



## Open Spaces and City Gardens

**Date:** MONDAY, 16 APRIL 2018  
**Time:** 10.15 am  
**Venue:** NORTH WING MEETING ROOMS, GUILDHALL.

**Members:** Graeme Smith (Chairman)  
Oliver Sells QC (Deputy Chairman)  
Alderman Ian Luder  
Wendy Mead (Chief Commoner)  
Barbara Newman  
Jeremy Simons  
Deputy John Tomlinson  
Deputy Philip Woodhouse (Ex-Officio Member)  
Karina Dostalova (Ex-Officio Member)  
Anne Fairweather (Ex-Officio Member)  
Vacancy

**Enquiries:** **Natasha Dogra**  
[natasha.dogra@cityoflondon.gov.uk](mailto:natasha.dogra@cityoflondon.gov.uk)

**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 - 4)

### **Open Spaces**

4. **SCHEDULE OF VISITS 2018**  
Members are invited to note the schedule of Open Spaces visits.
5. **FINAL DEPARTMENTAL BUSINESS PLAN 2018/19 - OPEN SPACES**  
Report of the Director of Open Spaces.
6. **OPEN SPACES DEPARTMENT EVENTS POLICY**  
Report of the Director of Open Spaces.

**For Decision**  
(Pages 5 - 6)

**For Decision**  
(Pages 7 - 16)

**For Decision**  
(Pages 17 - 34)

### **City Gardens**

7. **CITY GARDENS UPDATE**  
Report of the Director of Open Spaces.
8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

**For Information**  
(Pages 35 - 40)

## **Part 2 - Non-Public Agenda**

10. **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**

11. **NON-PUBLIC MINUTES**  
To agree the minutes of the previous meeting.

**For Decision**  
(Pages 41 - 42)

12. **MEMBERS WORKING GROUP - FINSBURY CIRCUS GARDEN REINSTATEMENT**  
Report of the Director of Open Spaces.

**For Decision**  
(Pages 43 - 48)

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

14. **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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**OPEN SPACES AND CITY GARDENS  
 Monday, 5 February 2018**

Minutes of the meeting of the Open Spaces and City Gardens held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 5 February 2018 at 11.30 am

**Present**

**Members:**

Graeme Smith (Chairman)  
 Oliver Sells QC (Deputy Chairman)  
 Alderman Ian Luder  
 Wendy Mead (Chief Commoner)  
 Barbara Newman  
 Jeremy Simons  
 Michael Welbank  
 Deputy Philip Woodhouse (Ex-Officio Member)

**In Attendance:**

Verder Peter Adams  
 Caroline Haines

**Officers:**

Martin Rodman	-	Superintendent, City Gardens
Alison Elam	-	Chamberlain's Department
Natasha Dogra	-	Town Clerk's Department
Colin Buttery	-	Director, Open Spaces & Heritage
Carl Locsin	-	Tow Clerk's Department
Patrick Hegarty	-	City Surveyor's Department

**1. APOLOGIES**

Apologies had been received from Karina Dostalova and Anne Fairweather.

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

There were no declarations.

**3. MINUTES**

In relation to Fann Street Members noted that the project was progressing well and the Committee would receive an update via email.

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

**4. PRESENTATION - PUBLIC REALM AROUND ONE LONDON WALL PLACE**

Members received a presentation from Officers regarding the public realm area around One London Wall Place. Officers informed the Committee that there was an improvement of access to the garden in St Alphage churchyard. To consolidate the maintenance around the area, small pockets of green spaces

would be maintained by the developer in accordance with an agreement between them and the City Corporation.

Some Members had further queries regarding some aspects of the development which fell under the remit of Streets and Walkways Sub Committee; Officers agreed to answer any such queries outside of the Open Spaces and City Gardens Committee.

**5. CITY ARTS INITIATIVE**

Members were made aware that due to the promoter withdrawing, the Open Spaces Committee was no longer required to consider the Great Sherlock Gnome Hunt. The paper was therefore withdrawn from the agenda.

Members were pleased that Committees were being consulted regarding such initiatives early on in the process. The Committee agreed that should the project include a City Gardens aspect in the future Members should be consulted along with the Superintendent.

Resolved – that the report be withdrawn.

**6. SUPERINTENDENT'S UPDATE**

The report provided an update to Members of the Committee on management and operational activities at the City's open spaces and City gardens since December 2017.

The Committee were pleased to note the increased income from filming taking place in open spaces in the City. In relation to Cleary Garden it was noted that urgent repair works by Transport for London (TfL) to a wall surrounding the London Underground vent shaft have delayed the start of improvement works at this site. However, it is hoped that work can begin shortly.

In relation to Seething Lane it was noted that the new stone paths are being deep cleaned and a sealant applied to add further protection to the surfaces and engravings. The turf that was supplied was found to have been infected with a fungal disease; this is being replaced by the supplier at no cost to the City.

Members noted that the Survey of Private Trees was completed. The results have been analysed and a total of 1070 privately owned and managed trees were recorded; an increase of 72 since the last survey in 2004. Of these, Plane trees are the most common species making up 15% of all trees. It was agreed that a report regarding the health of these trees would be submitted to the Committee for their information later in the year.

In response to a query regarding the Stonecutter Street Goldman Sachs development it was noted that the project has been delayed by 12 months (planting now anticipated January to March 2019), but will eventually include 13 street trees and 17 multi-stemmed trees, as well as several raised planters. Some of this planting is on TfL land which the City Gardens team will implement and maintain for one year, after which time this area will be handed

back to the developer to maintain at their request. A good proportion of the project is on City Highway and maintenance responsibility will remain with the City team. The project will come with automatic irrigation and maintenance paid for by Goldman Sachs, in perpetuity. Members agreed that the term 'in perpetuity' needed more clarification and a timeframe should be included. Officers stated that the City had not wished to enter into a tripartite maintenance agreement; the City would maintain certain areas for one year after which they would be handed over the developer.

In response to a query regarding Inner Temple Gardens, Members noted that a provisional planning application had been rejected as the proposal was considered by Officers and deemed inappropriate.

Members agreed that information regarding planning applications should include a brief summary of what the project entailed within the table including the dates of current applications.

Resolved – that Members received the report.

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

A Member raised a question regarding the maintenance of the gardens around St Paul's churchyard. Members noted that using low fences to discourage the public from stepping on the grass would not be favourable as people would step over the fences. Lawns in the City are used by members of the public, by city workers during lunch times and are good for natural drainage; therefore, part of the Open Spaces budget would be set aside to maintain lawns in the city. In response to a query regarding the ramp due to be implemented at St Paul's, Members noted that a small area of land would be lost to make way for the ramp in the current proposal.

A further question was raised regarding the policy around promoting trees in city streets. Officers stated that they worked well with colleagues in the City Realm team to encourage the planting of trees. The Committee agreed that the Area Enhancement Strategy provided opportunities for additional tree planting and Officers would continue to work with Officers to encourage this.

**8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

There was no urgent business.

