



Hampstead Heath, Highgate Wood and Queen's Park Committee

Date: WEDNESDAY, 23 MAY 2018

Time: 6.00 pm

Venue: PARLIAMENT HILL CONFERENCE ROOM, PARLIAMENT HILL STAFF YARD, PARLIAMENT HILL FIELDS, HAMPSTEAD HEATH, NW5 1QR

Members: John Beyer
Mark Bostock
Deputy David Bradshaw
Councillor Melvin Cohen
Sam Cooper
Karina Dostalova
Rachel Evans
Anne Fairweather
Stuart Fraser
Michael Hudson
Maija Roberts
Ruby Sayed
Graeme Smith (Ex-Officio Member)
Deputy John Tomlinson
William Upton

Enquiries: Leanne Murphy
leanne.murphy@cityoflondon.gov.uk

Refreshments will be served in the Parliament Hill Conference Room at 5.45pm

**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 THIS AGENDA**
3. **ORDER OF THE COURT OF COMMON COUNCIL**
To receive the Order of the Court of Common Council dated 19 April 2018 appointing the Committee and setting its Terms of Reference.

For Information
(Pages 1 - 2)
4. **ELECTION OF CHAIRMAN**
To elect a Chairman in accordance with Standing Order No.29.

For Decision
5. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in accordance with Standing Order No. 30.

For Decision
6. **MINUTES**
To agree the public minutes and summary of the Hampstead Heath, Highgate Wood and Queen's Park Committee meeting held on 21 February 2018.

For Decision
(Pages 3 - 14)
7. **ACTIONS SHEET**
Report of the Town Clerk.

For Information
(Pages 15 - 16)
8. **MINUTES OF THE HAMPSTEAD HEATH CONSULTATIVE COMMITTEE**
To receive the public minutes of the Hampstead Heath Consultative Committee meeting held on 16 April 2018.

For Information
(Pages 17 - 28)
9. **MINUTES OF THE HIGHGATE WOOD CONSULTATIVE GROUP**
To receive the public minutes of the Highgate Wood Consultative Group meeting held on 18 April 2018.

For Information
(Pages 29 - 34)

10. **MINUTES OF THE QUEEN'S PARK CONSULTATIVE GROUP**
To receive the public minutes of the Queen's Park Consultative Group meeting held on 24 April 2018 (TO FOLLOW).
- For Information**
11. **APPOINTMENTS TO COMMITTEES 2018/19**
Report of the Town Clerk.
- For Decision**
(Pages 35 - 40)
12. **SUPERINTENDENT'S UPDATE**
Report of the Superintendent of Hampstead Heath.
- For Decision**
(Pages 41 - 88)
13. **HAMPSTEAD HEATH PONDS AND WETLAND STRATEGY**
Report of the Superintendent of Hampstead Heath.
- For Decision**
(Pages 89 - 100)
14. **THE HIVE LEARNING & VOLUNTEER CENTRE, HAMPSTEAD HEATH - GATEWAY 7 OUTCOME REPORT**
Report of the Director of Open Spaces.
- For Decision**
(Pages 101 - 106)
15. **HAMPSTEAD HEATH MANAGEMENT PLAN FRAMEWORK 2018**
Report of the Superintendent of Hampstead Heath.
- For Information**
(Pages 107 - 132)
16. **OPEN SPACES DEPARTMENT EVENTS POLICY**
Report of the Superintendent of Hampstead Heath.
- For Information**
(Pages 133 - 150)
17. **CONCERTS AT KENWOOD HOUSE**
Kenwood House General Manager to be heard.
- For Information**
(Pages 151 - 156)

- 18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
- 19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Part 2 - Non-Public Agenda

- 20. **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

- 21. **ST COLUMBA RADIO MAST STATION, SPANIARDS ROAD, NW3 - LEASE RENEWAL**

Report of the City Surveyor.

For Decision
(Pages 157 - 160)

- 22. **QUESTIONS ON MATTERS RELATING TO THE WORK 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**
- 24. **DATE OF NEXT MEETING**
The date of the next meeting is 5 September 2018 at 4.00pm.

BOWMAN, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 19th April 2018, doth hereby appoint the following Committee until the first meeting of the Court in April, 2019.
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HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK COMMITTEE

1. **Constitution**

A Non-Ward Committee appointed pursuant to the London Government Reorganisation (Hampstead Heath) Order 1989 consisting of not fewer than 18 Members in the following categories:-

- not fewer than 12 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Chairman and Deputy Chairman of the Open Spaces & City Gardens Committee (ex-officio)
- plus, for the consideration of business relating to Hampstead Heath only, at least six representatives who must not be Members of the Court of Common Council or employees of the City of London Corporation and at least six of whom are to be appointed as follows:-
 - one after consultation with the London Borough of Barnet
 - one after consultation with the London Borough of Camden
 - one after consultation with the owners of the Kenwood lands
 - three after consultation with bodies representing local, ecological, environmental or sporting interests

The Chairman of the Committee shall be elected from the City Corporation Members.

2. **Quorum**

A. For Hampstead Heath business the quorum consists of seven Members, at least one of whom must be a non-Common Council Member.

B. For Highgate Wood and Queen's Park business the quorum consists of three Members.

3. **Membership 2018/19**

- 3 (3) John Tomlinson, Deputy, *for three years*
- 4 (3) Michael Hudson
- 1 (1) Stuart John Fraser, C.B.E., *for two years*
- 1 (1) Mark Bostock, *for two years*
- 2 (2) Ruby Sayed
- 2 (2) William Upton
- 6 (1) Karina Dostalova
- 3 (1) Anne Helen Fairweather
- 1 (1) David John Bradshaw, Deputy

Together with the ex-officio Members referred to in paragraph 1 above, eight Members to be appointed this day and the following representatives from outside organisations:-

Heath and Hampstead Society	-	John Beyer
English Heritage	-	Sam Cooper
Royal Society for the Protection of Birds	-	Rachel Evans
London Borough of Barnet	-	Councillor Melvin Cohen
London Borough of Camden	-	TBC
Ramblers' Association/Open Spaces Society	-	Maija Roberts

4. **Terms of Reference**

To be responsible, having regard to the overall policy laid down by the Open Spaces & City Gardens Committee, for:-

- (a) expressing views or making recommendations to the Open Spaces and City Gardens Committee for that Committee's allocation of grants which relate to Hampstead Heath, Highgate Wood & Queen's Park.

Hampstead Heath

- (b) devising and implementing the City of London Corporation's policies and programmes of work in relation to Hampstead Heath (registered charity no. 803392) (and, in fulfilling those purposes, to have regard to any representations made to it by the Hampstead Heath Consultative Committee) in accordance with the London Government Re-organisation (Hampstead Heath) Order 1989;
- (c) exercising all the City of London Corporation's powers and duties relating to Hampstead Heath, including those set out in Regulation 5 of the London Government Re-organisation (Hampstead Heath) Order 1989, or in any Act or Statutory Instrument consolidating, amending or replacing the same;

Highgate Wood & Queen's Park

- (d) devising and implementing the City of London Corporation's policies and programmes of work in relation to Highgate Wood and Queen's Park (registered charity no. 232986)) (and, in fulfilling those purposes, to have regard to any representations made to it by the Highgate Wood Joint Consultative Committee and the Queen's Park Joint Consultative Group) in accordance with the provisions of the Highgate Wood and Kilburn Open Spaces Act 1886;

Consultative Committees

- (e) appointing such Consultative Committees and Groups as are considered necessary for the better performance of its duties including, but not limited to, a
- Hampstead Heath Consultative Committee
 - Highgate Wood Joint Consultative Committee
 - Queen's Park Joint Consultative Group

HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE **Wednesday, 21 February 2018**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 21 February 2018 at 4.00 pm.

Present

Members:

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
Michael Hudson
Ruby Sayed
Oliver Sells QC
John Beyer (Heath & Hampstead Society)
Sam Cooper (English Heritage)
Maija Roberts (Ramblers' Association/Open Spaces Society)

Officers:

Leanne Murphy	-	Town Clerk's Department
Alistair MacLellan	-	Town Clerk's Department
Bob Warnock	-	Superintendent of Hampstead Heath
Colin Buttery	-	Director of Open Spaces
Alison Elam	-	Group Accountant, Chamberlain's Department
Richard Gentry	-	Constabulary & Queen's Park Manager
Jonathan Meares	-	Highgate Wood, Conservation & Trees Manager
Edward Wood	-	Comptroller & City Solicitor's Department
Kate Radusin	-	PA to Superintendent of Hampstead Heath
Yvette Hughes	-	Business Manager
Declan Gallagher	-	Operational Service Manager
Carl Locsin	-	Town Clerk's Department
Lucy Gannon	-	Projects Management & Support Officer

1. APOLOGIES

Apologies were received from Deputy John Tomlinson, William Upton, Councillor Melvin Cohen, Rachel Evans, Councillor Sally Gimson and Graeme Smith.

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

There were no declarations.

3. MINUTES

RESOLVED, that the public Minutes of the meeting held on 15 November 2017 were approved as a correct record.

4. **MINUTES OF THE HAMPSTEAD HEATH CONSULTATIVE COMMITTEE**
The Minutes of the Hampstead Heath Consultative Committee (HHCC) meeting held on 29 January 2018 were received.
5. **HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE ACTIONS SHEET**
Members considered a report of the Town Clerk detailing outstanding actions and the following points were made.

Fees and Charges 2018/19

The Superintendent advised Members that feedback on the impact of 2018/19 parking charges would not be available until after April 2019, and the potential use of payment apps at Heath facilities was covered in the Superintendents report update. A document setting out revenue streams for Hampstead Heath, Highgate Wood & Queen's Park in tabular form was circulated to Members.

Revenue and Capital Budgets 2017/18 and 2018/19

Members were advised that the Chamberlain had been provided with feedback regarding the composite format of 2017/18 and 2018/19 Revenue and Capital Budget reporting.

Draft Departmental Business Plan 2018/19 – Open Spaces

Members were advised that the Business Plan would be coming to the next Committee meeting which would include clarification on the acronyms and symbols.

Any Other Business

Members agreed to convene a Spring 2018 Hampstead Heath, Highgate Wood & Queen's Park Committee (HHHWQPC) Walk on 23 May 2018 prior to the planned Committee meeting. It was decided that the walk would begin at 4.30pm followed by the Committee meeting at 6pm.

6. **ANNUAL REVIEW OF TERMS OF REFERENCE**
The Committee considered a report of the Town Clerk concerning their Terms of Reference.

RESOLVED - That:-

- the Terms of Reference of the Committee were approved for submission to the Court in April 2018 as set out in the appendix;
- any further changes in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

7. **SUPERINTENDENT'S UPDATE**
Members considered a report of the Superintendent providing an update on matters concerning Hampstead Heath, Highgate Wood and Queen's Park. The following points were made.

Cycling

- The Superintendent advised Members that he had received a petition with 146 signatures to extend cycle lanes north to south to promote accessibility to the Ladies' Pond. The Superintendent sought support from Members for adopting the current stance that no changes are planned for shared-use paths as Policy until a review is carried out as part of the mid-term review of the 2018 Management Plan.
- Members discussed what the criteria would be for change, e.g. if TFL made changes to the highways adjacent to the Heath. Members agreed that no new cycle routes would be created under the current policy and supported the decision to review the policy as part of the mid-term review of the 2018 Management Plan in 2023/24.

Cafés

Parliament Hill & Golders Hill Park Café

- The Superintendent noted that the Parliament Hill & Golders Hill Park Café negotiations had concluded, and that the leases would expire in January 2021.

Parliament Hill Fields Lido Café

- Members were advised that the lease with Hoxton Beach at the Parliament Hill Fields Lido Café had expired and the Superintendent sought Member's agreement for the City Surveyors Department to negotiate a new three-year lease with Hoxton Beach.
- A Member questioned whether the negotiations for the café leases should be put on hold until the Open Spaces Bill is passed as this would give the City opportunity to consider a longer lease. The Director of Open Spaces agreed that the Act would indeed help with future negotiations but felt that it was important to complete the current tendering agreement without delay.
- A Member queried why the terms of the lease had changed from base and turnover (top – up) rent to a base rent only agreement as the former appeared to be more beneficial. Members were advised that it was mutually beneficial for the leaseholders to develop their businesses and for the City Corporation the base rent provided a more reliable income stream.
- Members agreed the City Surveyors Department to negotiate a new three-year lease with Hoxton Beach.

Café Working Party

- Members were advised that a request had been made by the Cafés Campaign Team for representation on the HHCC.

- The Chairman and Deputy Chairman updated Members on the discussions that took place at the HHCC meeting in January. The HHCC were particularly concerned that the representative would not represent all five cafés, but only one café.
- The Town Clerk advised Members that the composition of the HHCC is governed by Article 9 and Schedule 4 of The London Government Reorganisation (Hampstead Heath) Order 1989. Whilst the City may make appointments to the Consultative Committee in addition to the 20 Members described in Schedule 4, who represent particular specified interests, the City is under no obligation to do so. In making any additional appointments, the City would apply two tests: does a demonstrable gap exist in representation on the HHCC? If so, does the candidate in question fill that gap?
- The HHHWQPC reviewed the overall membership of the Consultative Committee and considered whether cafés and café users in general were currently under-represented. The Committee agreed that there was already adequate representation for cafés and café users on the HHCC provided by the four members of the HHCC who sit on the Café Working Party.
- Members took into account the views expressed by the HHCC in January and decided not to approve the request from the Cafés Campaign Team, for a representative to join the HHCC.
- A Member highlighted the important difference between interest groups and commercial interest groups and encouraged Members to be alert of this when considering future applications.
- A Member raised a concern that people with physical disabilities were under represented on the HHCC/Open Spaces Committees. The Chairman noted that Mencap were very involved providing advice to the Committee(s) but agreed this was on a mental health capacity as opposed to physical disabilities. Members agreed other groups/organisations should be approached to ensure Hampstead Heath is more representative of all types of disabilities. The Superintendent agreed to work with the Town Clerk's Office to identify potential organisations which could provide representatives to represent people with physical disabilities on the HHCC. Other groups, e.g. young people, should also be considered within the 2018 Management Plan.

Planning

- **The Water House, Millfield Lane.** The Superintendent noted that this planning application is yet to be determined.
- **Parliament Hill Lido Gospel Oak 2017/5886/P.** Planning permission has been granted for installation of solar panels on the roof of the Parliament Hill Lido Building. A Member asked how the decision to install

solar panels had been made. Members were advised that the Lido had high energy bills and that funding of this project had come from the sale of fleet and machinery.

Trees

- The Superintendent advised that storms and extreme weather in January, most notably Storm Eleanor, had caused damage throughout Hampstead Heath and Highgate Wood and led to closures of Golders Hill Park and the Hill Garden on 3-4 January in compliance with the Division's Extreme Weather Event Protocol.

Constabulary

- The Superintendent highlighted the significant work that went into managing the crowds that gather on Parliament Hill on New Year's Eve to watch the fireworks across the City and advised that there were no issues to report.
- The Superintendent noted there have been three recent prosecutions against dog walkers.

City Surveyors Cyclical Work Programme

- The Superintendent advised Members that projects were now underway, including installation of fencing at South End Green; desilting of the Mixed Bathing Pond; refurbishment of the showers and redecoration of the changing rooms at the Athletics Track; and safety work on the timbers along the main walkway at the Pergola.

Avian Influenza

- The Superintendent noted concerns regarding Avian Influenza. Measures have been put in place at the Golders Hill Park Zoo and the Queen's Park Children's Farm.

Swimming

- The Superintendent advised Members that the next Swimming Forum would take place on 6 March 2018.
- The Superintendent noted that the Kenwood Ladies' Pond has frozen over on several occasions and therefore swimmers have been allowed to use the Men's Pond which had not frozen.
- The Superintendent updated Members on recent press interest regarding the City Corporation's policy to allow transgender women to use the Ladies' Pond. He reiterated City of London's position of inclusivity, which he noted was supported by the Kenwood Ladies' Pond Association (KLPA) who supported the City Corporation's position.

Highgate Wood

- Members were advised that the Highgate Wood Community Heritage Day would take place on 2 September 2018.

Queen's Park

- The Superintendent noted that a CCTV survey has been carried out to investigate the cause of movement in the flooring in the Play Area Toilets and Officers are awaiting the outcomes. The Chairman requested a report be presented at the next meeting of the Queen's Park Consultative Group (QPCG) and recommended that an email update be sent to the Members of the QPCG.
- The Superintendent was pleased to advise Members that the Urban Leisure Group have been awarded a three-year lease to operate at the Queen's Park Café, and that they started trading on 3 February 2018.

RESOLVED -

- Members agreed the proposed policy on cycling as set out in paragraph 4;
- Members agreed that the request to add a path north to south be deferred, and considered as part of the mid-term review of the 2018 Management Plan in 2023/24;
- Members agreed the City Surveyors Department negotiate a new lease for the Parliament Hill Fields Lido Café with Hoxton Beach, to expire in January 2021;
- Members considered, but did not approve, the proposal made by the Café Campaign Team outlined in paragraphs 13-14;
- The Superintendent agreed to work with the Town Clerk to identify a representative for those with a physical disability.

8. MANAGEMENT FRAMEWORK FOR HAMPSTEAD HEATH, HIGHGATE WOOD, QUEEN'S PARK AND KEATS HOUSE DIVISION

Members considered a report of the Superintendent of Hampstead Heath concerning the Management Framework for the Division and the following points were made.

- The Projects Management & Support Officer was pleased to present the latest draft of the Management Framework for the Committee's approval and provided background on how and why it had been developed.
- Members were advised that the Management Framework consists of three components: (1) the Annual Work Programme, (2) a three-year

Divisional Plan that guides implementation of priority projects, and (3) a Management Plan that sets strategic direction.

- The Projects Management & Support Officer advised Members that for Hampstead Heath, Highgate Wood and Queen's Park, each site has its own ten-year plan.
- A Member highlighted that a large piece of work such as the Divisional Plan does not happen overnight and thanked Officers for their hard work. This was echoed by other Members.

RESOLVED –

- Members noted the progress achieved in establishing a Management Framework for the Division;
- Members approved the proposed Annual Work Programme and Divisional Plan, and Outcomes Framework, taking account of the views of the HHCC.

9. POLICY FOR BENCH DEDICATIONS AND SPONSORSHIPS AT HAMPSTEAD HEATH

Members considered a report of the Superintendent of Hampstead Heath regarding the draft policy for bench dedications and sponsorships at Hampstead Heath. The Chairman noted that numerous discussions had been held with the HHCC and the feedback from the HHCC had been incorporated into the draft policy. It was noted that the bench policy sets out an effective approach to tackling the potentially sensitive matter of historical bench dedications on the Heath.

RESOLVED –

- Members considered the comments and feedback provided by the HHCC;
- Members approved the Policy (see appendix 1) for bench dedications and sponsorships.

10. REVIEW EVENTS PROGRAMME 2017 & PROVISIONAL 2018 EVENTS PROGRAMME

Members considered a report of the Superintendent of Hampstead Heath regarding the review of the 2017 Events Programme and the provisional 2018 Events Programme. The Leisure & Events Manager provided his highlights for 2017 and an update on what was coming up for the year to come. The following comments were made.

- It was noted that 2017 was a great year for events at the Heath and there were 101 events in total. Particular highlights for the Committee included the London Youth Games, "One Man and his Dog" and the Night of 10,000m.

- The 2018 National Cross-Country Championships takes place on 24 February 2018 at Parliament Hill. Members were advised that two Shire Horses would attend the Heath on the Sunday following the Cross-Country Championships to carry out restoration works.
- The Night of the 10,000m Personal Bests international event would return to the Heath on 19 May 2018. This is expected to receive extensive media coverage bringing 40 world class athletes to the track to compete in the Europa Cup. Members were advised that discussions are taking place with the BBC to make this event available on television via the Red Button.
- A Member queried the “Hounds of the Heath” event and other similar events. The Leisure & Events Manager advised that this was a charity event and that the money raised went to a dog charity.
- The Chairman drew Members attention to paragraphs 22-23 regarding the use of animals at the annual circus event at the Heath. In addition to the representation from Zippos Circus which was circulated to the Committee prior to the meeting, the Chairman advised that Mr Hibling had sent a second letter stressing how fond Zippos are of the Heath which it has been working with for the last 20 years.
- Members were advised that Zippos Circus’ last visit to the Heath in 2016. The event attracted intense protest from animal rights activists and the City Corporation received a petition with 8,500 signatures against the use of animals at the event. The Committee’s main concern was the safety and security of the public and staff, as well as the potential damage to the reputation of the Hampstead Heath Charity. Members discussed different security options, as the Metropolitan Police do not have the resources to support future events and were not able to support the 2016 event.
- The intense protests at the 2016 event resulted in the redeployment of all on duty Hampstead Heath Constabulary Officers to manage the event. This was unacceptable and resulted in the wider Heath being unpatrolled during the event.
- In light of these security concerns, it was decided that the circus would be asked to provide safety fencing around the circus area and provide additional security staff to manage the attendees and other people in the vicinity of the circus big top. It was also decided that a health and safety assessment would be carried out by the City Corporation to decide what safety procedures would be required.
- Members discussed the HHCC’s recommendation to not include animals and some questioned whether the City Corporation could legally prevent a licensed circus event from containing performing animals (domestic or exotic). It was noted that the Heath has other public events that contain

performing animals and also uses working animals. The Chief Solicitor advised Members that a decision either way on whether to allow performing circus animals on the Heath would be lawful provided it was based on practical administrative considerations rather than moral or ethical considerations. In answer to a question from a Member, he confirmed that public perception of the Charity was a legitimate concern for the Committee because this might impact on the activities of the Charity and could therefore be distinguished from the ethical views of individual Members. He also confirmed that, whilst the Committee had a statutory duty to have regard to the representations of the HHCC, this was only to the extent that such representations could properly be taken into account in any particular case.

- The Chairman asked Members to take a decision to either support the recommendation of the HHCC to ask Zippos Circus not to bring animals if they return to the Heath, make a different recommendation or to postpone the decision to the next meeting pending more information as per a Member's request.
- The Committee voted on an amended recommendation (7 Members were supportive and 1 Member abstained) and approved that a circus on the Heath in 2018 should be allowed to feature performing animals (domestic) provided that the City was satisfied (1) that the welfare of those animals met statutory standards and (2) the City satisfying itself that any such circus put in place appropriate security measures to ensure there was no repeat of the disorder that was seen when Zippos last visited the Heath in 2016. Safety of members of the general public and Heath staff should be assured. Authority was delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to make the final decision on whether the final circus provider, if they featured performing domestic animals, had satisfied any security measures deemed necessary. This judgement would be based on the consideration of a full health and safety assessment/risk assessment conducted by the City.
- The Superintendent advised Members that there would be an opportunity to revisit the use of performing animals on the Heath from 2019 onwards when the new Hampstead Heath Events Policy comes to the Committee later in the year.

RESOLVED –

- Members noted the success of the 2017 Hampstead Heath Events Programme in engaging with audiences, attracting new visitors to the Heath, and working with partners to provide a valuable service for the local community and beyond;
- Members took the views of the HHCC into account regarding the potential damage to the public perception and reputation of the Hampstead Heath Charity; and the potential security issues arising from

the use of performing animals (domestic). However, the Committee approved that a circus on the Heath in 2018 should be allowed to feature performing domestic animals provided that the above requests of the Committee were adhered to by the circus;

- Members agreed the proposed 2018 Events Programme, taking account of the views of the HHCC.

11. HAMPSTEAD HEATH TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

Members noted a report of the Chamberlain regarding the Hampstead Heath Trustee's Annual Report and financial statements for the year ended 31 March 2017. Members were advised that this was now lodged with the Charities Commission and has been signed off by the Finance Committee.

12. HIGHGATE WOOD & QUEEN'S PARK TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

Members noted a report of the Chamberlain regarding the Highgate Wood and Queen's Park Trustee's Annual Report and financial statements for the year ended 31 March 2017.

13. HEATH HANDS

Members noted the report from Heath Hands regarding the volunteering highlighted for 2017/18.

14. REPORT OF ACTION TAKEN BETWEEN MEETINGS

Members considered a report of the Town Clerk of action taken between meetings.

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

There were no questions.

16. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

16.1 Draft Minutes of the Highgate Wood Consultation Group Meeting

The Minutes of the Highgate Wood Consultation Group meeting held on 22 November 2017 were received.

16.2 Draft Minutes of the Queen's Park Consultation Group

The Minutes of the Queen's Park Consultation Group meeting held on 29 November 2017 were received.

17. 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 they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

18. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public Minutes of the meeting held on 15 November 2017 were approved as a correct record.

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

There were no questions.

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

There was no other business.

21. **DATE OF NEXT MEETING**

The date of the next meeting on 23 May 2018 at 6.00pm (walk at 4.30pm) in the Parliament Hill Conference Room was noted.

The meeting ended at 5.49 pm

Chairman

Contact Officer: Leanne Murphy
leanne.murphy@cityoflondon.gov.uk

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Hampstead Heath, Highgate Wood and Queen's Park Committee

Actions Sheet

	Date	Action	Officer responsible	Progress Update
1.	21 February 2018	The Draft Departmental Business Plan 2018/19 including clarification on the acronyms and symbols to be brought to the next Committee meeting.	Superintendent	Update at May 2018 Meeting
2.	21 February 2018	Convene a Spring 2018 HHHWQPC Walk on 23 May 2018 prior to the planned Committee meeting (walk to begin at 4.30pm followed by the Committee meeting at 6pm).	Town Clerk	Done
3.	21 February 2018	Notify the Cafés Campaign Team that the request for a representative to join the HHCC was not approved.	Chairman / Town Clerk	Done
4.	21 February 2018	Identify potential organisations which could provide representatives to represent people with physical disabilities on the HHCC.	Town Clerk	Done
5.	21 February 2018	Identify a representative on the HHCC for those with a physical disability.	Chairman / Superintendent	Update at May 2018 Meeting
6.	21 February 2018	Send an email update to QPCG Members re: the outcomes of a CCTV survey carried out to investigate the cause of movement in the flooring in the Play Area Toilets and a report to be presented at the next QPCG meeting.	Superintendent	Update at April 2018 Meeting

Hampstead Heath, Highgate Wood and Queen's Park Committee

Actions Sheet

	Date	Action	Officer responsible	Progress Update
7.	21 February 2018	Zippos circus to be asked to address health and safety concerns of the HHHWQPC / City Corporation and a risk assessment be carried out to decide what safety procedures would be required.	Superintendent	Update at May 2018 Meeting

HAMPSTEAD HEATH CONSULTATIVE COMMITTEE **Monday, 16 April 2018**

Minutes of the meeting of the Hampstead Heath Consultative Committee held at Parliament Hill Conference Room, Parliament Hill Staff Yard, Parliament Hill Fields, Hampstead Heath, NW5 1QR on Monday, 16 April 2018 at 7.00 pm

Present

Members:

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
Nick Bradfield (Dartmouth Park Conservation Area Advisory Committee)
John Etheridge (South End Green Association)
Mathew Frith (London Wildlife Trust)
Colin Gregory (Hampstead Garden Suburb Residents' Association)
Michael Hammerson (Highgate Society)
Ellen Solomons (Vale of Health Society)
Ellin Stein (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee)
Richard Sumray (London Council for Recreation and Sport)
John Weston (Hampstead Conservation Area Advisory Committee)

Officers:

Bob Warnock	- Superintendent of Hampstead Heath
Jonathan Meares	- Highgate Wood, Conservation & Trees Manager
Declan Gallagher	- Operational Services Manager
Richard Gentry	- Constabulary and Queen's Park Manager
Lucy Gannon	- Projects Management & Support Officer
Yvette Hughes	- Business Manager, Hampstead Heath Division
Paul Maskell	- Leisure and Events Manager
Leanne Murphy	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department
Carl Locsin	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Susan Rose, Ray Booth Dr Gaye Henson, Steve Ripley, Simon Taylor and David Walton. Members noted that Rachel Mackenzie was attending in place of Cindy Galvin (Heath Hands), Nick Fielding was attending in place of Helen Payne (Friends of Kenwood) and Lynda Cook was attending in place of Thomas Radice (Heath and Hampstead Society).

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. MINUTES

The minutes of the meeting held on 29 January 2018 were approved as a correct record subject to the amendment of three points noted by a Member:

- Change "older age group" to "younger" on page 2.
- It was felt that the phrase "historic nature", which could imply geology and botany, be replaced with the word "history" on page 8.

- Replace the typographical error of the word “were” to “where” on page 10.

Members also felt clarity should be made to the paragraph regarding the Heath’s Heritage Day.

4. **ACTIONS SHEET**

The Committee noted the various outstanding actions and the updates provided thereon.

5. **MINUTES OF THE HAMPSTEAD HEATH, HIGHGATE WOOD, AND QUEEN'S PARK COMMITTEE**

The minutes of the Hampstead Heath, Highgate Wood and Queen’s Park Committee (HHHWQPC) meeting held on 21 February 2018 were received.

The Chairman highlighted the concern raised by a Member at this meeting that people with physical disabilities were under represented on Open Spaces Committees and advised that investigation of appropriate representation on the Hampstead Heath Consultative Committee (HHCC) was currently underway and that an interview for fair selection would take place in due course.

The Chairman also drew Members’ attention to item 10 and the decision of the HHHWQPC regarding the use of performing animals on the Heath. It was noted that the HHHWQPC received the feedback of the HHCC on this matter but had decided not to approve the recommendation put forward by the Committee, the reasons of which were immediately relayed to Members by the Chairman via email.

A Member of the HHCC questioned the legal advice of the Chief Solicitor regarding decisions based on ethical grounds as he felt most decisions by the Open Spaces Committees were based on ethical grounds. The Town Clerk noted that this decision was based on case law. Members requested a more in-depth explanation of the legality of this advice from the Chief Solicitor and for this point to be subsequently clarified in the minutes.

6. **HAMPSTEAD HEATH SPORTS ADVISORY FORUM MINUTES**

The minutes of the Hampstead Heath Sports Advisory Forum meeting held on 5 February 2018 were received.

A Member questioned the validity of the minuted point that there was a sewage leak at Kenwood House. The Superintendent confirmed that the minutes were correct and did not require amendment.

7. **SUPERINTENDENT'S UPDATE**

Members considered an update report of the Superintendent and the following points were made:

Divisional Plan

- The Superintendent advised Members that the columns “status” and “update” had been added to the Divisional Plan.
- The Superintendent advised that due to a duplication of Project 3.5 in the 2017/18 Divisional Plan, an additional project has been developed (3.14) to separate the events and cultural strategies and develop a broader cultural strategy.

- Other changes to the Divisional Plan included:
 - 3.12 (Develop the Hive) – this project is on hold and will go to Gateway 7 for closure due to the cost of the conversion being considerably higher than first planned. Other options would be looked at.
 - 3.14 (Develop the Cultural Strategy) – this project will be led by the new Principal Curator of Keats House (Rob Shakespeare). The Superintendent advised that the project would take longer than July to complete and he would provide an update along with the project plan at the next meeting.
- In response to a query regarding what the relationship was between the cultural strategy and events strategy, the Superintendent advised that they work together and consequently play, events and culture would be given greater emphasis in the Management Plan. A Member recommended looking again at that the word “culture” as this has a broader meaning than what it is being used for.
- A Member queried what the initial thoughts for the Hive Building were. The Superintendent advised that a wider study looking at capacity of a number of Heath buildings including the Lido, Clubhouse and Parliament Hill Staff Yard, was planned to explore opportunities for providing additional learning spaces, volunteering and information hubs. It was noted that this would be added to Divisional Plan Project 1.12.
- The Superintendent drew Members’ attention to the Hampstead Heath Shared Use Pathways Final Draft Report (Appendix 2) and noted that the Highgate Wood, Conservation & Trees Manager had circulated Member’s feedback from the HHCC walk regarding the different types of surface materials proposed in the report. It was noted that Members would like further information on the surfacing options proposed in the report and an updated report would be circulated to Members.
- The Superintendent welcomed feedback from Members regarding waymarking and the proposed colour scheme of signage. The following comments were made:
 - Members discussed the colour scheme and subsequently agreed that it made sense to follow the recognised national colour scheme for cyclists to avoid confusion.
 - Some Members were also mindful of the signage being in keeping with the rural aesthetic of the Heath.
 - A Member felt that some clarification was needed regarding the term “prohibited routes”.
 - The Deputy Chairman noted that the timber posts were quite low down and easily mud splattered covering the colour on the post. The Superintendent advised that these would need to be cleaned regularly to ensure they remained visible.
 - It was agreed “no cycling” painted on the path in yellow was the clearest indicator and Members were pleased the concrete pads would be removed.

