be retained and a charge made for any expenses already incurred by The City of London Corporation on behalf of the event:

Cancellation Period

| Scale | Total anticipated attendance | Notice given for Cancellation | Refund |
|--------------|-------------------------------------|---------------------------------------|--------------------------------------|
| Minor | 1 – 50 | Any period | Full refund * |
| Small | 50 – 499 | At least 4 weeks Less than 4 weeks | Full refund* Minus 25% of deposit |

| | | | |
|--------|------------|--|---|
| Medium | 500 – 4999 | At least 2 months Less than 2 months | Full refund* Minus 25% of deposit* |
| Large | 5000 plus | At least 4 months Less than 4 months Less than 4 weeks | Full refund* Minus 50% of deposit* Minus 100% of deposit* |

*minus application fee and expenses

11. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The City of London accepts no responsibility for any property left on the venue before, during or after hire period.
12. The Hirer must ensure that adequate parking arrangements are made for vehicles. Parking is restricted to areas set aside within the site plan and with the prior approval of The City of London. Any parking to highway areas is covered by traffic regulations and non-compliance may result in parking fines.
13. The Hirer is required to comply with the *Town and Country Planning (Control of Advertisements) Regulations 1992*, whereby unauthorized advertising, including "fly posting", is an offence and therefore strictly forbidden.
14. Food preparation on site is not permitted unless in a fully certified catering facility. Picnics, buffets etc. must be at no charge. Any food charged for must be through a certified catering facility.
15. The Hirer is responsible at all times for the organisation and smooth running of the event.
16. Temporary structures must be constructed of sound materials, be stable and be suitable for their purpose. The Hirer will be responsible at all times (day and night) for the security and supervision of these structures.
17. The Hirer must ensure that the byelaws are complied with at all times other than by agreement with The City of London
18. The City of London reserves the right to terminate the hiring if details are not submitted, if there is a breach of any of the foregoing conditions, or if the arrangements are deemed unsatisfactory.

Declaration

Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):

| | | | |
|-----------------------|--|------------------------------------|--|
| Event communications | | Transport (including parking) | |
| Security & stewarding | | Toilet & drinking water provisions | |
| Crowd management | | Food safety | |
| Emergencies | | Waste management & recycling | |
| Fire | | Environmental impact | |
| First aid | | Disability compliance | |

| | | | |
|-----------------------------------|--|---------------------|--|
| Lost children & vulnerable adults | | Equal opportunities | |
|-----------------------------------|--|---------------------|--|

More information can be found <http://www.londoneventstoolkit.co.uk> Copies of [these must be supplied at least four weeks prior to the event.](#)

Please confirm that the following documents are either attached to your application or will be provided at least four weeks prior to the start of your event. Failure to comply may result in the City of London refusing to grant permission for your event.

| | Attached | To Follow | N/A |
|---|----------|-----------|-----|
| Risk assessment / emergency plan | | | |
| Copy of your Public liability Insurance | | | |
| A site plan / route map | | | |
| A programme | | | |
| Catering certificates and licences | | | |
| Noise management plan | | | |
| Copy of Charitable or not for profit constitution and evidence of organisation bank account with minimum of 2 signatories (if applying for charity discounted rate) | | | |

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| Print name | |
| On behalf of (organisation) | |
| Date | |

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The Warren
Loughton
Essex
IG104RW
eppingforest@cityoflondon.gov.uk

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|---|-------------------------------|
| Committee(s): Epping Forest & Commons | Date(s): 10-09-2018 |
| Subject: Update on the Interim Mitigation Strategy for Epping Forest Special Area of Conservation | Public |
| Report of: Director of Open Spaces and Heritage (SEF 36/18) | For Information |
| Report author: Jeremy Dagley, Open Spaces Dept | |

Summary

This report outlines the progress made since Committee granted approval in May 2018 for costed mitigation proposals to be submitted, under delegated authority, to Epping Forest District Council, for inclusion in an interim Mitigation Strategy. Such a Strategy is required to protect Epping Forest Special Area of Conservation (SAC) from the adverse impacts of residential, highways and other developments proposed in forthcoming local plans by the local authorities surrounding the Forest. Each local authority, whose local plan might have a significant adverse impact on the Forest is deemed a competent authority, and so even authorities currently outside the Memorandum of Understanding for Epping Forest SAC are required to contribute to the Mitigation Strategy in a proportionate manner.