**9. 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.

**The meeting ended at 12:20pm**

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Chairman

**Contact Officer: Natasha Dogra**  
**[natasha.dogra@cityoflondon.gov.uk](mailto:natasha.dogra@cityoflondon.gov.uk)**



## Open Spaces Visits 2018

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

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<b>Committee:</b>		<b>Date:</b>
<b>Open Spaces and City Gardens</b>	<b>- For Decision</b>	<b>16 April 2018</b>
Epping Forest and City Commons	- For Information	14 May 2018
Hampstead Heath, Highgate Woods and Queens Park	- For Information	23 May 2018
West Ham Park	- For Information	4 June 2018
<b>Subject:</b>		
Final Departmental Business Plan 2018/19 – Open Spaces		<b>Public</b>
<b>Report of:</b>		
Colin Buttery – Director, Open Spaces		
<b>Report author:</b>		
Gerry Kiefer, Open Spaces		

## Summary

This report presents the final high-level business plan for the Open Spaces Department for 2018/19. The Business Plan identifies three top line objectives with four outcomes sitting under each objective. These objectives and outcomes are pertinent to the whole range of services provided by the Department. The Plan also shows how the Open Spaces Business Plan helps to deliver the outcomes of the Corporate Plan 2018 – 2023 by referencing the Corporate Plan numbered outcomes alongside the Departments outcomes, programmes and projects.

## Recommendation

Open Spaces and City Gardens Committee Members are asked to:

- approve the Open Spaces Department’s Business Plan 2018 - 19

## Main Report

### Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-side business plans for the first time in 2017/18. These were presented as drafts to Service Committees in January/February and as finals for formal approval in May/June 2017. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.
2. For 2018/19, departments were again asked to produce high-level plans in draft, which were presented to Service Committees in November and December 2017 alongside the departmental estimate reports, so that draft ambitions could be discussed at the same time as draft budgets. This represented the first step towards integrating budget-setting and priority-setting.

3. Discussions are also taking place on aligning other key corporate processes with business planning, such as workforce planning and risk management. Achieving this will represent a significant step towards the City of London Corporation being able to optimise its use of resources. The next step will be the presentation of the budget alongside the refreshed Corporate Plan at the Court of Common Council on 8 March.
4. With these key documents in place, and a new corporate performance management process in development, the City Corporation will be able to drive departmental activities to deliver on corporate priorities and allocate resources in full knowledge of where it can achieve most impact on the issues and opportunities faced by the City, London and the UK.
5. Following the presentation of draft high-level business plans to Service Committees in November and December, a further refinement was made to the format to update departmental ambitions to refer to the Corporate Plan outcomes. Members should therefore start to see closer alignment between the departmental business plans and the Corporate Plan outcomes.
6. Work is also taking place on reviewing the content and format of the supporting detail that will sit beneath the high-level business plans. This includes: information about inputs (e.g. IT, workforce, budgets, property and assets); improved links to risk registers; value for money assessments, and schedules of measures and key performance indicators for outputs and outcomes. This will be a key element in the move towards business planning becoming a joined-up service planning process that links directly to Corporate Plan outcomes.

### **High-level plan**

7. This report presents at Appendix 1, the final high-level Business Plan for 2018/19 for the Department of Open Spaces.

### **Open Spaces Department**

8. The high level plan was presented to this Committee on 4 December, for noting. This revised plan continues to reflect the breadth of the Department recognising the services provided as a local authority and through its charitable trusts; our Open Spaces across and beyond London, the City's Cemetery and Crematorium, Keats House, Tower Bridge and the Monument.
9. Further work was been undertaken by a cross-divisional Board, including colleagues in the Corporate Strategy and Performance team and senior open spaces managers. This Board consolidated the top line objectives so that they better align with the Corporate Plan; whilst ensuring that they are relevant across our diverse service areas. The proposed new Business Plan (Appendix 1) identifies three top line objectives:
  - **Open spaces and historic sites are thriving and accessible**
  - **Spaces enrich people's lives**
  - **Business practices are responsible and sustainable**

Below these sit a number of outcomes and through the use of numbers, the Plan aims to show how these link through to the twelve outcomes in the Corporate Plan 2018 - 2023.

10. Delivery of the business plan is driven through a range of divisional plans and activities.
11. To evidence how the service is performing we will continue to monitor and report on the 3 year performance indicators established in the 2016 – 2019 Business plan. These performance measures are shown as Appendix 2. In addition, we will look to identify new and more outcome based measures to demonstrate the impact and benefits of the services we provide. Therefore, some of the Business Plan outcomes currently have no measures assigned to them. The six monthly review of the Business plan will propose these additional measures.

### **Corporate & Strategic Implications**

12. The main Corporate outcomes the Open Spaces Department aims to have an impact on are:

#### **Contribute to a flourishing society**

- People enjoy good health and wellbeing
- People have equal opportunities to enrich their lives and reach their full potential
- Communities are cohesive and have the facilities they need

#### **Shape outstanding environments**

- We inspire enterprise, excellence, creativity and collaboration
- We have clean air, land and water and a thriving and sustainable natural environment.
- Our spaces are secure, resilient and well-maintained

### **Conclusion**

13. This report presents the final high-level plan for 2018/19 for the Open Spaces Department for Members to approve and provide feedback. The approved Plan will set out the top-line objectives and outcomes, key programmes and projects which the Department will progress and deliver in the year ahead.

### **Appendices**

- Appendix 1 – High-level business plan 2018-19
- Appendix 2 – Performance measures

### **Gerry Kiefer**

Business Manager – Open Spaces Department

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# We enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond

**The main Corporate Plan Outcomes (CPO) we aim to impact on are:**

**Contribute to a flourishing society**

- CPO2** - People enjoy good health and wellbeing
- CPO3** - People have equal opportunities to enrich their lives and reach their full potential
- CPO4** - Communities are cohesive and have the facilities they need

**Shape outstanding environments**

- CPO10** - We inspire enterprise, excellence, creativity and collaboration
- CPO11** - We have clean air, land and water and a thriving and sustainable natural environment.
- CPO12** - Our spaces are secure, resilient and well-maintained

<b>What we do is:</b> Protect, enhance and provide access to open space; preserve heritage; provide engaging visitor opportunities, conserve and enhance biodiversity; share history; enable community engagement and learning; provide respectful commemoration and disposal of the dead	<b>Our total budget is:</b>		
	(Expenditure) (£000)	Income (£000)	Net cost (£000)
City of London Cemetery & Crematorium	(5,492)	4,821	(671)
City Gardens & Bunhill Fields	(2,313)	429	(1,884)
Directorate & Learning Programme	(1,594)	1,353	(241)
The Commons (Burnham Beeches, Stoke Common and City Commons)	(3,340)	324	(3,016)
Epping Forest	(7,808)	1,678	(6,130)
Hampstead Heath, Highgate Wood, Queen's Park & Keats House	(12,558)	3,699	(8,859)
West Ham Park	(1,930)	316	(1,614)
Monument	(634)	669	35
Tower Bridge	(7,699)	1,353	(241)
<b>Total</b>	<b>(43,368)</b>	<b>19,400</b>	<b>(23,968)</b>

**Our top line objectives and outcomes are:**

**Open spaces and historic sites are thriving and accessible.**

1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced (10)
2. London has clean air and mitigates flood risk and climate change (1, 11, 12)
3. Our spaces are accessible, inclusive and safe (1, 2, 12)
4. Our habitats are flourishing, biodiverse and resilient to change (10, 11, 12)

**Spaces enrich people's lives.**

5. People enjoy good health and wellbeing (2, 3, 4)
6. Nature, heritage and place are valued and understood (2, 3, 4)
7. People feel welcome and included (3, 4, 10)
8. People discover, learn and develop (3)