Planning

- **The Water House, Millfield Lane, 2017/3692/P.** The Superintendent advised that planning permission had been granted. Ground protection measures would be put in place to ensure the protection of three veteran trees along Millfield Lane. In response to a question, the Superintendent advised that the project would take approximately 57 weeks, that safe passage for walkers would be maintained and Light Commercial Vehicles with a gross vehicle weight of not more than 3.5 tonnes were being used to facilitate the development.
- **Parliament Hill William Ellis School, 2017/5395/P.** The Superintendent noted that the Operational Services Manager was a member of the Community Working Group representing the Heath. In addition, the Highgate Wood, Conservation & Trees Manager was engaged in discussions with the constructor regarding the protection of trees, notably a large oak.
- **Athlone House.** The Superintendent noted that the Highgate Wood, Conservation & Trees Manager was liaising with the developer regarding the impact of the works on boundary trees.
- **Capo de Monti.** It was noted that this was spelt incorrectly in the report and should read “Capo” not “Capri”.

Extreme Weather

- The Superintendent advised that storms and extreme weather in January, most notably Storm Eleanor, David and Georgina, had caused damage to 18 trees across Hampstead Heath and led to a number of closures at Golders Hill Park and the Hill Garden in compliance with the Division's Extreme Weather Event Protocol.

Constabulary

- The Superintendent noted that there have been two recent prosecutions in relation to cycling.
- The Superintendent advised Members that a restructuring of the Constabulary was taking place and was now at the personal consultation stage which would end next month.

City Surveyors Cyclical Work Programme

- The Superintendent advised that a new fence at South End Green had been erected and the land was recovering nicely. Members were pleased.
- The Superintendent noted that the final stage of desilting was taking place at the Mixed Pond and that new planting bays would be completed next week, and it would take some time for the remaining silt currently in suspension to settle. Members felt this was a big improvement.
- The Superintendent noted that works to install the Solar Panels at the Lido had been completed and the work to reroof the Men's changing rooms was ongoing.

City of London Corporation (Open Spaces) Act 2018

- The Superintendent was pleased to advise that the City of London Corporation (Open Spaces) Act 2018 had received Royal Assent and thanked Members for their support and work on drafting the Act.
- A Member queried how the Act would assist in setting new policies and its scope. The Superintendent advised that the bill sets out the requirement to consult prior to implementing specific policies relating to the Act.

Hampstead Heath Cafés

- The Superintendent noted that three-year leases had been agreed for the Parliament Hill Café, Golders Hill Park Café and Parliament Hill Lido Café.
- In response to a question, the Superintendent advised that lessons had been learnt and that moving forward the role of the Café Working Party would be focused on the Parliament Hill, Parliament Hill Fields Lido and Golders Hill Park Cafés, as the Consultative Groups covering Highgate Wood and Queen's Park would be involved in the discussions relating to these cafés. The Terms of Reference for the Café Working Party would be updated to reflect this change in focus. Members requested an update on timelines and the methodology.

Swimming

- The Superintendent advised that there were a number of ongoing issues at the Men's Pond regarding inclusivity, access, improved signage and the routes to payment. These issues were being discussed with both the Swimming Forum and the Sports Advisory Forum.
- At the Swimming Forum on 6 March 2018 outline proposals were presented for the Men's Pond to create a fully accessible facility.
- A further meeting has been arranged with representatives of the Highgate Men's Pond Association to discuss the proposals. The Superintendent advised that the intention was to engage with the summer season swimmers and a further update will be provided to Members at their meeting in July.
- The Superintendent noted that the changing cubicles at the Mixed Pond had been repaired.
- The Superintendent advised that there were a number of ongoing issues relating to the buildings at the Ladies' Pond that were being addressed.
- Following a written complaint from a member of the public regarding dogs being permitted in the changing compound, the Superintendent undertook an investigation where it was found that a past member of staff working at the facility had informally allowed a number of swimmers to bring their dogs into the changing compound, in contravention of the site notices, bylaws, and without authority from the City of London. The investigation also revealed that Lifeguards often received verbal complaints from swimmers regarding the presence of dogs within the changing compound. The City of London acknowledged that the previous arrangements were wrong and would be working to ensure that the bylaws were correctly upheld at this facility maintaining consistency across the Heath's facilities.

- The City of London Constabulary undertook a two-week period of informal information sharing at the Men's Pond and during this time Constables spoke to many swimmers at the facility.
- Following the information sharing, the Constabulary commenced the process to enforce the bylaw at this facility, in line with enforcement arrangements across other facilities at the Heath, including the playgrounds, cafés, Parliament Hill Lido and the Ladies' and Mixed Bathing Ponds.
- It was noted that there was a small number of swimmers who felt very strongly that dogs should be permitted within the changing compound. The Superintendent, Constabulary and the Senior Swimming Supervisor have sought to work with these individuals and the Highgate Men's Pond Association to resolve this matter.
- A Member advised that they had been contacted by a swimmer proposing a range of alternative arrangements to manage swimmers bringing their dogs into the facility. The Superintendent confirmed that a number of alternative arrangements had been considered including the introduction of a permit system. This had previously been discussed with representatives from the Highgate Men's Pond Association, and with the wider group of Swimming representatives at the Swimming Forum on 6 March 2018. Following careful consideration, it was concluded that a permit system would not be appropriate and would not resolve the issues.
- In order to help resolve the issue, the City of London has installed a temporary cycle parking area inside the entrance to the Men's Pond, where swimmers may tether their dogs. This is a temporary measure whilst wider consultation on the proposals for improving access is undertaken. These proposals include an area for cycle parking and dog tethering closer to the pond.
- Unfortunately, two members of staff working to construct this temporary cycle parking area were verbally and physically assaulted by a swimmer. The Superintendent has since written to the swimmer to inform them that this behaviour will not be tolerated by the City of London.
- The Chairman of the United Swimmers Association has emailed the Superintendent to formally protest to the changes at the facility and the enforcement of the bylaw preventing dogs from entering the changing compound.
- The Constabulary will continue to visit the facility on a regular basis and generally the bylaw is being complied with, although it is understood a petition is now being promoted.
- In response to queries regarding why this decision had been made, the Superintendent advised that a complaint had been received regarding dogs being in the Men's Pond changing compound and following this the City of London was working to ensure that the bylaws are correctly upheld at this facility to maintain consistency across the Heath's facilities.
- A Member noted that the bylaw did not ban dogs but rather allowed for a sign to be implemented. The Queen's Park & Constabulary Manager confirmed the bylaw allowed for signage to be installed prohibiting dogs from an area.

Signage to this effect has been in place at a number of facilities across the Heath, including playgrounds and the swimming facilities for many years.

- A Member questioned the resource and reputational implications of enforcing this bylaw. The Superintendent advised that the Lifeguards had reported difficulties in managing swimmers with dogs and felt that this presented an unmanageable issue for staff. It was agreed that a consistent approach across Hampstead Heath was necessary.
- A Member noted that the tethering area for dogs needed to be in eyesight of the pond to ensure safety/calmness of the dog and alleviate swimmer's concerns of dognapping.

Events

- The Leisure & Events Manager encouraged members to attend the upcoming Highgate Harriers Night of 10,000m Personal Best event on 19 May. For the first time in Britain, the event also hosts the European 10,000m Cup competition. Other highlights include a Q&A with sports stars.
- The Leisure & Events Manager noted that the English National Cross-County Championships on 24 February had been hugely successful with a record number of participants. The two shire horses brought onto the Heath to undertake chain harrowing to aid the ground recovery following this event had been successful and received a positive response from the public.

RESOLVED – that:-

- Members note the contents of this report;
- Members provided feedback in relation to the recommendations presented in the Shared Use paths report (appendix 2) as outlined in paragraph 5.

8. 2018 MANAGEMENT PLAN FRAMEWORK

Members considered a report of the Superintendent of Hampstead Heath regarding the Hampstead Heath 2018 Management Plan which had reached another important milestone in its development and the following points were made:

- The Projects Management & Support Officer noted that this was to mark progress with the development of an Outcomes and Measurement Framework for Hampstead Heath and to set out the next steps for completion of the Management Plan.
- In response to a question from a member about what the Management Plan would include, the Projects Management & Support Officer stated that the Management Plan would not exceed 20 pages to ensure a more concise and readily updated document than the 2007 Management Plan.
- The Projects Management & Support Officer invited Members to put themselves forward to engage in the final stages of the development of the Management Plan.
- Various comments were made on the Heath Vision which was included as an appendix to the report. The Projects Management & Support Officer advised

Members that the Heath Vision had been discussed with Members in detail in July 2017 and was approved by the HHHWQPC on 27 September 2017, and therefore no changes would be made to the wording. A Member noted an idea on the scale of difficulty based on the length of sentences and highlighted that there were a number of sentences within the Heath Vision that reached the very difficult to understand level. The Projects Management & Support Officer agreed take this into account when writing the Management Plan. A Member noted potential contradictions in the language as different users of the Heath visit for different reasons and therefore have different views on what is needed. It was noted that the local community fought for 175 years to ensure the Heath was kept open and to protect the Heath as an open space and felt it was important that people were educated on this fact.

- In response to a query, the Projects Management & Support Officer clarified that the 2007 Management Plan contained 100+ essential actions and the aim was to ensure the 2018 Management Plan addressed the higher-level strategies with actions and details captured in the Divisional Plan and the Annual Work Plan. The purpose of the Management Plan is to provide a strategic framework for making decisions about matters that cross-over a range of management issues and to enable a balance to be found.
- A Member noted that the outcomes-approach provided an excellent framework and questioned whether the proposed schedule for completion of the Management Plan enabled adequate time for consultation. The Projects Management & Support Officer noted that stakeholders and forums would be engaged with as it develops.
- The Chairman queried the imperative for completion of the Management Plan by a particular date or whether was it possible to extend the schedule. In response, the Superintendent confirmed that the Management Plan must be completed before the end of 2018. A Member noted that consultation undertaken in preparation of the Management Plan had been effective, but that timing needed to be realistic to continue this inclusive approach. Members recommended that presentation of the Management Plan to HHHWQPC for approval ought to be delayed until November to allow more time for review and for consultation.
- In reference to the Outcomes and Measurement Framework, the Deputy Chairman questioned how much engagement there had been with Local Councils, particularly around social inclusion, as they would hold relevant data and would want to be involved to aid their own strategic plans.

RESOLVED – that:-

- Members were supportive of the proposed steps set out for the finalisation of the Hampstead Heath Management Plan.
- Members recommended that the timeframe for finalisation of the Management Plan be extended to ensure adequate time for consultation.
- The views of the Hampstead Heath Consultative Committee are conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

9. **OPEN SPACES EVENTS POLICY PART 1 - POLICY FRAMEWORK & PART 2 - SITE SPECIFIC GUIDANCE FOR HAMPSTEAD HEATH**

Members considered a report of the Superintendent of Hampstead Heath regarding the Open Spaces Events Policy including the Policy Framework and site-specific guidance for Hampstead Heath. The following points were made:

- The Superintendent thanked the Advisory Group (Helen Payne, John Beyer and Nick Bradfield) for their work and support on this project.
- It was noted that Part 1 of the Events Policy was reviewed by the Open Spaces Committee that morning for feedback and Members were invited to provide comments which would be fed into the process.
- It was noted that interaction between Parts 1 and 2 required further attention. Members concentrated on Part 2.
- A Member highlighted contradiction between the two parts and felt that the language and specifically wording regarding environmental protection was much better in the Act, specifically reference to “material injury”. The Deputy Chairman added that similar comments around the language and understanding were made in the Open Spaces Committee meeting that morning.
- It was noted that “other events” stated under item 4(b) Frequency and timing required clarification.
- A Member felt that clarification was needed to the description under item 4(c) Scale which states that events requiring temporary structures to be erected will be limited to areas defined as Zone A in the Schedule of Locations. The Member questioned if this may potentially restrict consideration of desirable events in the future. For example, in the past Parliament Hill Fields hosted an ice skating rink which proved very popular in winter months.
- A Member queried whether ethical considerations could be included in the policy.
- Members discussed the event scales provided in item 6.3 Table 1. Some Members felt the threshold for consultation with Members should be lower. The Member for Hampstead Garden Suburb Residents’ Association proposed that this threshold be reduced to medium-scale events. This was supported by the member for Heath & Hampstead Society. A Member also questioned whether three months’ notice for a medium sized event of up to 2,000 people was enough as this was a significant sized event.
- A Member found the information provided regarding the event application criteria a useful tool and felt that worked examples would be helpful, particularly in the initial months, and examples of how the Officer Event Group had put this into practice in the first 12 months.
- A Member noted that many of the surfaced paths listed under Zone A (item 5 Event Locations) also go through Zone C and sought clarification. The Projects Management & Support Officer stated that this was applicable for events that covered a wider area, for example trail and running events and that the conditions appropriate to each Event Zone would be applicable.

- A Member noted that the Pergola ought to be listed in the Schedule of Event Locations alongside the Hill Garden.

RESOLVED – that:-

- Members give feedback in relation to the draft Hampstead Heath Site Specific Policy (Appendix 2);
- Members give feedback in relation to the proposed event zones, as set out the in schedule of locations (Appendices 2b & 2c);
- The views of the Hampstead Heath Consultative Committee be conveyed to the Hampstead Heath, Highgate Wood & Queen's Park Committee at their meeting on 23 May 2018.

10. HAMPSTEAD HEATH PONDS AND WETLAND STRATEGY

Members considered a report of the Superintendent of Hampstead Heath regarding the Hampstead Heath Ponds and Draft Wetlands Strategy and the following points were made:

- It was noted that the Marylebone Birdwatching Society were supportive of recommendation to restrict public access to the island, and the draft outline of the Hampstead Heath Ponds and Wetlands Strategy.
- A Member queried whether access to the Model Boating Pond Island could be cut off completely with the removal of the land bridge. The Superintendent advised this had been considered previously and had been rejected on the basis that it could cause a health and safety risk of people swimming to the island.
- In response to a suggestion that the wording be changed to state that the public be permanently excluded from this area, the Superintendent advised this could not be done under the 1871 Act.
- The Superintendent advised that netting was already being removed in order to open up the bays and the fencing would gradually be reduced as the aquatic planting matured.
- A Member queried whether the monitoring had considered the surrounding areas and to what extent the increased number of birds was attributable to the MBP mock-island. Was it therefore enough to warrant the change of management focus from a pond for recreational pursuits to a water fowl reserve? The Senior Ecologist responded that these areas were rare with the aim being to increase these habitats not substitute them.
- A Member suggested replacing the fencing with the attractive, unused gate currently located next to the Parliament Hill tennis hut and hawthorn hedges; Members agreed this was a good idea.
- It was noted that protecting the island was initially designed to ensure the protection of the trees located on it.
- A Member recommended referencing the extensive hydrology survey within the document.

- It was noted that the Ponds and Wetlands Strategy should include Kenwood House Estate.

RESOLVED – that:-

- Members discuss and provide feedback on the options for the future management of the Island as set out in paragraph 14;
- Members supported the recommendation to restrict public access to the island and were in agreement with the proposed approach set out in the draft Hampstead Heath Ponds & Wetlands Strategy.
- The views of the Hampstead Heath Consultative Committee be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their meeting on 23 May 2018.

11. QUESTIONS

There were no questions.

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Chairman gave special thanks to Meg Game, Senior Ecologist, who was retiring this week after 15 years working at Hampstead Heath. The Committee echoed this thanks and congratulated Meg on all her valuable contributions to the Heath and the Committee.

The Chairman also gave thanks to Conservation Ranger Phil Stead, who would also be retiring in April after 30 years working at Hampstead Heath.

A Member noted that small electric vehicles were now being used on the Heath and suggested that they should carry prominent markings publicising the fact that they were electric as this would be good publicity for the Heath "going green".

13. DATE OF NEXT MEETING

The date of the next meeting of 9 July 2018 at 7.00pm in the Parliament Hill Conference Room was noted.

The meeting ended at 9.10 pm

Chairman

Contact Officer: Leanne Murphy
leanne.murphy@cityoflondon.gov.uk

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HIGHGATE WOOD CONSULTATIVE GROUP Wednesday, 18 April 2018

Minutes of the meeting of the Highgate Wood Consultative Group held at Heathfield House,
432 Archway Road, N6 4JH on Wednesday, 18 April 2018 at 4.00 pm

Present

Members:

Karina Dostalova (Chairman)
Jan Brooker (Highgate Conservation Area Advisory Committee)
Peter Corley (Tree Trust for Haringey)
Michael Hammerson (Highgate Society)
Councillor Bob Hare (London Borough of Haringey)
Lucy Roots (Muswell Hill Friends of the Earth)
Deputy John Tomlinson
Alison Watson (Friends of Queen's Wood)

Officers:

Leanne Murphy	- Town Clerks Department
Alistair MacLellan	- Town Clerks Department
Jonathan Meares	- Highgate Wood, Conservation & Trees Manager
Bob Warnock	- Superintendent of Hampstead Heath
Colin Buttery	- Director of Open Spaces

1. APOLOGIES

Apologies were received from, Anne Fairweather, Stephanie Beer and Councillor Gail Engert. It was noted that Councillor Gail Engert would be retiring in May and therefore would not attend any further meetings.

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. MINUTES

RESOLVED, that the minutes of the meeting held on 22 November 2017 be approved.

Matters Arising

Sustainability

In response to a question regarding what the overall energy/resources benefits of using a battery vehicle were, Members were advised that there is an Energy Officer employed by the City of London Corporation and the Town Clerk agreed to liaise with them on this matter. The Highgate Wood, Conservation & Trees Manager noted that this vehicle had been used for as long as possible and was cheap to run but the cost to continue maintaining the vehicle had now become too high. The vehicle may be refurbished elsewhere.

Walking Guides

A Member noted that there were excellent walking guides available covering Highgate Woods and suggested making these available in the café.

4. **ACTIONS SHEET**

The Committee noted the various outstanding actions and the updates provided thereon.

Meeting with Natural England

The Highgate Wood, Conservation & Trees Manager advised Members that there was good progress applying for Countryside Stewardship the Team were confident on securing a grant in the 2019 bid year. The Heath's Senior Ecologist provided an update on work that had subsequently taken place during the Committee Walk before the meeting.

Oak Processionary Moth

Members were advised that this allergic reaction was rare, usually occurring hours after exposure. The Director agreed to raise this concern at the National Oak Processional Group and ask for guidance on Epipens. It was agreed that the standard Forestry Commission leaflets would continue to be used.

5. **SUPERINTENDENT'S UPDATE**

Members considered an update report of the Superintendent and the following points were made:

- A Member suggested that "no dog waste" be stated on all recycle bins. Members were advised that planned work was due to take place on bins to provide clarity on general and recycling bins and to convey educational messages.

Roman Kiln Project

- It was recommended that the work of Bruce Castle Museum be mentioned in this project.
- Members were advised that a report on the outcomes would be provided at the next meeting.

Woodland Conservation and Tree Management

- The Superintendent advised that storms and extreme weather in January, most notably storms Eleanor, David and Georgina, had caused damage throughout Hampstead Heath and Highgate Wood and led to closure of Highgate Wood for four days in compliance with the Division's Extreme Weather Event Protocol.

Ecology

- The interesting survey results of the research projects on hedgehogs and foxes were noted and Members were advised that a student could be approached regarding the preparation of a leaflet to go to Lancaster Road residents regarding hedgehogs.

Volunteer activity

- Members were advised of Heath Hands' plan to increase their already significant activity.

- The Superintendent expressed thanks to all the volunteers that work at Highgate Wood.

Oak decline and oak regeneration

- It was noted that the two tables projecting tree loss were based on 100+ year old trees.
- In response to a question, Members were advised that currently, approximately ten trees die per year.

Pavilion Café

- Members were advised that the Superintendent planned to work with the Highgate Wood Consultative Group on the project to re-tender the café lease. Members were supportive of the suggestion to offer a seven-year lease with a possible extension of three years.
- A Member suggested adding something to contracts for them to be environmentally aware in line with the City of London Corporation's attempts to reduce plastic bottles.

Licensed events and activities

- Members were provided with a table listing the income generated and numbers of people attending of licensed events at Highgate Wood. Members discussed the significant increase in events in the last year and questioned whether there needed to be a limit in order to control the trend.
 - It was agreed that the saturation rate was nearly at maximum as more would impact on the flora and fauna, if numbers were to increase.
 - Members felt that it was important for children to be with nature and queried whether more dispersal of the Walk Talks could take place to spread out the impact.
 - A Member suggested limiting the use of the field for sport.
 - The Chairman suggested concentrating school groups to one area with a boardwalk decked hut in an attempt to protect other areas. The Superintendent recommended engagement with the schools.
 - It was agreed that wider thinking was required, and this would be explored by the Team before the next meeting.

RESOLVED – that:-

- Members provide feedback on the draft Woodland Management Plan (Appendix 1);
- The views of the Highgate Wood Consultative Group be conveyed to the Hampstead Heath Highgate Wood & Queen's Park Committee at their meeting on 23 May 2018.

5.1 Appendix 1 - Highgate Wood Management Plan

Members noted the draft Woodland Management Plan 2018-2028 and the following points were made:

- Members were advised that this was a ten-year plan providing site-specific detail. It was noted that the formatting of the plan was based on the Forestry Commission's format for grants.
- A Member noted that it would be useful to provide an online archive of background documents, earlier versions of plans, references, guides, etc, on the City of London Corporation website.
- A Member stated that a for reference/further reading item could be added to the document.
- Members discussed the overlap between the Woodland Plan and the Conservation Management Plan. The Highgate Wood, Conservation, Trees & Sustainability Manager noted that there were overriding links between the two plans which they had tried to link but they also have different elements, e.g. the Woodland Plan was limited to just woodland. It was agreed an explanation of the different plans should be provided including how they support each other.
- A Member felt that habitat should be a separate item.
- In response to a query regarding a potential market for commercial outlets for dead trees, etc, Members were advised that deadwood was normally retained in-situ to provide important deadwood habitat. However, there was no objection for providing smaller quantities of wood to local wood turners.
- A Member highlighted the importance of research and the value data collected at Highgate Wood and felt that this should be highlighted in the plan. It was agreed that data/research should be mentioned under item 6 Management Strategy and include work with other science organisations.
- It was noted that the report was very tree orientated with minimal reference to soil, which was regarded as very important as soils determine the habitat.
- Members supported the vision of the Management Plan but noted some changes:
 - Objective 5 to be changed to the following: *Mitigate and minimise damage from compaction and erosion whilst not restricting public access and enjoyment.*
 - Objective 6 to be changed to the following: *Continue to survey and support research on birds, bats, fungi and moths; monitor the population of oak standards and saplings; and records wildlife sightings.*
- A Member noted a point under 4.2 that Highgate Wood was designated as Metropolitan Open Land (MOL) and requested that this be confirmed.
- A Member suggested adding "collateral monitoring of spray" to the response against Oak Processionary Moth in the table under 5.2 Plant Health.
- It was suggested that "erosion to earthworks" be added to the response against people and dogs in the table under 5.8 Other Risks.
- A Member recommended using a spray with natural synthesised fungicide for oak saplings and along with randomised testing by a volunteer to measure the collateral impact.

- The Chairman felt that item 7 Stakeholder Engagement required expanding. It was noted that this was covered heavily in the policy section. After discussion, it was agreed that the plan should state exactly where this is covered in the Conservation Management Plan to avoid duplication.
- Members agreed that the introduction should explain the hierarchy between the Woodland Plan and the Conservation Management Plan.
- It was noted that the Appendix 1, Figure 1 did not reflect all of the archaeological features within Highgate Wood. It was agreed that this figure would be replaced with a more detailed map from the Conservation Management Plan and would be checked by the Member for Highgate Society for accuracy.
- The Highgate Wood, Conservation & Tree Manager advised Members that the deadline to provide any additional written comments was the end of April.

RESOLVED, that the report be noted.

5.2 Appendix 2 - 2018/19 Divisional Plan

Members noted the progress of the projects (notably the April 2018 milestones) in the fourth Quarter update on the status and progress of the 2017/18 Divisional Plan. The following points were made.

- The Superintendent noted that due to a duplication of project 3.5, an additional project has been developed (3.14) to separate the events and cultural strategies and develop a broader cultural strategy.
- The Superintendent advised that Members would be provided with an update at the end of quarter 2 at the next meeting providing more information of project priorities.
- Members felt that milestones were a good way of measuring impact.
- The Director of Open Spaces clarified that there were two parts of the Events Policy with Part 1 covering all of the Open Spaces and Part 2 being of more specific importance to Highgate Wood. Members would be provided with a more detailed version at the next meeting for consideration.

5.3 Appendix 3 - Licensed Events, School Walks and Schools Sports usage 2016/17 & 2017/18

Members considered a report regarding Licensed Events, School Walks and Schools Sports usage in 2016/17 and 2017/18.

Members felt that it was a disservice not to list all events and walks and requested that this list be updated.

5.4 Appendix 4 - Heath Hands Progress Report

Members noted a report from Heath Hands regarding the volunteering highlights for 2017/18.

5.5 Appendix 5 - 2018/19 Annual Work Programme

Members noted the Highgate Woods 2018/19 Annual Work Programme for Cyclical Works and Projects. The following points were made.

6. COUNTRYSIDE STEWARDSHIP FUNDING

Members received a verbal update from the Superintendent of Hampstead Heath regarding Countryside Stewardship Funding.

7. QUESTIONS

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Chairman gave special thanks to the Heath's Senior Ecologist, who was retiring the following day after 15 years working for the City of London Corporation. These sentiments were echoed by Members.

The Town Clerk agreed to contact the Highgate Society regarding their representation on the HWCG.

Members were advised that the Superintendent had written to the Board of Governors regarding finding a school's representative to sit on the HWCG and was awaiting a response. The Chairman noted that there was a teacher in the Hampstead Heath area that could potentially be interested in this role.

9. DATE OF NEXT MEETING

Members noted that the date of their next meeting would be on 17 October 2018 at 4.00pm.

The meeting ended at 5.50 pm

Chairman

Contact Officer: Leanne Murphy
leanne.murphy@cityoflondon.gov.uk

Committee(s) Hampstead Heath, Highgate Wood and Queen's Park Committee	Dated: 23 May 2018
Subject: Appointment of Sub Committees, Consultative Committees and Groups and Representatives on Other Bodies	Public
Report of: Town Clerk	For Decision
Report author: Leanne Murphy, Town Clerk's Department	

Summary

This report sets out the terms of reference and composition of the Hampstead Heath, Highgate Wood and Queen's Park Committee's consultative committees and groups, and the appointments it is invited to make to other bodies. Members are asked to consider those terms of reference and composition(s) and make a number of appointments.

Recommendation(s)

That Members,

- Note the terms of reference and composition of the Hampstead Heath Consultative Committee;
- Agree the terms of reference and composition of the Highgate Wood and Queen's Park Consultative Groups;
- Appoint up to three Members of this Committee to serve on both the Highgate Wood and Queen's Park Consultative Groups;
- Appoint a local representative from this Committee to observe meetings of the Open Spaces and City Gardens Committee;
- Appoint a Member of this Committee to serve on the Keats House Consultative Committee.

Main Report

Background

1. The first meeting of this Committee following its annual appointment by the Court of Common Council is an opportunity for Members to consider the appointment of any Sub Committees, Consultative Committees and Groups and Representatives on Other Bodies that it considers appropriate.

Hampstead Heath Consultative Committee

2. The composition and terms of reference of the Hampstead Heath Consultative Committee are set out in the London Government Reorganisation (Hampstead Heath) Order 1989.
3. Members are asked to note the terms of reference and composition of the Consultative Committee set out in the appendix.

Highgate Wood Consultative Group

4. The composition and terms of reference of the Highgate Wood Consultative Group are set out in the attached appendix. Members are asked to agree the terms of reference and composition set out in the attached appendix and appoint up to three members of the Grand Committee to serve on the Consultative Group.

Queen's Park Consultative Group

5. The composition and terms of reference of the Queen's Park Consultative Group are set out in the attached appendix. Members are asked to agree the terms of reference and appendix and to appoint up to three members of the Grand Committee to serve on the Consultative Group.

Local Representative to the Open Spaces and City Gardens Committee

6. Each year the City's Open Spaces and City Gardens Committee invites a local representative from this Committee to attend their meetings as an observer. The Open Spaces and City Gardens Committee is responsible for the strategic management of the City of London Corporation's Open Spaces. Members are asked to nominate one Committee member from among their number to serve in this capacity.

Local Representative to the Keats House Consultative Committee

7. Each year the City's Culture, Heritage and Libraries Committee invites a Member of this Committee to serve on its Keats House Consultative Committee. The terms of reference of the Committee is set by that Culture, Heritage and Libraries Committee and is 'to make representations to the Culture, Heritage and Libraries Committee about any matter which, in the opinion of the Consultative Committee, affects or is likely to affect Keats House.' Members are asked to nominate one Committee member from among their number to serve in this capacity.

Leanne Murphy

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Appendix 1 – Hampstead Heath, Highgate Wood and Queen's Park Consultative Committees and Groups: Terms of Reference and Composition

Hampstead Heath Consultative Committee

N.B. The Consultative Committee's Terms of Reference and Composition are defined in the London Government Reorganisation Order 1989

Terms of Reference

- To make representations to the Grand Committee about any matter which, in the opinion of the Consultative Committee, affects or is likely to affect the Heath lands.
- The Chairman of the Grand Committee shall be the Chairman of the Consultative Committee.
- The Consultative Committee shall meet not less than twice in each year.
- The quorum of the Consultative Committee be seven, at least one of whom must be a member of the City of London Corporation.
- The City may apply to the proceedings and place of meeting of the Committee any standing orders to which the proceedings and place of meeting of other committees of the City are subject but, subject to any such application and the provisions of this Schedule [Schedule 3 of the London Government Reorganisation Order 1989], Part IV of Schedule 12 to the 1972 Act (except paragraph 45) shall apply to meetings and proceedings of the Committee as if the Committee of a local authority.
- The Chairman shall, unless he resigns or becomes disqualified, continue in office until his successor becomes entitled to act as Chairman.