This interim strategy covers only mitigation of the likely impacts from recreational pressures. Other issues such as urbanisation and air pollution remain to be considered for avoidance/mitigation as part of a full Strategy still to be negotiated. The current timetable for the interim Mitigation Strategy is for it to be tabled at a meeting of the Duty-to-Co-operate Member Board on 10th September prior to it being agreed by each local authority under its governance requirements this autumn. The interim Mitigation Strategy, including a proposed tariff structure, would be brought to this Committee as soon as allowed by this timetable.

Recommendation(s)

Members are asked to:

- note the report.

Main Report

Background

1. Two thirds of Epping Forest have been designated as a Special Area of Conservation (SAC). The SAC status was confirmed in April 2005 and confers international importance on the Forest beech forest and heathland habitats. The Forest SAC area is protected under The Conservation of Habitats and Species Regulations 2017 (“the Habitat Regulations”).
2. The significant increases in housing, traffic and development proposed in all the local authority areas surrounding the Forest, present a considerable threat to the Forest’s integrity and sustainable management. The protection of 1,605 hectares of Forest as an SAC, however, requires local planning authorities (LPAs), whose plans might have adverse impacts on the SAC, to avoid or fully mitigate these impacts.
3. Under the Habitat Regulations these LPAs are also deemed to be ‘competent authorities’ responsible for protecting the SAC and Epping Forest District Council (EFDC) has taken on the role of the coordinating competent authority because its district boundary covers 64% of the Forest and an even greater proportion of the SAC. In addition, four of the competent authorities, covering a Strategic Housing Management Area (SHMA,) have signed a Memorandum of Understanding (MoU) with Natural England and the Conservators (signed in November 2017), which sets out the steps that will be taken to avoid or mitigate any adverse impacts of their respective local plans.
4. At your May Committee meeting delegated authority was approved (Report SEF23/18) to allow an agreement with EFDC, as coordinating ‘competent authority’ and Natural England (NE) on an *interim* mitigation strategy to deal with recreation issues. The strategy is interim because it only covers recreation impacts. The issues of urbanisation, air quality and reducing the impacts of traffic on the Forest must also be addressed as agreed under the MoU.

Current Position

5. Following consultation by your officers with NE, a detailed set of costed proposals to mitigate recreational pressures – known under the Habitat Regulations as Strategic Access Management Measures (SAMMs) – was submitted to EFDC under delegated authority. These proposals are currently still under discussion with the LPAs (see paragraphs below). The total cost of the mitigation proposals put forward for the 14-year span, covering the remaining EFDC Local Plan period (until 2033), was over £2.5M.
6. EFDC sent our proposals on to the 13 other local planning authorities (LPAs) (see **Appendix 1** for a full list of the LPAs involved), Lee Valley Regional Park Authority, the London Legacy Development Corporation, Essex County Council and the Greater London Authority.

7. Subsequently, these proposals were explained and discussed at a meeting of the Epping Forest SAC Oversight Group, consisting of all the above authorities, at the end of July. As background to these proposals the Epping Forest Visitor Survey 2017 results were also provided and the rationale for the setting of a 6.2km Zone of Influence (Zol) around the SAC boundary was set out.
8. Apart from the Zol, the main issue debated at the meeting was the setting of a tariff appropriate for each authority for each new property within housing developments in its area. The tariffs would be raised by Section 106 planning agreements or through the Community Infrastructure Levy (CIL) procedures. The tariffs would provide the revenue to enable the funding of mitigation measures, carry out reviews and ensure that damage to the SAC from recreation would be avoided. Responses to these and other issues were requested from each authority to be made to EFDC, as coordinating competent authority, by 17th August.

Proposals

9. A number of responses have been received by EFDC from amongst the 13 other LPAs. Therefore, at a recent meeting of LPA officers under the Epping Forest District Council's Local Plan Duty-to-Co-operate (30th August) requirement (required under The Localism Act 2011), a draft *interim* Mitigation Strategy was tabled by EFDC, covering recreation pressures. It incorporated all The Conservators' proposals and costings (see paragraph 5 above) and proposed tariff levels for each relevant authority using a formula based on the Zol and evidence from the Visitor Survey 2017 data.
10. Although not all responses had been received or confirmed from LPAs in the Oversight Group, information is expected from them before the meeting of the Duty-to-Co-operate Member Board on 10th September 2018.
11. The Chairman and Deputy Chairman have been invited to attend this Duty-to-Co-operate Member Board meeting, which will discuss the draft interim Mitigation Strategy. Following this meeting, if the details of the interim Strategy are considered to be sufficient, it will then be put to each of the respective LPAs for approval, following the relevant governance procedures for each authority.
12. If this timetable is followed, the interim Mitigation Strategy would be presented at November's Committee Meeting and an outline of the issues still to be resolved (e.g. air quality) to reach a full Mitigation Strategy would be set out.