**Business practices are responsible and sustainable.**

9. Our practices are financially, socially and environmentally sustainable (5, 11)
10. London's natural capital and heritage assets are enhanced through our leadership, influence, investment, collaboration and innovation (7, 9, 11)
11. Our staff and volunteers are motivated, empowered, engaged and supported (8)
12. Everyone has the relevant skills to reach their full potential (8)

**What we'll measure:**

- Ecological condition
- Visitor experience
- Green Flags and Green Heritage
- Knowledge of learning participants
- Intention of participants to visit again or recommend to friends
- Volunteering participation and experience
- Number of customers / visits / satisfaction across our services
- Condition of heritage assets

*The numbers show how our outcomes and Departmental programmes and projects link to delivering the [Corporate Plan Outcomes 2018-2023](#).*

### Departmental programmes and projects

- a) Progress a number of capital improvement projects at the central heritage sites, including the launch of a fully accessible education facility at Tower Bridge, review the potential for a secure exit facility at the Bridge's South Tower and progress a standalone Visitor Centre for the Monument (3, 4, 10).
- b) Continuously develop the visitor offer across the Department in terms of content, processes, technology, customer service and cultural programming (3, 4, 7, 9)
- c) Develop and agree a sustainable model for delivering Learning (3, 4, 10)
- d) Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Bill (1, 3, 10, 12)
- e) Protect our heritage at risk: developing partnership funding bids at Wanstead Park and Bunhill Fields while completing funded works at Kenley Common (10, 1)
- f) Develop engineering studies for six Raised Reservoirs at Epping Forest (1, 11, 12)
- g) Develop sustainable football improvements at Wanstead Flats (2, 9)
- h) Progress the replacement of ageing cremators with new at the Cemetery and Crematorium (11)
- i) Work cross-departmentally through Asset Management Planning to maximise the value of our assets including: implementing agreed options for commercial wayleaves, Heathfield House, Warren House, lodges, Finsbury Circus and the former West Ham Park Nursery site (2, 4, 10,12)
- j) Initiate and progress key capital and local risk projects including playgrounds, ancillary visitor and operational facilities and grazing expansion plans; (2, 4, 10,12)
- k) Secure funding to create new accessible public spaces within the City's churchyards (2, 4, 10, 12)
- l) Progress the Departmental Programmes including; Fleet, Energy Efficiency and Sports. (2, 4, 5, 11)
- m) Obtain agreement and implement the overarching Departmental and site specific 'events' policies (2, 4, 5,10, 12)
- n) Progress reviews, drafting and completion of management / conservation plans at Epping Forest, Hampstead Heath, Stoke Common and West Ham Park (11, 12)

### What we'll measure:

- Customer service standards
- Accreditations
- Staff satisfaction
- H&S accident investigations
- Sickness absence
- Utility consumption
- Electricity generation
- Website visits and social media engagement
- Income
- Net budget position
- Project management and delivery including opening the education facility at Tower bridge

### Corporate programmes and projects

- Ensure efficient use of property and reduction in maintenance costs
- Provide support for the initial 24 apprenticeships within the department and seek to expand the programme using the levy funding
- Support the development of asset management plans and master plans for each site

### How we plan to develop our capabilities this year

- Continue to deliver initiatives arising from the Culture Board Programme; increasing cross division working
- Make more effective use of IT and technology and adopt 'smarter' ways of working.
- Finalise and refine our outcomes framework to better understand and demonstrate our value to our customers
- Use GIS to support management of sites and enhance visitor information
- Develop and implement a Charitable Trusts fundraising strategy
- Enhance customer service through use of CRM

### What we're planning to do in the future:

- Improve our workforce planning and ensure our workforce is reflective of the communities we serve
- Develop the cultural profile of the Department's heritage attractions
- Complete the process of land registration
- Develop on-line retail and bookings and increase opportunities for a cash-free environment

The numbers show how our objectives and Departmental programmes and projects link to delivering the [Corporate Plan Outcomes 2018-2023](#).



## PERFORMANCE MEASURES

Top Line Objectives	Outcomes	PI No:	Description	Frequency Measure	2018/19 Performance Target	Link to Corporate Plan Outcomes
A. OPEN SPACES AND HISTORIC SITES ARE THRIVING AND ACCESSIBLE	<b>A1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced</b>	PI 1	Retain 15 Green Flags and improve the overall band score achieved across our Green Flag sites by 2018/2019	Annual	15 green flag sites overall band score 53% = 80+ 27% = 75 – 79 20% = 70 - 74	<b>10. We inspire enterprise, excellence, creativity and collaboration</b> - Curate a vibrant, attractive and complementary blend of uses of space. - Protect, curate and promote world-class heritage assets, cultural experiences and events.
		PI 2	Retain 12 green heritage awards and increase this to 13 sites by 2018/19	Annual	13 Green Heritage Awards	
	<b>A2. London has clean air and mitigates flood risk and climate change</b>		Measures to be identified			<b>1. People are safe and feel safe</b> - Prepare our response to natural and man-made threats.  <b>11. We have clean air, land and water and a thriving and sustainable natural environment</b> - Provide a clean environment and drive down the negative effects of our own activities. - Provide environmental stewardship and advocacy, in use of resources, emissions, conservation, greening, biodiversity and access to nature. - Influence UK and global policy and regulation and international agreements to protect the environment.  <b>12. Our spaces are secure, resilient and well-maintained</b> - Build resilience to natural and man-made threats by strengthening, protecting and adapting our infrastructure, directly and by influencing others.
	<b>A3. Our spaces are accessible, inclusive and safe</b>	PI 20	Increase the number of 'visitors' to the Open spaces webpages.	Annual	2017/18 performance plus 10%	<b>1. People are safe and feel safe</b> - Protect consumers and users of buildings, streets and public spaces. - Safeguard children, young people and adults at risk.
		PI 27	Visitor numbers at Tower Bridge Exhibition	6 monthly	830000 (TBC)	
PI 28		Visitor numbers at Monument	6 monthly	230,000 (TBC)	<b>2. People enjoy good health and wellbeing</b> - Provide advice and signposting to activities and services. - Provide inclusive access to facilities for physical activity and recreation.	
PI 30		To increase visitor numbers at Keats house by 3%	6 monthly	TBC		
PI 5		Increase the number of burials	4 monthly	2017/18 performance plus 2.5 %		
PI 6	Increase the number of cremations	4 monthly	2017/18 performance plus 1.5%	<b>12. Our spaces are secure, resilient and well-maintained</b> - Maintain our buildings, streets and public spaces to high standards.		
<b>A4. Our habitats are flourishing, biodiverse and resilient to change</b>		Measures to be identified			<b>10. We inspire enterprise, excellence, creativity and collaboration</b> - Create and transform buildings, streets and public spaces for people to admire and enjoy.  <b>11. We have clean air, land and water and a thriving and sustainable natural environment.</b> - Provide thriving and biodiverse green spaces and urban habitats. - Provide environmental stewardship and advocacy, in use of resources, emissions, conservation, greening, biodiversity and access to nature.  <b>12. Our spaces are secure, resilient and well-maintained</b> - Build resilience to natural and man-made threats by strengthening, protecting and adapting our infrastructure, directly and by influencing others.	