Composition

- Chairman of the Grand Committee and not less than 19 other Members of whom one shall be appointed from among the Members of the Grand Committee.
- Remaining Members shall be appointed from among persons who are neither Council members nor employees of the City; and of these –
 - (a) Eight shall be appointed after consultation with the Hampstead Area Conservation Advisory Committee, the Hampstead Garden Suburb Residents' Association, the Heath and Old Hampstead Society, the Highgate Conservation Area Advisory Committee, the Highgate Society, the Joint Amenity Groups of Hampstead, the South End Green Association, the Vale of Health Society, and such other bodies appearing to the City to represent local interests as it considers appropriate;
 - (b) Three shall be appointed after consultation with the London Council for Sport and Recreation and such other bodies appearing to the City to represent sporting interests as it considers appropriate;
 - (c) Five shall be appointed after consultation with the Flora and Fauna Preservation Society, the London Wildlife Trust, the Marylebone Birdwatching Society, the Open Spaces Society, the Ramblers' Association, and other such bodies appearing to the City to represent ecological interests as it considers appropriate;

- (d) One shall be appointed after consultation with such bodies appearing to the City to represent interests of disabled persons as it considers appropriate and;
- (e) One shall be appointed after consultation with the Friends of Kenwood and such other bodies appearing to the City to be concerned with the management of Kenwood lands as it considers appropriate.

Highgate Wood Consultative Group

Terms of Reference

- To make representations to the Grand Committee about any matter which, in the opinion of the Consultative Group, affects or is likely to affect Highgate Wood.
- The Chairman or their representative of the Grand Committee shall be the Chairman of the Consultative Group.

Composition

- Chairman and Deputy Chairman of the Grand Committee
- Three other Members of the Grand Committee
- Any other representative of such bodies appearing to the City to represent local interests including but not restricted to,
 - Muswell Hill and Fortis Green Association
 - Highgate Society
 - Tree Trust for Haringey
 - London Borough of Haringey
 - Highgate Conservation Area Advisory Committee
 - Muswell Hill Friends of the Earth
 - Friends of Queen's Wood
 - Highgate Society

Queen's Park Consultative Group

Terms of Reference

- To make representations to the Grand Committee about any matter which, in the opinion of the Consultative Group, affects or is likely to affect Queen's Park.
- The Chairman of the Grand Committee or their representative shall be the Chairman of the Consultative Group.

Composition

- Chairman and Deputy Chairman of the Grand Committee
- Three other Members of the Grand Committee
- Any other representative of such bodies appearing to the City to represent local interests including but not restricted to,
 - Ark Franklin Primary School
 - London Borough of Brent
 - Queen's Park Area Residents' Association
 - Friends of Salusbury School
 - Kensal Rise Residents' Association

Appendix 2 – 2017/18 Appointments

Hampstead Heath Consultative Committee

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)

Highgate Wood Joint Consultative Group

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
Deputy John Tomlinson
Vacant
Vacant

Queen's Park Joint Consultative Group

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
Ruby Sayed
Vacant
Vacant

Open Spaces and City Gardens Committee

John Beyer (Heath and Hampstead Society)

Keats House Consultative Committee

Clare James

Committee	Dated:
Hampstead Heath, Highgate Wood & Queen's Park Committee	23 May 2018
Subject: Superintendent's Update	Public
Report of: Superintendent of Hampstead Heath	For Decision
Report author: Bob Warnock – Open Spaces Department	

Summary

This report provides an update to Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee on management and operational activities across the Heath since February 2018.

Recommendations

It is recommended that:

- Members note the contents of this report.
- Members provide feedback in relation to the recommendations presented in the Shared Use paths report (appendix 2) as outlined in paragraph 3.
- Members agree that a prioritised programme of surfacing and waymarking works will be implemented through the Annual Work Programmes as outlined in paragraph 4.

Main Report

Divisional Plan

1. A 4th Quarter update on the status and progress of the 2017/18 Divisional Plan Projects is attached at Appendix 1. Members are asked to note the progress of the Projects, and in particular Projects with April 2018 milestones.
2. Due to a duplication of Project 3.5 (development of an Events/Culture Strategy) in the 2017/18 Divisional Plan, and additional Project has been added to the 2018/19 Divisional Plan. Project 3.5 is the development of an Events Strategy, and Project 3.14 is the development of an Arts and Heritage Strategy.

Shared-Use path surfacing

3. A draft report outlining the surfacing and waymarking options for the existing shared-use-paths on Hampstead Heath was discussed by the Hampstead Heath

Consultative Committee at their meeting in April. The Superintendent is seeking Members views on the final draft of the report (Appendix 2), and in particular, on the preferred surfacing material (page 16), the priorities identified (page 20-23), and waymarking (page 29).

4. Following feedback from Members it is recommended that a prioritised programme of surfacing and waymarking works will be prepared and subsequently, implemented through the Annual Work Programmes.

Planning

5. The Superintendent will provide an update on the following planning applications:
 - The Water House, Millfield Lane. 2017/3692/P (Granted subject to S106)
 - Parliament Hill William Ellis School 2017/5395/P (Granted)
 - Athlone House (Granted)
 - The Wallace House

Extreme Weather

6. The Superintendent will provide an update on recent site closures.

Constabulary

7. The Superintendent will provide an update on recent prosecutions.

City Surveyors Cyclical Work Programme

8. The Superintendent will provide an update on current projects at Mixed Pond, and the Lido.

City of London Corporation (Open Spaces) Act 2018

9. The City of London Corporation (Open Spaces) Act 2018 received Royal Assent on 15 March 2018.
10. A copy can be accessed at <http://www.legislation.gov.uk/id/ukla/2018/1>. This additional legislation has significant implications for the City Corporation and its ability to manage its Open Spaces. The Act focuses primarily on three main objectives:
 - Clarifying general management powers;
 - Strengthening the City Corporation's powers to deal with anti-social behaviour; and
 - Providing greater opportunity to generate income to be re-invested back into the running of our green spaces.
11. Exercise of the new powers will be decided by the Hampstead Heath, Highgate Wood & Queen's Park Committee following consultation with the Hampstead Heath Consultative Committee.

Swimming

12. The Superintendent will provide an update on the swimming facilities.

Workforce

13. The Open Spaces Department has appointed 23 Apprentices as part of the Government's Apprentice levy. Six apprentices have been appointed at Hampstead Heath, in the following roles:
 - 1 Conservation - Environmental Conservation NVQ Level 3
 - 2 x Ranger - Environmental Conservation NVQ Level 2
 - 1 Arborist - Arboriculture NVQ Level 2
 - 1 Zoo/Farm - Animal Care NVQ Level 2
 - 1 Gardener - Horticulture NVQ Level 2

Upcoming Events

14. Give it a Go! returns to the Heath on Sunday 15 July 2018. The event showcases Sport, Health and Physical activity on the Heath.
15. Parliament Hill Fields Lido 80th Anniversary. The Lido was opened on 20 August 1938. At a cost of £34,000, it was the most ambitious and expensive of the thirteen Lidos built on parkland sites by the London County Council (LCC). In 1937 the then LCC Leader, Herbert Morrison, vowed to make London 'a City of Lidos'. The aims were to provide open-air recreation for all and to bring the seaside to the City. 80 years on we will be celebrating the opening of the Lido with a series of events organised by the Parliament Hill Lido User Group (PHLUG). The events will include:
 - Thursday 21 June 2018 - Summer Solstice event.
 - Sunday 24 June 2018 - Lido Strollathon. The other Lidos have been invited to a guided swimming tour of the Heath, which will include a visit to the bathing ponds.
 - Friday 13 July - Lido picnic at the bandstand. The Rhythm Kings will be providing musical entertainment.
 - Saturday 25 August - 80th Anniversary Spectacular! Evening swim followed by live music, food and wine.
 - Sunday 2 September 2018 - 20th Anniversary Duathlon.
 - Saturday 29 September 2018 - All Out-Swim Hampstead (for Macmillan Cancer Support).
 - Friday 21 December 2018 - Winter Solstice event.

Learning Team

Schools programme (ahead of target)

16. Primary schools have been participating in our programme throughout January, February and March. We delivered our first outdoor literacy sessions with two classes in the Old Orchard garden in full sunshine. The teachers and students

really enjoyed the workshop. The teachers commented that the sessions used a creative learning approach to engage and inspire all pupils. Map reading on the Heath has been a popular session over the last few months, an example of teacher feedback includes: "Very fun and hands on learning. The children enjoyed themselves and it linked to our topic perfectly".

17. The launch of our new secondary Schools website is on track for April 2018. Several new sessions have been trialled on the Heath with a local secondary school. The sessions provided useful feedback that has been used to improve the sessions ready for the website. Example sessions include making model boats and testing their ability to float as well as a fire lighting and shelter building session.

Play programme (ahead of target)

18. Plans for the re-development of the Adventure playground and Peggy Jay Centre grounds have progressed well over the last few months. The designers are currently working on a concept design for both areas and this was discussed with stakeholders on the Heath on 6 April. The children who use the Adventure playground were invited to take part in the consultation workshop with the designers, to gather their feedback on the initial designs for the playground. We are looking forward to seeing the designs soon with the aim of starting the build in the autumn.
19. The One O'clock Club has continued to receive excellent numbers of visitors over the winter, focusing on providing a wide variety of play experiences for children under 5.

Playing Wild – (on target)

20. The first play trail has been developed for Parliament Hill Fields incorporating activities and games encouraging families to explore the Heath independently. The play trail is currently being trialled by families who attend the One O'clock Club. The trail is due to be published online in April 2018.

Green Talent (ahead of target)

21. A two-week project took place in March, providing work experience placements for 9 students. The students were given the opportunity to learn about the various teams that work on the Heath including helping at the One O'clock Club, the Education Centre as well as carrying out conservation tasks on the Heath, at Queen's Park and West Ham Park.

Highgate Wood

22. The Superintendent will provide an update at the meeting.

Queen's Park

23. The Superintendent will provide an update at the meeting.

Appendices

- Appendix 1 – 2018/19 Divisional Plan (Including 4th Quarter Status & Update for 2017/18 Divisional Plan).
- Appendix 2 – Land Use Consultants Report (final draft)

Bob Warnock

Superintendent of Hampstead Heath

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Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links	2017/18 Q4 Status	2017/18 Q4 Update	Q2 status	Q2 update	Q4 status	Q4 update
Departmental Objective 1: Protect And Conserve The Ecology, Biodiversity And Heritage Of Our Sites														
1.1	Review Hampstead Heath Management Plan	Review, development, consultation and final production of the Management Plan for Hampstead Heath embedded in a Management Framework for effective implementation	Hampstead Heath Community Vision	Oct-17	Hampstead Heath Management Plan actions being planned and implemented via Divisional Plan and AWP	Project & Management Support Officer	17/18 18/19	2007 HHMP, OSD BP	Completed					
			Outcomes framework prepared	Apr-18					Completed					
			Hampstead Heath Management Plan to Committee for approval	Jun-18	Annual report submitted to Committee by June each year from 2019					Outline to HHCC 16/4/18				
1.2	Hampstead Heath Ponds Project Landscaping and vegetation establishment	Complete final phase of Hampstead Heath Ponds Project to achieve the project outcomes for flood risk, water quality, nature conservation and amenity	Planting, fencing and landscaping works completed (as per detailed plan)	Oct-17	On-going and cyclical works planned and resourced in the AWP (including monitoring)	Highgate Wood, Conservation & Trees Manager	17/18 18/19	NL1, NL5, NL20, HY3	Completed					
			Monitoring and evaluation programme developed.	Mar-18	On-going and cyclical works planned and resourced in the AWP (including monitoring)				On track against milestones					
			Final report and project close	Mar-18	Annual reporting on AWP and service outcomes				On track against milestones					
			Model Boating Pond access review	Mar-18	Committee approval				On track against milestones	Model Boating Pond report to HHCC				
1.3	Hampstead Heath Ponds & Wetlands Strategy	Develop a strategy for ponds, wetlands and environs to set out strategies and priority actions for achieving outcomes for hydrology, conservation and amenity values (including sediment management, water quality, landscaping)	Project plan completed	Apr-18	Plan and implement priority actions via the Divisional Plan, AWP and the CWP	Senior Ecologist	18/19 19/20	NL5, NL20, HY2, HY5	On track against milestones	Outline framework report to HHCC 16/4/18				
			Undertake surveys and data collation to inform strategy in partnership with City Surveyors Department	Oct-18										
			Committee approval of proposed strategy	Mar-19	Report on progress and outcomes annually									
			Management Plans for specific ponds / chains prepared	Mar-20										
1.4	Continue to implement strategies that direct the management of Hampstead Heath, Highgate Wood, Keats House & Queen's Park	Implement, monitor & review priorities in the Queen's Park CMP, Highgate Wood CMP and Hampstead Heath Management Plan, Constabulary Plan, Keats House Forward Plan	Divisional Plan and AWP & Service Plans	Mar-18	Agreed actions delivered within agreed timeframes utilising available resources	Superintendent	18/19 19/20 20/21	OSD BP	Completed					
			Annual reports on progress prepared by Managers	Jun-19										
1.5	Highgate Wood CMP	Undertake mid-term review of the Highgate Wood CMP	Highgate Wood CMP informed by WMP	Apr-18	Actions planned & implemented via Divisional Plan, AWP and Forward Plan	Highgate Wood, Conservation & Trees Manager	18/19	HW CMP, OSD BP	On track against milestones					
			Review completed	Dec-18										

1.6	Veteran & Ancient Tree protection	Conserve Veteran & Ancient trees across all sites	Project plan prepared	Apr-18	Reduced limb or root plate failure of existing Veteran tree stock	Highgate Wood, Conservation & Trees Manager	18/19	NL13, NL17	On track against milestones						
			Schedule for condition survey of Veteran & Ancient trees completed and agreed	Apr-18	Priority actions embedded in the AWP.				On track against milestones						
			Management statement for high priority Veteran & Ancient trees at Hampstead Heath completed	Apr-18	Annual report submitted to Committee by June each year				On track against milestones						
			Long term succession plan for Veteran & Ancient trees completed	Apr-19	Annual report submitted to Committee by June each year										
1.10	Keats House Community Infrastructure Levy Project	Keats House access and lighting improvements utilising CIL funding	Funding granted	Sep-17	Funding secured, improvements in place	Operational Services Manager	17/18 18/19		Completed						
			Plan and specification developed	Mar-18					Project behind schedule	Progressing pre-planning applicatin with Camden.					
			Improvements delivered	Sep-18					Project behind schedule	Likely to be delivered Dec 18					
1.11	Improve security at vehicle entrances at Parliament Hill Fields and Golders Hill Park	Installation of automatic bollards at major vehicle access points, to improve public access and site security	Project outline and plans prepared	Apr-18	Bollards operational and providing improved access and security	Constabulary & Queen's Park Manager	18/19		On track against milestones						
			Funding identified	Apr-18					On track against milestones	Identified for City of London Priority Improvement Pot bid.					
			Works and equipment procured	May-18	Contractor assigned to deliver works				Project behind schedule						
			Bollards installed	Jul-18	Access control fully functioning										
			Project Delivered	Aug-18											
1.12	Asset Management Plan (AMP) for Hampstead Heath	Develop an AMP in liaison with the City Surveyors Department to ensure effective use and management of buildings and structures across the Heath.	Review of 2007 Plan aspirational goals for the Built Environment completed	Mar-18	Plan informs facilities maintenance & investment programme	Operational Services Manager	17/18 18/19	B1 to B16, E6	On track against milestones	Progressing with CSD					
		Apply template and approach to Queen's Park, Highgate Wood and Keats House.	Draft Plan	Mar-18	Plans implemented and improvements prioritised via the CWP				Project behind schedule	HH AMP is being piloted. Learning will be applied to HW, QP & KH.					
			Approved AMP	Jun-18											
1.13	Highgate Wood Roman Kiln Project	Working in partnership to develop a community led HLF bid to secure funding to return the Roman Kiln to Highgate Wood	Building Project Plan prepared to support HLF bid in 19/20	Oct-19	HLF bid submitted	Highgate Wood, Conservation & Trees Manager	19/20	HW CMP	On track against milestones	HWCG to be updated 18/4/18					
		Reconfiguration of the information facility to house the Roman Kiln and new interpretation to support this project													

Departmental Objective 2: Embed Financial Sustainability Across Our Activities By Delivering Identified Programmes And Projects													
2.1	Resurface East Heath Car Park to address drainage and Health & Safety issues	Improved drainage and surface to meet safety standards and deliver a safe car park surface. Deliver proposals as agreed by HHHWQPC in 2016	Gateway 1-2 Approval to Proceed	Jan-17	Drainage and safety improvements achieved; agreed targets delivered to stakeholders and Committees; on-going maintenance liability of the car park reduced	Operational Services Manager	17/18 18/19	B1, B16	Completed				
			Complete design specification	Jul-17					Completed				
			Gateway 3-4 Funding allocated	Dec-17					Completed				
			Interim report to Committee Gateway	Mar-18					On track against milestones	At design stage.			
			Construction Commencement	Jun-18									
			Project Complete	Aug-18									
2.2	Waste Management improvements across all sites	Develop a long term waste management strategy including Improved collection and disposal service and waste reduction to reduce overall costs	Project plan prepared	Apr-18	Improved recycling outcomes; overall cost reduced by 20% by 2021	Highgate Wood, Conservation & Trees Manager	18/19 19/20 20/21	P3	On track against milestones				
			Feasibility and options appraisal report	Apr-19									
			Recommendations implemented	Apr-20									
2.3	Develop landscape improvement projects including design and accessibility standards for the Division	Schedule for landscape improvement projects as set out in the AWP, including design and accessibility Standards Guide for the Division	Schedule for 18/19 & 19/20 developed & plan agreed	Apr-18	Schedule in place and prioritised in AWP	Project & Management Support Officer	18/19 19/20	B8, B14, A2, A3, A4	Completed	2018/19 Landscape Improvement projects have been included in the AWP.			
			Design standards developed and agreed	Apr-19	Design standards agreed and working effectively Annual reporting on AWP and service outcomes				On track gainst milestones.	Draft proposal for Highgate Men's pond presented to Swimming Forum 6/3/2018			
2.4	Queen's Park Sandpit & Toilets (previously QP-PR9 - AWP)	Combine the location into a single Capital Improvement Project	Develop Gateway Report for approval process and consultation with QPCC	Jul-18	Consulation undertaken and Gateway Approval obtained	Queen's Park & Constabulary Manager	18/19 19/20		Project behind schedule	QPCG to be updated 24/4/2018. A capital bid is being considered.			
Departmental Objective 3: Enrich Experiences By Providing High Quality And Engaging, Visitor, Educational And Volunteering Opportunities													
3.2	Develop volunteering opportunities across the Division	Create and enable increased opportunities for volunteering, to achieve a high quality and inclusive volunteering experience	Divisional Volunteering Working Group established	Oct-17	New volunteering opportunities across the Division implemented	Queen's Park & Constabulary Manager	17/18 18/19	OSD BP, A8	Completed				
			Volunteering baseline data captured	Apr-18					On track against milestones				
			Action plan and targets developed	Jun-18	Training delivered and support given to volunteer groups								
			Report on progress annually	Jul-18	Volunteering targets achieved								

3.3	Communications and Engagement Strategy	Development of a strategy and policy to provide clarity, improved ways of working and delivery of services	Develop a project plan for each strategy	Apr-18	Finalised project plans and resources committed	Leisure & Events Manager	18/19	A5, A6, E4, E7	On track against milestones	Draft document due to be considered by Superintendent.				
			Final approval/strategy approved	Mar-19	Effectively embedded into our ways of working									
3.4	Develop a Play Strategy	Develop a play strategy which will enable effective direction of resources and support child learning and development through play	Play strategy in place for Hampstead Heath	Apr-18	Strategy informs facilities maintenance & investment programme	Leisure & Events Manager	18/19	OSD BP	Project behind schedule	Project lead to update project outline.				
			Schedule for investment in play facilities approved and reflected in the AWP	Sep-18	Enhanced play offer across Heath in accordance with the OSD Play Principles									
			Roll out strategy to Highgate Wood & Queen's Park, tailoring it to reflect local needs	Mar-19	Enhanced play offer at all sites									
			Rolled out to key staff and stakeholders	Mar-19	Staff trained and understand how their work contributes to achieving learning outcomes									
3.5	Develop the Events Strategy	Development of strategy and policy to provide clarity, improved ways of working and delivery of services	Final approval/strategy approved	Apr-18	Strategy informs events Management	Leisure & Events Manager	18/19	P8	On track against milestones	Part 2, site specific report to HHCC 16/4/18				
3.6	Develop Guiding Principles for Visitor Services across all sites	Review and develop engagement and strategies for the following: angling strategy; cycling strategy and code of conduct; responsible dog strategy and code of conduct	Develop a project plan for each strategy	Apr-18	Finalised project plans and resources committed	Queen's Park & Constabulary Manager	18/19	P4, P5, P6, P7	Project behind schedule	Cycling - maintenance and waymarking of shared use paths report drafted for HHCC feedback 16/4/18				
			Stakeholder consultation	Sep-18	Engaged with representative sample of stakeholders									
			Consultation Completed	Nov-18	Met with representative sample of stakeholders									
			Draft strategies produced	Dec-18	Draft strategies presented for approval									
			Final approval/strategy approved	Mar-19	Embed in to a Divisional way of working									
			Report to Superintendent	Mar-19	Effectively embedded into our ways of working									
3.7	Review and redevelopment of the Golders Hill Park Zoo	Master plan and vision for the Zoo in order to make the facility sustainable and relevant improvements to be delivered in 3 stages over a 10 year period	Vision and principles for the Collection Plan approved	May-17	Plans in place, redevelopment completed	Operational Services Manager	17/18 18/19 19/20	P10	Completed					
			Project Plan and stages approved	Oct-17					Completed					
			Redevelop donkey enclosure	Mar-18					On track against milestones	Works scheduled and comms in place				
			Redevelop deer paddock	Mar-19										
			Redevelop Owl enclosure (create garden, alter Waders Avery, expanded quarantine housing)	Mar-20										

3.8	Redevelopment of the Queen's Park Children's Farm	Master plan and vision for the Farm in order to inspire learning and engagement in the natural world	Vision and principles for the Farm Plan approved	Jul-17	Redevelopment successfully completed and reopened to the public. Report annually on outcomes for learning and engagement	Queen's Park & Constabulary Manager	17/18 18/19 19/20	QP CMP	Completed					
			Project plan completed	Apr-18	Work programme in place to deliver redevelopment of farm				Completed	Update for QPCG 24/4/18				
			Redevelopment implemented	Mar-19	Staff work plans deliver redevelopment of farm									
			Works completed	Mar-19	Farm open to public									
			Project close and report to Superintendent	Apr-19	Annual report on visitor numbers, user engagement, user satisfaction									
3.9	Bench Dedication and Sponsorship Project	Complete an audit of benches and develop an integrated spatial database for benches. Provide a quality bench programme for Hampstead Heath that is self-funding. Apply policy and procedures across Queen's Park and Highgate Wood	Mapping of Hampstead Heath completed	Nov-16	Staff trained & confident to use & maintain database	Business Manager	17/18 18/19	B8	Completed					
			Policy approved	Mar-18	Annual maintenance plans for benches incorporated into AWP				Completed	HHHWQPC approved policy - 21/2/18				
			Staff guidance for administering the bench scheme	Apr-18	Clear priorities for sponsorships set out in Support Services AWP				On track against milestones					
			Sponsorship database developed and maintained	Mar-18	Annual reporting on progress against agreed targets				Completed					
			Initiated campaign to update historical sponsorship records	Apr-18	Self-funding by 2020				On track against milestones					
			Commence project for Queen's Park and Highgate Wood	Apr-18	Database updated annually				Project behind schedule	Draft policy to go to HWCG and QPCG - October 2018.				
3.10	Develop the Adventure and Peggy Jay Centre playgrounds	Redevelopment of play areas at Peggy Jay Centre and Adventure Clubhouse	Corporate Gateway approval	Jan-17	Redevelopment completed	Learning Manager	17/18 18/19	B1, OSD BP	Completed					
			Community consultation and design finalised	Apr-18	Launch Learning Programme				On track against milestones	Design presentatin 6/4/18. Funding to be prioritised from HH Local Risk Budget 18/19.				
			Works completed	Mar-19	Learning Programme objectives and targets met									
3.11	Review and update entrance signage across the Division	Renew signage in accordance with OSD standards	Agree style for each site	Apr-18	Quality information signs installed	Leisure & Events Manager	18/19 19/20	B14	On track against milestones	D3 signs have been updated. Design for D2 in place.				
			Resources identified in partnership with City Surveyor Department	May-18						Funding to be prioritised from HH Local Risk Budget 18/19.				
			Installed on site	Mar-20										

3.12	Develop the Hive	Work with City Surveyors Department to convert disused football changing room facility and adjoining outdoor space on Hampstead Heath to create an integrated educational facility and volunteer hub. Corporate project approval was obtained in Jan 2017 based on recommendations in 2016 scoping report.	Complete review 2016 Scoping Report and options apparisal.	Mar-17		Projects & Management Support Officer	17/18 18/19	B1, B5	Project on hold	Project on hold pending completion of AMP links to Project 4.5. Provision of learning and volunteering facilities to be considered as part of wider audit of facilities.				
3.13	Continuously develop the visitor experience at heritage attractions in terms of content, processes technology and customer service	Keats 200 celebration event	Events and activities for Keats anniversary	Apr-19	Visitor numbers and feedback	Principal Curator	19/20	City Culture Strategy	Project ahead of schedule	Principal Currator in post and updating Project Plan. Events to commence December 2018.				
3.14	Develop the Cultural Strategy	Development of strategy and policy to provide clarity, improved ways of working and delivery of services	Project Plan completed	Jul-18	Engaged with representative sample of stakeholders	Principal Curator	18/19	P8	On track against milestones	New Principal Curator in post March 18				
			Final approval/strategy approved	Jul-18	Agreed by Committee									
Departmental Objective 4: Improve The Health And Wellbeing Of The Community Through Access To Green Space And Recreation														
4.1	Develop our sports offer across Hampstead Heath, Highgate Wood & Queen's Park	Develop a plan to deliver a sports offer aligning with the OSD Sports & Physical activity framework which meets the needs of users, now and in the future. Review how facilities are managed and offered in order to ensure best value	Partnership agreements for data collection and monitoring	Mar-18	Data is captured in order to aid and support decisions and offer	Operational Services Manager	17/18 18/19	S1, OSD BP	On track against milestones	Track Forum established.				
			Work with our partners to develop a project plan	Mar-18	Adopted by Partners				Project changed	A review of the priorities of the CoL Sports Improvement Board is to be undertaken.				
			Schedule for investment in sports facilities in partnership with City Surveyors Department	May-18	Plan informs facilities maintenance and investment programme									
			Final approval/strategy approved	Nov-18	Changes embedded and improvements prioritised via the CWP & AWP									

4.4	Introduction of longer leases for cafés and catering provisions across the Division	Subject to the successful introduction of the Open Spaces Bill, longer premises leases can be considered for catering provisions across the Division	Project Plan approved	Mar-20	New leases in place	Queen's Park & Constabulary Manager	19/20 20/21		On track against milestones	City of London Corporation (Open Spaces) Act 2018 - Royal Assent received 15/3/18. Update the Terms of Reference for the HH Café Working Party				
			Review of potential sites which are appropriate for the provision of additional facilities for visitors	May-20	Facilities providing quality offer to customers									
			Longer leases implemented	Jan-21	Improved income from tenants									
			Review completed	Mar-22	Monitoring service standards embedded into the AWP									
4.5	Develop a master plan for optimising facilities at Parliament Hill to deliver outcomes as set out in the Asset Management Plan.	Carry out a review of facilities and buildings linked to health, wellbeing and learning.	Project Plan approved	Apr-18	Plans developed and successful consultation carried out	Operational Services Manager	18/19 19/20 20/21	B1, B2, B10, B11, S5 (1.12)	Project behind schedule	This forms part of the widerer Asset Management Plan - 1.12				
			Feasibility study completed	Mar-19	Facilities developed to ensure best use of resources									
			Prepare schedule for development and implementation	Mar-20										
Departmental Objective 5: Improve Service Efficiency And Workforce Satisfaction														
5.1	Prepare for efficiency savings programme across the Division	Identify and develop efficiencies to achieve saving targets for 18/19	Plan for savings and delivery of services developed	Nov-17	Draft Original Budget agreed by Committee	Business Manager	17/18 18/19	OSD BP	Completed					
		Identify and develop income generation strategy for future years	Key opportunities identified and plans in place to deliver	Jun-18	Saving Plans developed				On track against milestones	Planning meetings taking place in March 2018.				
			Communication plan in place to ensure clear messages are shared with staff and stakeholders	Aug-18	Effective communication undertaken, saving delivered									
5.2	Make more effective use of IT and adopt 'smarter' ways of working across the Division	Maximise opportunities for web based bookings and 'End Point of Sale systems'	Assess and determine opportunity for on-line pitch bookings	Jul-18	Operational on-line sports booking systems	Queen's Park & Constabulary Manager	18/19	OSD BP						
		Trial use of Eventbrite to manage booking arrangements	Online bookings for events implemented and reviewed	Jul-18	More efficient management of events and sports offer									
		Investigate oppotunities to use an App based system to support the administration of filming activities	App in place	Sep-18	Improve efficiency managing filming activities									

5.3	Embed Divisional Management Framework into ways of working	Develop a Divisional Plan, AWP and Project Plans to plan, deliver and report on achievements	Draft Divisional Plan	Oct-17	Priority projects and actions implemented effectively	Operational Services Manager	17/18	2007 HHMP	Completed					
			Divisional Plan approved	Apr-18	Monitoring of progress and annual reporting embedded				On track against milestones	Q4 2017/18 status & progress update prepared for HHCC 16/4/2018, HWCG 18/4/2018 & QPCG 24/4/2018				
5.5	Ensure the health and welfare of our skilled and motivated staff	Deliver a range of initiatives linked to the workforce, including: reviews and restructuring, Workforce Plan and iIP Action Plans, training, succession planning, Wellbeing Strategy. Apprenticeship opportunities as part of the organisations commitment to the Government initiative.	Equalities reps in place across the Department and Equalities Board established	May-17	Equalities is embedded into the Division at all levels and in all activities.	Business Manager	17/18 18/19	OSD BP	Completed	Departmental Equalities Board established.				
			Apprenticeship Plan developed and agreed	May-17	Apprentices in post, developing effectively and adding value to Divisions across the department.				Completed					
			Apprentices recruited and working successfully: 1st and 2nd cohort	Sept 17, 2nd co-hort Feb 18	Apprentices gain NVQ and go on to gain permanent employment as a result of the skills, knowledge and experience which they have gained				Completed	23 Apprentices approved and in post by April 2018.				
			Deliver actions within the Workforce and iIP plans - within their identified timelines	Jun-17	Increasing levels of staff satisfaction and motivation.				Completed	Awaiting Corporate update and information on 2018 review.				
			Departmental learning programme developed & training planned.	Jul-18	Appropriately skilled workforce, able to deliver effectively and provide high standards of service. Staff working effectively with volunteers to provide a range of opportunities.									
			Workforce survey led by the Culture Board carried out and action plan developed	Dec-18	Culture change and actions resulting from the survey delivered, ensuring that there is an adaptable and motivated workforce, who feel empowered and valued				On track against milestones	Survey in development and will be delivered by July 2018.				