Corporate & Strategic Implications

13. **City of London Corporate Plan 2018 - 2023:** the restoration and maintenance of the internationally and nationally-important habitats of Epping Forest directly underscore the *third pillar* of the Corporate Plan, which is to “**shape outstanding environments**”. This *third pillar* of the Corporate Plan is measured by four outcomes. The conservation and heritage management of the outstanding environment of Epping Forest and its buffer lands contribute significantly to the

achievement of two of these: *Outcome 11* “We have clean air, land and water and a thriving and sustainable natural environment” and *Outcome 12* “Our spaces are secure, resilient and well-maintained”.

14. **Open Spaces Department Business Plan 2016-19:** the 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.’ A Mitigation Strategy would provide significant funding to support this objective.
15. **Epping Forest Management Plan, Strategy and Business Plan:** the priorities of any Mitigation Strategy in preventing harm to the SAC reflect the objectives of the previous and forthcoming Epping Forest Management Plans. These priorities will reflect the biodiversity and heritage importance of the Epping Forest SAC, the importance of maintaining or reaching favourable condition status and the consolidation of the legacy of achievements under both the ESS work programmes and the HLF-funded *Branching Out* Project.

Conclusion

16. Under delegated authority, the Town Clerk, in consultation with the Chairman and Deputy Chairman, has put forward mitigation proposals to EFDC. As the coordinating competent authority responsible for the protection of Epping Forest SAC from the adverse impacts of development, EFDC has subsequently drawn up an interim Mitigation Strategy. This Strategy which will be discussed on the 10th September by Members of local authorities under the Duty-to-Co-operate prior to being submitted to each authority for approval. This interim Strategy will be reported to your Committee at its November meeting if the current timetable is adhered to by the other authorities.

Appendices

- **Appendix 1** – List of Planning Authorities in the Epping Forest SAC Oversight Group, hosted by EFDC as coordinating competent authority

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Appendix 1 - List of Planning Authorities (BC = Borough Council, LB = London Borough, DC = District Council, CC = County Council) as competent authorities in the Epping Forest SAC Oversight Group and considering the interim Mitigation Strategy

Harlow DC
Uttlesford DC
East Herts DC
Epping Forest DC
Essex CC Highways
LB Waltham Forest
LB Redbridge
Broxbourne BC
LB Haringey
LB Hackney
LB Tower Hamlets
LB Newham
LB Barking and Dagenham
LB Enfield
Brentwood BC
London Legacy Development Corporation
Greater London Authority.

Lee Valley Regional Park Authority
Natural England

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|---|------------------------|
| Committee(s): | Date(s): |
| Epping Forest & Commons | 10 September 2018 |
| Subject: Superintendent's Update | Public |
| Report of: Superintendent of 'The Commons' | For Information |
| <p style="text-align: center;">Summary</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>Recommendation</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 and associated monitoring continues as normal.
2. Officers attended a meeting with Officers from Natural England (NE), South Bucks District Council (SBDC), Slough Borough Council and Bucks County Council to discuss local plan production. NE gave an update on related issues and recent court judgements. SBDC are still awaiting the results of some air quality modelling and considering commissioning an updated review regarding visitor numbers to Burnham Beeches. Options for mitigating the impact of increased housing on Burnham Beeches were discussed. SBDC proposed a joint mitigation scheme with SBC but it is clear SBC are some way behind in plan production and are proposing, at the moment, not to include any such mitigation regarding Burnham Beeches and let the plan be found 'unsound' because of this. SBC have commissioned a Western Area Growth Study to review housing need across a larger area than SBC, which will include SBDC and Windsor and Maidenhead Borough Council too. A recent sustainability appraisal is still favouring the northern extension of Slough into SBDC area.
3. Work on the Countryside Stewardship application for Burnham Beeches/Stoke Common continues. Extensive discussions have taken place between Officers and NE and several queries have been passed to National experts on the scheme for clarity and guidance. Associated fieldwork has almost been completed but there is still considerable paperwork to complete to justify work to be done, produce detailed work programmes for some

elements and to label photographs used as evidence correctly. Our adviser has drafted prescriptions for work and these need checking to ensure that we can deliver as requested. Some quotes for work which will be carried out by contractors have been received and the remainder are due soon. The deadline for the full application is 31 August 2018, although some evidence can be submitted after this deadline.