**Top Line Objectives**

**Outcomes**

**PI No:**

**Description**

**Frequency Measure**

**2018/19 Performance Target**

**Link to Corporate Plan Outcomes**

**B. SPACES ENRICH PEOPLE'S LIVES**

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Top Line Objectives	Outcomes	PI No:	Description	Frequency Measure	2018/19 Performance Target	Link to Corporate Plan Outcomes	
B. SPACES ENRICH PEOPLE'S LIVES	<b>B1. People enjoy good health and wellbeing</b>	PI 16	Increase the amount of tennis played across our sites.	6 monthly	Increase to be calculated based on 2017/18 actual performance	<b>2. People enjoy good health and wellbeing</b> - Raise awareness of factors affecting mental and physical health. - Provide inclusive access to facilities for physical activity and recreation.  <b>3. People have equal opportunities to enrich their lives and reach their full potential</b> - Provide access to world-class heritage, culture and learning to people of all ages, abilities and backgrounds.  <b>4. Communities are cohesive and have the facilities they need</b> - Support access to suitable community facilities, workspaces and visitor accommodation.	
		PI 17	Increase the amount of football played across our sites.	6 monthly	Increase to be calculated based on 2017/18 actual performance		
		PI 18	Increase the number of golf visits at Chingford Golf Course.	6 monthly	Increase 2017/18 performance by 5%		
	<b>B2. Nature, heritage and place are valued and understood</b>			Further measures to be identified			<b>2. People enjoy good health and wellbeing</b> - Promote equality and inclusion in health through outreach to our working, learning and residential communities and better service design and delivery.  <b>3. People have equal opportunities to enrich their lives and reach their full potential</b> - Provide access to world-class heritage, culture and learning to people of all ages, abilities and backgrounds.  <b>4. Communities are cohesive and have the facilities they need</b> - Bring individuals and communities together to share experiences and promote wellbeing, mutual respect and tolerance. - Support access to suitable community facilities, workspaces and visitor accommodation.
	<b>B3. People feel welcome and included</b>	PI 12	Increase the percentage of new participants in the Learning Programme who report their intention to visit our open spaces with their families	6 monthly	70% of participants surveyed	<b>3. People have equal opportunities to enrich their lives and reach their full potential</b> - Promote and champion diversity, inclusion and the removal of institutional barriers and structural inequalities.  <b>4. Communities are cohesive and have the facilities they need</b> - Bring individuals and communities together to share experiences and promote wellbeing, mutual respect and tolerance. - Support access to suitable community facilities, workspaces and visitor accommodation.  <b>10. We inspire enterprise, excellence, creativity and collaboration</b> - Curate a vibrant, attractive and complementary blend of uses of space. - Create and transform buildings, streets and public spaces for people to admire and enjoy. - Champion a distinctive and high-quality residential, worker, student and visitor offer.	
		PI 13	Increase the percentage of Learning Programme participants who are from Black and Minority Ethnic or under-represented groups	6 monthly	55% of participants surveyed		
		PI 19	Increase the percentage of customers surveyed as part of the 60 second survey or similar that stated the 'overall rating' of the open space as 'very good or excellent'.	Annual	2017/18 performance plus 5%		
		PI 29	Achievement of Customer Care standards at the Tower Bridge Exhibition	6 monthly	90%		
		PI 32	To maintain high or increase Net Promoter Score as an indication of customer satisfaction at Keats house	6 monthly	TBC		
	<b>B4. People discover, learn and develop</b>	PI 11	Increase the percentage of Learning Programme participants who are more knowledgeable about the natural history of our open spaces.	6 monthly	85% of participants surveyed	<b>3. People have equal opportunities to enrich their lives and reach their full potential</b> - Provide access to world-class heritage, culture and learning to people of all ages, abilities and backgrounds.	

**C. BUSINESS PRACTICES ARE RESPONSIBLE AND SUSTAINABLE**

Top Line Objectives	Outcomes	PI No:	Description	Frequency Measure	2018/19 Performance Target	Link to Corporate Plan Outcomes
C. BUSINESS PRACTICES ARE RESPONSIBLE AND SUSTAINABLE	<i>C1. Our practices are financially, socially and environmentally sustainable</i>	PI 3	Achieve our Departmental net local risk budget.	Annual	£10,320,000	<p><b>5. Businesses are trusted and socially and environmentally responsible</b></p> <ul style="list-style-type: none"> <li>- Model new ways of delivering inclusive and sustainable growth.</li> <li>- Support, celebrate and advocate responsible practices and investments.</li> </ul> <p><b>11. We have clean air, land and water and a thriving and sustainable natural environment.</b></p> <ul style="list-style-type: none"> <li>- Provide environmental stewardship and advocacy, in use of resources, emissions, conservation, greening, biodiversity and access to nature.</li> </ul>
		PI 8	Reduce utility consumption (electric)	Annual	2.5% reduction on 2017/18 performance	
		PI 8	Reduce utility consumption (gas)	Annual	2.5% reduction on 2017/18 performance	
		PI 9	Reduce fuel consumption (red and white diesel)	Annual	5% reduction on 2017/18 performance	
		PI 9	Reduce fuel consumption (petrol)	Annual	5% reduction on 2017/18 performance	
		PI 9	Reduce fuel consumption (small fuels)	Annual	5% reduction on 2017/18 performance	
		PI 10	Increase electricity generation	Annual	A further two additional buildings generating 50KWH each	
		PI 4	Increase our market share of burials in relation to the Cemetery and Crematorium's seven neighbouring Borough's	4 monthly	2017/18 performance plus 0.5 %	
		PI 7	As a minimum, achieve local risk Cem & Crem income target	4 monthly	£4,821,000	
		PI 25	To achieve the overall income target for Tower Bridge	6 monthly	£6,091,000	
		PI 26	To achieve the overall income target for Monument	6 monthly	£669,000	
		PI 31	Increase revenue through retail and private hire by 5% at Keats house	6 monthly	TBC	
			<i>C2. London's natural capital and heritage assets are enhanced through our leadership, investment, collaboration and innovation</i>		Further measures to be identified	
		PI 14	Increase the amount of directly supervised volunteer work hours	Annual	2017/18 performance plus 5%	
			Increase the amount of indirectly supervised volunteer work hours	Annual	2017/18 performance plus 10%	
		PI 15	Increase the amount of unsupervised volunteer work hours	Annual	2017/18 performance plus 10%	

Top Line Objectives	Outcomes	PI No:	Description	Frequency Measure	2018/19 Performance Target	Link to Corporate Plan Outcomes
	<p><b>C3. Our staff and volunteers are motivated, empowered, engaged and supported</b></p>	PI 22	Reduce the average number of Full Time Employee (FTE) working days lost per FTE due to short term sickness absence.	Quarterly	3.2 days FTE Working Days Lost per FTE	<p><b>8. We have access to the skills and talent we need</b></p> <ul style="list-style-type: none"> <li>- Promote the City, London and the UK as attractive and accessible places to live, learn, work and visit.</li> <li>- Identify future skills needs, shortages and saturations.</li> </ul>
		PI 23	Reduce the average number of FTE working days lost per FTE due to long term sickness absence.	Quarterly	2.30 days FTE Working Days Lost per FTE	
		PI 24	Increase the percentage of Open Space's staff who state they are at least satisfied with their workplace in the annual staff wellbeing survey.	Annual	95%	
	<p><b>C4. Everyone has the relevant skills to reach their full potential</b></p>	PI 21	Increase the percentage of H&S accidents that are investigated within 14 days.	6 monthly	86%	<p><b>8. We have access to the skills and talent we need</b></p> <ul style="list-style-type: none"> <li>- Identify future skills needs, shortages and saturations.</li> <li>- Champion investment in relevant skills and diverse talent pools.</li> </ul>