Key	
Asset Management Plan	AMP
Annual Work Programme	AWP
Community Infrastructure Levy	CIL
Conservation Management Plan	CMP
Cyclical Work Programme (City Surveyors Department)	CWP
Hampstead Heath, Highgate Wood & Queen's Park Committee	HHHWQPC
2007 Hampstead Heath Management Plan	HHMP
Heritage Lottery Fund	HLF
Health & Safety	H&S
Highgate Wood Conservation Management Plan	HW CMP
Investors In People	iIP
Key Performance Indicators	KPI's
National Vocational Qualification	NVQ
Open Spaces Department	OSD
Open Spaces Department Business	OSD BP
Queen's Park Conservation Management Plan	QP CMP
Woodland Management Plan	WMP

Project Record Schedule			
Ref	Update	Comments	Tracking
1.7	Removed	Protections of Veteran Trees	In AWP
1.8	Completed 17/18	Joint Biosecurity Working Group set up	In AWP
1.9	Completed 17/18	Kenwood Yeard resurfacing	
3.1	Removed	Queen's Park Sandpit	In AWP
4.2	Removed	OS Dept Water Safety	In AWP
4.3	Completed 17/18	Café review and retender	
5.4	Completed 17/18	Working Arrangements Review	
3.14	Project added	Project 3.5 duplicated. Culture moved to 3.14	

Pipeline Projects for coming years, which are at a formative stage	
Project	Year
Youth Engagement Forum for the Heath.	2020/21
150 Anniversary of the 1871 Hampstead	2020/21
Heritage Strategy – Management Plan- Listed structures, buildings etc.	2020/21
Hampstead Heath Ponds – Future ecological	2021/22

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Hampstead Heath Pathways Review

Shared Use **Pathway Improvements**

10053-LD-REP-101 V7

Prepared by LUC on behalf of The City of London
March 2018



Project Title: Hampstead Heath Pathways

Client: The City of London

Project ref: 10053

Link: S:\10000\10053 - Hampstead Heath shared use pathway improvements

Version	Date	Version Details	Prepared by	Checked by	Approved by Principal
1.0	25.08.17	Incomplete draft issue for initial client review	Andy Pringle	John Adams	Adrian Wikeley
2.0	29.09.17	First draft for review	Andy Pringle	John Adams	Adrian Wikeley
3.0	06.10.17	Second draft for review	Andy Pringle	John Adams	Adrian Wikeley
4.0	21.11.17	Third draft	Andy Pringle	John Adams	Adrian Wikeley
5.0	23.01.18	Fourth draft incorporating comments	Andy Pringle	John Adams	Adrian Wikeley
6.0	02.02.18	Final draft	Andy Pringle	John Adams	Adrian Wikeley
7.0	16.03.18	Final draft	Andy Pringle	John Adams	Adrian Wikeley

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1.0 Introduction



1.0 Introduction

1.1 LUC was appointed in July 2017 by the City of London to undertake a detailed study of two of the shared use pathways on Hampstead Heath. These are currently used by both pedestrians and cyclists and would be intended to continue to support shared use. LUC was appointed to give advice on appropriate surface treatment options for the pathways as well as to give localised proposals and signage advice.

1.2 Hampstead Heath is one of London's most popular open spaces, situated just six kilometres from and to the north northwest of Trafalgar Square and is managed by the City of London. It provides an area of countryside in an otherwise densely populated urban environment, with a rich mosaic of different habitats providing a home and food for a great variety of wildlife.

1.3 As such it also provides opportunities for extensive recreational opportunities, both formal and informal hence catering for a wide range of users with differing needs and priorities.

1.4 Access within the Heath is extensive and varied with a mixture of desire lines, unbound gravel and hardtop paths, some used by pedestrians and cyclists and others where cycling is forbidden.

1.5 Within the Heath there is an existing shared use network of 5 kilometres for shared pedestrian and cycle use.

1.6 Two of the more prominent paths, one running from Spaniards Road roughly easterly to Lime Avenue and part of the path running from Lime Avenue to Millfield Lane on the eastern edge of the Heath (**see Figure 1, Pathways Location**) are mixed use and surfaced with natural gravel. The choice of an unbound surface is deliberate with the intent to provide access which is felt to be appropriate for the rural feel of the meadow grass/heath and woodlands surrounding both paths.

1.7 However, the condition of this surface is poor in parts, mainly as a result of water running down the path picking up the finer material which helps to bind the surface and then also in heavy rain washing the pebbles and stones forming the bulk of the surface down and off the path. This also creates gullies in the path surface. While this is perhaps not a major problem for able bodied walkers it can create problems for cyclists, those using buggies and wheelchairs and users who are less firm footed.

1.8 The aim of this project is to suggest possible solutions which will still provide a natural surface in keeping with the location of the paths, but one which is more durable, less prone to rain damage and hence requires less maintenance. The surface should also be suitable for pedestrians, buggies and wheelchairs, cyclists and the occasional vehicle use by operators of the annual fair close to the path, by park maintenance vehicles and by emergency services vehicles.

1.9 The following sections of this report provide details of the methodology used to arrive at recommended surfaces and path structures, design details and instructions for maintaining the paths. We have also considered suitable signage to inform users of the nature of the path and to guide them along the routes.

Pathways location

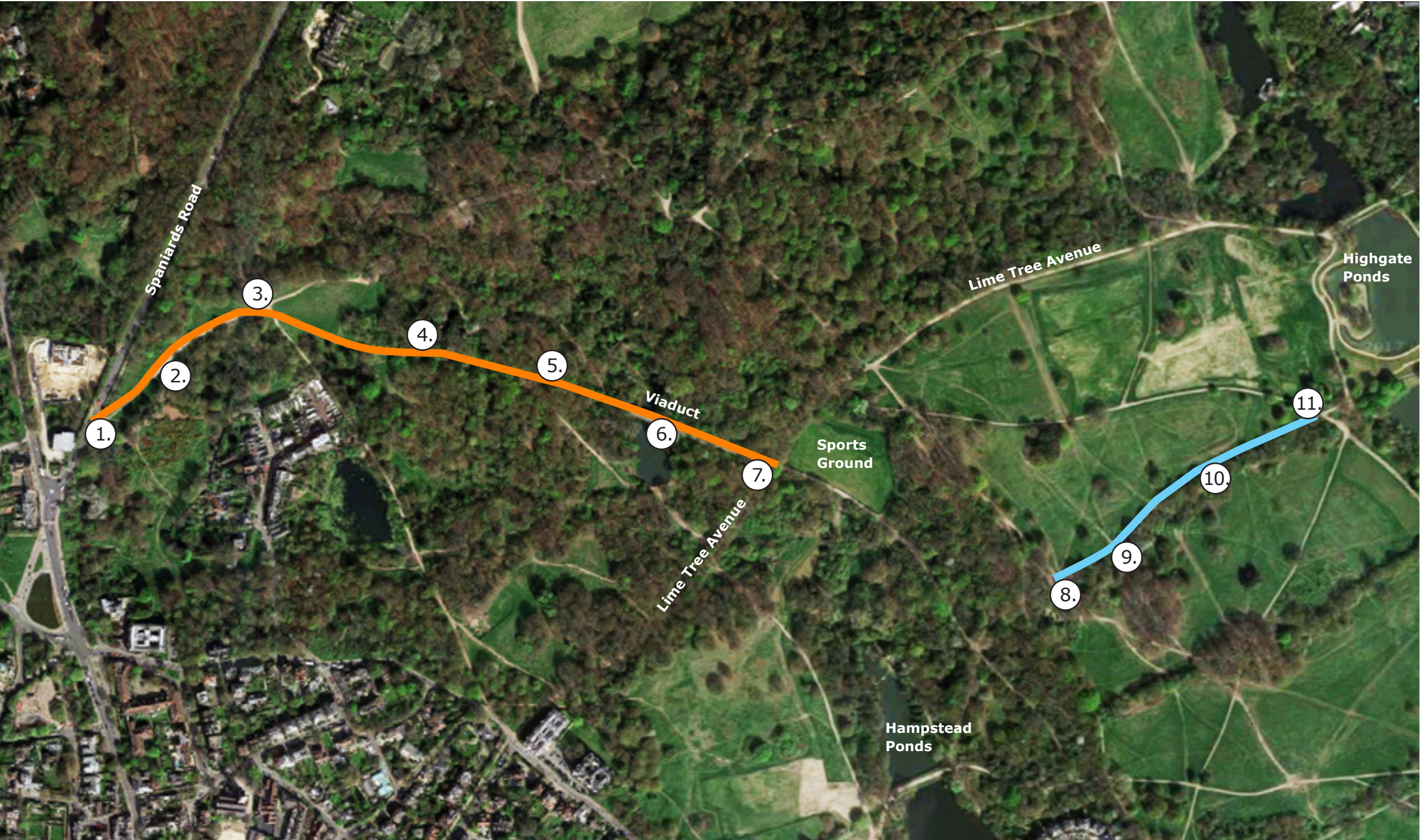


Figure 1 - Location of pathways

- Pathway 1** - Spaniards Road to Lime Tree Avenue
- Pathway 2** - Hampstead Ponds to Highgate Ponds

- 1. Spaniards Road Entrance
- 2. The current 6m wide route
- 3. Fork in pathway
- 4. Pathway running past amenities such as the existing public toilets
- 5. Pathway narrows & arcs round
- 6. Pathway over viaduct
- 7. Junction with Lime Tree Avenue
- 8. Start of pathway looking east downhill
- 9. Steep section of pathway
- 10. Shallower even gradient
- 11. Junction of pathway to route skirting ponds

Existing Site Character

Pathway 1 - Spaniards to Lime Tree Avenue



Pathway 2 - Hampstead Ponds to Highgate Ponds



2.0 Methodology



2.0 Methodology

2.1 The steps taken to arrive at the recommendations for improving the paths are:

- Walkover condition survey
- Research into suitable surface materials
- Designing suitable path construction details to deal with the issues found during the condition survey
- Providing a plan of the paths with recommended treatments for different sections of the paths
- Consultation with the City of London and key stakeholders on the proposals
- Finalisation of the proposals
- Providing detailed specifications for the repair of the paths, and their subsequent maintenance.

Condition Survey

2.2 The condition survey was carried out over two visits to the site on 12th July 2017 and 10th August 2017. Both visits were in company with representatives from the City of London and the August visit also included a Sustrans representative to provide input on the issues with the paths that affected their suitability for cycling.

2.3 The results of the surveys and information provided by the City of London of the issues they have experienced with the paths are summarised in **Figures 2a, 2b and 2c; Analysis and Key Issues**. As part of the analysis we have divided the paths into sections defined by the nature of the path, its surroundings and condition and applied a priority to dealing with the issues based on the current condition of the path in that section.

2.4 While there are a number of localised issues, the main cause of problems is that both paths run through an area of varying topography, with some sections relatively flat and others on a slope and this can cause problems with drainage.

2.5 Where the path runs perpendicular to the slope, any water falling on the path as rain or running onto the path from adjoining ground will tend to run down the path, gathering the fine material which helps to bind the surface of the path, and eventually causing gullies and even moving some of the stones making up the path surface (see Section 4 of path 1 (**Figure 2b**) and Section 1 of path 2 (**Figure 2c**). This causes loss of path material, which then has to be replaced and locally soft areas where the washed out fine material gathers, which cause problems for cyclists.

2.6 Where the path runs across the slope water will then tend to run across the path and into the surrounding ground with little if any gullying or wash out, unless the downslope edge of the path is higher than the path, in which case water will run along the path and cause gullies as above.

2.7 Other issues noted included:

- Excessive path width, particularly on path 1
- Intrusive concrete signs in the path surface
- Lack of signage overall
- Lack of clarification at junctions with other paths, particularly between path 1 and Lime Avenue and at the eastern end of path 2.

2.8 The following sections discuss proposals for dealing with these issues.

Figure 2a. Analysis & Key Issues - Pathway 1 - Spaniards to Lime Avenue



- Space A.**
- Large amount of signage is confusing
 - Wide timber gated entrance has narrow day to day pedestrian/cyclist openings that may heighten the chance of a clash
 - Gravel (grey in colour) surface in good condition

Priority: Medium



- Section 1.**
- Wide route 6 -7m in places with no clear edge
 - Gravel (golden in colour) in bad state of repair in places due to erosion from water run off across the pathway
 - Historically significant features such as granite cobbles related to fairground pitches

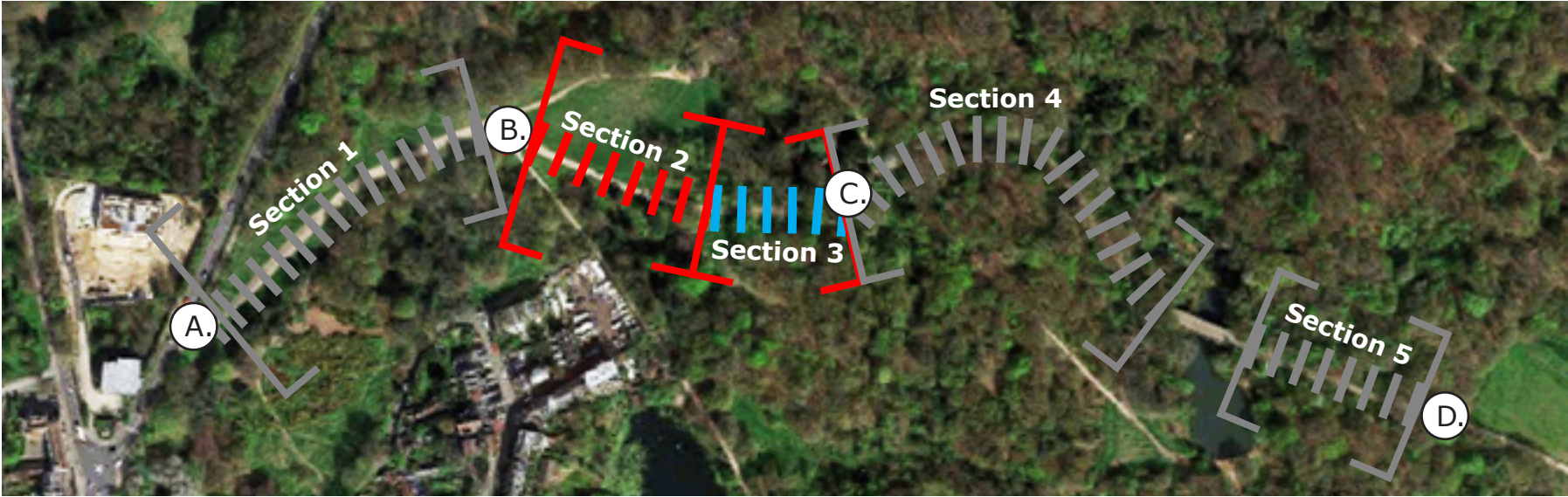
Priority: Medium



- Space B.**
- Large expanse of gravel surface undefined edge
 - Sense of hierarchy of pathway poor
 - This junction has an accumulation of loose gravel and presents a hazard to cyclists.

Priority: High

Figure 2b. Analysis & Key Issues - Pathway 1 - Spaniards to Lime Avenue



Section 2.

- Route 5m with linear defined edge
- Gravel grey in colour with underlying golden generally in good condition although showing localised depressions related to poor drainage. Overall a good even gradient.

Priority: Low



Section 3.

- Gravel/earth pathway of varying width which lacks definition

Priority: Medium

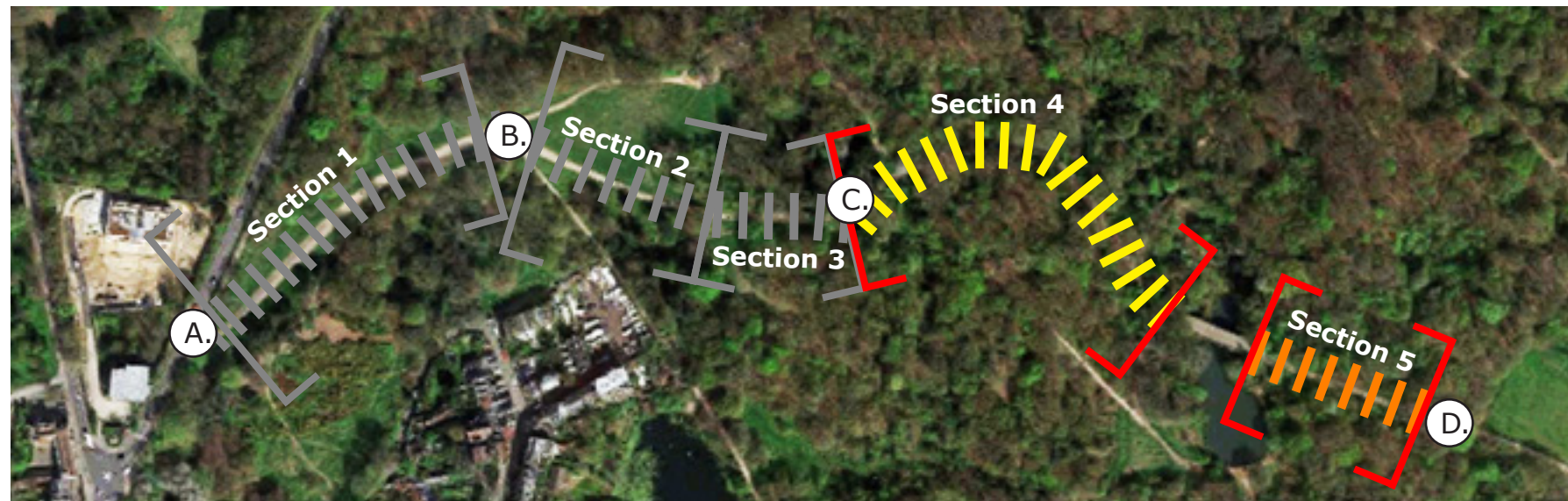


Space C.

- Gravel/earth pathway of varying width which lacks definition
- Signage is uncoordinated and toilets access not clearly signed

Priority: Medium

Figure 2c. Analysis & Key Issues - Pathway 1 - Spaniards to Lime Avenue



Section 4. (Figure 2b)

- Gravel/earth pathway of varying width which lacks definition
- Memorial seating along pathways length and varying angles contributing to route's character
- Surface water channel apparent following the route of services

Priority: Medium



Section 5: Route between bridge and Lime Avenue Junction

- Route 5m wide with linear defined edge
- Gravel golden in colour generally in good condition although showing localised depressions related to poor drainage. Overall a good even gradient.

Priority: Low



Space D.

- Undulating earth/gravel surface with cross flows of pedestrians/cyclist making it a space with high risk of clashes
- Lack of definition of route/space
- Uncoordinated signage / wayfinding
- This junction has an accumulation of loose gravel and presents a hazard to cyclists.

Priority: High

Figure 2d. Analysis & Key Issues - Pathway 2 - Hampstead Ponds to Highgate Ponds



Space A.

- Surface, earth and gravel, even width with localised undulation
- Signage uncoordinated across the Heath

Priority: Medium



Section 2.

- Surface gravel golden in colour in good condition, even gradient and cross falls well defined edge

Priority: Low



Section 1. (Figure 2c)

- Gravel surface golden in colour showing evidence of fines being washed out. Drainage issue causing localised runs of water

Priority: High



Space B.

- High possibility of clashes due to partially hidden junction
- No current definition between routes

Priority: High

3.0 Recommendations



3.0 Recommendations

3.1The recommendations cover:

- Path surface
- Path structure
- Signage

Path Surface

3.2While the appearance of the surface on both path 1 and path 2 is similar, both informal with unbound gravel, there are differences. Both are felt to be in keeping with the rural nature of the adjoining land. Following feedback from consultation the proposed material used to improve the pathways must be in-keeping with the natural environment that surrounds it and be of a brown colour.

3.3Path 1 has developed over the years and contains wide mixture of gravels, stones, hard core and the occasional brick, compacted into a relatively firm base but still prone to gullyng. While the surface is sound, it is not particularly smooth or even, particularly where the larger fragments protrude from the surface. Hence it is not an ideal surface for cyclist, buggies, wheelchairs or those with poor balance.

3.4Path 2 has been recently resurfaced and the surface is more uniform, largely consisting of a ‘superior hoggin’ with a relatively sandy fines content and even sized pebbles/stones. While this can provide a relatively smooth surface when laid, hot, dry weather causes the fine, binding content to dry which leaves it very prone to being washed out in wet weather. This then leaves loose stones at the surface which themselves can be washed away in heavy rains.

3.5If the resultant hollows are then refilled with hoggin and this rolled dry into the surface, the stones can crack and splinter, and if flint based can leave sharp shards which are capable of puncturing tyres on bikes etc.

3.6Hence the requirement is to find a new surfacing material which provides a ‘rural’ feel to the path and has an appearance similar to the natural soils and geology of the Heath but which is smoother, better bound and less prone to wash off and is easier to maintain than the current surface.

3.7There are a number of alternative materials and in Table 1 we describe four of these that have been used for similar paths, with Figure 3 showing images of the materials. They are:

- Breedon gravel, a grey/brown relatively smooth surface with good binding properties and small stone size. Formed from limestone gravel bound with a marly clay, the material is alkaline. Following feedback this material was highlighted as suitable yet efforts should be taken to soften its colour and ensure it is inkeeping with the natural environment it surrounds;
- Coxwell gravel, has a more orange colour than the Breedon, has a neutral pH, binds well forming a smooth hard crust but prone to wash off on slopes and the crust is easily broken by horse hooves;
- Hoggin, which is similar to the current material used on Path 2, but the fine binding constituent has a greater clay content and hence probably less prone to wash off. However the stone size in hoggin tends to vary and can include quite large stones causing a less smooth surface than the Breedon or the Coxwell gravels;
- Recycled Type 1 to dust, constructed from reclaimed building rubble and containing a variety of materials including brick, concrete and fragments of clay tiles. The binding element is a fine ground mixture of the constituent materials. While it is cheaper to purchase than the natural products described above, the variety of materials including clay fragments may not provide the smooth surface required and sharp fragments could cause problems for cyclists, wheelchairs etc. With a high content of concrete, the material is alkaline.

3.8While there are additional surfaces that can be explored it is felt that from a functional point of view, those with a smaller gravel, the Breedon and Coxwell gravel offer the following advantages:

- The smaller gravel creates a smoother surface;
- Both bind well although the Breedon is probably more tolerant to slopes;
- Both are relatively easy to repair, requiring the old surface to be scarified, dampened and then the new damp surface material rolled into the scarified surface of the path.
- However they do not resemble the local gravelly soil and surface geology.

Path Surface

Preferred surface material



Breedon Gravel

- Naturally occurring limestone gravel
- Attractive colour/finish
- Pedestrian / cyclist friendly
- Quarried material



Hoggin

- Mix of quarried clay, sand and gravel
- Attractive colour/finish
- Pedestrian / cyclist friendly but can become bumpy as the fine material wears and larger stones are exposed
- May become slippery in wet conditions as high proportion of clay



Old English Self Binding Gravel

- Attractive colour / finish
- Pedestrian / cyclist friendly but can become bumpy as the fine material wears and larger stones are exposed
- Must have a free draining sub base



Coxwell Gravel

- Naturally occurring combination of sponge gravel and grit sand
- Attractive colour/finish
- Pedestrian / cyclist friendly
- Prone to rutting and may migrate on gradients



Recycled MOT type 1 to dust

- Crushed recycled material
- Sustainable & inexpensive
- Consistency of appearance is variable and can be labour intensive to extract inappropriate material

Path surface - Figure 3

Name	Description	Advantages	Disadvantages
Breedon Gravel	<p>Naturally occurring limestone gravel with marl as a binding agent, quarried in Derbyshire.</p> <p>Case examples of surface:</p> <p>Chatsworth, Audley End and many other estates.</p>	<p>Attractive grey/brown colour/finish and suited to context of a woodland site.</p> <p>Durable & low maintenance.</p> <p>Wheelchair and pram friendly.</p>	<p>A quarried product which would be transported 180 miles to site.</p> <p>Based on limestone and hence is alkaline, and as such would be unsuitable in areas such as acid grasslands.</p>
Hoggin	<p>A mix of quarried clay, sand and gravel.</p> <p>Case examples of surface:</p> <p>Commonly used within many NT properties in Southern England.</p>	<p>PH Neutral Attractive & suited to context of a woodland site.</p> <p>Wheelchair and pram friendly when in good condition.</p>	<p>A quarried product which would be transported to site.</p> <p>The product has a high proportion of clay content and thus can become slippery in wet conditions.</p> <p>Prone to rutting on gradients if drainage not correct.</p> <p>When worn, the larger stones in the matrix can protrude creating a bumpy surface which can cause discomfort for wheelchair and buggy users and cyclists.</p>
Coxwell Gravel	<p>A naturally occurring combination of sponge gravel and grit sand, quarried in Oxfordshire.</p> <p>Case examples of surface:</p> <p>Tamsin Trail around Richmond Park and Isabella Plantation in Richmond Park.</p>	<p>PH Neutral</p> <p>Attractive colour/finish suited to context of a woodland site.</p> <p>Durable & low maintenance.</p> <p>Wheelchair and pram friendly.</p>	<p>A quarried product which would be transported 140 miles to site.</p> <p>LUC have experienced problems with use of the material including lack of compaction.</p> <p>If not well laid, the surface may not form a firm crust.The surface crust can be broken by sharp items, eg horses’ hooves.</p> <p>Prone to rutting on gradients if drainage not correct.</p> <p>Can migrate on gradients.</p>

Path surface - Table 1

Name	Description	Advantages	Disadvantages
Recycled MOT type 1 to dust	<p>A demolition by-product consisting of a mixture of crushed concrete and brick.</p> <p>Sizes range from 40mm down to dust.</p> <p>MOT Type 1 Crushed is graded according to the Specification for Highway Works 803 (SHW 803).</p> <p>Case examples of surface:</p> <p>Example at NT Sissinghurst, close to Kitchen Garden.</p>	<p>Inexpensive</p> <p>Sustainable, as it is a by-product of the building industry.</p>	<p>Appearance is very variable as it can contain crushed red brick, ceramic tiles, concrete and tarmacadam. There is thus a significant labour issue regarding extracting inappropriate crushed materials from the surface.</p>
Old English Self Binding Gravel	<p>An attractive light brown coloured, self binding gravel suitable for paths, driveways and car parks.</p> <p>The range of gravel sizes that make up this self binding gravel ensure it compacts firmly and resists movement when trafficked.</p>	<p>Attractive light brown colour and suited to the context.</p> <p>PH Neutral</p> <p>Durable and low maintenance.</p> <p>Wheelchair and pram friendly</p>	<p>Prone to rutting if not installed with correct camber & crossfall.</p> <p>Must not be laid when wet as compaction will be lost.</p> <p>Quarried material that would have to be transported to site.</p> <p>Must have a free draining sub base (existing subbase would have to be surveyed for suitability).</p>

Path Surface

Path structure

3.9 There are two components to the path structure:

- The profile from bare ground to the wearing surface
- Camber and slope of the path surface relative to the adjacent ground

Profile (see figures 3A, 3B & 3C on opposite page)

3.10 To provide the strength needed to support extended use of the path by pedestrians and cyclists and in the western areas of the Path 1, by large vehicles, the suggested full profile is:

- A geotextile layer to separate the path from the underlying ground
- Type 1 material like recycled concrete or flint pebbles, to provide a well drained but solid base. The depth will vary according to the underlying ground and in cases where the current surface is sound and compacted, and no additional height to the path is needed, could be left out;
- A sub-base (which would match the material choice of the wearing course) to help shape the path surface and provide a sound base for the wearing course;
- A wearing course (which would match the material choice of the sub base) of finer material to bide it together and provide a smooth surface.

3.11 If the path is to be built up above the surrounding ground, to improve drainage or over tree roots, a wooden board edging will contain the path structure and stop lateral spreading under load. This edging will be disguised using planting or a similar method.

Camber and slope

3.12 Some of the problems seen on the current paths result from water, whether from rain falling directly on the path, or run off from the surrounds of the path, running along the path and gradually washing out fines, then gravel, resulting in gullies where material has been removed and deep soft patches where washed out material has been dumped.

3.13 Four methods are recommended for alleviating this problem:

- Using a surface which binds well and is less prone to being shifted by water;
- Catching run off in wide shallow ditches or swales alongside the path, and then using these swales to direct water away to a suitable sump, eg local stream, potential pond areas in locations where the gathered water will not affect the path;
- Ensuring that in areas where there is a local cross flow, constructing the path surface so that it follows this slope and that the ground on the down slope side of the path is lower than the adjacent path surface and hence allows

water to drain away over the width of the path hence having less energy and time to gather material from the path surface.

- In areas where there is no cross flow, raising the centre of the path to form a camber, with swales on either side of the park to catch water from the path and lead it away, and also to catch water flowing into the path from surrounding ground.

3.14 The surface treatment will be applied to the whole path, but the other three will be applied as appropriate for each different section of the path and as appropriate to address a local issue.

Path Surface - typical details

Note in the below examples Coxwell gravel has been chosen as the surface material for illustrative purposes only.

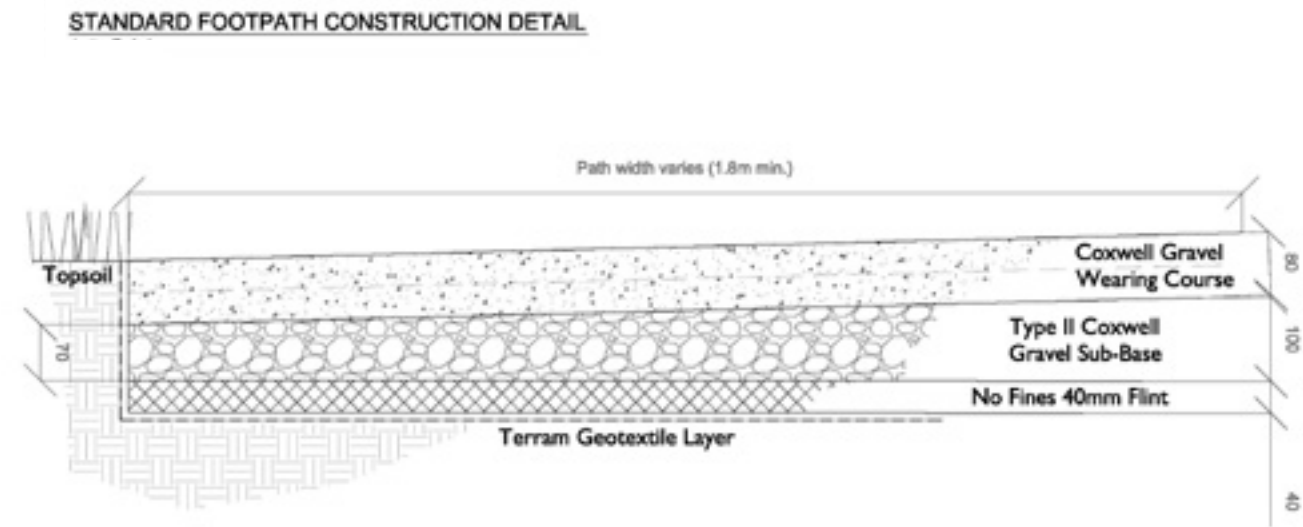


Figure 3A

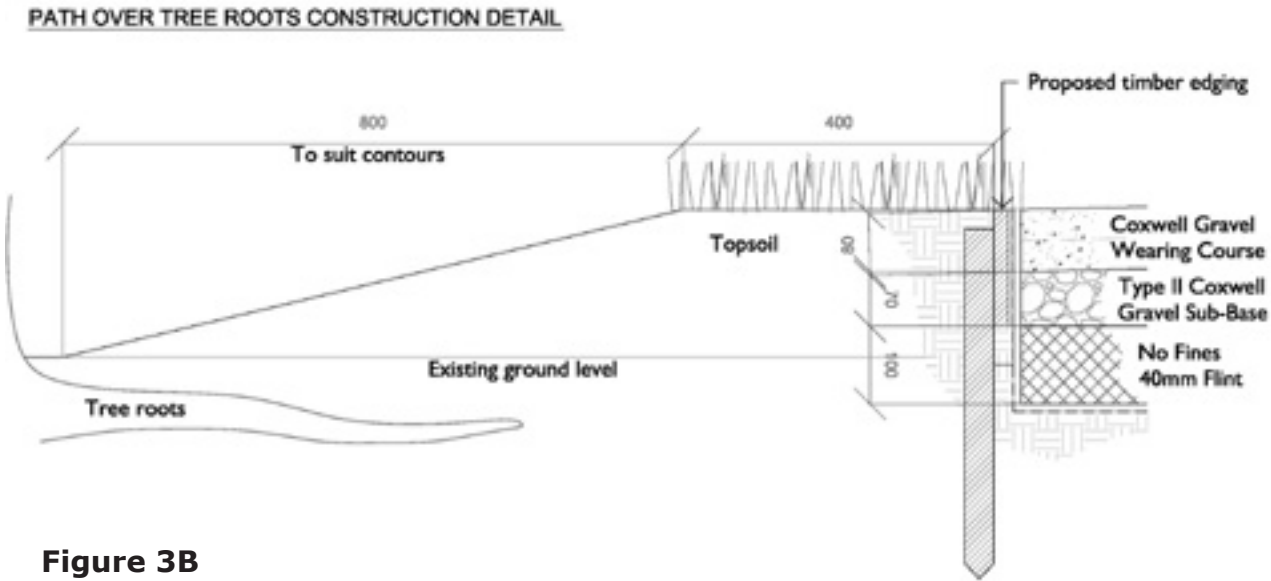


Figure 3B

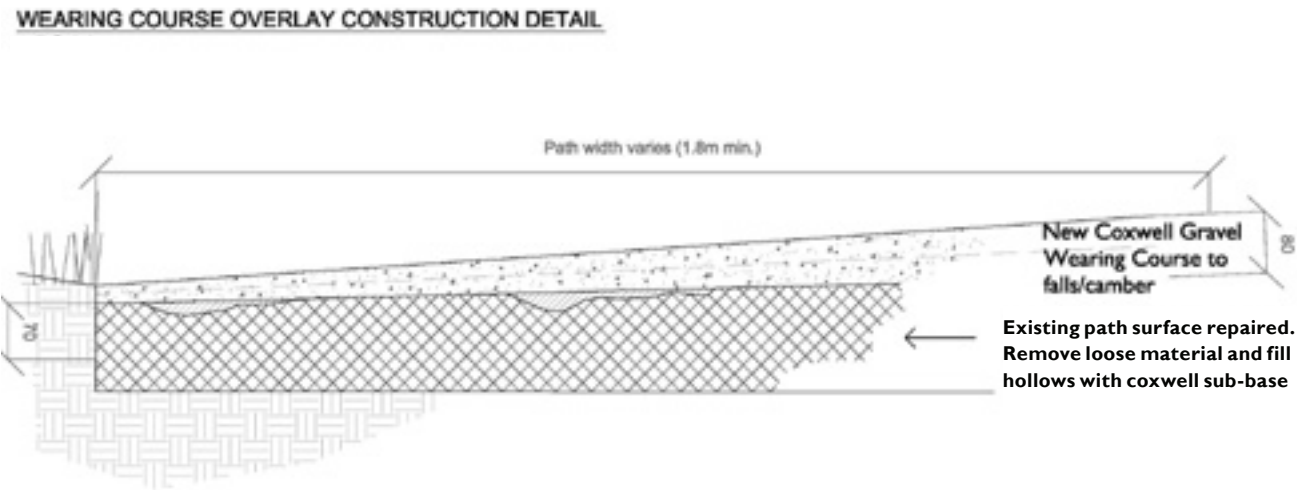


Figure 3C

Figure 4a. Initial proposals - Pathway 1

Medium Priority



Space A.