4. The production of the plan remains on schedule as previously agreed by this Committee. A draft report on the Stoke Common Management Plan public consultation exercise, has recently been received. Comments from the consultation and the Burnham Beeches and Stoke Common Consultation Group have also been fed into the plan. Comments remain due from various specialists and at that point the draft will be sent to the editor and the design process can start. An information pack will be sent to members prior to the visit to Stoke Common on 8th September which will look in detail at the proposals within the draft plan. The Superintendent will seek final approval for the plan at the November 2018 meeting of this committee.
5. Cattle and ponies have continued to graze within the invisible loops and the fenced area, although the dry weather has required additional movements to ensure that they had sufficient to eat. Some cattle have recently been moved to the offsite fields such as the nature reserve at Hedgerley. Cows continue to graze on Stoke Common.
6. The Ranger team have focussed on patrolling duties, especially in relation to PSPO and byelaw enforcement, and have also been helping with the fieldwork element of the Countryside Stewardship application.
7. Volunteers have carried out path surfacing on both Stoke Common and Burnham Beeches. They have also replaced signs, carried out bracken control, removed ragwort and cleared around some of the larger juniper bushes in the Beeches that were getting smothered in brambles.
8. The eco volunteers have been involved in a project with a researcher from Manchester Metropolitan University carrying out chlorophyll analysis on young beech pollards. In addition, they have carried out butterfly transects, and regular moth, ground running invertebrate and dust monitoring and helped with vegetation monitoring.
9. Burnham Beeches was awarded both the Green Flag and Green Heritage awards for the coming year.

Kenley Revival update

10. The mortar faults to the blast pens continue to be investigated by the architects, 'Avanti'. Brick and mortar samples testing has been conducted by the Building Research Establishment (BRE). Current circumstances have suggested it was an extreme sulphate attack in combination with the materials, soil and rain. The Superintendent and Project Team have met with the City Corporation's Commercial Contracts team to review the City's position. A

meeting with Avanti, PAYE, Historic England and Officers, including the Commercial Contracts team is scheduled for 6th September. This meeting will determine the programme of rectification works and responsibilities for associated costs.

11. The 'Learning Roadshow' engaged over 350 schoolchildren in workshops. The roadshow was held in local libraries and all schools which took part had not previously engaged with the Kenley Revival Project.
12. A 'priorities pot' application for the role of a Legacy Project Officer to achieve post-project legacy aims has been awarded and will be for 21 months beginning in January 2019.
13. 'Community Archaeology' was held 16 – 25th July with 30 volunteers taking part and 30 Open Spaces staff joining in from across the Department. The dig will also be included in a future episode of the BBC4 production 'Digging for Britain'. The finds are currently being rationalised in discussion with Museum of London who have selected three pieces to go into their collections.
14. A planning application for onsite interpretation signage has been granted. Planners indicated that the signs need to be reduced further due to visual clutter and the MoD plans for the fence which was reached through compromise with the planners. The timetable for the works has been revised with the 'small and large wings' expected to be installed by mid-November along with the production of the travelling exhibition. The 'table top signs' will be designed, manufactured and installed a few weeks later.
15. Remembrance season is planned for November consisting of; school assemblies, handling workshops, pop-up museums, theatre performance, showcase at other museums. The Superintendent will represent the City at the annual Remembrance Day service at Kenley Tribute
16. The project has successfully achieved all its volunteer contributions for the project including the financial contribution with over 1,100 contributions delivering 317 days of volunteering. Over 14,500 people have been engaged in physical activities on and offsite.
17. The Kenley Revival Project Manager is moving to a new post with the National Trust from mid-September. Negotiations are to ensue with HLF to resolve how best to fill the post given that only 9 months remain of the contract.

The West Wickham and Coulsdon Commons

18. A new Livestock Ranger has been appointed and is due to start in early September.
19. The site Rangers have raised their new Green Flags across all Coulsdon and West Wickham Commons. Farthing Downs & New Hill, Kenley Common,

Riddlesdown and West Wickham Common also received their Green Heritage Flags.