<b>Committee(s)</b>	<b>Dated:</b>
Open Spaces and City Gardens Committee	16 April 2018
<b>Subject:</b> Open Spaces Department Events Policy	<b>Public</b>
<b>Report of:</b> Colin Buttery, Director of Open Spaces	<b>For Decision</b>
<b>Report author:</b> Gerry Kiefer, Open Spaces	

## Summary

The City's Open Spaces, managed as charitable trusts, have a long history of hosting public events under existing enabling powers. To reflect the increasing volume and complexity of event requests being considered by each Open Space – as well as to address the new opportunities and obligations under the City of London Corporation (Open Spaces) Act 2018, which received Royal Assent on 15 March – the Director of Open Spaces is proposing both a Departmental Policy and site specific local policy arrangements. This will ensure that events are properly managed; the impact of any event on the Open Space, areas under statutory protection and adjoining communities is minimised and that the costs of hosting the event are properly reflected in any charge.

It is intended that this Departmental Events Policy will be reviewed after 12 months.

## Recommendation

Members are asked to:

- Approve the Open Spaces Departmental Events Policy as attached as Appendix 1.

## Main Report

### Background

1. The City of London Corporation holds in trust and manages a number of Open Spaces around London and beyond. Many of them have a long history of hosting public events such as fairs, concerts, charity and community events and sporting competitions. There has been an increasing number of requests to hold events on the City's Open Spaces under existing enabling powers.

2. A policy is necessary to ensure that best practice in event management is implemented by event organisers, that a fair and transparent system exists for decision making and that permitted events are appropriate for the location and that there will be no material damage, or impairment of the public's enjoyment, of the Open Space.
3. The City of London Corporation (Open Spaces) Act 2018 has recently received Royal Assent. This Act makes additional provision for events, subject to a suitable events policy being in force.

### **Current Position**

4. The proposed policy framework draws upon current best practice and experience of licensing and running events; the existing statutory obligations for each site and wider legislative requirements regarding public safety and local authority licensing procedures. Benchmarking with policies from several other London boroughs and City's has informed the proposed policy.
5. The Open Spaces, managed as charitable trusts, which are covered by this policy are:
  - Ashtead Common
  - Burnham Beeches & Stoke Common
  - Coulsdon Common
  - Epping Forest and Epping Forest Buffer Land
  - Farthing Downs
  - Hampstead Heath
  - Highgate Wood
  - Kenley Common
  - Queen's Park
  - Riddlesdown
  - West Ham Park
  - West Wickham and Spring Park
6. The City Gardens is not covered by this policy as a separate City Gardens Events Policy was agreed by this Committee on 6 June 2016 and this is being reviewed within the next 12 months.

### **Proposals**

7. In recognition of the differing characters of the Open Spaces managed by the City of London Corporation, an Open Spaces Department-wide policy has been developed in collaboration with officers from all sites. The policy seeks to protect the environment and character of each distinct site from pressure of events, whilst recognising the value that amenity events can bring to the spaces and local communities. The Departmental Events Policy is attached as Appendix 1. It is intended that this Policy will be reviewed after 12 months.
8. The policy sets out the requirements of event organisers, the decision making process, outlines what type of events will not be permitted and those which sit outside this policy and the principles of charging for events.

9. More detailed site-specific policies with associated charges are being developed by the individual Open Spaces. These site-specific policies are/will be subject to consultation with the local consultative groups before being submitted to each service Committee for approval; as per the timetable below. The site-specific policies recognise that each site has limits in terms of the location, number, size and scale of the events it can accommodate. The site-specific policies should be read in conjunction with this overarching Departmental Events Policy. An example template for the site-specific policy is attached as Appendix 2.

Epping Forest Consultative Group	24 January 2018	Local Consultation
Open Spaces & City Gardens Committee	16 April 2018	Committee approval
Epping Forest & Commons Committee	14 May 2018	Committee approval for Epping Forest Site Specific Policy
Hampstead Heath Consultative Committee	16 <sup>th</sup> April 2018	Local Consultation
Highgate Wood Consultative Group	18 <sup>th</sup> April 2018	Local Consultation
Queen's Park Joint Consultative Group	24 <sup>th</sup> April 2018	Local Consultation
Hampstead Heath, Highgate Wood & Queen's Park Committee	23 May 2018	Committee approval for Site Specific Policy
West Ham Park Committee	2 <sup>nd</sup> October 2018	Committee approval for Site Specific Policy
Burnham Beeches and Stoke Common Consultation Group	January 2019	Local Consultation
West Wickham, Spring Park and Coulsdon Commons Consultative Group	January 2019	Local Consultation
Ashted Common Consultative Committee	January 2019	Local Consultation
Epping Forest & Commons Committee	11 March 2019	Committee approval for City Commons Site Specific Policy

### **Corporate & Strategic Implications**

10. A Departmental events policy will help deliver two of the aims of the Corporate Plan 2018 – 2023, to:

- Contribute to a flourishing society.
- Shape outstanding environments

In particular, it will help achieve the Corporate Plan outcomes:

#### **Contribute to a flourishing society.**

1. People are safe and feel safe
2. People enjoy good health and wellbeing

4. Communities are cohesive and have the facilities they need

### **Shape outstanding environments**

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

11. 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.

### **Implications**

12. The holding of events gives rise to costs for the charitable funds from which the City manages its Open Spaces. These costs arise from administration, staff support, works which are required to facilitate the event and any necessary remediation works. The policy sets out the approach to recovering these costs whilst the site-specific policies will propose detailed event charges for Committee approval.
13. The Department events policy aims to meet the City of London's statutory obligations and charitable objectives to preserve its open spaces and to provide recreation and enjoyment, and to meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018.
14. The careful assessment of event requests through a clear and consistent policy approach should ensure fairness and equality of access. It provides a clear requirement for event managers to engage with the appropriate legislative and licensing regimes and should ensure that events are run safely and professionally.

### **Conclusion**

15. There is an increasing demand for the City's Open Spaces to host events. The introduction of a Departmental events policy supported by site specific policies will ensure that there is a clear decision-making process to approve event requests and ensure the ecology and environment of the location is not harmed.

### **Appendices**

- Appendix 1 – Open Spaces Departmental Events Policy
- Appendix 2 – Example template site specific events policy

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## Appendix 1



Open  
Spaces

Registered Charity

# Open Spaces Departmental Events Policy [Part One]

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# 1. Policy Statement

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1.1. The City of London Corporation holds in trust and manages a number of Open Spaces around London and beyond. Many of them have a long history of hosting events. The Open Spaces covered by this policy (see Definitions and Scope) are managed as charitable trusts. The main charitable objectives of these trusts are:

- The preservation of the open space
- The provision of recreation and enjoyment of the public

## 2. Aims

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2.1. This Events Policy has been developed to:

- Provide a framework for making decisions about staging events at the City of London's Open Spaces
- Assist event organisers in understanding the decision-making process when considering an application to hold an event
- Meet the City of London's statutory obligations and charitable objectives to preserve its open spaces and to provide recreation and enjoyment, and to meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018
- Facilitate events which are appropriate to the character of the open spaces and are high quality, safe and environmentally sustainable; and facilitate engagement, recreation and enjoyment for local communities and other Open Space users taking account of the views of stakeholders
- Ensure that events held are well planned and have comprehensive and appropriate environmental protection measures in place

## 3. Definitions and Scope

---

### 3.1 Terms of reference

City of London, also referred to as "the City"	The City of London Corporation
Site	"Site" is used to refer to each particular Open Space within the scope of this policy
Location	"Location" refers to specific locations or areas within the Site.
Open Spaces	"Open Spaces" is used to refer collectively to all the Sites within the scope of this policy.