- Simplify signage remove unnecessary signs
- Widen pedestrian/cycle entrance to allow comfortable passing point
- Define the margin between the tarmac pavement with the gravel path with setts or similar to mark boundary

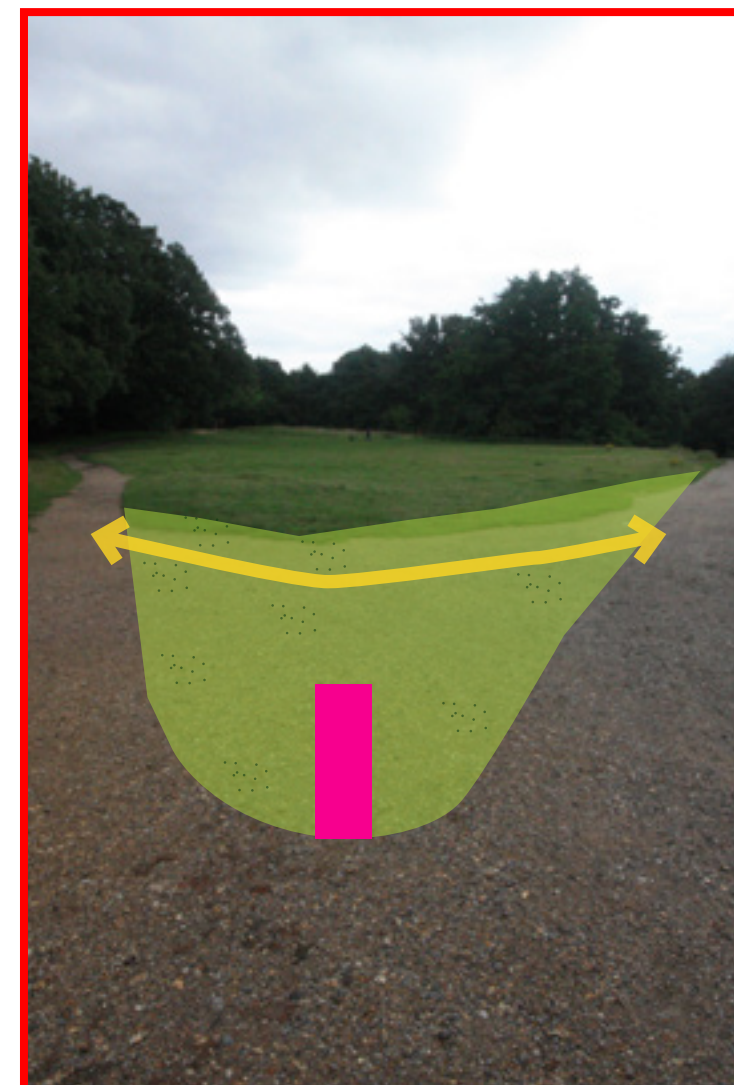
Medium Priority



Section 1.

- Potential to reclaim 1m each side of pathway back to Heath and redefine natural edge
- Combat persistent localised puddling by building in cross fall where there is a lateral slope from one side of the path to the other, or through creating a camber to raise the path above surrounding areas where there is no cross fall.
- Introduce camber to pathway to assist with drainage
- Potential for drainage feature along southern edge

High Priority



Space B.

- Potential to reclaim Heath through reducing expanse of hard surfacing at fork
- Re-establish pathway hierarchy through route to the right being emphasised as main route
- Potential to introduce bench/bin/signage that acts as focal point to fork

Figure 4b. Initial proposals - Pathway 1

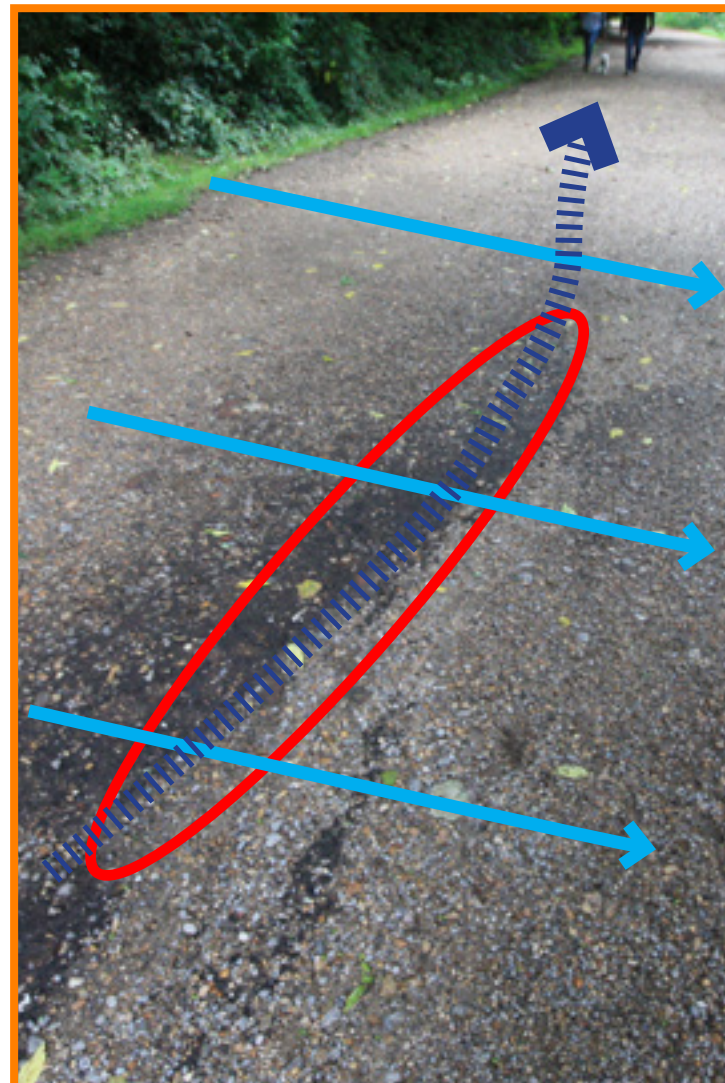
Low Priority



Section 2.

- Where puddling regularly occurs, build in cross fall to path surface, ensuring that water can freely run off the path surface into the adjacent ground.
- Repair localised potholes by scarifying existing surface and then topping with chosen surface material, rolling in when damp to provide a firm surface.
- Redefine thresholds between main path and secondary paths to clarify changes in surface, eg from gravel to asphalt.

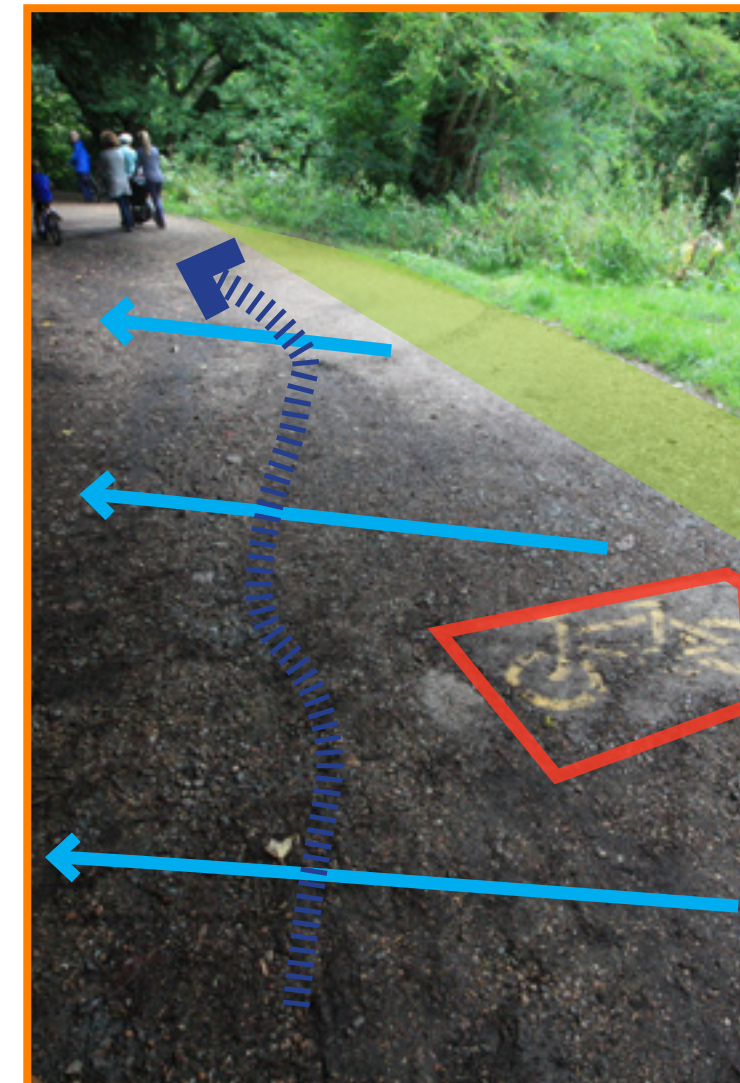
Medium Priority



Section 3.

- Where puddling regularly occurs, build in cross fall to path surface, ensuring that water can freely run off the path surface into the adjacent ground.
- Repair localised potholes by scarifying existing surface and then topping with chosen surface material, rolling in when damp to provide a firm surface.

Medium Priority



Space C.

- Where puddling regularly occurs, build in cross fall to path surface, ensuring that water can freely run off the path surface into the adjacent ground.
- Repair localised potholes by scarifying existing surface and then topping with chosen surface material, rolling in when damp to provide a firm surface.
- Where path width exceeds 4m, redefine margins to give path width of 4m, scarify areas of excess width and allow to revegetate, protecting with temporary fencing until vegetation is established.
- Remove hazards such as the concrete block signs, applies to all areas of the paths.

Initial proposals - Pathway 1

Medium Priority



Section 4.

- Where puddling regularly occurs, build in cross fall to path surface, ensuring that water can freely run off the path surface into the adjacent ground, using the existing gully to catch the water and lead it into adjacent ground.
- Redefine the southern boundary of the path on the upslope side of the existing gully, scarify areas of excess width and allow to revegetate, protecting with temporary fencing until vegetation is established.

Low Priority



Section 5.

- Combat persistent localised puddling by building in cross fall where there is a lateral slope from one side of the path to the other, or through creating a camber to raise the path above surrounding areas where there is no cross fall.
- Repair localised potholes by scarifying existing surface and then topping with chosen surface material, rolling in when damp to provide a firm surface.

High Priority



Space D.

- Raise the centre of the path to create a camber to allow water to flow sideways off the path to existing drainage channels.
- Where not well defined, deepen existing drainage channels, still retaining a gently sloping wide 'U' section. Clean out existing drainage pipes. Install subsurface cross drains under path where necessary to provide an outlet for water draining off the path.
- Use logs to define edge of path, but without impeding access or drainage off the path.

Initial proposals - Pathway 2

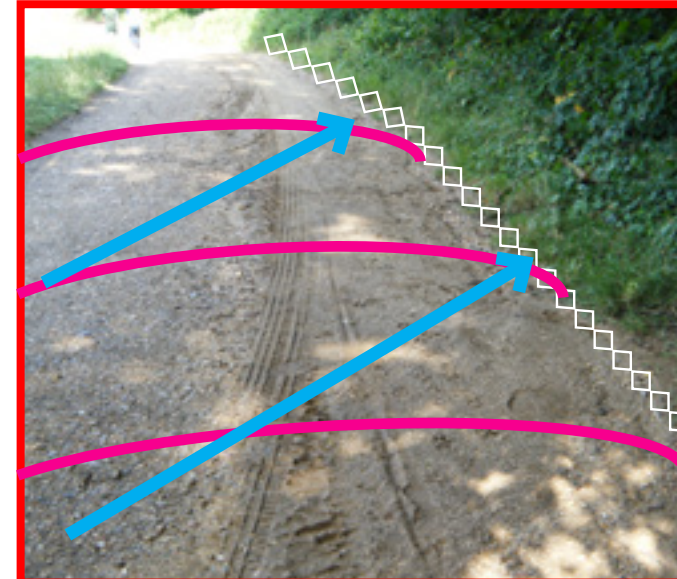
Medium Priority



Space A.

- Include in core signage improvement strategy ensuring coherence
- Reintroduce camber to allow for positive drainage evenly across pathway
- Create shallow swales on either side of the cambered section of to track water running off the hill, and from the path and lead the captured water to suitable drainage areas. Install cross drains at intervals to take water from the up slope section of the path and into the drainage area.

High Priority



Section 1.

- Reintroduce camber to allow for positive drainage evenly across pathway
- Consider localised gully issues with topping up gravel and reintroducing even crossfall
- Create shallow swales on either side of the cambered section of to track water running off the hill, and from the path and lead the captured water to suitable drainage areas. Install cross drains at intervals to take water from the up slope section of the path and into the drainage area.

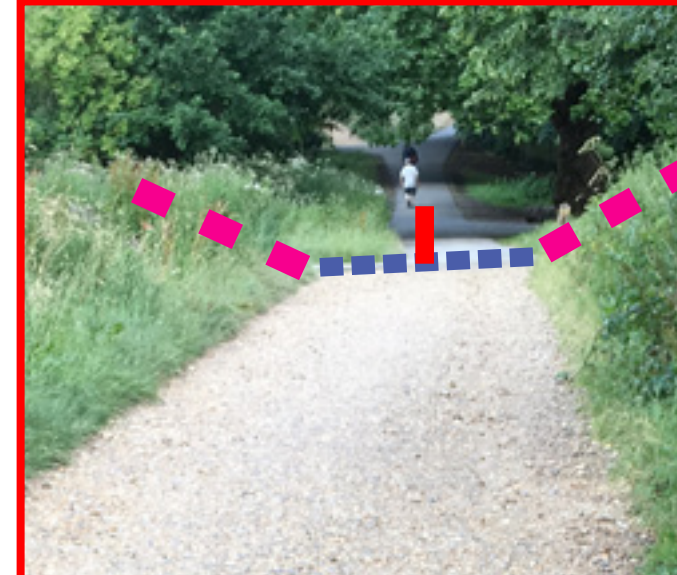
Low Priority



Section 2.

- Pathway section in good order - continue regular maintenance

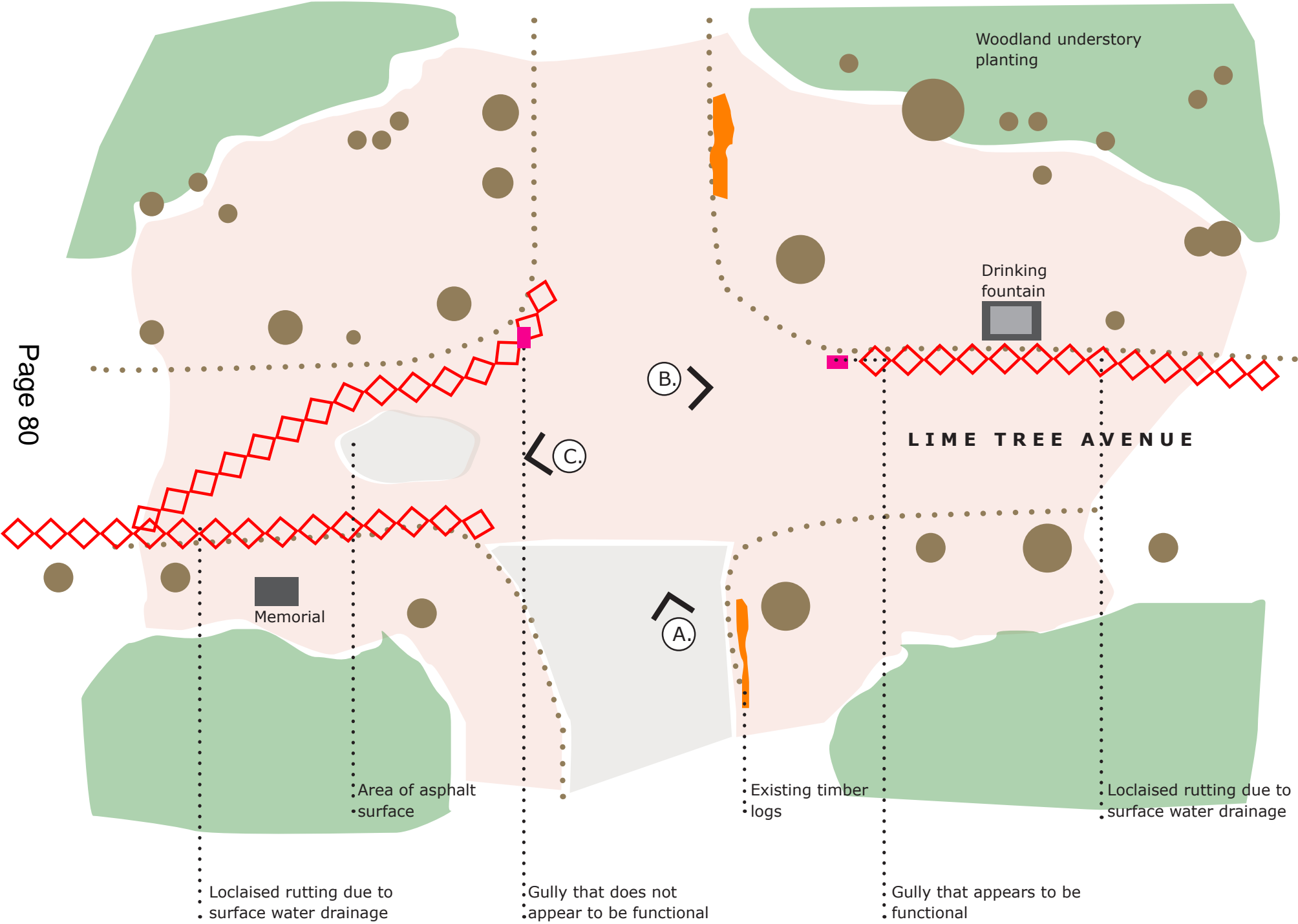
High Priority



Space B.

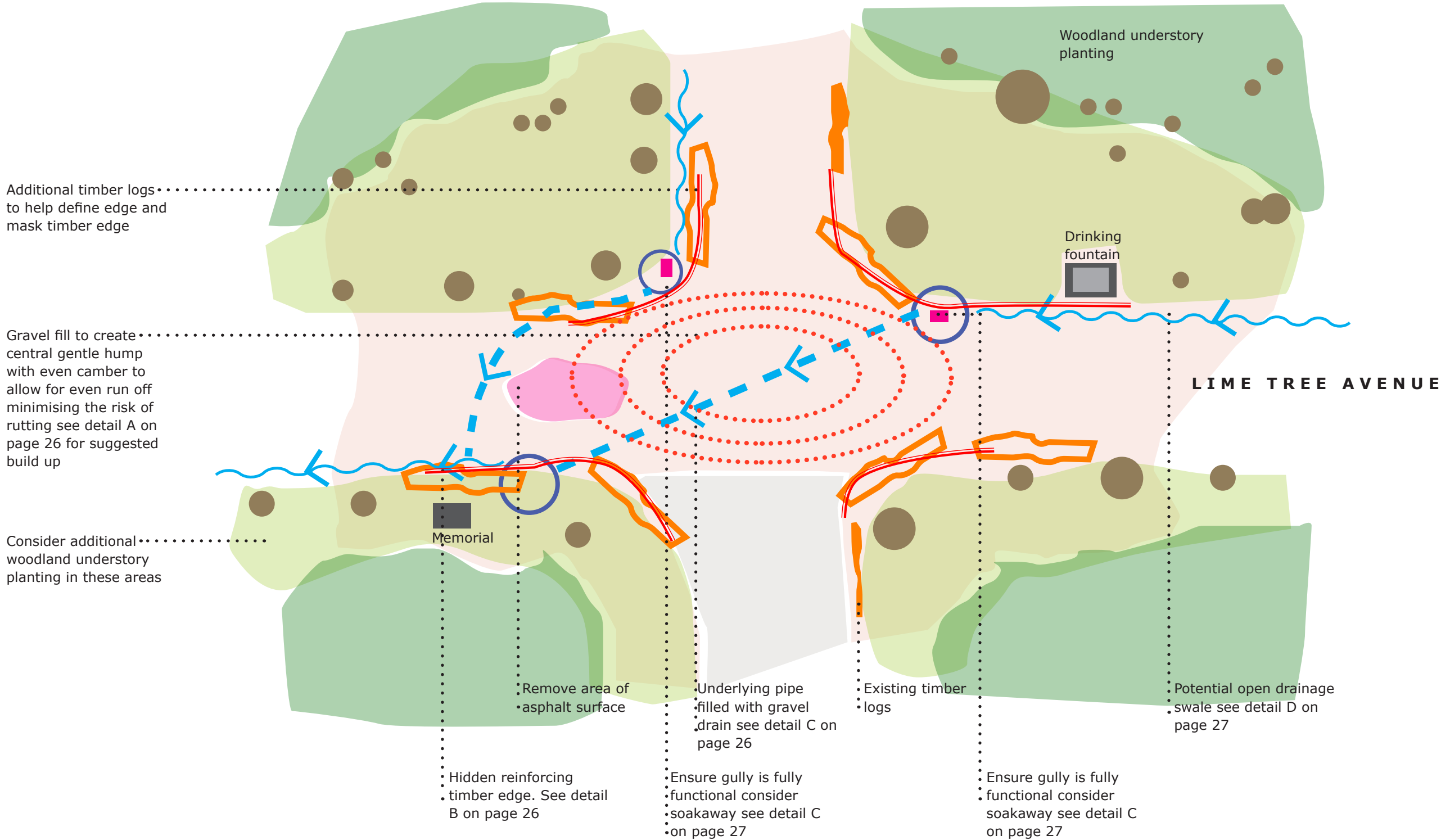
- This junction is potentially hazardous if cyclists travel down the gravel path at speed and cannot stop for other users who step into their path.
- Keep sight lines to and from path junction clear.
- Clearly delineate the boundary between the incoming asphalt path and the gravel path, eg with granite setts. Place warning signs on the approaches to the junction from both the asphalt path and the gravel path

Space D - Lime Tree Avenue Junction Study
Existing scenario

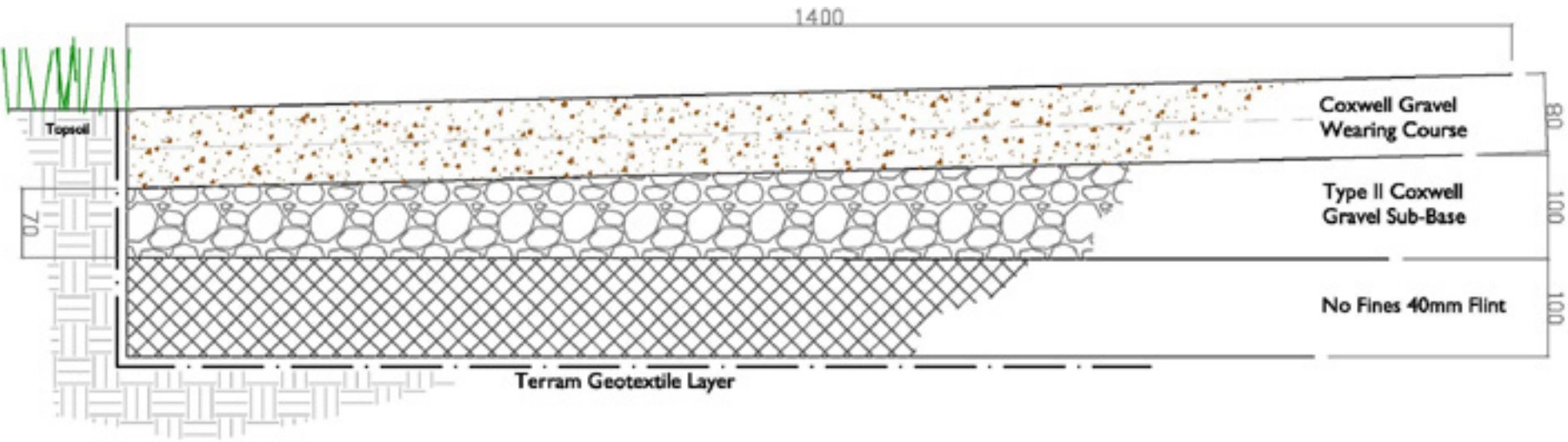


Space D - Lime Tree Avenue Junction Study
Proposed scenario

Page 81

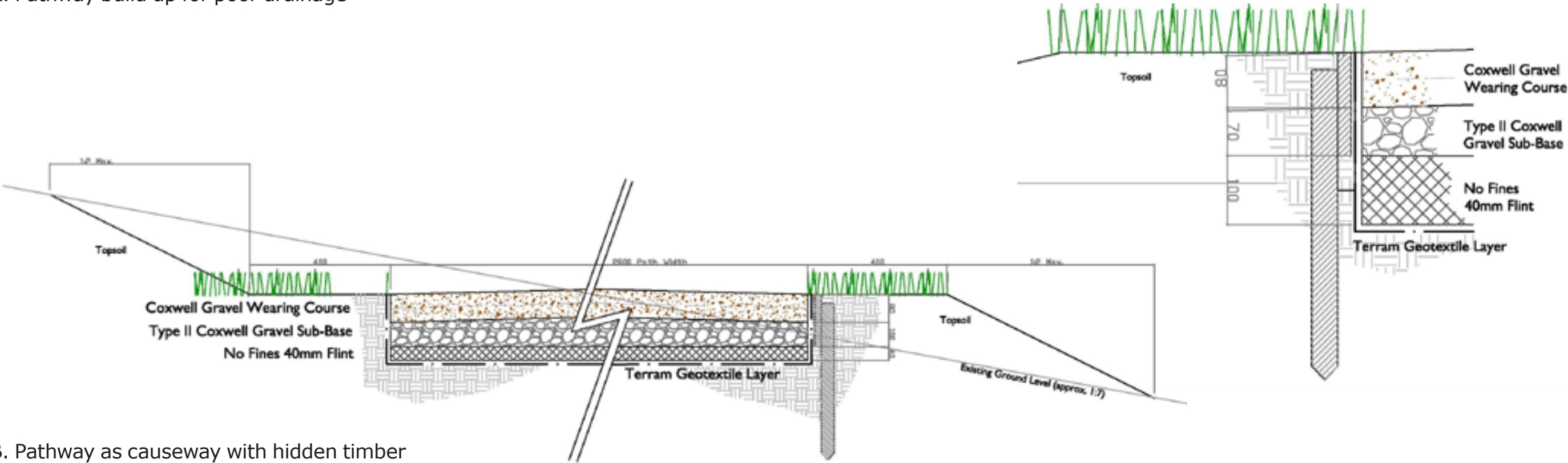


Space D - Lime Tree Avenue Junction Study
Supporting Details - Pathway & Edging

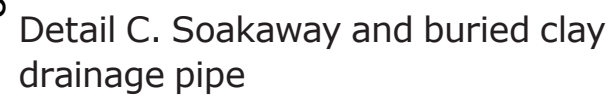


Note: Wearing course material is interchangeable and Coxwell Gravel is shown for illustrative purposes within these details.

Detail A. Pathway build up for poor drainage



Detail B. Pathway as causeway with hidden timber retaining edge



4.0 Signage and Countryside Furniture



4.0 Signage and Countryside Furniture- overall recommendations

4.1 The recommendations cover:

- Existing signage / wayfinding elements for shared use pathways
- Current conflicts
- Proposed outline strategy for shared use pathways

Existing Signage/Wayfinding elements/Countryside Furniture

There are a number of different signs along the paths, which can confuse users and does not provide a coherent identity to the path. Other countryside furniture, benches, water fountains and bins for example, are equally varied and not always placed in the most appropriate position relative to the path. Feedback from consultation echoed these points. Some of the issues are illustrated.

Proposed Strategy

4.2 The signage will provide reminders at key points that users are on a particular path, and of the pedestrian priority, similar to those used for the Tamsin Trail in Richmond Park. The shared use pathways should be demarked by a blue or green band on the posts along its route contrasting similar signage on routes marked with a yellow band to indicate routes not to be used by cyclists.

4.3 The purpose of the signage is to inform users of the nature of the path, and the reasons for its design structure and location. In addition it will provide a map of the path and of points of interest along it as well as guidance on its use, speed limits for example and the fact that the paths are for pedestrians and cyclists, but that the pedestrians have priority. Details of the design have not been worked up but in concept, it will provide clear information, be in keeping with the Heath’ signage policy and positioned at the start and end of the path as well as at any major junctions.

4.4 Following feedback natural materials are preferred to man made materials and must be in-keeping in character to the surroundings.