20. The Ranger team have been busy with site maintenance work including ragwort pulling, mowing, livestock movements, infrastructure repairs and fencing repairs across the West Wickham and Coulsdon Commons. Work has started to replace the fence around the Maze on Coulsdon Common which will allow grazing in this area with cows for the first time.
21. Volunteer groups across all sites have been supporting the Ranger team pulling ragwort on Farthing Downs, Riddlesdown and Kenley Common, repairing fences on Coulsdon Common and Farthing Downs and maintaining the pond on Spring Park.
22. A contractor has started the annual hay cut across the Coulsdon Commons and will have cut the meadows at Spring Park by the end of August.
23. The vet came to examine the cows. 19 are expecting calves early in 2019. The herd is currently grazing on Farthing Downs with a few grazing on Riddlesdown and Kenley Common (Whyteleafe Bank). The sheep have been moved to Whyteleafe Bank on Kenley Common and the goats are continuing their work attacking the scrub on Riddlesdown Common.

Ashtead Common

24. Oak Processionary Moth has transitioned from the infestation stage to colonisation. This year 169 nests have been recorded in 140 trees. In 2017-18 just 14 trees were infested. These nests were removed, and the trees were sprayed in early summer. This year's 169 nests will be removed by hand, but it is unlikely, given the conservation status of the site, that all 140 trees will be sprayed next year. Consequently, the response is moving towards a risk-based approach focusing on areas such as entrances, boundaries and paths. The total cost of dealing with OPM this year is £21,425.00.
25. Ashtead Common retained its Green Flag and Green Heritage awards. The site was mystery shopped this year, so there are no new scores.
26. Herbicide treatment of bracken was reintroduced this summer for the first time in many years. Asulox was used to treat small areas inaccessible to mowing, which remains the primary control method. However, bracken mowing was postponed during the dry conditions to avoid leaving a thatch of cut material as a potential fuel source.

Incidents

Burnham Beeches & Stoke Common

27. There were 10 reported incidents during the period

28. There were three incidents related to dogs: two for dogs not under effective control (one of these involved a visitor being knocked over by the dog). The third was a lost dog. An unpaid Fixed Penalty Notice has now been paid. Two more regular visitors have received final warning letters for PSPO related offences.

29. Other incidents included, two incidents of Physical and Verbal Abuse against staff which were reported to the police, a car break-in, a male sunbathing nude, un-licensed filming, a loose pony, fly tipping and a small fire.

Ashted Common

30. None

The West Wickham and Coulsdon Commons

31. Coulsdon Common – broken barrier post outside Merlewood Estate Office and it is suspected was hit by a vehicle – now repaired.

32. Coulsdon Common – A dead dog was found in a wooden box and has been disposed of safely by the onsite ranger.

33. Coulsdon Common – Loose horse was hit by a car at the junction of Stites Hill Road and Rydons Lane. Ranger assisted with incident management. Horse had to be put to sleep.

34. Kenley Common – Broken entrance gate on Whyteleafe Hill which will be repaired by site ranger.

35. Riddlesdown – Three fire incidents occurred in Coombes Wood in the last four weeks. The ranger team have dealt with the fires accordingly and increased patrols.

36. Spring Park – Dead dog left in a plastic box at the car park close to the Ranger lodge. The dead dog was transported to Bromley Park Vets who arranged safe disposal.

37. West Wickham Common – Two fire incidents across the Earthworks – fire brigade attended site and ranger team increased patrols. The most recent fire incident is suspected to be caused by arson. A local resident claims to have seen three suspicious individuals in the vicinity and reported this to the Police.

Filming, major events and other activities

Burnham Beeches

38. Events during the period have included The Big Community Picnic which attracted around 450 people despite extremely hot conditions and summer woodland wonders activity sessions which have attracted just over 50 participants.

39. Licenced events have included weekly outings for a Nordic walking group with 29 participants and, during July, a daily free Tai Cho session which attracted 91 people over the period.

40. There have been two slide talks to local groups.

The West Wickham & Coulsdon Commons

41. Children's activities were held on Spring Park (pond dipping), Coulsdon Common – bug hunt and Kenley Common woodland adventure trail.

42. Rangers delivered well attended talks to the local community (Ben Curtis Care Home and U3A Croydon)

43. Brownies attended Spring Park to join the Ranger for a woodland walk.

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