Event	<p>This policy applies to all events proposed to be held on the Open Spaces, except where specifically excluded (see section 'Events covered by this policy')</p> <p>Events controlled by this policy usually include the setting aside of a particular area, the provision of facilities or infrastructure.</p>
Superintendent	<p>The Superintendent is the Senior Officer responsible for the management of each of the Sites. The Superintendent has been delegated authority by the City to authorise 'events and entertainments'. The Officer Event Groups will make recommendations to the Superintendent or Committee for the approval or refusal of events.</p>
Committee	<p>The City of London operates a Committee System of elected Members. Each Open Space has a Committee responsible for its management and the relevant Committee will consider applications for large or unusual events on the Sites it is responsible for (see section 'How we make decisions').</p>
Officer Event Group (OEG)	<p>Event applications will be considered by an Officer Event Group (OEG) at each Site. The OEG includes relevant officers from the Site. The OEG considers event applications and makes recommendations to either the Superintendent or the Committee in accordance with this policy.</p>

### 3.2 Scope of policy

This policy applies to the 12 Open Space Sites managed by the City of London, located outside of the City of London local authority area known as the Square Mile, which are managed as charitable trusts. These are:

- 1) Ashtead Common
- 2) Burnham Beeches & Stoke Common
- 3) Coulsdon Common
- 4) Epping Forest and Epping Forest Buffer Land
- 5) Farthing Downs
- 6) Hampstead Heath
- 7) Highgate Wood
- 8) Kenley Common
- 9) Queen's Park
- 10) Riddlesdown
- 11) West Ham Park
- 12) West Wickham and Spring Park

3.3 It is intended that this Departmental Events Policy will be reviewed after 12 months.

## 4. Legislative context

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- 4.1 There is a variety of legislation pertaining in the management of the City's Open Spaces. Many of the Sites have specific founding legislation which sets out the City's powers and duties. The Site-specific policy contained within Part Two reflects the particular legislative context and requirements for each Site.
- 4.2 The City of London has recently promoted the City of London Corporation (Open Spaces) Act 2018 within Parliament. This Act makes additional provision for events, subject to a suitable events policy being in place.
- 4.3 Section 7 of the City of London Corporation (Open Spaces) Act says:

*In this section "event" means—*

- (a) a ceremony, celebration, entertainment or similar occasion; or*
  - (b) a conference, an exhibition or the making of a film.*
- (2) 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.*
- (3) 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).*
- (4) 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); and*
    - (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) in relation to land to which the London Government Reorganisation (Hampstead Heath) Order 1989 applies, 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.*

## 5. Events covered by this policy

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- 5.1 This policy applies to all events which are held on the City's Open Spaces where the permission or assistance of the City is required to facilitate it.
- 5.2 As a general guide, this policy does not apply to informal gatherings which take place on our spaces. However, if you are planning an activity which requires additional facilities, infrastructure, may interfere with public use of the site, involve things which would otherwise be a breach of Open Space byelaws (such as the erection of structures), or go beyond the ordinary recreational use of an Open Space then it is likely that an application and decision would need to be taken in accordance with this policy.
- 5.3 There are a number of activities which are excluded from the scope of this policy, because they are dealt with under separate arrangements, specifically:
- Weddings and civil partnership ceremonies
  - Filming and photography
  - Sports activities at dedicated sporting facilities or covered by sports licensing arrangements i.e. personal training, group exercise classes
- 5.4 Further details of these can be found on [www.cityofLondon.gov.uk](http://www.cityofLondon.gov.uk)
- 5.5 If you are in any doubt whether you need to apply before arranging an event, please contact the relevant Site ([www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk))

## 6. Event Locations

---

- 6.1 The nature of the City of London's Open Spaces means that each Site has limits in terms of the location, number, size and scale of the events they can accommodate. This is to ensure that the City's duties of preservation are respected, and in particular that there is no material injury to the amenity of the Open Space or significant impairment to the public enjoyment of the Open Space. The locations in which events may be permitted are specified together with the maximum frequency, duration and capacity in the Site-specific policies contained within Part Two of this policy.
- 6.2 Events proposed outside of the specified locations, or which exceed or contribute to a cumulative exceeding of the limits set out in the Site-specific policies, will be likely to be refused.
- 6.3 It is intended that the Site-specific policies will be reviewed by the relevant Committees every three years.

## 7. Requirements for event organisers

---

- 7.1 Events must, in the judgement of the Committee or Superintendent approving them:
- Be appropriate to the character and local environment of the Open Space (or part of the Open Space in which the event is to take place)
  - Not damage the amenity of the Open Space
  - Not significantly impair the public enjoyment of the Open Space
  - Be in accordance with the Site-specific policy
  - Benefit users of the Open Space or the space itself

### **Environmental protection**

- 7.2 Events must not cause damage to ecology, landscape, fauna and flora of the Site. The Site-specific policies contained within Part Two include restrictions on the location, duration and timing of events in order to protect the environment of the Sites. Before making a recommendation, the Officer Event Group will consider whether the proposals are in accordance within this policy and whether any additional protections are required.

### **Character of the local environment**

- 7.3 Events must be appropriate to the character and environment of the area in which they take place.

### **Amenity Impact**

- 7.4 Events (whether individually or taken with other events) which are held at each Site must not cause material injury to the amenity of the Open Space or significant impairment to the public enjoyment of the Open Space. Before making a recommendation, the Officer Event Group will consider the event proposed in accordance with the Site-specific policy and the cumulative impact of the events programme for the relevant period.

### **Community benefit**

- 7.5 Events held on the Open Spaces must benefit the local community or other users of the Open Space concerned. In most cases this benefit will be derived through the opportunity to attend the event. On those occasions where an event takes place which has limited or no public access, an additional fee may be levied in order to support maintenance of the Site and the provision of services and facilities for the benefit of the public.

### **Health & Safety**

- 7.6 The wellbeing, health, safety and security of those attending an event, or working or volunteering at an event, are paramount. The event organisers must provide details of their proposals to ensure this.

- 7.7 Event organisers will need to demonstrate these requirements through their application form and event management plan.

## 8. Events that are not allowed

---

- 8.1 Requests for the following types of events will be refused:
- Political campaigns or rallies
  - Events which could be damaging to community relations
  - Events associated with extremist organisations or proscribed organisations
  - Events which are considered discriminatory or offensive
  - Illegal activities
  - Events which include animals falling within the schedule of “Kinds of Dangerous Wild Animals” in the Dangerous Wild Animals Act 1976 (Modification) (No.2) Order 2007 or its replacement
  - Events which could cause damage to the reputation of the City of London Corporation
  - Events which could involve operations likely to damage the Sites of Special Scientific Interest (SSSI)

## 9. How we make decisions

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### **Officer Event Group**

- 9.1 Each Site has an Officer Event Group which considers applications for events in the first instance. The frequency of their meetings is detailed within the Site-specific policies which forms Part Two of this policy. The Officer Event Group will make decisions and recommendations to the Superintendent or Committee (as appropriate) based on the event applications forms, event management plans and their compliance with this policy.