In principle all signs will follow a common style in terms of background colour/text size and font, and construction. The example below shows the current style for information boards on the Heath. These would be positioned at the entrances to paths and at key junctions.

Timber bollards with symbols based on those in the signs will be used to outline the route of the paths.



A coordinated series of information boards and signage bollards that relate to each other using the same palette of material while retaining the rural/ countryside aesthetic.

These signs are proposed to be displayed on cut logs around the Heath in keeping with the informal style of the area.

-  Suggested colour band integrated onto wooden post for shared use pathways
-  Suggested colour band integrated onto wooden post for prohibited routes for cyclists

Current Conflicts



Entrances and key orientation points have too many signs that could confuse users



Existing signage, concrete pads in the path, protrude causing a hazard and are neither consistent nor clear.



Elements along the path are varied and are not always positioned appropriately.



Appendix



Meeting 28/11/17 - notes / feedback

A meeting was held on 28/11/17 between LUC, the Corporation, Sustrans and a number of user groups. The purpose of this meeting was to discuss the outline pathway proposals & signage strategy as outlined within this report and to gain feedback. A summary of the points taken in the meeting can be found below:

Preferred path surfacing materials for resurfacing work to take place on the shared use paths from Highgate Ponds to Hampstead Ponds. Options contained within LUC report – circulated with agenda.

- Agree with the popular path surface, Breedon gravel. However, we ask that the colour of the new surface is in keeping with the natural environment that surrounds it.
- I think all path surfaces should be brown rather than grey. I believe you favour “Hoggin”. I am very aware of the drainage problems with this particularly on the East side of the model boating pond. In the end it is a technical decision best made by those who maintain the paths.
- With regard to choices of materials as suggested at the meeting on 28/11/17, I have no specific preference, and felt that the consultants presenting were of ample expertise to be entrusted with the decision.
- Issues of drainage, stability (re withstanding of effects of torrential rainfall) and durability re occasional vehicles and of course cycles, were all dealt with carefully, and I would only recommend that budgetary requirements be made to allow for the best material that will last over time, whilst being aware that there is a great need to extend the shared usage remit of other paths, to provide access for leisure and transportation cycling.

Preferences or alternative ideas for way marking signs. Proposals contained within LUC Report – circulated with agenda.

- Agree with the desire for a minimum amount of signage, though directions to amenities, cafes, ponds etc would be covered by this, using natural materials ideally (wood), and reasonably unobtrusive. (Comment from Bob - Waymarking needs to relate solely to the shared-use paths)
- Suggest contrasting colour markings for the designated cycle paths, perhaps green or blue reserving yellow for prohibited paths.
- The section on signs is short and I think a workshop on existing and proposed signs would be useful. As you know I have advocated signs set into the paths but these would need to be constructed in a way that does not result in safety hazards.



Committee	Dated:
Hampstead Heath, Highgate Wood & Queen's Park Committee	23 May 2018
Subject: Model Boating Pond Island Future Access Arrangements	Public
Report of: Superintendent of Hampstead Heath	For Decision
Report author: Meg Game, Senior Ecologist – Open Spaces Department	

Summary

As part of the Hampstead Heath Ponds Project the Model Boating Pond underwent major landscape changes, which involved the creation of a small peninsular. Locally the peninsular is referred to as the Model Boating Pond Island. The construction phase of the Ponds Project was completed in October 2016.

The Island was originally designed to facilitate public access, however following a decision by the Hampstead Heath, Highgate Wood & Queen's Park Committee in March 2017, the Island has remained closed to the public for 14 months while an ecological survey was undertaken to determine its value as a sanctuary, principally for birds.

The results of this survey show that the Island is well used by a number of bird species and is already providing an important refuge. This report sets out the options for future management of the Island. It is recommended that the Island be designated as a wildlife sanctuary and be fenced off to the public.

The future management of the Island will form part of the Hampstead Heath Ponds and Wetlands Strategy. A draft outline of this document is attached to this report as Appendix 2.

Recommendation(s)

It is recommended that

- Members views are sought in relation to the approach and content covered in the draft Ponds and Wetlands Strategy appended to this report (see Appendix 2).
- Members agree the preferred option for the future management of the Island as set out in paragraph 14.

Main Report

Monitoring the wildlife on the Model Boating Pond Island

1. Since the end of January 2017, the Heath's Ecology Team have monitored the birds on the Model Boating Pond Island on a weekly basis. Any birds perching on the Island, in the aquatic vegetation around the Island or in the trees on the Island were included in the monitoring. However, the numerous gulls perched on the tops of the fence posts around the Island were not included.
2. The results of the monitoring showed that the number of waterfowl increased over the spring, when 29 were sighted, the maximum number seen on any one occasion. However, numbers of waterfowl then declined to around 5-10 in the summer months and around five or fewer in the winter (see Appendix 1, figure 1). The birds observed were mostly coot, moorhen, mallard, and Egyptian and Canada geese; and herons, which were seen on 15 occasions. A great crested grebe nested at the edge of the fence but was unsuccessful in raising young. No swans were noted.
3. Few numbers of non-aquatic birds, such as crows, pigeons and magpies, were noted (see Appendix 1, figure 2). Gulls on the ground were included, and were commonly sighted at the start of the monitoring, when the ground was still bare. For the latter part of the monitoring sightings rarely exceeded a couple of birds.
4. A trail camera was placed on the Island over a two-week period in February and March 2017 with the primary aim of assessing usage of the new access points through the fencing created to the north of the Island. The camera was also positioned to the south to look at the use by wildlife there, as well as recording any nocturnal wildlife activity on the Island.
5. The access points to the north were heavily used, with coots, moorhens and Egyptian and Canada geese regularly going to and from the pond from these points. Although, activity was largely confined to the morning, black-headed gulls were also recorded in moderate numbers (up to 10) feeding on the bank edge, as well as a few recordings of crow, mallard, feral pigeon and a single recording of a heron.
6. One or more foxes visited the Island on most nights, being recorded on nine of the 13 nights the camera was in position. On a number of nights, a fox was seen to spend several hours seemingly feeding off worms and on other occasions was merely seen searching around. The regular presence of a fox will probably prevent the Island from being used for any nesting by wetland bird species.
7. Dogs were recorded running around the Island on four mornings and are thought to have swum across to the access bays. On all occasions the dogs were wet and once a dog was recorded emerging from the water.
8. Humans were recorded on the Island on three occasions with all these visits taking place in the evening, after dark.

Results of the monitoring

9. The data recorded shows that the Island provides a valuable refuge to waterfowl, especially in the spring and early summer. The occurrence of herons and a great crested grebe is encouraging. If the Island is designated as a wildlife refuge much of the outer fencing on the eastern side of the Island would be removed, and duck-sized holes made in the inner fencing. This would provide suitable nesting and feeding habitat for waterfowl and better access to the Island. Ground nesting and nocturnal roosting and feeding on the island itself would probably be restricted due to visits by foxes and the occasional dog and human.
10. The near absence of non-aquatic birds was not surprising given the lack of shrubby habitat; establishing some groups of shrubs, especially hawthorn, and erecting bird boxes should attract more non-aquatic birds.
11. If public access were to be allowed, it would severely restrict the use of the Island by bird life, to the extent that there would be almost no use by waterfowl except perhaps a few coots and moorhens in the vegetation. Even if only half the Island were to be made accessible and dogs were prohibited few birds would use the half where public access was restricted, especially the less common species such as grebes and herons.

Public feedback

12. Over the course of the last year, comments have been received from members of the public in writing (email) and verbally via calls to the Superintendent's Office at Heathfield House. The feedback from members of the public has been to keep the Island closed to people, and to make the Island a wildlife sanctuary.
13. The Marylebone Bird Watchers made a representation at the Hampstead Heath Consultative Committee Meeting on 13 March 2017, in relation to the Island to becoming a Wildlife Sanctuary with no public access. A petition was received at the time of the same meeting signed by 5,333 supporters calling of the Island to become a wildlife sanctuary.

Options presented in the report to Committee

14. The following options have been considered by Officers, following 14 months of monitoring.
 - A. Restrict public access to the Island and install a timber fence to the western side of the Island. In addition, further low-level planting to be carried out. This option will facilitate and encourage a greater variety of bird species to use the Island and will improve the nesting habitat on the Island. **This option is recommended by Officers.**
 - B. Open the Island fully to allow public access. This option will result in the Island no longer being utilised by bird species due to the presence of humans and dog during the day and possibly night time hours, along with

other wildlife such as foxes. **This option is not recommended by Officers.**

- C. Allow public access on half the Island, by removing the current fence line and installing a post and rail fence to create a section of the Island that can only be accessed by wildlife. Although, part of the Island will remain closed to members of the public, the results of the monitoring have shown that close proximity to members of the public and dogs will result in the Island being underutilised by bird species, and it is likely that few bird species will continue to use the Island, including herons and grebes. **This option is not recommended by Officers.**

Future management of the Island and Ponds on Hampstead Heath

15. A draft Hampstead Heath Ponds and Wetlands Strategy is being prepared, which will set out the future long-term management programme for the ponds on Hampstead Heath. The draft strategy contains a desilting schedule, and considers wildlife, aquatic planting, recreation and alternative sustainable technologies for managing water quality. It is also proposed to create improved nesting habitat on the Model Boating Pond Island by planting native hedging species and also hazel.
16. The Island will be included in the Strategy, which is due to be completed in spring 2019.
17. Members views are sought in relation to the layout and topics/areas covered in the draft strategy appended to this report (see Appendix 2).

Corporate & Strategic Implications

18. The City of London Corporation's Corporate Plan (2015-2019) states under Key Policy Priority 5 '*Developing and improving the physical environment around our key cultural attractions; and providing safe, secure, and accessible Open Spaces*'.
19. It will also help fulfil the Open Space's Department's Business Plan 2016-2019 Vision to '*Preserve and protect our world class green spaces for the benefit of our local communities and the environment*'. The content of this report also has a direct impact on the five core values of Quality, Inclusion, Environment, Promotion and People, and contributes to all four of the Department's key objectives.

Conclusion

20. The Model Boating Pond Island presents an opportunity to create another wildlife sanctuary on the Heath and following on from the ecological and landscape improvements which were incorporated into the engineering works during the Ponds Project it seems appropriate to secure the Island as a refuge.

21. It is therefore recommended that public access to the Island is restricted to allow the Island to become a sanctuary for waterfowl and non-aquatic bird species. This recommendation is supported by ecological monitoring data, and local public opinion.

Appendices

- Appendix 1 – Monitoring results
- Appendix 2 – Draft outline for Hampstead Heath Ponds and Wetlands Strategy

Meg Game, Senior Ecologist

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Appendix 1

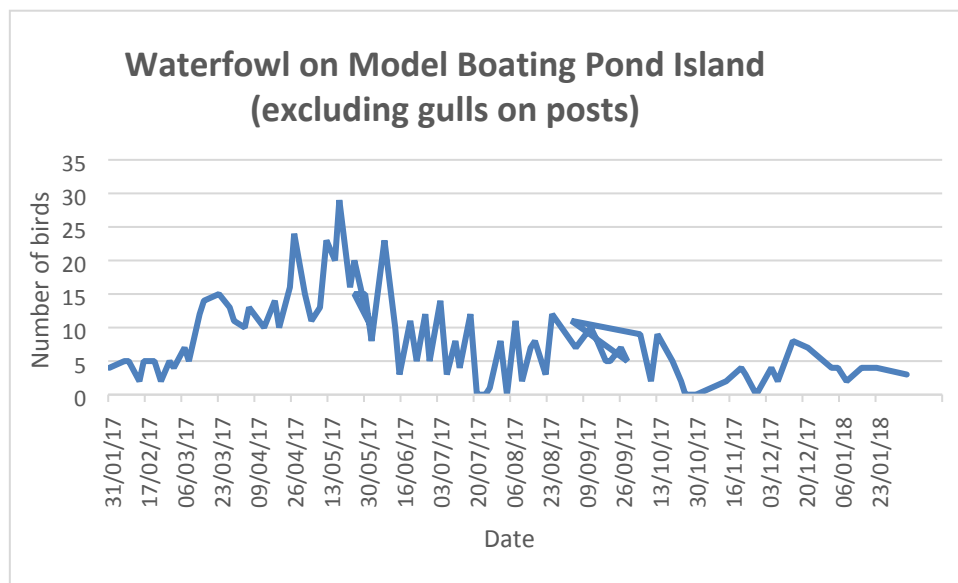


Figure 1 – Waterfowl, excluding gulls on posts, observed on the Model Boating Pond Island

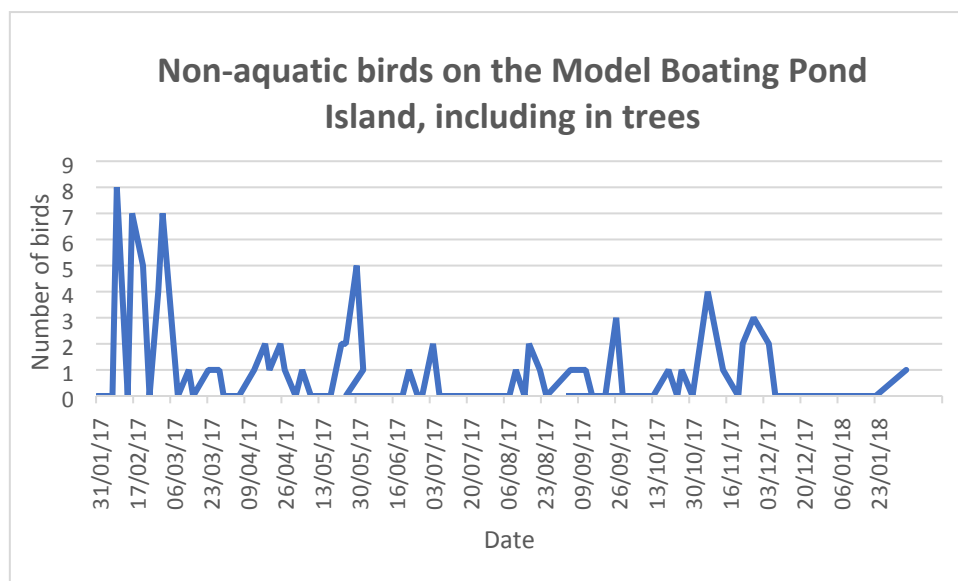


Figure 2 – Non-aquatic birds observed on the Model Boating Pond Island, including in trees

Appendix 2

Draft outline of a Hampstead Heath Ponds and Wetlands Strategy.

Summary

There is a need for a long-term strategy for managing the Hampstead Heath Ponds and Wetlands. This report provides a draft outline of the proposed Strategy.

Recommendations

It is recommended that:

- Members views are sought in relation to the approach and content covered in the draft Ponds and Wetlands Strategy.

Main Report

Requirement of the Hampstead Heath Ponds and Wetlands Strategy

1. The ponds on Hampstead Heath are an integral part of the historic landscape, and provide great conservation and biodiversity value, as well as a recreational resource for Heath users. Longer term the ponds themselves require planned periodic management interventions, such as desilting, in order for them to continue as open water bodies. This work has been carried out periodically on the three bathing ponds, and some of the smaller water bodies to maintain them as open water. The continued desilting of the larger ponds will be increasingly difficult to fund and there is a requirement to to explore alternative options alongside desilting operations
2. Alongside the management of silt accumulation there are other planned conservation and habitat management operations to maintain the ponds themselves and their immediate environs. These are encapsulated in the Annual Work Programme (AWP) and Compartment Management Plans. A critical part of this work is Ecological monitoring.
3. Due to the ponds being classified as reservoirs under current Environment Agency Legislation, in the form of the Flood and Water Management Act 2010 there are compliance duties that require attention including biannual inspections, and monitoring of the dam structures and flood alleviation measures which were constructed as part of the Ponds Project.
4. The management of water quality for aquatic fauna, and recreational use is a major component of the draft Strategy. A balance needs to be struck between managing algal blooms, caused by nutrient loadings, and acceptable water quality for swimming and aquatic ecology.

5. With the completion of the Ponds Project in October 2016 the major health and safety concerns raised by Consultants and Reservoir professionals were addressed and there were important ecological and landscape improvements incorporated into the design. These improvements require on-going management and the opportunity for further enhancement over time to continue to improve biodiversity value.
6. The draft Hampstead Heath Ponds and Wetlands Strategy forms Project 1.3 in the 2018/19 Divisional Plan, and is scheduled for completion in 2019. The scope of this Strategy is still being developed and this draft is an initial proposal of what the document will cover.

Background and history

7. The Heath contains some 36 ponds, the largest being the Men's Bathing Pond at 1.8 hectares. In terms of the way these ponds are managed, they can be classified into three categories: large, formal or small. Most of the larger ponds (almost lake-like in size) were created by damming streams to create reservoirs between the late seventeenth century and early nineteenth century.
8. The Highgate Valley ponds were formed along the eastern tributary of the River Fleet. Those on City of London land are: Stock Pond; Kenwood Ladies' Bathing Pond; Bird Sanctuary Pond; Model Boating Pond; Men's Bathing Pond; and Highgate No.1 Pond. There are two further ponds at the top of the chain, Wood Pond and Concert (or Thousand Pound) Pond, which are within English Heritage's Kenwood Estate.
9. To the west are the Hampstead Valley ponds, formed along another tributary branch of the River Fleet. Those on City of London land are: the Vale of Health Pond, the Viaduct Pond, the Mixed Bathing Pond, Hampstead No.2 Pond, and Hampstead No.1 Pond.
10. There are additional chains of ponds located at Golder's Hill Park, West Heath and the Hampstead Heath Extension. These are significantly smaller in size.

Long term versus short term approach

11. It is proposed to create a 20 year strategy for the ponds and wetlands to incorporate aspirational objectives and a programme of planned works extending to 2038. A Strategy extending beyond that will become increasingly difficult to draft due to factors such as Climate Change and changing financial resources.
12. A critical element of the Strategy will be exploring more sustainable cost effective methods and technology for desilting and controlling nutrient loadings. Fortunately, a number of the major ponds were partially desilted during the Ponds Project and this has improved the water quality and reduced the necessity to desilt the Bathing Ponds, but a number of the smaller ponds will require this treatment in the near future.

The Hampstead Heath Ponds Project

13. The engineering works carried out between February 2015 and October 2016 effectively future proofed both the Highgate and Hampstead Pond chains against catastrophic failure and reduced the risk of loss of life.
14. The ecological and landscape improvements incorporated into the design were key to the success of the Project with a succession of awards. Most important is the reaction of the diverse Heath users, who have embraced this success and acknowledge the improvements that have been made.
15. The Model Boating Pond Island ecological survey has shown the potential value of retaining the site as a wildlife sanctuary. Subject to Committee approval this project will become part of the Ponds and Wetlands Strategy planned for 2019.

Hydrology and the 2007 Management Plan and 2012 Natural Landscape Chapter

16. The Natural Landscape Topic Paper of the Part II Management Plan was approved by Committee in 2010 following a number of revisions. The Paper provided a description and management policies for the five broad habitat types across the Heath, including Water bodies, streams, ditches and wetlands. The Essential Actions, Aspirational Goals and Policy reference numbers are listed below. These will need to be reviewed and captured in the Strategy document.
17. Essential Action NL5: Manage the Heath's ponds to enhance their nature conservation value.
18. Essential Action HY2: Undertake detailed surveys and further data collection and to develop an overall management strategy for the ponds on the Heath and their associated watercourses.
19. Aspirational Goal NL19: Extend the West Heath sphagnum bog outwards and along the valley towards the Leg of Mutton Pond.
20. Aspirational Goal NL20: Establish a significant area of reedbed.
21. Policies 37,38,39,40,41,42,43, 44,45

Principal areas to be addressed by this Strategy

22. Reservoir Legislation requirements. Inspections, monitoring and maintaining the Hampstead Heath Ponds Project.
23. Natural Landscape - Ponds as historical landscape features.
24. Management focus on maximising species and habitat diversity (London BAP) Priority Habitats.
25. Water Quality for recreational purposes and compliance with Bathing Directive.

26. Recreation, access and learning.
27. Alignment with neighbouring Strategic Plans including Brent Catchment River Improvement Plan 2014, Thames River Basin Management Plan 2016, and forthcoming, and London Environmental Strategy 2017 (Draft).

Stakeholders to be involved in drafting the Strategy (consultation)

28. A small stakeholder group comprised of Swimmers, CoL staff, City Surveyors, Department of the Environment and representatives from the Hampstead Heath Consultative Committee.

Principal outcomes of the Strategy

29. Conservation of the principal ponds and wetlands as landscape features for the next 20 years.
30. Increased biodiversity value on all the principal ponds and wetland habitats.
31. A sustainable and affordable long term plan for managing silt build up in all ponds.
32. The recognition of Hampstead Heath for its conservation and ecological diversity in the form of a nationally recognised designation.
33. Resolution of existing conflicts between biodiversity and recreational aspects of the Ponds and Wetlands habitats on Hampstead Heath.

Relationship with Divisional Plan, Annual Work Programme and the Cyclical Work Programme

34. The Strategy is planned for completion and Committee approval in April 2019.
35. Conservation work and ecological monitoring will be encapsulated in the AWP.
36. Dam safety will be captured in the CWP including monitoring.
37. The approved strategy will need to be referenced in the 2018 Management Plan.
38. Conclusions.
39. Appendices.

[Thames River Basin Management Plan](#), [London Environment Strategy](#)

Brent Catchment River Improvement Plan (See attached link)

www.thames21.org.uk/wp-content/uploads/2014/.../Brent_catchment_plan_2014.pdf

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Committees:		Dates:
Hampstead Heath, Highgate Wood and Queen's Park Committee Projects Sub Committee		23 May 2018 16 May 2018
Subject: The Hive Learning & Volunteer Centre, Hampstead Heath	Gateway 7 Outcome Report Light	Public
Report of: Director of Open Spaces Report Author: Lucy Gannon, Open Spaces		For Decision
<p style="text-align: center;"><u>Summary</u></p> <p>The project to convert unused football changing rooms at Hampstead Heath into a learning and volunteer centre was discontinued following a review of the project requirements.</p> <p>The Hampstead Heath Capital Projects Board met in January 2018 and agreed that the project should not proceed.</p> <p>Budget: The approved budget for the project was estimated at a total of £200K. The Gateway 2 (light) report identified £27K from the Local Risk Budget to procure architectural services to complete design and tender documents for the conversion in order to progress to the Gateway 5 (light). As the project was stopped prior to works commencing, no funds were expended.</p> <p><u>Recommendations</u></p> <p>It is recommended that the lessons learnt be noted and the project be closed prior to Gateway 5 – Chief Officer authority to start work (light).</p>		

Main Report

1. Brief description of project	Conversion of a disused football changing room and adjoining outdoor space on Hampstead Heath to create an integrated educational facility and volunteer hub that will accommodate an expanding Open Spaces Learning Programme.
2. Assessment of project against SMART Objectives	<p>Please see Section 3 below for assessment and further details about the project objectives.</p> <ol style="list-style-type: none"> 1. Transformation of an unused building and yard to a versatile learning and volunteer facility by April 2018.

	<ol style="list-style-type: none"> 2. The new facility will support an expansion of the Learning Programme offer on Hampstead Heath to include regular secondary school bookings and a corresponding increase in pupils participating. 3. The facility will enable increased participation in the Open Spaces learning programme activities and volunteering on the Heath. The benefits of these will be evaluated via the Outcome Framework for the Learning Programme. 4. Sustainability improvements to the building to ensure savings in running costs.
3. Assessment of project against success criteria	The success criteria were stated in the Gateway 2 (light) report. However, as the project was stopped prior to Gateway 5 (light), no change occurred as a direct result of this project, therefore no assessment can be made.
4. Key Benefits	<p>The benefits of the project will not be realised as the project will not proceed. In considering that the proposed conversion was not achievable within the approved budget, the Hampstead Heath Capital Projects Board considered the following alternatives:</p> <ol style="list-style-type: none"> 1. Options appraisal for provision of a learning and volunteer centre at the site of the football changing rooms that would consider an additional option to demolish the existing building and replace with a pre-fab facility. 2. A wider study to consider a range of options across the Parliament Hill Fields area of the Heath to provide a learning and volunteer centre for less than £250K (including the Lido, Adventure Clubhouse, Peggy Jay Centre, Traditional Playground & Parliament Hill staff yard. 3. A wider holistic study to consider the best use of the existing facilities across the Parliament Hill Fields area of the Heath to meet the Division's objectives as set out in the draft Asset Management Plan for Hampstead Heath.
5. Was the project specification fully delivered (as agreed at Gateway 5 or any subsequent Issue report)	No
6. Programme	The project was not completed within the agreed programme

7. Budget	<p>The project was not completed within the agreed budget £27K was allocated from Local Risk Budget to procure architectural services to complete design and tender documents for the conversion, to enable the project to progress to Gateway 5 (light). However, as the project was stopped prior to a detailed design commencing, no funds were expended.</p> <p>The Gateway 2 report received approval for a total budget of £200K including fees for design and construction costs. This included a single storey conversion of the football changing rooms to accommodate two classrooms with an estimated build budget of £100-150K.</p> <p>Following a more detailed analysis of the project requirements it emerged that the cost for the conversion of the changing rooms was more likely to be £370K to £410K.</p> <p>As this estimate was outside the approved budget and the threshold of the light project route, a decision was taken to not proceed with the project.</p> <p>At this time, the City Surveyors Department advised that there was an opportunity to reduce the scope of the project and still meet the project goals.</p> <p>This advice was considered by the Hampstead Heath Capital Projects Board, along with a number of options, and a decision not to proceed was consequently taken by the Open Spaces Department.</p>
Final Account Verification	<p>The project is discontinued. No funds were expended.</p> <p>Verified</p>

***Please note that the Chamberlain's department Financial Services division will need to verify Final Accounts relating to medium and high risk projects valued between £250k and £5m and all projects valued in excess of £5m.**

Review of Team Performance

8. Key strengths	<ol style="list-style-type: none"> 1. Establishment of a collaborative way of working with the City Surveyor's Department on a client project (non-cyclical work programme) including development
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	of a project group for project governance and a detailed project brief that identified and considered all risks and issues.
9. Areas for improvement	<ol style="list-style-type: none"> 1. An improved understanding of the corporate gateways and procedures for project management and approvals would be beneficial. 2. Greater clarity within Open Spaces Department about the roles and responsibilities of the client (Open Spaces Department) and the City Surveyor's Department would ensure more effective scoping of the project in the early stages. 3. A clear process and pathway for escalating any issues within the Teams. This is now addressed with the establishment of a Divisional Capital Projects Board for Hampstead Heath.
10. Special recognition	None

Lessons Learnt

11. Key lessons	<ol style="list-style-type: none"> 1. Early review of detailed surveys to ensure the project proposal is designed and costed to address any issues identified, in the formative stages. 2. Development of a detailed project brief and identification of 'gateways' or thresholds for approval by the client prior to proceeding. 3. Clarity of roles and responsibilities when working across Departments is crucial. 4. Local Officer knowledge and advice to the CS project lead is essential from the formative stages through to completion.
12. Implementation plan for lessons learnt	<ol style="list-style-type: none"> 1. Divisional Capital Projects Board for Hampstead Heath was established in November 2017 and meets monthly to consider project proposals and to guide projects through approval and implementation. 2. Client to complete the City Surveyor's Department project brief template for all project proposals at commencement, including identification of risks, issues and assumptions, clear roles and responsibilities, with oversight by the Divisional Capital Project Board (see 1 above).

Appendices

Appendix 1	
Appendix 2	
Appendix 3	

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Committee	Dated:
Hampstead Heath, Highgate Wood & Queen's Park Committee	23 May 2018
Subject: Update on the Management Plan for Hampstead Heath	Public
Report of: Superintendent of Hampstead Heath	For Information
Report author: Lucy Gannon, Open Spaces Department	

Summary

The process to review and update the Hampstead Heath Management Plan has reached another important milestone in its development with the conclusion of consultation to create an outcomes and measurement framework. The purpose of this report is to update on progress to deliver the 2018 Management Plan and to share the results of the outcomes workshops.

Recommendation(s)

It is recommended that:

- Members consider the Outcomes and Measurement Framework, and feedback on the proposals in paragraph 10 of this report.

Main Report

Background

1. The 2007 Hampstead Heath Management Plan concludes in 2018 and development of a revised management plan continues as a priority project.
2. A review of the 2007 Management Plan was undertaken in 2016, in consultation with past working group members and staff. The review recommended five themes for developing the 2018 Plan. The key recommendations of the review were endorsed by the Hampstead Heath, Highgate Wood and Queen's Park Committee (HHHWQPC) in November 2016. These have shaped the project.

Current Position

3. The project is progressing in accordance with the programme stages presented to the Hampstead Heath Consultative Committee (HHCC) and HHHWQPC in March 2016. During 2017 the timeframe for project completion was reviewed to align with revised Committee dates and is on track for a final draft to be presented to HHHWQPC in September 2018.
4. Key project milestones achieved to date include:
 - 2016 Consultative Review of the 2007 Management Plan and report on key recommendations;
 - 2016 Progress Report on implementation of the 2007 Management Plan;
 - 2017 Heath Vision (approved September 2017);
 - 2018 2018-19 Divisional Plan and Annual Work Programme;
 - 2018 Report on the Outcomes and Measurement Framework for Hampstead Heath.
5. This project addresses the recommendations for each of the five themes identified during the 2016 Consultative Review of the 2007 Management Plan:
 - Progress: measuring progress and achievements to date;
 - Structure: reviewing the structure of the plan and associated framework for delivery;
 - Relevance: refreshing the objectives to ensure relevance in the current and future contexts;
 - Engagement: fostering a spirit of shared stewardship;
 - Evaluation: adopting an outcomes-based approach.
6. The review recommended that the 2018 Management Plan is a brief document that can be more readily updated (approximately 20 pages), presenting high level management strategies and building on the strengths and intentions of the 2007 Management Plan.
7. The iterative approach of applying project recommendations at each stage and embedding new working arrangements as the project progresses has had a significant impact on work across the Division. For example, in addition to informing the recent work to develop an outcomes framework for the 2018 Management Plan, the Heath Vision has been integral in shaping the recent Bench Dedication and Sponsorship Policy and the draft Events Policy, as well as shaping a more inclusive approach to engagement across many service areas.
8. Appendix 1 presents a report prepared by Consultants on an Outcomes and Measurement Framework for the 2018 Plan. The mapping of this framework took place during two workshops involving stakeholders, Members and staff during January and February 2018. An outcomes map (sometimes referred to as a 'theory of change') explains how activities are logically linked to the goal of an organisation, demonstrating how day-to-day tasks are intended to further its mission.

9. The outcomes approach is particularly useful when considering inter-sectional issues which, in the Heath context, are often referred to as ‘finding a balance’. It will inform the final stage of the project; development of high-level strategies and principles for the 2018 Plan.

Proposals

10. The following steps are proposed to complete the 2018 Management Plan:

	Activity	2018 Timeframes
1	Complete a final Progress Report on implementation of the 2007 Management Plan actions and goals to end of March 2018.	April - May
2	Develop a Transition Plan that shows continuity between the 2007 and 2018 Management Plans and the Divisional Management Framework.	April - May
3	Review 2007 Management Plan Objectives and prepare high-level management strategies for achieving the Heath Vision.	April - June
4	Engage with key stakeholder groups and existing forums to finalise the draft management strategies.	May - June
5	Present a draft 2018 Management Plan to the HHCC for consideration and feedback.	9 July
6	Take account of the feedback and update the 2018 Management Plan.	July - August
7	Present an update to the HHHWQPC on progress 2018 Management Plan.	5 September
8	Present the proposed 2018 Management Plan to the HHCC for consideration and feedback	29 October
9	Present the proposed 2018 Management Plan to the HHHWQPC for approval.	28 November

Corporate & Strategic Implications

11. The Hampstead Heath Management Plan and associated Management Framework aligns with the annual business planning cycle.
12. The outcomes-based approach aligns with the wider City approach to develop high-level outcomes for the Open Spaces Department Business Plan 2018 - 2023 and the Corporate Plan.
13. The approach being taken at Hampstead Heath is a strong example of how the objectives of the Corporate Plan are delivered to communities on the ground at a local level.
14. The Open Spaces Department Business Plan is the subject of a separate report on this agenda.

