

**WEST HAM PARK COMMITTEE**  
**Monday, 16 July 2018**

Minutes of the meeting of the West Ham Park Committee held at Committee Rooms  
- Second Floor West Wing, Guildhall on Monday, 16 July 2018 at 12.30 pm

**Present**

**Members:**

Alderman Ian Luder  
Wendy Mead  
Barbara Newman  
Graeme Smith (Chairman)  
Justin Meath-Baker  
Catherine Bickmore  
Jeremy Simons  
Oliver Sells QC (Deputy Chairman)

**Officers:**

|               |                                      |
|---------------|--------------------------------------|
| Carl Locsin   | - Town Clerk's Department            |
| Alison Hurley | - City Surveyor's Department         |
| Martin Rodman | - Superintendent, City Gardens       |
| Mark Jarvis   | - Chamberlain's Department           |
| Edward Wood   | - Comptroller and City Solicitor's   |
| Natasha Dogra | - Town Clerk's Department            |
| Colin Buttery | - Director of Open Spaces & Heritage |
| Lucy Murphy   | - West Ham Park Manager              |

**1. APOLOGIES**

Apologies of absence had been received from Caroline Haines, John Tomlinson, Robert Cazenove, Richard Gurney and Anne Fairweather.

**2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

There were no declarations of interest.

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

RESOLVED – that the Order of the Court of Common Council be received as an accurate record.

**4. ELECTION OF CHAIRMAN**

The Committee were invited to elect a Chairman for the ensuing year. A list of names of the Members who were eligible to stand was read. Catherine Bickmore and Graeme Smith expressed an interest in serving.

RESOLVED – following a vote Graeme Smith was elected as Chairman for the ensuing year.

**5. ELECTION OF DEPUTY CHAIRMAN**

The Committee were invited to elect a Deputy Chairman for the ensuing year. A list of names of the Members who were eligible to stand was read. Ms Catherine Bickmore and Oliver Sells expressed an interest in serving.

RESOLVED – following a vote both Mr Sells and Ms Bickmore received an equal number of votes. Therefore, the Chairman exercised his right to provide the casting vote. Oliver Sells was appointed as Deputy Chairman for the ensuing year.

6. **MINUTES**

The Committee were invited to consider the minutes of the previous meeting.

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

7. **SUPERINTENDENT'S UPDATE**

The Committee received an update on activities within West Ham Park and noted an update in relation to the Nursery project. The options review group met in February to review the concept designs for the three options that are being taken forward. They met again in May to consider the full options appraisal. During the Sheriff's and Members visit to site in June a summary of the proposals was also presented to those in attendance.

Members noted that it had been the intent to bring a progress report to the committee, however due to competition for funding from a number of other major projects, the report must firstly be considered by the Operational Property Group and Priorities Board so that the funding requirements can be considered against the City's Corporate plan Priorities and other funding bids.

The Committee noted that the outcome of this would support the next stages of the project focussing on the delivery strategy before the detailed design is worked up.

RESOLVED – that the update be received.

8. **OPEN SPACES DEPARTMENT, CITY GARDENS AND WEST HAM PARK RISK MANAGEMENT**

The Committee were invited to consider the risk management report and noted the risks faced by the Department of Open Spaces and across the City Gardens and West Ham Park division. Risk was reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department.

In response to a query regarding tree pests and diseases, Members noted that this risk was seasonal, and the direction of travel was difficult to ascertain. The Director said that Oak Processionary Moth may be a greater risk to the open spaces later this year. Members were informed that Officers consulted with their counterparts across Europe to keep abreast of changes in tree pests and diseases. Members agreed that OPM was a risk to the health of staff dealing with the disease. The Director stated that as the species extended its range it would also be a range to the public.

The Chairman provided feedback on the template of the report and informed Members that the layout of corporate risk registers was being reviewed Corporation-wide. Officers were advised to consult the designs of registers considered by the Police Committee.

RESOLVED – that Members approved the West Ham Park risk register.

9. **FINAL DEPARTMENTAL BUSINESS PLAN 2018/19 - OPEN SPACES**

Members were presented with the final high-level business plan for the Open Spaces Department for 2018/19. The Business Plan identified 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 highlighted how the Open Spaces Business Plan helped to deliver the outcomes of the Corporate Plan 2018 – 2023 by referencing the Corporate Plan numbered outcomes alongside the Departments outcomes, programmes and projects.

RESOLVED – that the update be received.

10. **CYCLICAL WORKS PROGRAMME**

Members noted a provisional list of cyclical projects being considered for properties under the management of West Ham Park Committee under the cyclical works programme. The draft cyclical project list for 2019/20 totals £94,200 and would continue the on-going programme in the maintenance of the property and infrastructure assets.

RESOLVED – that Members approved the Cyclical Works Programme.

11. **REVENUE OUTTURN 2017/18**

Members were presented with a report comparing the revenue outturn for the services overseen by the Committee in 2017/18 with the final agreed budget for the year. In total, there was a better than budget position of £3,000 for the services overseen by this Committee compared with the final agreed budget for the year.

RESOLVED – that the report be received.

12. **OPEN SPACES BUSINESS PLAN YEAR-END REPORT 2017/18**

Members were informed that 2017/18 was a year of embedding change, with a new Director and new services joining the Department. Services have continued to perform well with high levels of customer satisfaction recorded and numerous accreditations from organisations such as Green Flag, London in Bloom and Visit England.

There had been consistent achievement of performance measures with slight improvement upon the previous year. Net local risk expenditure for services that are the responsibility of the Open Spaces and City Gardens Committee came in very slightly (0.2% / £28k) overspent.

Members noted that the Open Spaces Act received Royal assent on 15 March 2018 and this would enable the charities to enhance their ability to optimise income generation.

RESOLVED – that the report be received.

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

There were no questions.

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

There was no urgent business.

15. **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.

16. **NON PUBLIC MINUTES**

The Committee were invited to consider the minutes of the previous meeting.

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

17. **LONG TERM FUNDING OF THE LEARNING PROGRAMME**

The Committee were invited to consider and receive the report of the Director of Open Spaces.

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

There were no questions.

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

There was no urgent business.

**The meeting ended at 1.22 pm**

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Chairman

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