### **Event application form**

- 9.2 An event application form is provided in Part Two of this policy. All relevant sections of the form must be completed by the event organiser. The information provided will be used by the relevant Officer Event Group to determine what approval process to follow, what the event organisers must do and what charges will be made.

### **Event management plan**

- 9.3 Event organisers must develop and submit an event management plan. This plan together with the application form must demonstrate that each of the requirements within this policy will be met.



### **Things the Officer Event Group consider**

- 9.4 Before making a recommendation, the Officer Event Group will look at the information provided in the application form and the event management plan. They will also consider:
- Whether the event is appropriate to the character and local environment of the Open Space or Site.
  - The potential for and extent of damage to the amenity of the Open Space
  - Any potential to damage the Sites of Special Scientific Interest (SSSIs)
  - The potential for and extent of impairment to the public enjoyment of the Open Space
  - Whether the event complies with this policy and the relevant Site-specific policy
  - Whether the event is suitable for the Site location proposed
  - Whether the event clashes with any other events or activities
  - Whether the time of year is appropriate
  - Whether there is sufficient lead-in time
  - Whether the event would conflict with any restrictive covenants, byelaws or statutory provisions applicable to the Site
  - Whether appropriate arrangements have been made for wellbeing, health & safety, security, public liability insurance, stewarding and the provision of first aid
  - Whether arrangements for local authority licences have been made
  - Capability of the organiser
  - Any environmental impact outside the Site (e.g. noise nuisance)
  - Benefit to the local community or other users of the Site and/or to the charitable objectives of the Site
  - Whether the event is not permitted in accordance with Section 8 – “Events which are not allowed” of this policy
- 9.5 Feedback will be provided to event organisers if the arrangements proposed are insufficient or require amendment. Events which do not meet the required criteria will be refused. The Superintendent or Committee may require event organisers to comply with particular conditions.

### **Approval process**

- 9.6 Site specific policies will categorise events based on anticipated participant numbers and duration (including set up/set down times) as appropriate for each Site. These are contained in Part Two; Site specific policies.
- 9.7 Superintendents have authority to approve events which have up to 5,000 participants and a maximum duration of 2 days. For events of over 5,000 participants and/or of 3 or more days duration, approval will be sought from the relevant Committee. In addition, there may be exceptional circumstances when an application is received which is in some way contrary to an element of this policy but has a high level of benefit to the community or Site. In such

a case, the Superintendent may refer such a decision to the appropriate Committee.

- 9.8 The time required to make determinations vary according to the scale of the event proposed. These are included with the Site-specific policies contained in Part Two. Event organisers must ensure they have allowed sufficient time for the application to be considered.

#### **Local authority approvals**

- 9.9 A licence (or Temporary Event Notice) from the local authority may be needed for some events. Further information is available from <https://www.gov.uk/licence-finder>
- 9.10 Applying for this licence and any other consents that may be required is the responsibility of the event organiser. Event organisers will need to familiarise themselves with the local authority licensing process, timescale and charges as part of their event planning. Failure to be granted any necessary licence or consent will result in the event being refused permission by the City of London.

## **10. Charges for Events**

---

- 10.1 The holding of events gives rise to costs for the charitable funds from which the City manages the Open Space. These costs arise from administration, staff support, works which are required to facilitate the event and any required remediation works. Event organisers will generally be expected to meet the full costs associated with their event, although this requirement may be relaxed for events that are considered to provide strong benefits for the Site or its users and which are held on a non-profit basis.
- 10.2 For events involving an element of profit, or which are considered to provide limited benefit for the Site or its users, a hire fee may be charged in addition to cost recovery, in order to ensure wider benefit for the Site.
- 10.3 The Officer Event Group will estimate the costs associated with an event and will propose the charge to be made, subject to the approval of the Superintendent or Committee as appropriate.

#### **Application fee**

- 10.4 A non-refundable application fee will be charged for all event applications. This fee is charged to cover the costs of determining event applications.

#### **Refundable damage deposit**

- 10.5 A damage deposit may be required, in advance, for each event. The type and size of the event and consideration of any potential remediation works will be

relevant to the deposit required. The deposit will be used to fund any remediation works required and any additional costs incurred by the City of London for which the event organiser did not pay a charge.

- 10.6 The costs of any remediation works will be deducted from the deposit before it is returned. Should the deposit not be sufficient to pay for the remediation works or additional costs incurred by the City, the event organisers will remain liable for additional costs.

#### **Hire costs**

- 10.7 Costs associated with holding events are set out more fully within the Site-specific policies. Costs for staff time are based on full cost recovery.
- 10.8 Days associated with set up and set down will be charged for, in order to offset the loss of amenity for that period.
- 10.9 A holding deposit is included within the hire costs to secure a Site location on a specific day. Late cancellation may forfeit this deposit.

#### **Cancellation**

- 10.10 Where an event is cancelled by the organisers within the agreed cancellation period, the event holding deposit minus any costs incurred by the City will be refunded. No refunds will be given for any cancellations after the agreed cancellation period, and the City of London will be entitled to recover any additional costs incurred.
- 10.11 The City of London has the right to cancel an event, on its own authority or the advice of the Police or another appropriate authority. Examples of the reasons why the City may cancel an event in advance or during the event include:
- An emergency situation has arisen
  - The event organiser has not complied with their event management plan
  - The event is unsafe
  - The weather is or is forecast to be very poor or extreme and will impact on the Site conditions
  - The ground conditions are poor or unsuitable
- 10.12 In cases where an event is cancelled on the advice of the police, any other appropriate authority or for any of the reasons mentioned above, the City will not be liable for any fees, costs or damages incurred.
- 10.13 Cancellation periods are set out for different types of events within the Site-specific policies.

## 11. PART TWO – Site Specific Policies

---

11.1 Please see separate document. This includes the events application form. It applies to Site specific policies:

- |  |                                  |
|--|----------------------------------|
| 1) Ashtead Common                              | 6) Hampstead Heath               |
| 2) Burnham Beeches & Stoke Common              | 7) Highgate Wood                 |
| 3) Coulsdon Common                             | 8) Kenley Common                 |
| 4) Epping Forest and Epping Forest Buffer land | 9) Queen's Park                  |
| 5) Farthing Downs                              | 10) Riddlesdown                  |
|  | 11) West Ham Park                |
|  | 12) West Wickham and Spring Park |

## Appendix 2



Open  
Spaces

Registered Charity

# Open Spaces Events Policy PART TWO [Site Specific Template Example]

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## Contents

### 1. Policy Statement

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This local policy should be read with Part One of the City of London Open Spaces Events Policy which applies to the following:

- 1) Ashted Common
- 2) Burnham Beeches & Stoke Common
- 3) Coulsdon Common
- 4) Epping Forest and Epping Forest Buffer Land
- 5) Farthing Downs
- 6) Hampstead Heath
- 7) Highgate Wood
- 8) Kenley Common
- 9) Queen's Park
- 10) Riddlesdown
- 11) West Ham Park
- 12) West Wickham and Spring Park

### 2. Introduction

---

[Introduction to the Site e.g. Epping Forest]

### 3. Legislative background

---

[Legislative background to the Site]