15. Resources and funding for implementation of the Hampstead Heath Management Plan will be allocated annually via the 3-year rolling Divisional Plan, as projects are prioritised. Resources for the priority projects may be sourced from a combination of the Superintendent's Local Risk Budget, through bids for Capital or Supplementary Revenue Projects, internal funding sources (for example, Priority Improvement Project bids), or external grants, as appropriate.

Conclusion

16. Preparation of an Outcomes and Measurement Framework is a significant milestone in the development of the 2018 Management Plan and sees the project on track to present a first draft to the Hampstead Heath Consultative Committee in July 2018.

Appendices

- Appendix 1 – Report on Hampstead Heath Outcomes Framework
- Appendix 2 – Heath Vision

Background Papers

- September 2017 Committee Report: A community vision for Hampstead Heath
- November 2016 Committee Report: Hampstead Heath Management Plan Review Findings

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HAMPSTEAD HEATH MEASUREMENT FRAMEWORK



Introduction

What is an outcomes map (or ‘theory of change’)?

An outcomes map is a model of how benefits (‘impact’) are achieved in a specific context. It explains how activities are logically linked to the final goal of an organisation, demonstrating how day-to-day tasks are intended to further its mission.

The outcomes map for Hampstead Heath sets out the steps to achieving and maintaining the Community Vision for Hampstead Heath. As well as identifying the types of activities that will deliver the Vision, the outcomes map helps us understand the immediate effects (‘intermediate outcomes’) of these activities, why these effects are important and how they contribute to the long-term ambitions set out in the Vision.

The outcomes map was developed in a workshop in January 2018, attended by City of London staff and representatives of a range of interested groups and clubs. The final version of the outcomes map for Hampstead Heath is on page three, below.

What is a measurement framework?

A measurement framework sets out a strategy for identifying which elements of the outcomes map —both activities or intermediary outcomes—are most important in assessing your progress towards achieving the Vision. The table on page 10 sets out important outcomes to track and suggestions for how these could be measured.

The table does not include targets—this depends on what success looks like for you. For example, an upward trajectory may be enough.

Not everything needs to be measured

Not everything needs to be measured to assess your progress towards achieving the Vision—indeed, the amount of time and resource it would take to measure everything could significantly outweigh the benefits of doing so.

It is important to *prioritise* outcomes. A priority outcome is one that matters most to the topic at hand, is particularly important to achieve, and may be within the control of an organisation.

During the outcomes map workshop, some of the outcomes or activities were identified by participants as priorities for measurement. We have also identified some further outcomes that we suggest measuring, because of their importance in achieving the Vision. Priority outcomes for measurement can be seen on page three as the thick-outlined boxes on the outcomes map.

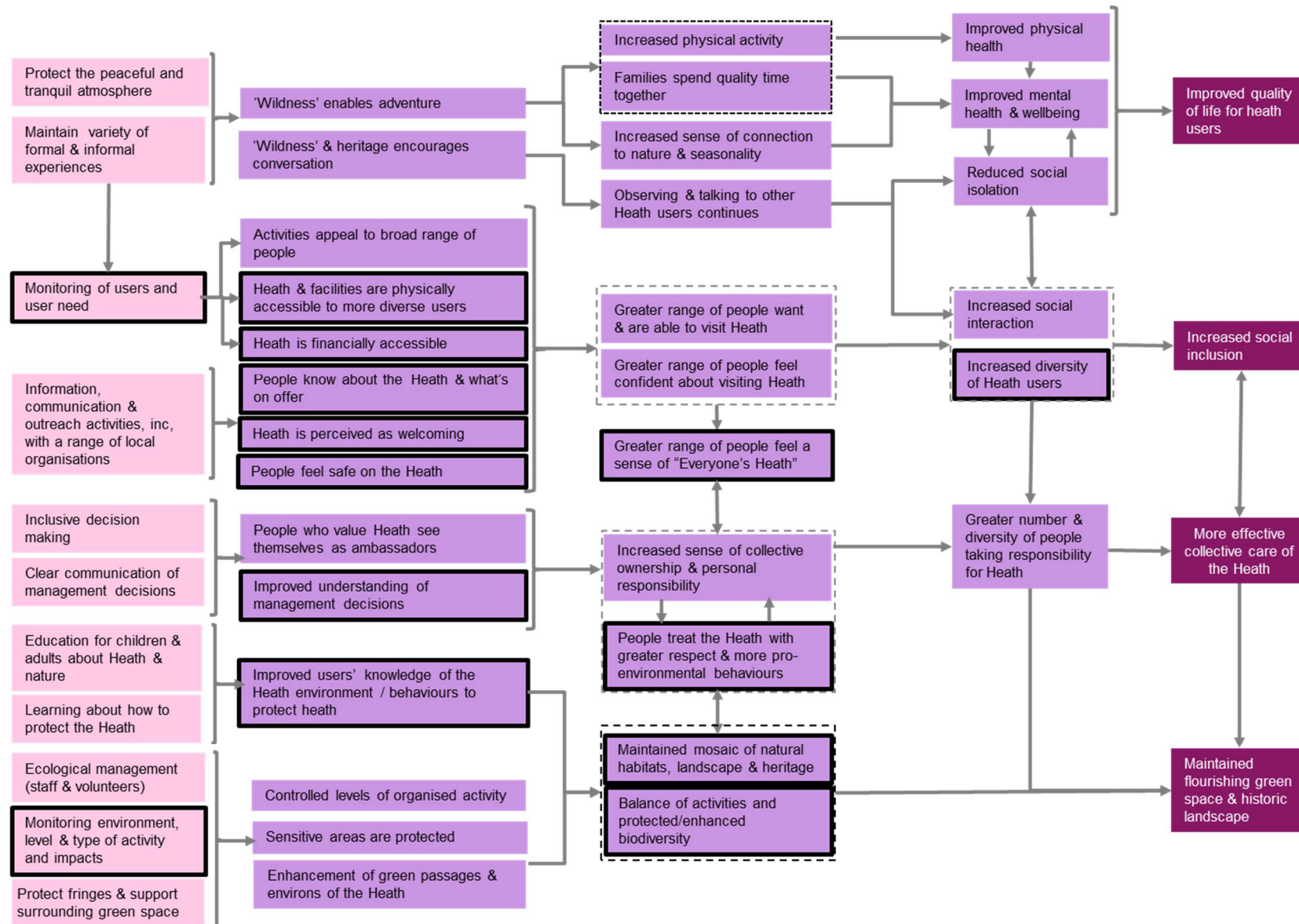
How should the measurement framework be used?

The measurement framework is intended to guide you in assessing ‘how are we progressing towards achieving the Community Vision for Hampstead Heath?’ It is not a standalone document. It supports your broader strategy, set out in the Hampstead Heath Management Plan by providing practical advice about **what** to measure and **how** to measure it. And importantly, read alongside the outcomes map it makes it clear **why** it’s important to design and deliver activities that achieve these outcomes.

The measurement framework and the outcomes map can be used to inform your management decisions and activity planning. For example, if 'feeling safe on the Heath' is identified in the outcomes map as an important step to achieving the Vision, then ensuring you take actions that make users feel safe must be part of your strategy.

Once you have collated and reviewed data, we suggest you write a short update report assessing your progress towards the Vision. Sharing findings will help all stakeholders—including the staff and volunteers collecting data and delivering services—understand the purpose of monitoring and make a connection between their work and the Vision. Further, the outcomes map highlights the importance of transparency in management decisions in helping people feel collective responsibility for care of the Heath. Transparency about what the data tells you and how this is influencing strategy and activity planning can play an important part in this.

Outcomes map for Hampstead Heath



Outcomes map narrative

Drawing on the Community Vision for Hampstead Heath, there are four key ‘outcomes’ (or benefits) arising from how the Heath is used and maintained that contribute to realising the Vision—broadly, that the Heath is conserved in a way that enhances our lives.

*At the top of the theory of change diagram, **quality of life for people who use the Heath** is increased through improvements to physical health, mental wellbeing and reduced social isolation—and these outcomes are mutually supportive. All aspects of wellbeing are achieved by maintaining a variety of experiences and activities, which appeal to a range of people and families, while the wildness and heritage of the Heath encourages adventure and interaction with other Heath users. The benefits of maintaining a variety of opportunities for physical activity need to be balanced with impacts on the ecology of the Heath—so monitoring the level, type and impact of user activity is important.*

*Reducing social isolation is a key element of improving heath users’ quality of life. It is also an important contributor to the second key outcome for achieving the Community Vision—that the likelihood of **social inclusion is increased** by the Heath. Social inclusion depends, most importantly, on increasing the diversity of Heath users, but also on people interacting with each other. This is likely to flow from people feeling confident about visiting and using the Heath, combined with a sense that the Heath is open and welcoming.*

Achieving a diversity of Heath users depends in part on ensuring activities appeal to a broad range of people. The Heath also needs to be physically and financially accessible for a range of users, and people need to feel safe and welcome on the Heath—so monitoring users and users’ needs is important to ensure this is achieved. And as well making sure people want and are able to use the Heath, a diverse range of people need to know about the Heath and what’s on offer.

Communication, education and outreach activity, particularly working with a range of (local) partners, schools and other organisations, will mean more people have the knowledge and confidence to visit the Heath and enjoy its unique mix of wild and natural spaces, heritage and sports facilities.

*Increasing the diversity of Heath users needs to go hand in hand with users feeling both personal and collective responsibility, a sense of ‘everyone’s heath’. The experiences already outlined, which help new and diverse users feel confident about visiting the Heath, will be enhanced by experienced users seeing themselves as Heath ambassadors. Alongside this, ensuring clear communication and improved understanding of management decisions will help all users feel welcome and response for the Heath. Complementing experiences that make the Heath feel welcoming and open with educational activities/resources that engage people about what makes the Heath a special place, the Heath environment and behaviours that protect it, will encourage users to adopt pro-environmental behaviours. Combined, this will not only increase the likelihood of social interaction and inclusion among users, but will help ensure that a greater number and diversity of people feel a sense of collective responsibility for the Heath’s upkeep. This will support the achievement of the third key intermediate outcome—**more effective collective care of the Heath**.*

*Effective ecological management from staff and volunteers, cooperation among the local community to protect green passages and protect fringes from encroaching urbanisation, along with monitoring the level and impact of user activity, will mean that the Heath’s mosaic of natural habitats and heritage is protected. With more diverse users treating the Heath with greater respect and taking collective responsibility for the Heath’s upkeep, the final key outcome—**maintaining a flourishing natural space**—can be achieved.*

Outcomes all depend on a range of enabling factors being in place—including engagement of staff, volunteers and users of the Heath, as well as sufficient resources to deliver activities and projects.

Implementing the measurement framework

Steps to developing an evidence base

Share the outcomes map

The outcomes map makes it clear why achieving certain intermediate outcomes are important steps in the journey to achieving the Vision. It would therefore be helpful for frontline staff and volunteers, particularly those collecting data, to have the opportunity to engage with the outcomes map and understand why each part of the measurement framework is important.

Generate a baseline

To assess your progress towards achieving the Vision, an initial step will be to understand where you are currently on key indicators—for example, how diverse is the current make-up of Heath users, how welcome and safe do people feel, do people display behaviours (eg using litter bins) that indicate they feel responsible for the Heath's care? Collecting this data in a consistent way over time will mean you can assess whether any of these factors are improving. You will also be able to look for relationships between outcomes that are linked—eg, does improving the accessibility of the Heath lead to a more diverse range of users?

Gather insights on users

To achieve the Vision, an important step is further developing your understanding of user needs—including what might prevent potential users from coming to the Heath. Some of this data can be collected as part of the baseline data collection, and more colour and detail can be gathered through ongoing outreach and education work in local communities.

Monitor activities

It will be important to keep track of the frequency and type of activities you are delivering, particularly where these relate to outcomes. Going forward you will be able to look for relationships between the level and types of activities, and outcomes, and assess whether strategy and planning decisions have contributed to achieving the Vision.

Collect outcome data

You should collect outcome data at regular intervals (for example, every 6 or 12 months) to assess progress. Sharing this data with staff and other interested groups will help ensure there is a stronger sense of the collective effort being made, across staff and custodians, to achieve the Vision.

We suggest conducting the Heath users' survey with visitors on the Heath, to generate a 'snapshot' of users, their experience and perceptions, once every 6-12 months. The draft survey on page 17 could be conducted immediately by staff and volunteers approaching people on the Heath. Advice about conducting the survey and sampling is on page 19.

To understand the appeal of the Heath in the local community it will be important to collect data from local residents in settings outside the Heath too. The draft Residents Survey is on page 18. Administering the survey could be accompanied by some light touch outreach work (eg, after completing the survey, residents could be given more information about the Heath).

Our initial suggestions about where to collect data from residents include: schools, tenants' associations, leisure centres and GP surgeries—but there may be more. Talking to schools and tenants' associations may give you more ideas, for example about when/how to reach residents, or when to reach parents (eg, at parents evenings,

sports days, school pick up/drop off etc). GP surgeries in particular might help you reach more isolated people, particularly older people, that you wouldn't reach through other channels. Recognising that GP surgeries tend to be busy places, focusing on the mental and physical health benefits of the Heath might help make the case for your presence. GP surgeries could also be good places to advertise the Heath, promoting its benefits mental/physical health.

An alternative approach is to conduct a random sample phone survey of people in the local community. This would give a more representative sample of the whole local population, but is resource intensive and is less of an opportunity for outreach activity.

Immediate and further reaching data collection

Data collection among local residents outside the Heath is potentially more time consuming and complicated to deliver, because of the need to work with local partners to identify the interfaces for local residents, sending staff/volunteers outside the Heath to conduct surveys etc. As such, you may want to focus on the user snapshot survey and management data elements of the measurement framework first and develop this more ambitious element of data collection at a later stage. However, understanding barriers to the Heath from non-users will be important in designing activities or strategies to increase the diversity of Heath users.

Key outcome areas for measurement

Specific indicators are set out in the measurement table on page 10. They cover a range of critical outcomes identified in the outcomes map and are discussed further below.

We have not suggested a lot of measurement activity in relation to quality of life. In part, this is about taking a proportionate approach and recognising that it is not practical to measure everything. This also reflects the fact that successful maintenance of the natural and historic environment of the Heath, alongside a welcoming atmosphere and participation in clubs and societies, is likely to naturally generate quality of life benefits. If at a later stage you are keen to collect data on how the Heath impacts users' quality of life, this could be added to the measurement framework.

Diversity of Heath users

Increasing the diversity of Heath users was identified as a key outcome in and of itself. Moreover, it contributes to both increased social inclusion and to more effective collective care of the Heath. If the Heath managers and custodians are undertaking activities to improve diversity (for example, through outreach/education work or by making the Heath more accessible to a wider range of people) it will be important to monitor diversity to assess their success.

Monitoring users' needs

Achieving greater diversity of Heath users depends in part on ensuring the Heath is accessible to a broad range of people. Accessibility refers to a range of factors, including the Heath feeling welcoming and safe for new users.

It's important not just to collect data from Heath users. Success here also depends on understanding what is creating barriers for potential Heath users. Working through local community settings or schools to collect feedback on what prevents (local) people from using the Heath will provide useful insights to help improve accessibility. This could be delivered alongside education and outreach activity.

Increased social inclusion

Increasing social inclusions depends on both increasing the diversity of Heath users, and ensuring the environment and community is welcoming and conversation is encouraged.

Collective care of the Heath

The outcomes map identified two key factors needed to achieve effective collective care of the Heath: users need to feel more responsible for its care; and users need to have the right information/knowledge to act in pro-environmental ways when using the Heath. This means that as well as observing behaviours to indicate whether effective collective care of the Heath is being achieved, you can also collect data on the potential causes of that behaviour. For example, asking people how they feel about the Heath, assessing whether people or interest groups understand management decisions and feel they are able to participate in decision making, and whether individuals and clubs/societies know how to act to protect the Heath. Other positive indicators include whether clubs and societies participate in Heath-wide programmes and events, indicating a shared commitment to achieving the Vision and caring for the Heath.

Environmental factors

Maintaining the mosaic of natural habitats, landscapes and heritage is identified as a priority outcome in the outcomes map. Appropriate indicators should be developed, if they are not already used to monitor success here—suggestions are set out in the table on page 10 onwards. It may be useful to compare indicators of the natural environmental on the Heath with other data about the range and level of activities taking place, but also with indicators of progress on other elements of the Vision, like more effective collective care of the Heath.

Tools for measurement

In the measurement framework table (p10) we have suggested several tools for data collection, explained below.

Surveys

Heath users' survey

A snapshot survey conducted by Heath staff (/volunteers) face to face on the Heath, once every 6-12 months. The users' survey collects information on who is using the Heath and people's feelings about the Heath. The draft survey is on page 17.

Sample size: based on the sample size calculator¹ and the population size of 10 million people visiting Hampstead Heath each year² (though in fact a much smaller population, eg ½ million, generates the same sample sizes), we recommend you aim to survey around 200-400 people if resource permits³. A sample of at least 100 people would generate a reasonable estimate with a 10% margin of error, but if you have the capacity, reaching more people will generate more robust results. The appendix also provides further information on sampling strategies.

Residents' survey

A short set of question areas to guide conversations with local residents. The residents' survey collects information on local residents' perceptions of the Heath and potential barriers to use.

We suggest these conversations are included as part of any outreach/education work delivered in local community settings, either as part of formal learning programmes or light touch information sharing (eg, handing out information leaflets). Examples of settings include: through local schools (eg, at parents evenings if schools are willing); in GPs surgeries; through local tenants' associations.

Piloting the surveys

The users and residents surveys, on pages 17 and 18 should both be piloted before being rolled out more broadly, so the drafts included in this document are subject to change. Piloting the surveys will test comprehension (whether interviewees understand the questions and what they understand by them), how long the survey takes to complete, how people feel completing the survey and whether the survey generates genuinely useful data for you.

For example, we recommend including at least one open question to which explores how people feel about the Heath—it may be interesting to compare the feelings of users and non-users. We have suggested asking: 'How do feel about the Heath?', but there is no obvious or required wording. Piloting will allow you to test and refine this wording.

Other data sources

Management data

Much of the data we suggest as possible indicators will be generated in the day to day running of the Heath. This is most relevant for indicators related to observing how people behave on the Heath (eg, volume of litter dropped),

¹ <https://www.surveysystem.com/sscalc.htm#two>

² http://www.haringey.gov.uk/sites/haringeygovuk/files/hampstead_heath.pdf

³ If you were to reach around 400 people, that would generate a 95% confidence level result with a 5% margin of error, ie, 95% of the time, you can be sure that the true statistic is within 5% either side of the survey results. For example, if 70% of people in your survey responded 'yes', you can feel confident that the answer for the population more widely is likely to be between 65% and 75%—as long as your sample is random. If you reach 200 people, the margin of error is around 8%.

information about activities (eg, cost or frequency of activities, club participation in Heath-wide events), diversity of volunteers, and how people access and use information provided by Heath management (eg, blog views, report downloads, social media engagement, attendance at meetings etc).

Some data will be collected through surveys and monitoring activity related to ecology and conservation of the Heath. Clubs and societies may also already submit data that is useful for monitoring activity levels.

Finally, some of the indicators may be most relevant for management to keep in mind when reviewing strategy and collated as relevant. For example, reviewing whether the 'right' level of information is made available, and how it is shared; or degree of integration with Local Plans.

Information from clubs and societies

Information about who is participating (where clubs already collect this data) and on how many people participate in Heath-wide events and themes. Willingness of clubs/societies to share information is itself an indicator of their commitment to enhancing 'everyone's Heath'.

Optional other data sources

You could also consider including formal/informal feedback from consultative committee members, clubs and societies, staff and volunteers.

OUTCOME	METRIC / INDICATOR	HOW DATA IS COLLECTED	COMMENTS
Increased social inclusion			
Increased diversity of Heath users (including volunteers and visitors)	<ul style="list-style-type: none"> Heath users' age, socio-economic group and postcode (or town/country if outside London) How many times they visited in the past year (user recall/ estimate with pre-coded question) Survey data from local residents on usage and barriers to using the Heath 	<p>Survey of Heath users</p> <p>Residents survey</p> <p>Management data on volunteers</p>	<p>The Vision talks about attracting '<i>Diverse communities</i>'. The definition of 'diversity' could be further explored—for example, you could focus on the age range, socio-economic indicators, disability (and accessibility of the Heath), ethnicity or geography etc. Determining which aspects of diversity you want to increase will shape the activities you need to focus on.</p> <p>We suggest capturing this information via the snapshot survey of users and have suggested some questions related to diversity. Please note, the have included a question on the occupation of the chief income earner in your household—this is to generate data on socio-economic group. You will need to code this data to establish social grade: http://www.nrs.co.uk/nrs-print/lifestyle-and-classification-data/social-grade/</p> <p>In addition to the user snapshot, we suggest complementing this with further data collection outside the Heath from local residents, to learn about barriers that might prevent some groups from using the Heath. One approach to learn about which parts of the local community are more/less likely to use the Heath is to conduct a random sample phone survey. This would give a representative sample of the whole local population. Alternatively, conducting a residents' survey in local community settings will generate data on whether and why different groups have or haven't visited the Heath, while providing an opportunity to deliver light touch information sharing / outreach.</p> <p><i>[Not discussed in outcomes map workshop]</i> Diversity of volunteers is also an important metric in assessing the appeal of the Heath to a diverse range of people. This could also contribute to a greater range of people feeling that it is 'everyone's Heath'.</p>
Heath is financially accessible	<ul style="list-style-type: none"> What proportion of activities are free or low cost 	Management data	The cost of activities on the Heath to track could include sports activities, walks, music events, cafes etc. Ensuring a proportion of activities are free or low cost (however you choose to define this) will ensure the Heath remains financially accessible to a range of users. Transport costs could be considered as part of the cost of participation.
People know about the	<ul style="list-style-type: none"> Survey data from local residents on what 	Residents survey	As this indicator is a measure of people's awareness of the Heath and what it offers, it will need to be gathered outside the Heath. As above, we suggest collecting this data

Heath & what's on offer	<ul style="list-style-type: none"> they know about the Heath # visits to Hampstead Heath website 	Website data	<p>via a local residents' survey and potentially combining this data collection with any outreach/education work you conduct in the local community—see residents' survey on page 18. One option discussed in the measurement framework workshop was whether GPs' surgeries could play a role here—both as a place to monitor Heath use, and as a way to promote the Heath to support mental/physical health.</p> <p>Currently you track website visits as part of your KPIs. If you have a strategy in place around how the website draws in visitors or increases the diversity of your visitor base, website use data can also be used to assess your progress in making sure people know about the Heath and what's on offer.</p>
Monitoring users' (and potential users') needs	<ul style="list-style-type: none"> Proportion of users who are able to access activities/parts of the Heath they want to Survey data from local residents on barriers to using the Heath 	<p>Survey of Heath users</p> <p>Residents survey</p>	<p>This could be an opportunity to gather data from users on which activities they are participating in. The interviewer could also potentially end the survey by telling them all the activities that are available, if they are interested.</p> <p>The limitation of asking users on the Heath about accessibility is that it only assesses accessibility of particular areas of the Heath or activities. It doesn't capture any data from people who were not able to access the Heath at all, so it cannot be used as a measure of how accessible the Heath is.</p> <p>By asking people who haven't visited the Heath before what has prevented them from doing so, you will gather some information on potential users' needs. Barriers cited may be informational or emotional, as well as physical.</p>
People feel safe on the Heath	<ul style="list-style-type: none"> Proportion of users who report feeling safe on Heath Perceptions of Heath safety among local residents 	<p>Survey of Heath users</p> <p>Residents survey</p>	<p>These questions are most meaningful if compared to perceptions of people not using the Heath—so ideally the same question wording should be used when collecting survey data from Heath users, and when collecting survey data from local residents.</p> <p>Informal discussions to gauge perceptions will be just as/ more important than formal methods. This can be collected as part of any outreach activity.</p>
Heath is perceived as welcoming	<ul style="list-style-type: none"> Proportion of users who report finding the Heath welcoming Perceptions of Heath among local residents 	<p>Survey of Heath users</p> <p>Residents</p>	As above.

		survey	
More effective collective care of the Heath			
Improved understanding of management decisions	<p>Information availability:</p> <ul style="list-style-type: none"> Decisions are well communicated and understood The 'right' level of information is shared, in ways that do not diminish the wildness of the Heath <ul style="list-style-type: none"> Is the right level of information available? (where 'right' needs to be defined) Is information accessible, for those who want to access it? (Eg, how many people visit website, read blogs, access reports, attend forums, etc? How are notices made available—both on and off line?) <p>Influencing decisions:</p> <ul style="list-style-type: none"> Whether people interested in Heath management decisions feel their voices are heard How representative the consultative forums are of wider Heath users Of users who are interested in decision-making related to the Heath, the proportion who are aware of how to access information 	<p>Survey of Heath users</p> <p>Management monitoring</p> <p>Optional: formal/informal feedback from consultative committee</p>	<p>Understanding why decisions have been made will be influenced by where and how information is made available, and whether users access this information. This could include: whether management information/notices are made publicly available, how that information is accessed and how often it is accessed (# report downloads, website visits, social media engagement, how notices are made public, how many people attend public meetings etc). There is a value judgement to make on the right balance between making relevant information accessible to a wide range of people and maintaining the wildness of the Heath itself—assessing the 'appropriate level' of information to share, and how it is shared.</p> <p>Informal (or formal) feedback from CC members could also be complemented by a short, annual survey covering issues like transparency, whether members feel genuinely consulted, and how they share information more widely with their society/group members. How well the CC represents heath users should also consider those who are not represented (and potentially not using the heath)—for example, a 'youth committee' or other channels to involve young people in decision making could boost representation</p> <p>The Heath users' survey will generate data on whether (the range of) individuals who want to, feel able to participate in decision making related to the Heath. (This could also be a chance to give interested users information about how to get involved).</p>
Improved users' knowledge of Heath	<ul style="list-style-type: none"> Volume of dropped litter [Other behaviours that protect the Heath] 	Observation & management	Collective care of the Heath can be assessed by observing user and club/society actions. (You might also want to capture information about actions to promote positive

environment / how to protect the Heath	<ul style="list-style-type: none"> Incidence of damage due to misuse of Heath Total # of Heath volunteers Diversity of Heath volunteers 	data	<p>behaviours, like plogging!)</p> <p>Observed pro-environmental behaviours could be benchmarked against other London parks, to assess relative progress.</p>
Greater range of people feel a sense of 'everyone's Heath' – (individual users)	<ul style="list-style-type: none"> Diversity and # of people participating in activities on Heath # repeat visits Diversity of Heath volunteers How do you feel about the Heath? (open Q) 	<p>Data from clubs/societies</p> <p>Survey of Heath users</p> <p>Residents survey</p>	<p>A combination of answers to the open question 'how do you feel about the Heath' and other indicators (eg, how welcoming people find the Heath, proportion of repeat visits) will provide a picture of overall perceptions of the Heath, and it will be interesting to compare responses of users/non-users.</p> <p>Asking an open question could generate interesting insights about what people feel about the Heath (for example using simple coding or analysis techniques like wordclouds).</p>
Greater range of people feel a sense of 'everyone's Heath' - (clubs, societies and interest groups)	<ul style="list-style-type: none"> Whether clubs and societies that use the Heath participate in Heath-wide events and themes Diversity of club/society members # clubs/societies represented at [Heath management meetings] 	Management data: from clubs/societies	<p>A sense of belonging to the Heath community by the range of clubs, societies and interest groups that use the Heath could be demonstrated by respectful behaviour towards each other & towards other Heath users. Indicators could include how many people take part in Heath-wide events or programmes, like 'Give it a go'.</p> <p>Clubs/societies also report that their members benefit from a sense of inclusion and enhanced quality of life, as a result of membership. Club/society members' feedback or survey data could be useful as an indication of how the Heath is helping this.</p>
Maintained flourishing green space & historic landscape			
Enhancement of green passages & environs of the Heath	<ul style="list-style-type: none"> Degree of integration into Local Plans - could be number of recommendations/ actions in Local Plans that align with Heath strategies. This could be measured by Neighbourhood Forums. Community Infrastructure Levy investment in projects that do this (LB Camden Wards) – could be monitored by Neighbourhood Forums or LBC Number of strategic plans that include 	Management data: internal/ external data sources	<p>These indicators (and all of those below) could be further developed with Heath ecologists and conservation team.</p> <p>Indicators from other parks or environmental organisations, like Defra or the European Environment Agency, could be useful here too.</p>

	<p>actions/recommendations that align with Heath strategies – could monitor number of projects, number of joint funding applications, etc</p> <ul style="list-style-type: none"> Number of planning applications influenced to comply with Heath strategies 		
Maintained mosaic of natural habitats, landscape & heritage	<ul style="list-style-type: none"> Monitor change in habitat extent and quality over time, perhaps focus on habitats of particular interest Identify key indicator species and monitor populations and extents, eg invertebrates, amphibians, moths, pollinator species, fungi Monitor invasive species and changes over time for example Oak Processionary Moth (OPM) Monitor water quality Record archaeological artefacts and monitor trends over time <p>Photo point monitoring of views and vistas over time (annual or every 5 years?)</p>	Management data: ecology and conversation team data	<p>You may want to work with Heath ecologists and conservation team to incorporate the current survey and monitoring activities to develop measures for this outcome.</p> <p>As a further step, you may consider developing a theory of change that maps the assumptions that if a rich mosaic is maintained the overall conservation objectives will be met, and ecosystems will be resilient over the long term. This could include long term changes such as climate change.</p>
Monitor level & type of activity and impacts	<ul style="list-style-type: none"> Level/type of activities: # sports clubs using Heath each week <p>Impact of activities:</p> <ul style="list-style-type: none"> Monitor compaction/erosion at site of impact – photo monitoring Monitor levels of compliance (non- 	Management data: ecology and conversation team data	<p>This data can be usefully linked to other outcomes—in particular, diversity of users and environmental impacts. This will provide insight over time into whether the range of activities taking place on the Heath is impacting the diversity of users and whether this is impacting the natural environment.</p>

	<p>compliance) with exclusions and seasonal closures</p> <ul style="list-style-type: none"> • Monitor levels of compliance (non-compliance) with by-laws and conditions on activities, eg cycling off designated routes, incidents with dogs, etc (use data collected by Constabulary) • Monitor levels of litter/waste over time • Monitor levels of dog waste collected (dog bins). Also monitor phosphorous levels in water sampling. 	<p>Management data: from clubs and societies</p>	
<p>Balance of activities and protected/enhanced natural and heritage values</p>	<ul style="list-style-type: none"> • Potentially this could be a derived measure: eg, a combined score from across all the outcomes that is an indication that the 'balance' falls within an acceptable range. • Interim indicators <i>could</i> include: <ul style="list-style-type: none"> - levels of participation in surveying activities for example, citizen science programmes, school and learning programmes - use visitor survey to collect data about perception of balance and monitor over time - survey staff about perception of balance 	<p>Management data</p> <p>[Optional: Survey of Heath users, Staff survey]</p>	<p>This outcome links directly to 'collective care' outcome.</p> <p>You may want to integrate this with the development of higher level indicators for Open Spaces Department including those for ecosystem services; and also link with London wide natural capital approach to open space and green infrastructure.</p> <p>A measure of 'balance' is likely to be a long-term view—perhaps assessed every 5 years to align with the mid-term review of the strategic plan, or even every ten years as the Plan is renewed. This could be developed into a 'state of the Heath'.</p> <p>Asking people (users and staff) about their perception of whether the balance between sport/activities and the natural environment could also be part of this indicator, however this should be considered alongside data on ecological impact.</p>

Existing KPIs across the CoL Open Spaces dept that might be relevant – to be discussed	
Increase the number of 'visitors' to the Open spaces webpages	<i>Already captured in</i> People know about the Heath & what's on offer
Increase the amount of tennis played across our sites	<i>Will be captured in</i> Monitor level & type of activity
Increase the amount of football played across our sites	<i>Will be captured in</i> Monitor level & type of activity
Increase the percentage of Learning Programme participants who are more knowledgeable about the natural history of our open spaces.	<i>Not sure if Learning Programme is relevant here or if there are any HH specific programmes. If there are, relevant in</i> Education for children & adults about Heath and Nature
Increase the percentage of new participants in the Learning Programme who report their intention to visit our open spaces with their families	<i>Not sure if Learning Programme is relevant here or if there are any HH specific programmes. If there are, relevant in</i> Increased diversity of Heath users
Increase the percentage of Learning Programme participants who are from Black and Minority Ethnic or under-represented groups	<i>Not sure if Learning Programme is relevant here or if there are any HH specific programmes. If there are, relevant in</i> Increased diversity of Heath users

User survey

We (/The Heath management?) are conducting a short survey to better understand who is visiting Hampstead Heath and their experience, to help us ensure it is accessible and well used. I won't be asking for any personal details like your name or contact information, but as we're interested in building a picture of who is using the Heath the survey includes questions about where you live and your age. You can skip any questions you would prefer not to answer.