## **4. Event Locations**

---

[Background with reference to the Events Location Schedule}

## **5. Timing and Frequency**

---

[Site principles re timing and frequency of events]

## **6. Local Authority Approvals**

---

[Likely local authority notices / licences required and list of relevant local authorities]

## **7. Local Officer Event Group**

---

[Roles within the Site which make up this group, frequency of meeting and approval process summary]

## **8. How we make decisions**

---

[Site specific approach]

## **9. Applications timescale**

---

[Site specific information in relation to event scale, anticipated attendance numbers, application notice and application deadline]

## **10. Site Events Application Form**

---

[Includes contact details, event details, type of activity, licence and insurance requirements]

## **11. Site Terms and Conditions of Hire**

---

[Site specific information listed]

## **12. Site Specific Location Plans**

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<b>Committee:</b> Open Spaces & City Gardens	<b>Date:</b> 16 April 2018
<b>Subject:</b> City Gardens Update	<b>Public</b>
<b>Report of:</b> City Gardens Manager	<b>For Information</b>
<b>Summary</b>  This report provides an update to Members of the Open Spaces & City Gardens Committee on management and operational activities across the City Gardens section since February 2018.	
<b>Recommendation</b>  Members are asked to: <ul style="list-style-type: none"><li>• Note the report</li></ul>	

## **Main Report**

### **Finance**

1. At the point of writing the budgets for both City Gardens and Bunhill Fields are on target to have no significant over or underspend at the end of year.
2. The tender contract for a four-year bedding supply has now been awarded to Amethyst Nurseries. They have been supplying City Gardens over the last two years and the plants have been of excellent quality. This contract will deliver value for money and reduce the administrative burden on the City Gardens team.

### **Personnel**

3. Three new Assistant Gardeners are now in post. Recruitment is underway for an apprentice who will work within the City Gardens office and assist with back office transformation work.

### **Operational Activities**

4. The City Gardens Team has assisted street cleansing clearing the snow and applying grit to the pavements around the city.

5. **Rough Sleeping at St Botolph's Bishopsgate**  
There has been an ongoing problem with rough sleepers at St Botolph's Bishopsgate. The City Gardens Team have been working with the Outreach Team who have been engaging with the rough sleepers. Despite this the problem has been getting worse with long term tents, drug use, waste and a resulting increased rodent problem. We have engaged the police who have cleared the site and are prioritising dealing with the issue by attending as soon as the problem reoccurs.
6. **Project Updates:** The following project updates are current at the point of writing. Verbal updates to be given at the meeting:
7. **West Smithfield:** The play equipment has been refurbished. York stone paving has been laid, the gate has been adapted so it can be locked open and horticultural works are due to be completed by the end of March.
8. **Tower Hill Gardens:** The work for this garden is all complete apart from a connection of the water stand pipe to the mains, this is to be completed by Thames Water.
9. **Cleary Gardens:** Works to this garden are now well underway, decayed wooden steps have been replaced with metal steps. Metal railings installed to comply with health and safety. Horticultural works are due to be completed before the end of March.
10. **Seething Lane:** The new sealant has been applied to the paving. The turf that was supplied was found to have been infected with a fungal disease; this is being replaced by the supplier at no cost to the City, and is due to be completed by the end of April.
11. The city-wide mulching programme has now been completed.

### **Capital Projects**

12. **Aldgate gyratory:** The Church frontage garden is nearing completion in readiness for the Lord Mayor's visit to site on the 7 February. The trees, hedging and underplanting across the wider site will be completed in March. Works to the main piazza area are programmed to be completed in late March.
13. **St Alphage's Garden:** Currently under construction following a major refurbishment as part of the London Wall Place development, it is anticipated that this site will be planted in late 2018/ early 2019.
14. **Annual Tree Planting:** The tree planting programme for capital projects is now complete.



## Planning

15. A list of planning applications that have been received since the last Committee meeting can be found in Appendix 1.
16. **Survey of Private Trees:** Further analysis as requested at February's meeting of the health of the privately-owned trees has shown a slight decline with "Poor" trees increasing from 2% to 7%. Conversely, trees rated as "Good" increased from 3% to 28%. The majority of the trees in both surveys were marked as "Fair". Caution is advised when interpreting these figures as they were carried out by two different consultants and review has determined that the category definitions for the first survey were not clear, resulting in 94% being assessed as "Fair". The increase in poor trees is not unexpected as pest and disease and environmental pressures have increased significantly over the last ten years. The full results are as follows:

	<b>2007</b>	<b>2018</b>
Dead	1%	1%
Poor	2%	7%
Fair	94%	63%
Good	3%	28%
Excellent	0%	1%

17. Private trees are now available to view on the City Corporation's mapping system.

## Community, Volunteering, Outreach and Events

18. City Gardens will be judged for Britain in Bloom during the first two weeks of August; finalised dates will be available soon. London in Bloom judging will take place between the 18<sup>th</sup> of June and 18<sup>th</sup> of July.
19. The City Nature Challenge is taking place between 27-29 April. The City Gardens team and the Friends of City Gardens will be taking part in this event when over 60 cities will be competing to see who can make the greatest number of observations of nature and identify the most species.

## Appendices

- Appendix 1 – Planning consultations considered by City Gardens officers

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**Appendix 1 - Planning Application Open Spaces Consultations Jan – March 2018**

Application number	Location	Description
17/01280/FULL	The Old Deanery Dean's Court London EC4V 5AA (Impact on London Plane trees on private land.)	Structural repair works to the front boundary wall of the Old Deanery facing Dean's Court. Deconstruction of the central portion of the wall to allow for a new foundation beam and mini-piles to be constructed while retaining and protecting the two adjacent London Plane trees. Reconstruction of the wall on its existing footprint to match existing details. Pruning works to three London Plane trees.
PT_BXD/17/01232/FULL	Dashwood House 69 Old Broad Street London EC2M 1QS (Impact on existing trees on Alderman's Walk)	Erection of a partially enclosed structure and external seating area with associated kitchen servery and bar (Class A3) and the felling of two trees on private land accessible to the public.
PT_TPN/17/01297/MDC	6 - 8 Bishopsgate & 150 Leadenhall Street London EC2N 4DA & EC3V 4QT (Impact on existing trees on Bishopsgate)	Details of a scheme for the protection of 6 Gingko trees on Bishopsgate (TfL) that are to be retained during the demolition, construction and operation of the site pursuant to a planning condition.
PT_TPN/17/01287/FULL	10 Lower Thames Street London EC3R 6EN (Impact on existing garden on Riverside Walkway at Dark House Walk.)	A new pavilion for cafe/restaurant/bar (Class A3 or A4) involves the stopping-up and alteration of areas of City Walkway including reduction in garden area. Proposed remodelling of the public realm involves planting of trees, hedges and other planting.
18/00152/FULEIA	100 Leadenhall Street London EC3A 3BP (Impact on Leadenhall, Bury Street and existing churchyard of Church of St Andrew Undershaft as well as wider area.)	Demolition of the existing buildings and construction of a ground plus 56 storey building with public viewing gallery. Small area of roof garden and new and improved public realm at ground level containing planters and trees on private land.
18/00150/PODC	Bernard Morgan House 43 Golden	Open Space Method Statement pursuant to the Section 106

	Lane London EC1Y 0RS (Impact on Viscount Street and Brackley Street.)	Agreement for the provision of a new privately maintained small pocket park with public access.
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