The survey will take about 5 mins.

1. Is this your first visit to Hampstead Heath? [Y/N]
 - a. *If yes:* Is there a reason you haven't visited before? [Open]
 - b. *If no:* Do you usually visit: more than once a month; several times a year; or, less than once a year?
2. What activities do you take part in on the Heath? *[Either tick list or open, eg: walking, running, cycling, swimming, sports clubs, using sports facilities, music events, ecology, nature watching, other...]*
3. Were you able to access all the activities or parts of the Heath you wanted to today? [Y/N]
 - a. *If no:* Can you tell me more about it? [Open]
4. Do you live locally to Hampstead Heath? (Within about 1 mile) [Y/N]
 - a. *If yes:* We're interested in which local areas people are visiting from. What's your postcode?
 - b. *If no:* Where in the UK or abroad do you live?
5. What is your age?
6. What is the occupation of the chief income earner in your household?⁴
7. How do you feel about the Heath? [Open Q]
8. Do you feel safe on the Heath? (Y/N)
 - a. *If no:* Why not?
9. Do you find the Heath a welcoming place? (Y/N)
 - a. *If yes:* Why?
 - b. *If no:* Why not?
10. Are you interested in decisions related to the Heath? (Y/N)
 - a. *If yes:* Do you know where to get information about decisions or being involved?
11. *[Optional: see end of mst table – Do you think there is the right balance of sports use and preservation of natural spaces on the Heath?]*

END. If you're interested, here is a list of activities that take place on the Heath [...].

⁴ You will need to code this data to establish social grade: <http://www.nrs.co.uk/nrs-print/lifestyle-and-classification-data/social-grade/>

Resident survey questions (in local community settings)

1. Have you ever visited Hampstead Heath?
 - a. *If yes:* Do you usually visit: more than once a month; several times a year; or, less than once a year?
 - b. *If no:* What puts you off visiting? (Open)

And: What would make you more likely to visit? (Open)
2. What activities do you think are available on the Heath?
3. Where would you look for information about the Heath?
4. How do you feel about the Heath? [Open Q]
5. Safety:
 - a. *If visited before:* Do you feel safe on the Heath?
 - i. *If no:* Why not?
 - b. *If not visited before:* Do you think of the Heath as a safe place?
 - i. *If no:* Why not?
6. Welcoming:
 - a. *If visited before:* Do you find the Heath a welcoming place?
 - i. *If no:* Why not?
 - b. *If not visited before:* Do you think of the Heath as a welcoming place?
 - i. *If no:* Why not?

Appendix: Further information

Qualitative data

While collecting quantitative data (numbers and scales) is an important part of impact measurement, it often does not give the full picture of why and how change happens. Qualitative data (words/stories) adds more depth and helps you understand the range of answers and underpinning factors.⁵ It also allows the voices of users to be heard more clearly.

Potential qualitative approaches can be categorised as informal and formal:

- **Informal approaches** would be things like; a 'comments' box or board, where people can write what they think; or encouraging young people to feedback on social media.
- **Formal approaches** would be things like a regular user forum or organising focus groups, in which small numbers of users are taken aside and asked for their feedback on a programme or for their views on how programmes have (or haven't) benefitted them.

While neither of these will provide particularly robust evaluation data they will provide supporting information and help you to identify issues, learn and improve.

Conducting a survey

Top tips on sampling for qualitative and quantitative surveys can be found here:

<https://impactsupport.org/data/how-collect/sampling/> and more in-depth advice can be found here:

https://www.clinks.org/sites/default/files/IntroductionToSampling_0.pdf

However when collecting data via a face to face survey by approaching people who are on the Heath, statistical random sampling techniques can't be used. To increase the chances of reaching a wide range of users, staff/volunteers conducting the survey could be given quotas for who they speak to—for example by age and gender.

The risk this poses is that without knowing the profile of visitors, quotas can introduce an artificial bias in survey results (eg, if in fact 80% of the Heath's visitors are female, but survey administrators are told to speak to 50% women and 50% men, men will be over-represented in the sample). Basing quotas on any prior data or knowledge you have about Heath users will reduce the risk of bias.

Conversely, there may be cases where you are more interested in the views of certain groups—in this case, you can focus data collection on those groups, but should be careful to report any findings as a sample from that group, rather than Heath users more broadly.

One group you may be interested in interviewing are people under 16. From a legal point of view to interview people under 16 you must seek parental consent, so unaccompanied minors can't be interviewed as part of the general survey. You may therefore want to consider other ways to gather views from younger Heath users, eg through clubs/societies (where parental consent may already be granted) or through youth committees / youth parliaments (see measurement table).

Conducting resident surveys

As with the Heath users' survey, those conducting the residents' survey should also seek to speak to a reflective and balanced mix of people. Quotas are simpler in this case because they can be based on the demographic composition of the local area.

⁵ <http://www.thinknpc.org/publications/stories-and-numbers/>

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Vision for Hampstead Heath

We protect & conserve the Heath

Our lives are enriched by this treasured and ancient landscape, a stretch of rolling countryside and wide vistas in this crowded city.

The Heath's varied landscape has been shaped by human hands over centuries and is carefully managed to conserve its unique mix of wild and natural spaces, rich mosaic of habitats, heritage gardens, sporting, play and visitor facilities.

Its magical ponds, trees and heathland that support diverse plants and wildlife thrive, flourish and remain resilient to changes over time.

The fringes of the Heath are protected from encroaching urbanisation with expanding green corridors linking to a wider network of green spaces to enhance biodiversity and improve the air we breathe.

The Heath is valued as a relaxing respite from urban life, a peaceful and tranquil refuge for reflection and recharging, where we can connect to nature and feel refreshed.

The Heath enriches our lives

The Heath contributes immensely to our mental, emotional and physical health and wellbeing, providing free access to roam in the outdoors, to pause and observe, to play, to explore, discover and learn about the natural world.

Connection with the Heath is life-enhancing and our lives are healthier and more active with opportunities for walking, informal recreation, active pursuits, swimming and sports.

Experiencing the Heath's rich natural, built and cultural heritage deepens our understanding of our connection with nature, place and the past.

The Heath remains constant through time, witnessing generations upon generations growing up and growing old, a place of cherished memories, rites of passage, the source of stories, the family friend.

The Heath is inclusive & welcoming

The Heath is an inclusive, open access space that brings people together and fosters social cohesion. It is a safe space with freedom for all to play, socialise, relax and keep active with minimal restrictions.

Diverse communities are reflected in our visitors, staff and volunteers. Engagement is ongoing and perspectives, both old and new, are welcomed, shared and respected.

A diversity of activities and interest groups is welcomed. A balance for all is achieved through a culture of mutual respect, compromise and individual responsibility.

Together we care for the Heath

We are all custodians of the Heath and we strive to 'tread lightly', mindful of the potential impact of our activities.

We learn from each other and collaborate to find a balance, ensuring the needs of the Heath community are valued and reflected.

We entrust a skilled and committed City team to lead a collaborative partnership with dedicated and valued volunteers, working with an empowered and representative Heath community.

United in our passion and love for Hampstead Heath we work together to realise our shared aspirations.

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Committee:	Date:
Hampstead Heath, Highgate Wood and Queen's Park Committee	23 May 2018
Subject:	Public
Open Spaces Department Events Policy	
Report of:	For Information
Superintendent of Hampstead Heath	
Report Author:	
Paul Maskell – Open Spaces Department	

Summary

The City of London Corporation (Open Spaces) Act 2018 received Royal Assent on 15 March 2018 and requires the development of an Events Policy for each of the City Corporation's Open Spaces.

Hampstead Heath, in common with many of the City Corporation's Open Spaces, has a long tradition of events.

To reflect the increasing volume and complexity of event requests being considered by the City Corporation's Open Spaces, it is proposed that an overarching Departmental Policy be adopted, with a Site Specific Policy setting out detailed guidance for each Open Space. This will ensure that events are consistently managed across the Department; and that event applications are considered against the impact they may have on a specific Open Space.

The Site Specific Policy for Hampstead Heath will set out guidelines to ensure events are appropriate to the local character of the Heath and meet the statutory obligations and charitable trust objectives to preserve the Heath and to provide recreation and enjoyment.

The Superintendent proposes that the Site Specific Policy for Hampstead Heath be presented to this Committee in September 2018 following further consultation with the Hampstead Heath Consultative Committee in July 2018.

Recommendations

Members are asked to:

- Consider the Open Spaces Departmental Events Policy as attached as Appendix 1.
- Note the proposed timetable for finalisation of the Site Specific Events Policy for Hampstead Heath and other sites.

Main Report

Background

1. Hampstead Heath, in common with many of the City Corporation's Open Spaces, has a strong and rich history of hosting public events under existing statutory powers. Over the years events have included fairs, circuses, concerts, sporting events and charity initiatives.
2. Currently events are managed locally, and the application and licensing process is not consistent across the Open Spaces sites. The creation of an Open Spaces Departmental Policy (Appendix 1) will help to ensure a consistent approach to the approval and management of events. It will also highlight the existing legal restrictions at each site and meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018.
3. The proposed policy framework which has been developed draws upon these considerations and wider legislative requirements regarding public safety and local authority licensing procedures.
4. The City of London Corporation (Open Spaces) Act 2018 requires the development of an Events Policy for each of the City Corporation's Open Spaces.

Current Position

5. In recognition of the differing characters of the Open Spaces managed by the City of London Corporation, an Open Spaces Department wide policy framework 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. The overarching Policy (Part One), is attached as Appendix 1.
6. More detailed Site Specific Policies with associated charges are being developed by the individual Open Spaces sites. These should be read in conjunction with Part One of the Departmental Open Spaces Events Policy (Appendix 1).
7. The Hampstead Heath Site Specific Policy is in development in consultation with Events Advisory Group, comprising of representatives of the Hampstead Heath Consultative Committee and the Heath & Hampstead Society.
8. The Site Specific Policy will set out guidelines to ensure events are appropriate to the local character of the Heath and meet the statutory obligations and charitable trust objectives to preserve the Heath and to provide recreation and enjoyment. It will set out a procedure for considering event applications, the charging rationale for events and will include an application form for event organisers.
9. Both Policies are drawn from extensive experience of managing and hiring spaces for events by Officers across the Open Spaces Department.

Benchmarking with policies from several other London Boroughs has also informed the development of the Policies.

10. Hampstead Heath has been the venue for several types of event. Currently, a draft annual events programme is presented to the Hampstead Heath Consultative Committee for discussion, and to the Hampstead Heath, Highgate Wood and Queen's Park Committee for approval in the spring.
11. There are an increasing number of requests to hold events on the Heath. The Open Spaces Departmental Policy will ensure that a fair, consistent and transparent system operates for decision making and to regulate the type and frequency of events that take place. Such regulation is also particularly important given the environmental sensitivity of the Heath and its statutory protections for nature and heritage conservation.

Proposals

12. Applications for events will be considered on Hampstead Heath according to the framework set in the Departmental Events Policy attached as Appendix 1. It is intended that this Policy will be reviewed after 12 months.
13. A Site Specific Policy for Hampstead Heath will be developed and presented for approval to this Committee in September 2018 following consultation with the Hampstead Heath Consultative Committee in July 2018.
14. Site Specific policies for events at Highgate Wood and Queen's Park will be prepared for consultation with the Consultative Group for each site in October 2018.

Consultation and Committee process

15. A Hampstead Heath Events Advisory Group, comprising of representatives of the HHCC and Officers have been consulted on and involved in the development of the draft Part Two: Hampstead Heath Site Specific Policy.

Corporate & Strategic Implications

16. 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
17. It will also deliver the Open Spaces Departmental Business Plan top line objectives:
 - Open spaces and historic sites are thriving and accessible.
 - Spaces enrich people's lives.
 - Business practices are responsible and sustainable.

Financial

18. The scale of hire charges for events will be discussed with Committee in the autumn and will form part of the annual Schedule of Fees & Charges for Hampstead Heath. The charges will be in accordance with the guidance set out in the Open Spaces Departmental Events Policy and will ensure costs associated with events are recovered and reinvested back into services at each site.

Reputation

19. The careful assessment of event requests through a clear and consistent policy approach should ensure fairness consistency and equality of access. A clear requirement for event managers to apply the appropriate legislative and licensing regimes, which will increase the likelihood of events being run safely and professionally.

Conclusion

20. The City Corporation frequently receives applications to hold events on the Heath. The Open Spaces Departmental Events Policy establishes a framework for a fair and transparent system for assessing these applications and regulating the type, location and frequency of events that are permitted. A Site Specific Events Policy is in preparation for Hampstead Heath and will set out guidelines for events in accordance with the overarching policy.

Appendices

- Appendix 1 – Open Spaces Departmental Events Policy (Part One)
- 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

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

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	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.
Committee	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').
Officer Event Group (OEG)	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.

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) 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

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

4. Legislative context

- 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

- 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
- 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)

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

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]

Contents

1. Policy Statement

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



ENGLISH
HERITAGE

EVENTS



Agenda Item 17

JUNE CONCERT

FRI 15TH HACIENDA CLASSICAL

SAT 16TH ALFIE BOE

SUN 17TH BOOTLEG BEETLES and LIGHTNING SEEDS

FRI 22ND KRIS KRISTOFFERSON and RUFUS WAINWRIGHT

SAT 23RD ROYAL PHILARMONIC CONCERT ORCHESTRA

SUN 24TH KATHERINE JENKINS – LAST NIGHT OF THE PROMS

JULY CINEMA

FRI 18TH THREE BILBOARDS OUTSIDE EBBING MISSOURI

SAT 19TH ROMEO AND JULIET

SUN 20TH THE GREATEST SHOWMAN

AUGUST THEATRE

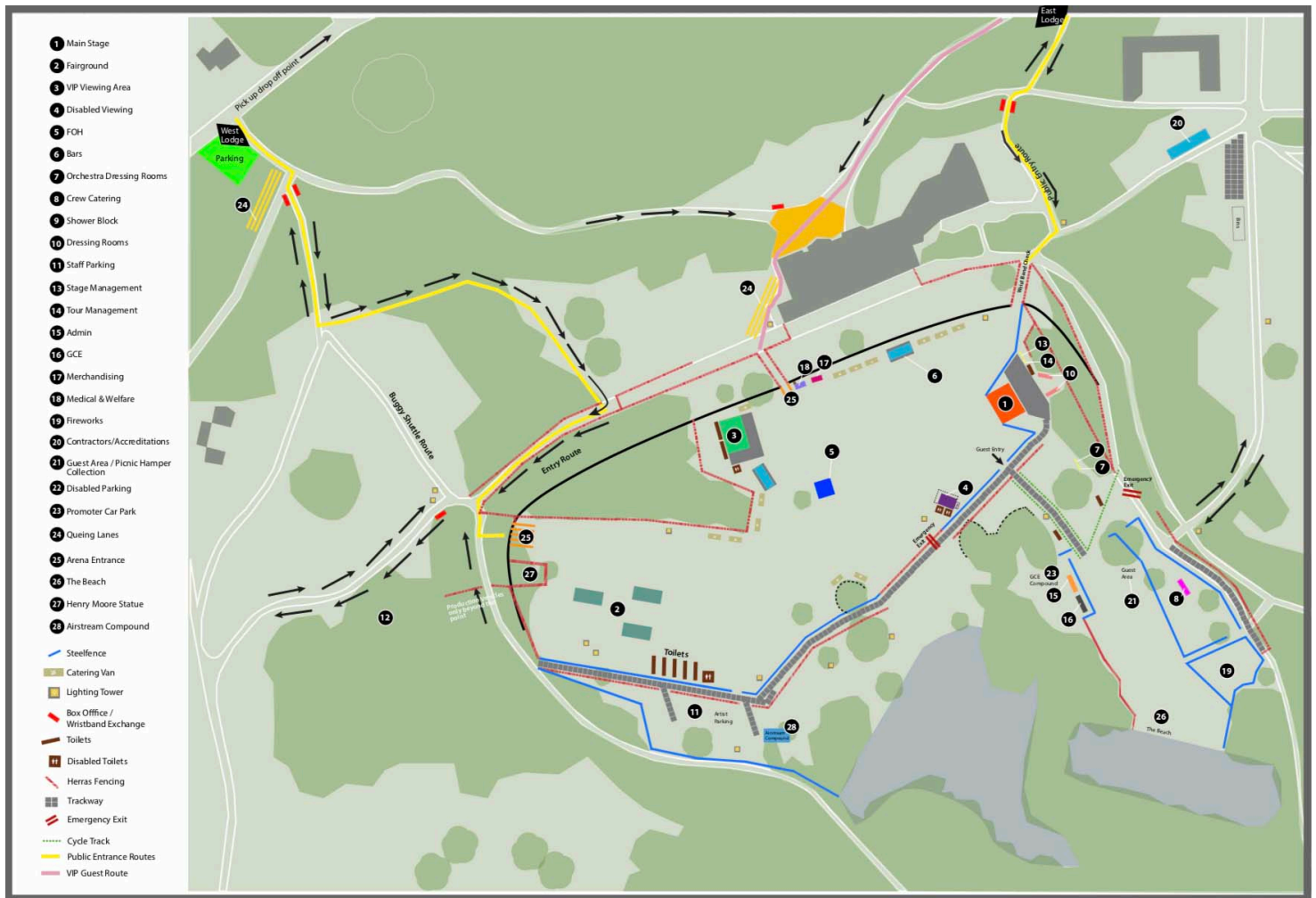
SUN 19TH THE LORD CHAMBERLAIN'S MEN – THE TEMPEST

SEPTEMBER DEBATE

SAT/SUN 8th-9th THE FINANCIAL TIMES FESTIVAL

SAT/SUN 22nd-23rd HOW THE LIGHT GETS IN

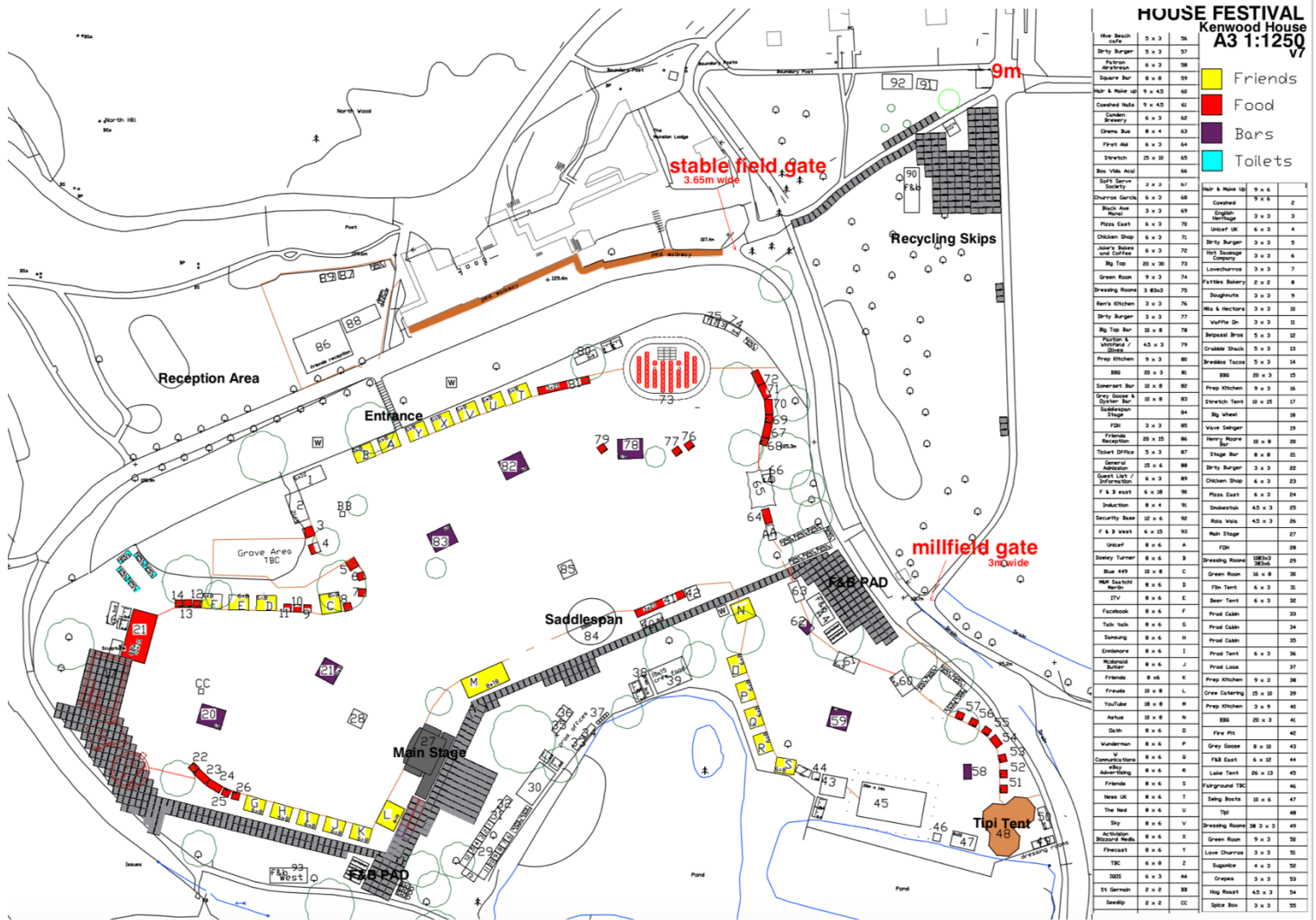
HERITAGE LIVE! LAYOUT



Event Summary

- Consultation with residents (March)
- Consultation with Landscape Forum (March)
- 6 concerts
- Expected Audience: 5-6,000
- Doors open: 5pm
- Event concludes: 10.30pm
- Event Management Plan submitted to Safety Advisory Group (Meeting 17th May)
- 21 days on site in total, with set up commencing on 8th June

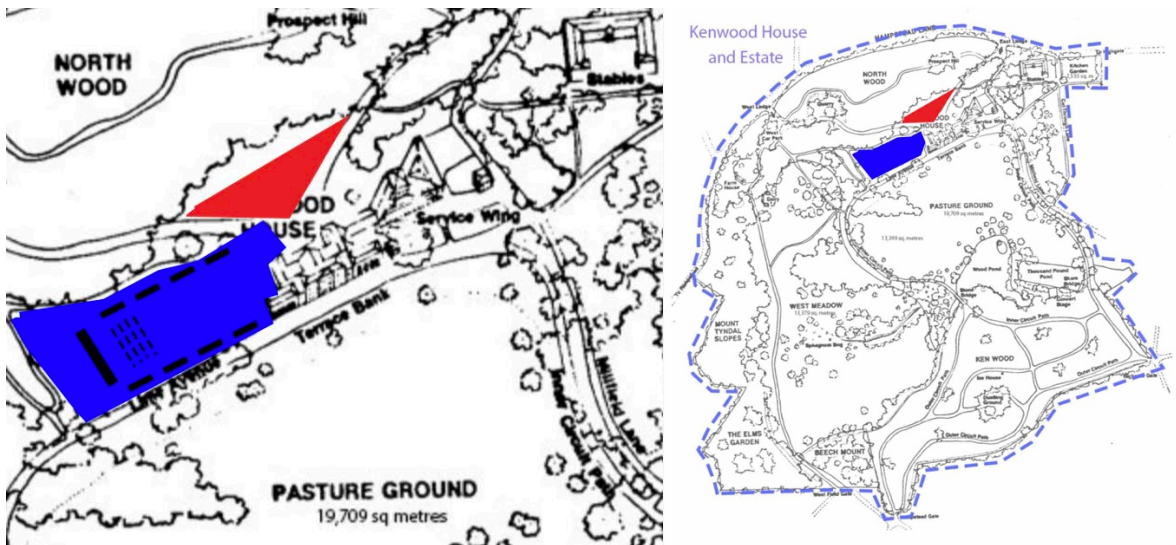
HOUSE FESTIVAL LAYOUT



Event Summary

- Consultation with residents (20th February)
- Consultation with Landscape Forum (March)
- 1 day event
- Expected Audience: upto 10,000
- Doors open: 2pm
- Event concludes: 11.00pm
- Event Management Plan submitted to Safety Advisory Group (Meeting 17th May)
- 15 Days on site in total, with set up commencing on 27th July

LUNA CINEMA AND LORD CHAMBERLAIN'S MEN LAYOUT



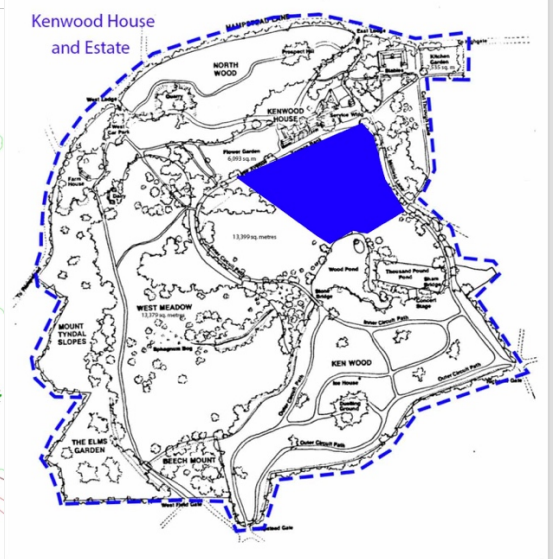
Event Summary – Luna Cinema

- Third year operating in a proven model at Kenwood
- 3 evenings (18,19,20 July)
- Expected Audience: upto 1,000
- Doors open: 6pm
- Event concludes: 11.00pm
- No concerns raised by local community for this well-loved event.

Event Summary – Lord Chamberlain's Men

- A production of The Tempest, located on Half-moon lawn
- 1 evening (19th August)
- Expected Audience: upto 500
- Doors open: 6pm
- Event concludes: 11.00pm
- A new event, no anticipated issues for residents, park users or visitors

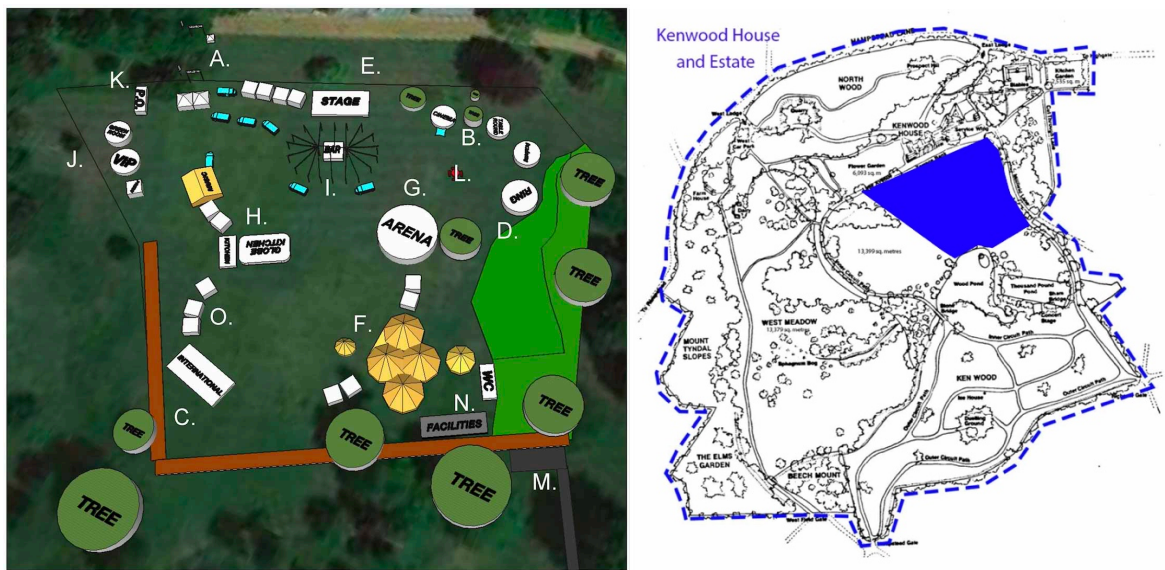
FINANCIAL TIMES LAYOUT (BASED ON 2017)



Event Summary

- 2 day event (8th-9th September)
- Expected Audience: 3,000 per day
- Doors open: 10.00am
- Event concludes: 6.00pm
- A repeat of last year's successful one day event which passed without incident or any noted impact on local community and infrastructure

HOW THE LIGHT GETS IN LAYOUT (BASED ON 2017)



Event Summary

- 2 day event (22nd-23rd September)
- Expected Audience: 3,000 per day
- Doors open: 10.00am
- Event concludes: 11.00pm (Saturday) 5.30pm (Sunday)
- About this new event:

We have for the last 9 years curated and produced a philosophy festival in Hay. Our event features world-leading thinkers on philosophy, art, science and every subject in between, engaging in talks and debates on the topics that bring these issues to the forefront of public discussion (previous year programme available here:

<https://howthelightgetsin.iai.tv/programme-page>). We have been described by the Total Politics as "Europe's answer to TED" and in a Guardian editorial as "bringing Britain back to big thinking." For the event at Kenwood we are planning a weekend of talks and debates which will give people a taste of the much larger event that we run annually in Hay.

We will primarily be producing talks and debates on philosophy, politics, art and science. These events form the basis of the primary output of our organization. According to our impact statements, the production of debates in a democratic space helps engender a spirit of creative and intellectual discussion in line with our broader aims as an organization. We are seeking to give philosophy and ideas a central role in public life, and the festival will be one way in which we intend to achieve this aim.

Alongside our primary output of talks and debates, we create our unique festival atmosphere of collectivity and understanding by integrating live music along with our events. Our venues are enclosed tents, provided by suppliers we have known and relied on for excellent service for the past eight years.

We will have a maximum event capacity of 3000 attendees, and we have extensive experience managing events of this number.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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